

Enrolment process regulations for funded and post-initial Master study programmes



Introduction

The enrolment process regulations for funded and post-initial (unfunded) master's degree programmes explain the most important rules for the enrolment, re-enrolment, and termination of enrolment as a student, course participant, extraneous or nonexamination student at Rotterdam University of Applied Sciences (Article 7.33, Paragraph 1, WHW). Also included are the admission requirements which the applicant (future student, course participant) must meet in order to be able to enrol as a student or course participant in a funded or post-initial master's degree programme of Rotterdam University of Applied Sciences.

The legal position of a student/course participant in a funded or post-initial programme is regulated in the Student Handbook for funded and post-initial master's degree programmes. The Student Handbook is available on Hint, our intranet.

These regulations, including the appendix, were adopted by the Executive Board on 7 May 2024 and replace all previously adopted Regulations on the registration process for funded and unfunded (post-initial) master's degree programmes of Rotterdam University of Applied Sciences.

Executive Board
Rotterdam University of Applied Sciences

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Chapter 1 General provisions for enrolment

Artikel 1.1 Scope

1. These regulations govern the method of enrolment, preparation, and termination of the student's enrolment at Rotterdam University of Applied Sciences on the basis of Article 7.30b (and up) of the Higher Education and Research Act (WHW). The regulations are available in Dutch and English. In the event of differences of interpretation between the English and the Dutch text, the Dutch text prevails.
2. The student enters into an agreement to perform services with Rotterdam University of Applied Sciences to follow a post-initial master's programme. The following terms are applicable as well: [General terms and conditions of Stichting Hogeschool Rotterdam](#). These regulations are an addition to the general terms.
3. In these regulations, prospective students, course participants and extraneï are referred to as 'applicants' once they have requested enrolment.
4. In these regulations the term 'student' or 'applicant' is used to refer to the course participant or extraneus as well, insofar as the text is applicable to them. Whenever a student provision differs from this, it shall be explicitly mentioned.
5. These regulations do not apply to applicants for bachelor and associate degree study programmes and for all post-higher education programmes and courses that are not regulated by law. [Separate regulations for enrolment](#) have been drawn up for these study programmes and courses of Rotterdam University of Applied Sciences

Artikel 1.2 Enrolment request for Rotterdam University of Applied Sciences (first-time enrolment)

1. The '*Studielink*' organisation processes enrolment requests for study programmes at the Rotterdam University of Applied Sciences. The deadline for enrolment differs per study programme. The date always precedes the start of the study programme. The exact application date is stated on the [study programme page](#).
2. When enrolling in the post-initial master in *Studielink*, the student agrees to the General Terms and Conditions and to invoicing via the *Studenten Service Center* (SSC).
3. An enrolment request is only possible if the applicant:
 - a. has the Dutch nationality or is treated as a Dutch national pursuant to a statutory provision,
 - b. is a foreign national and is younger than eighteen years of age on the first day of the study programme for which initial enrolment has been requested,
 - c. is a foreign national, eighteen years of age or older on the first day of the study programme, for whom enrolment is requested for the first time and on that day resides lawfully in the Netherlands within the meaning of Article 8 of the Aliens Act 2000,
 - d. is a foreign national residing outside the Netherlands on the first day of the study programme for which enrolment is sought for the first time,
 - e. is a foreign national who no longer meets one of the conditions referred to under b, c or d and was previously enrolled in a study programme at an institution, in accordance with one of these sections, that is still being followed and has not yet been completed.
4. All enrolment conditions must be fulfilled by 31 August at the latest. These are the conditions that apply to the first enrolment (request) for a study programme:
 - a. The condition of prior education and possibly also additional requirements (please refer to [chapter 2](#));
 - b. Payment of the course tuition or tuition fee (please refer to [chapter 4 and 5](#));
 - c. SSC has verified that the requirement set out in paragraph 3 of this article (nationality requirement) has been met.

5. If one or more of the above mentioned enrolment conditions have not been met by 31 August at the latest, the applicant will receive a warning that the RUAS e-mail account will be blocked on 8 September. The applicant will be given until 10 September to issue the authorisation to pay the tuition fees, to submit documents and/or to carry out actions which show that the other enrolment conditions have been met by 31 August at the latest. After 10 September, if it is not proven that the enrolment conditions have been met, the enrolment request will be rejected.
6. After all requirements for enrolment have been met, the applicant will receive confirmation of enrolment via Studielink and My RUAS. Upon first-time enrolment, the applicant will receive a student card from Rotterdam University of Applied Sciences.

Tip: use the app [KopieID](#) for copying your proof of identification.

Artikel 1.3 Enrolment other than in September

1. By derogation from Article 1.2, the following provisions apply to study programmes with a fixed starting date other than 1 September:
 - a. A request for enrolment can be submitted via Studielink.
 - b. All enrolment conditions must be met before the first day of the month the programme starts.
2. Please check the [website](#) to learn which study programmes offer a deviating intake opportunity and which application deadline applies for this intake. This information is also included on the page of the corresponding study programme.

Artikel 1.4 Interim enrolment

1. Enrolment throughout the study year is possible in the following cases:
 - a. the study programme starts on a different date than in September,
 - b. the student wants to switch study programmes in the study year and meets the set conditions for this (refer to [Article 1.5](#)),
 - c. if, for compelling reasons, the institute's dean admits an applicant who meets the admission requirements of the master's programme in question during the study year,
 - d. if the applicant has previously had to interrupt their studies at RUAS due to special personal circumstances and wishes to resume the study programme. The applicant must submit a request to this effect via hardheidsclausule@hr.nl. This request must be supported by a positive recommendation from both the study programme and a student counsellor.

Artikel 1.5 Switching study programmes

1. A student who wants to switch from their study programmes to another study programme or another variant (full-time, part-time or dual-track) during the study year will require permission from the dean of the institute(s). A request for this can be submitted until 1 June.
2. approved request to switch will be effective as of the first day of the month following the receipt of the transfer request. For a student who wishes to transfer to another programme and submits a transfer request in September, the transfer will go into effect on 1 September or 1 October.
3. The student who wants to switch during the study year from another educational to Rotterdam University of Applied Sciences will require the permission of the dean of the institute. A request for this can be submitted until 1 October.

Tip: do you want to switch in August, before the start of the school year? In August it is no longer possible to switch via Studielink. You must then submit an [online](#) request to SSC to make the switch.

Artikel 1.6 Authorities

1. The Executive Board holds a number of powers for the execution of the enrolment process, on the basis of Dutch [law](#). The director of Administration, Information and Control (AIC) executes these on behalf of the Executive Board as far as admission to the funded master's programmes is concerned.
2. As far as the admission to the post-initial (unfunded) master's programmes is concerned, the Executive Board has delegated these powers to the institute's dean. The director of Administration, Information and Control (AIC) is authorised to deal with the administrative and financial aspects of enrolment.

Artikel 1.7 Information services

1. The applicant will be issued a student email address from Rotterdam University of Applied Sciences at the time of registration. We communicate with the applicant via this e-mail address. We therefore assume that the applicant checks their student email account regularly. We may also seek contact using the student's Studielink contact information.

Tip: make sure that you pass on every change in address, email, or telephone contact info directly and correctly in Studielink. We will thus be able to reach you, if necessary.

Artikel 1.8 Privacy policy

1. Rotterdam University of Applied Sciences processes personal data of applicants and students at Rotterdam University of Applied Sciences for the purpose of (re)enrolment and further preparation. The processing of this data is necessary for the various business processes.
2. The correct processing of personal data is the responsibility of the Executive Board, in accordance with the rules of the General Data Protection Regulation (AVG) and its implementation.

Tip: more information about the privacy policy is available on the [website](#).

Artikel 1.9 Hardship clause

1. In unforeseen cases and in cases where application of these regulations would result in manifest unfairness, the Director of Administration, Information and Control (AIC) shall decide.
2. The hardship clause may not be applied if a provision is also laid down in law.

Tip: the hardship clause makes it possible to make an exception for a case in which there would be a truly unreasonable consequence if the rule in these regulations were to be applied.

Artikel 1.10 Legal protection

1. The applicant may lodge an appeal with the Examinations Appeals Board via the Complaints and Disputes Office (BKG) against a decision taken by or on behalf of the Executive Board on the basis of these rules and regulations, regarding admission to a funded master's programme within six weeks. This term starts the day after the announcement of the decision to the applicant.
2. The following regulations are applicable for complaints of a private nature, in the context of the unfunded (post-initial) master's programme: [complaint regulations for students and course participants](#).

Artikel 1.11 Complaints of undesirable behaviour

1. Anyone who, during the application process at Rotterdam University of Applied Sciences, is confronted with discrimination, harassment, bullying, aggression, or violence (undesirable behaviour) can turn to a confidential advisor.

Tip: you can find out more about complaints, appeal or objections in the [complaints regulations](#) of Rotterdam University of Applied Sciences.

Artikel 1.12 Legal validity

1. The provisions of these regulations are legally valid if and insofar as they are not in conflict with higher regulations or with the funding conditions or general conditions of *Stichting Hogeschool Rotterdam*. No rights can be derived from provisions which appear to be in conflict therewith.

Chapter 2 Requirements prior education

Artikel 2.1 General Provisions

1. To be enrolled in a master's degree programme of Rotterdam University of Applied Sciences the applicant must at least have:
 - a. a bachelor's degree; or
 - b. knowledge, insight, and skills at least at the level of a bachelor's degree in higher professional education (see Article 2.2).
2. The requirement set out in paragraph 1(b) is in any case fulfilled if the applicant can demonstrate the knowledge, understanding and skills through one or more (international) prior education and their level assessment (see also paragraph 4).
3. Placement for participation in a master's programme with a maximum number of participants takes place in order of receipt of the application form or the digital application/confirmation. Rotterdam University of Applied Sciences reserves the right to place applicants on a waiting list.
4. Admission on the basis of an international diploma is subject to a special diploma evaluation procedure. Information about this procedure is provided by SSC in cooperation with the Centre of International Affairs (CoIA) of Rotterdam University of Applied Sciences. Nuffic is our designated advisory body for the evaluation of the level of previous education and training.
5. The Executive Board has also established additional, qualitative admission requirements for certain master's degree programmes. These admission requirements per master's programme are:
 - a. Advanced Nursing Practice:
 - i. the completed higher education study programme Nursing and two years of work experience as a Higher Education professional nurse,
 - ii. a registration as nurse in accordance with Individual Health Care Professions Act,
 - iii. the enrolment of the student may not exceed the availability thereof. The number of enrolled and *admitted* students may not exceed the number of available places for the course. (The number of study programme places is determined annually and divided among all universities of applied sciences that offer this master),
 - iv. an apprenticeship contract at a healthcare employer for the duration of the programme, with a job contract of 32 hours minimum weekly as a nurse training to be a specialist (vios) with two practical trainers, one specialist nurse, and one doctor (to be assessed by the study programme),
 - v. sufficient command of the English language to be able to read and understand trade literature.
 - b. Architecture:
 - i. Having relevant professional practice at the start of the study programme, or within and no later than one semester,
 - ii. definitive admission based on the admissions interview,
 - iii. having a bachelor certificate of:
 1. higher education bachelor Architecture and Construction Engineering, with an Architecture minor,
 2. higher education bachelor Design specialised in Spatial Development, Interior Architecture or Design, supplemented by a certificate of the pre-Master Architecture & Technology,

3. higher education bachelor Built Environment, without minor or speciality, supplemented by a certificate of the minor Architecture as part of the study programme Architecture and Construction Engineering of Rotterdam University of Applied Sciences,
 4. university bachelor Architecture, or Bachelor of Science in Architecture, Building and Planning,
 5. university Master Architecture Urbanism and Building Technology, Master of Science in Architecture Building and Planning, or Master of Science in Construction Management and Engineering,
 6. certificate of a post-doctoral or post-academic study programme at a Dutch institution in the area of architecture,
 7. comparable to foreign bachelor or master's diploma, recognised by Nuffic.
- c. Supervision studies:
- i. a relevant bachelor's degree in academic education or a bachelor's degree in higher professional education,
 - ii. at least four years of work experience at higher education bachelor level, at least, in a human-orientated profession (two days weekly on a practical level at least),
 - iii. proof that the student has participated in a supervision cycle of ten sessions in the last six years with a registered supervisor of LVSC (national association for supervision and coaching).
- d. Consultancy and Entrepreneurship:
- i. Personal competencies: knowledge, attitude, skills based on a curriculum vitae, interview and a NOA competency scan assessing twelve competencies relevant to the study programme,
 - ii. motivation (not just career-orientated). This criterium is assessed by means of the NOA Study Motivation Test, the motivational letter, and the interview,
 - iii. preparation: what does the applicant already know of the field of study? Which preparations have they carried out? These are assessed based on the motivational letter and interview,
 - iv. a business operations bachelor programme or another bachelor programme with a minimum of two years of relevant working experience.
- e. Design:
- i. the student successfully completes the admissions exam, in which the selection takes place based on talent, artistic aptitude, professional practice and the research proposal.
- f. Education in Arts:
- i. the student completes the admissions exam, in which the selection takes place based on talent, artistic aptitude, professional practice and the research proposal.
- g. Master of Arts in Fine Art and Design:
- i. the student completes the admissions exam, in which the selection takes place based on talent, artistic aptitude, professional practice and the research proposal.
- h. International Supply Chain Management:
- i. Personal competencies: knowledge, attitude, skills based on a curriculum vitae, interview and a NOA competency scan assessing twelve competencies relevant to the study programme,
 - ii. motivation (not just career-orientated). This criterium is assessed by means of the NOA Study Motivation Test, the motivational letter, and the interview,
 - iii. preparation: what does the applicant already know about the field of study? Which preparations have they carried out? These are assessed based on the motivational letter and interview,
 - iv. a business operations bachelor study programme or another bachelor study programme with a minimum of two years of relevant working experience.
 - v. In addition, for a part-time study programme, the student must possess:

1. a bachelor's degree in a logistics discipline, 2 years' work experience within the logistics discipline and the student is currently working in the logistics discipline, or
 2. a bachelor's degree in a business administration subject, 3 years of work experience within the logistics field, and the student is currently employed in the logistics field, or
 3. an unrelated bachelor's degree and more than 5 years of work experience in the logistics field.
- i. Interior Architecture:
 - i. the student successfully completes the admissions exam, in which the selection takes place based on talent, artistic aptitude, professional practice and the research proposal.
 - j. Physiotherapy:
 - i. A completed bachelor Physiotherapy or exercise therapy. If this is a completed Bachelor of Physical Therapy, there will be no endorsement on the Physiotherapy Sub-Register of the relevant specialty upon completion of the programme.
 - ii. Relevant physiotherapy work in the form of employment or work placement (to be assessed by the programme)
 - k. Learning and innovation:
 - i. a relevant completed educational bachelor programme or a non-educational bachelor programme with teacher qualifications or a pedagogical-didactic note,
 - ii. relevant work (to be assessed by the study programme).
 - l. Management and Innovation in societal organisations:
 - i. A completed bachelor in the domain Education, Social Studies, Healthcare and Wellbeing, Economics or Public Administration,
 - ii. A minimum 2 years of working experience and (a minimum of 0,5 FTE) employed as a manager, staff employer, policy officer or project leader at an operational /tactical level.
 - m. Pedagogics:
 - i. A completed bachelor programme;
 - ii. Relevant employment (to be assessed by the study programme),
 - iii. Intake interview based on a previously completed digital assessment,
 - iv. Minimum of two years working experience in, preferable, societal organisations, education or (the) central government, or direct through flow from a bachelor programme in the domain of healthcare, social sector, or education, provided:
 1. the bachelor has been completed with the minimum grade of 7.5 and,
 2. the study programme has provided written substantiated motivation with support of a lecturer or professional.
 - n. Physician Assistant:
 - i. A completed bachelor programme in the domain of healthcare, aimed at examining, treating or nursing patients and training for a profession in direct patient care. These are at least the following bachelor's programmes:
 1. Nursing
 2. Medical Assistance
 3. Physiotherapy
 4. Occupational therapy
 5. Cesar exercise therapy
 6. Skin therapy
 7. Optometry
 8. Audiology
 9. Orthoptics
 10. Obstetrics
 11. Nutrition and dietetics

- 12. Medical imaging and radiotherapy
- 13. Speech therapy
- ii. A registration in accordance with BIG, if the previous study required a BIG registration,
- iii. Minimum of two years relevant practical experience with direct care of patients as a higher education professional within healthcare (to be assessed by the study programme),
- iv. An apprenticeship contract with a healthcare employer for the duration of the programme with a personnel contract of 32 hours weekly minimally as PA with an individual teacher (to be assessed by the study programme),
- v. The number of enrolled and admitted students may not exceed the number of available places for the course. (The number of study programme places is determined annually by the Dutch government and is divided among all universities of applied sciences that offer this master),
- vi. Command of the Dutch and English language to be able to read and understand trade literature.
- o. River Delta Development:
 - i. a relevant bachelor certificate. These are in any case the bachelor programmes:
 - 1. Water Management,
 - 2. Aquatic Ecotechnology,
 - 3. Delta Management,
 - 4. Civil Engineering,
 - 5. Spatial Planning (Ruimtelijke Ordening en Planologie),
 - 6. Spatial Development,
 - 7. International Development Management,
 - 8. Coastal and Sea Management,
 - 9. Land and Water Management,
 - 10. Management and the Living Environment.
- p. Shipping and Transport
 - i. A bachelor certificate in technology, shipping, logistics or business,
 - ii. In addition to the diploma requirements, we assess your admissibility based on your curriculum vitae and motivational letter.
- q. Urban Development:
 - i. having a relevant professional practice at the start of the study programme, or after no more than a semester,
 - ii. Final admission takes place on the basis of the admission interview,
 - iii. Having a bachelor's degree from a study programme:
 - 1. a bachelor's degree in Architecture with a minor in Urban Planning or a certificate of the minor Urban Planning obtained from the Architecture study programme of Rotterdam University of Applied Sciences.
 - 2. Bachelor of Spatial Planning with a minor in Urban Planning,
 - 3. Bachelor of Landscape Architecture,
 - 4. Bachelor of Spatial Design with a Design Minor in Urban Planning or another demonstrable prior knowledge,
 - 5. Bachelor of Science in Architecture, or Architecture, Building and Planning,
 - 6. Bachelor of Science in Landscape Architecture and Planning,
 - 7. University bachelor's or master's degree in Architecture, Urbanism and Building Technology, Master of Science in Architecture, Building and Planning, or Master of Science in Construction Management and Urban Development,

8. A certificate of a post-graduate or post-academic study programme at a Dutch institution in the field of Urban Design, Urban Development or Landscape Architecture and Planning,
9. A comparable foreign bachelor's or master's degree, valued by Nuffic.

Artikel 2.2 Incomplete requirements prior education

1. If the applicant does not have the required degree (bachelor) or does not meet the additional requirements, the applicant can still be eligible if they demonstrate that they have the required knowledge, insight, and skills (Article 2.1 Paragraph 1 Sub b) or meets the additional requirements by participating in an assessment organised by the study programme.
2. The criteria for passing the assessment centre are determined and published in advance by the study programme.
3. The study programme may also use a research bureau not affiliated with Rotterdam University of Applied Sciences to determine the required level of study. In this case the applicant must be able to choose from at least two externally validated research agencies and must make the personal details available as requested by the agency.
4. The costs of the assessment are to be borne by the applicant.
5. The applicant who has passed the assessment will receive a statement from the study programme: 'Approval of admission to the study programme'. This statement only gives access to the study year of the master's programme for which the statement has been issued.

Tip: for the assessment content of a specific study programme, please check the [study programme page](#).

Artikel 2.3 Command of the Dutch language

1. If an applicant for a Dutch-language master's programme is admissible on the basis of a diploma that was not issued in the Netherlands, the applicant must successfully complete a Dutch language proficiency test. This test must either be:
 - a. NT2 Admissions exam of Rotterdam University of Applied Sciences or,
 - b. State Examination NT2 Dutch as a second language programme II.

Artikel 2.4 Command of the English language

1. The NT2 requirement does not apply to master's programmes that are taught in the English language. For these study programmes the applicant is required to pass the 'academic' IELTS test with an 'overall band score' of at least 6.0 (six) or a comparable certificate in accordance with the table below, before the start of the study programme. The language requirement is equal to the [Code of Conduct international student](#).
2. If the admissible prior education is demonstrably taught entirely in English and has been obtained in the following countries: USA, Canada (with the exception of French-speaking areas), Australia, New Zealand, Ireland, and the United Kingdom, then the applicant will be exempt from the English language requirement.

IELTS, TOEFL, TOEIC en Cambridge English grades & scale					
IELTS	TOEFL Paper	TOEFL Internet	TOEIC ²		Cambridge English grades and scale
			Listening and Reading	Speaking and Writing	
7.5	625	113	790	400	Advanced (CAE) - Grade B (scale 194 - 199) Advanced (CAE) - Grade C (scale 191-193)
7.0	600	100	780	350	First (FCE) - Grade A (scale 185 and above) Advanced (CAE) - Grade C (scale 185 and above)
6.5	575	90	720	310	Advanced (CAE) - Grade C (scale 180- 184) First (FCE) - Grade A (scale 180 - 184) First (FCE) - Grade B (scale 176-179)
6.0	550	80	670	290	First (FCE) - Grade B (scale 173 - 175) First (FCE) - Grade C (scale 169 - 172)
5.5	525	70	620	260	First (FCE)- Grade C (scale 162-168)
5.0	500	60	600	240	First (FCE) - Grade C (scale 160-161) B1 level certificate (scale 154 - 159)

Chapter 3 Re-enrolment

Artikel 3.1 Re-enrolment

1. We speak of re-enrolment when a student wishes to continue their enrolment in the next study year.
2. Students who wish to resume their studies at the Rotterdam University of Applied Sciences after an interruption can submit an enrolment request via Studielink up to and including 31 July and send an enrolment request to the SSC in August.
3. The deadline for submitting a request for re-enrolment via Studielink is 31 August. In addition, the student on the funded Master's programme must have submitted an authorisation for payment of tuition fees and/or proof of payment of tuition fees via Studielink or a guarantee from the employer before this date.
4. Students in the post-initial master's programme receive a letter from the study programme if the payment agreement previously agreed upon is not sufficient for re-enrolment. The student will receive a new payment agreement or invoice for the new period. The course fees must be paid before 31 August (directly or by authorisation).
5. Re-enrolment is not possible if the student has outstanding debts with Rotterdam University of Applied Sciences on 31 August.

Chapter 4 Tuition and examination fee (funded master)

Artikel 4.1 General Provisions

1. Students shall be required to pay statutory tuition fees or institutional tuition fees for each study year of enrolment. Extranous shall pay examination fees for each enrolled study year. Nonexamination students must pay a starting fee for each course of one credit, and a consecutive fee for each additional credit.
2. The statutory tuition fees are set by the government each year. The amount of the institutional tuition fees, the partial statutory tuition fees, the examination fees and the starter and subsequent fees for nonexamination students shall be determined annually by the Executive Board and announced before 1 April via www.rotterdamuas.com.
3. Students may pay their tuition fees in instalments, in accordance with a payment arrangement to be made by the university of applied sciences. Examination fees cannot be paid in instalments.
4. Payment of tuition fees or examination fees must be arranged before the start month of the study programme and will take place via a digital authorisation in Studielink. This must be confirmed by

the student or a third party. Payment may also be made by means of a guarantee from the employer or proof of paid tuition fees from another educational institution.

5. The student shall always remain jointly and severally liable for the payment of the tuition fees, also when a letter of guarantee has been issued by the employer. The student cannot be (re-)enrolled if the student still has an outstanding debt on 31 August.

Artikel 4.2 Statutory tuition fee

1. The student must meet the requirements set by law in order to be eligible for the statutory tuition fee. These are:
 - a. Nationality requirement:
 - i. the applicant has the nationality of a country that is part of the European Economic Area (EEA), Surinam or Switzerland, or;
 - ii. residence permit as listed by DUO (see [here](#)).
 - b. Not previously having obtained a master's degree.
2. In deviation from Paragraph/Subsection 1, the statutory tuition fee shall also apply to the student who:
 - a. is enrolling in a master's degree programme in the healthcare/education sector and has not yet obtained a master's degree programme in this sector,
 - b. wishes to complete the second study programme that started parallel to the first study programme after having obtained the first diploma.
3. It is possible that the conditions are no longer being met while enrolled. In that case the student shall owe the institutional tuition fee as from the next study year.

Tip: in determining the exact tuition, many rules and exceptions are applicable. If you want to check whether you are eligible for the statutory tuition? Click [here](#).

Artikel 4.3 Institutional tuition

1. A student enrolling in a study programme who is not eligible for the statutory tuition fee must pay the institutional tuition fee.
2. If, in the course of the study year, the student should meet the conditions and be eligible for the statutory tuition fee, the student shall be required to pay the statutory tuition fee, at their initiative, for the remainder of the study year from the month following the month in which the statutory tuition fee conditions were met. If these conditions were met on the first of the month, the change will take effect from that date. The student shall receive a refund of any excess tuition fee paid.

Artikel 4.4 Reduction and exemption tuition

1. A student may be exempt from the obligation to pay the tuition fee during a year of administration at a study or student association. The conditions and requirements for this are included in the [Implementation Graduation Fund regulations](#). (*Profileringsfonds*)
2. Students who are eligible for the statutory tuition fee and are enrolled in several study programmes within one study year shall only be required to pay the tuition fee once.
3. A student must pay only part of the statutory tuition fees if they are enrolled in the interim for a study programme. In this case, the amount due shall be calculated in proportion to the number of months remaining in the study year.

Chapter 5 Course tuition (post-initial master)

Artikel 5.1 General Provisions

1. The Executive Board determines the amount of the course fees annually. The determined course fees are published on the relevant [study programme page](#) for each master's programme.

2. Invoicing is done by the accounts receivable department of Administration, Information & Control (AIC) and takes place in accordance with the annually determined rates and the [General terms and conditions of Stichting Hogeschool Rotterdam](#).

Artikel 5.2 Termination of contract; cancellation

1. If the course participant has entered into a distance contract, they have the right to withdraw the contract without stating reasons within 14 days of the conclusion of the distance contract. This does not apply if, with the consent of the student, the student has already started the study programme.
2. Prior to the commencement of a study programme the course participant has the right to cancel the agreement. The cancellation can only take place in writing.
3. In the case of cancellation of a post-initial master's programme, Rotterdam University of Applied Sciences is entitled to charge part of the course fee in accordance with the following graduated scale:
 - a. cancellation two months or more before the start of the study programme: 10% of the course fees for the first year,
 - b. cancellation less than two weeks before the start of the study programme: 40% of the tuition fee for the first year.
4. The student may ask the institute's dean in writing to have their place taken by another natural person, provided that this person meets the enrolment requirements.
5. The institute's dean may deviate from that stipulated under Section 3 if, in the dean's opinion, there are any special and/or very serious circumstances involved.
6. The institute's dean is entitled to revoke the agreement prior to the start of the study programme if there are insufficient applicants for the post-initial master's programme, according to the exclusive judgement of institute's dean.

Artikel 5.3 Termination of contract; termination while enrolled in study programme

1. The Agreement may only be terminated in writing once the study programme has commenced.
2. If the student terminates the contract prematurely, the student must pay Rotterdam University of Applied Sciences a reasonable fee for the study programme up to that point, regardless of whether the student has taken part.
3. The reasonable compensation for post-initial master's programmes consists of
 - a. 40% of the course fees for the study year in question, as start-up costs; and
 - b. 1/12th of the remaining course fees (being 60% of the total) per month of study offered, including the current month.
4. The reasonable compensation shall never exceed the course fees for the study year in question.
5. If the student terminates the agreement prematurely due to a serious illness or calamity, they can submit a substantiated written request to the institute's dean to have the amount of the reasonable compensation adjusted.

Chapter 6 Termination of enrolment

Artikel 6.1 General Provisions

1. Enrolment ends automatically at the end of the study year, on 31 August. The enrolment is also automatically terminated after graduation unless the student requests to not yet terminate enrolment.

2. In case of early termination of the enrolment, the enrolment is terminated with effect from the first day of the following month. Exceptions to this are terminations in the months of June, July, and August when termination will take place on 31 August.
3. When an enrolment is terminated prematurely, we will review whether the student is eligible for a partial refund of the tuition fees. If this is the case and there are no outstanding debts, a refund will be made. For a student (in a post-initial master) the refund policy will apply as included in the general terms and conditions and in [chapter 5](#).
4. In the event of death, termination of enrolment shall take place as of the date of death; restitution shall take place as of the first day of the following month.
5. Enrolment for a course participant can be terminated when Rotterdam University of Applied Sciences dissolves the contract on the grounds of the general terms and conditions or the law.
6. The Student Service Center (SSC) will inform the student and DUO of the termination of enrolment.

Tip: you are responsible for cancelling your student travel product and stopping payment of your student grant. You can do so at DUO.

Artikel 6.2 Interim termination at request of student

1. During the study year, students may submit a request for premature termination of their enrolment with effect from the first day of the following month, or a later date, via Studielink. Termination with retroactive effect is not possible.
2. A student who has submitted a request for early termination of enrolment may subsequently revoke it within two weeks by submitting a request to the SSC.

Artikel 6.3 Interim termination by the Executive Board

1. In special cases, the Executive Board may terminate a student's enrolment in a study programme if the student has demonstrated through their behaviour or remarks that the student is unfit to practise one or more professions for which the study programme is preparing them, or for the practical preparation of the professional practice.
2. If a student is guilty of serious fraud, the Executive Board may, on the proposal of the Exam Board, terminate the student's enrolment in the study programme permanently, after the student has been given the opportunity to be heard by the Exam Board.
3. If a student violates the regulations (house rules) of Rotterdam University of Applied Sciences as contained in the (appendices to the) Student Handbook, the institute's dean may terminate the student's enrolment for a maximum period of one year. If the student continues to cause nuisance even after a reminder, the Executive Board may permanently terminate the student's enrolment.

Appendix 1 Glossary

Agreement to perform services (private domain)

The written agreements between the client and the contractor concerning the delivery of goods, services and/or works. The written (online) registration of a participant (e.g., by means of a registration form) is, in connection with the offer, also regarded as an agreement to perform services.

Applicant

A person who has applied for a funded or post-initial master's programme at Rotterdam University of Applied Sciences but has not yet been enrolled as a student or course participant, or a person who has been enrolled as a student or course participant and wants to change programmes or study programme variant as of the new study year. (Refer to switcher as well)

Assessment

Instrument used for assessment and evaluation.

BKG (Dutch: bureau klachten en geschillen), Complaints & Disputes Office

The office where a student, applicant or extraneus may submit a complaint or dispute.

Client (private domain)

The natural or legal person who orders the Contractor to deliver goods, services and/or work as referred to in the General Terms and Conditions (private domain). The Client is also understood to mean the person who, by registering for an offer, enters into an agreement with the Contractor. In these regulations the term 'client' means the (prospective) student, or course participant.

Complaint

A formal written expression of dissatisfaction about an act or behaviour towards the student by a person or body connected to Rotterdam University of Applied Sciences.

Contractor (private domain)

The legal person who receives the order from the client to deliver goods, services and/or work as referred to in the general terms and conditions (private domain). In these regulations the term 'contractor' refers to the *Stichting Hogeschool Rotterdam*.

Course participant

A person who is enrolled at a university of applied sciences to pursue education and sit examinations (assessments) for a post-initial master's programme.

CVB, Executive Board of Rotterdam University of Applied Sciences

The institutional board that is in charge of administration of the university of applied sciences pursuant to the Act and the Statutes.

Dean of the institute

The staff member(s) responsible for the day-to-day management of the Institute and for defining and implementing its policies on behalf of the Executive Board.

DUO

Education Executive Agency of the Dutch Ministry of Education, Culture and Science.

Extraneus

A person who is enrolled at a university of applied sciences solely for the purpose of sitting examinations (assessments) of a study programme.

General Terms and Conditions (private domain)

General Terms and Conditions of *Stichting Hogeschool Rotterdam*, applicable to agreements and services in the private (non-public) domain between a natural or legal person (client) and *Stichting Hogeschool Rotterdam* (contractor).

Hint

The intranet for all students, course participants and employees of Rotterdam University of Applied Sciences. A guide to information needed to pursue, provide, and support education.

Initial (funded) and post-initial (unfunded) master's programme

Initial study programmes are funded by the government and post-initial study programmes are not. Both study programmes are accredited by the Accreditation Organisation of the Netherlands and Flanders (NVAO). The initial study programme prepares the student for their start on the labour market, a post-initial (master's) programme will build on this.

Institutional tuition fee

Tuition fee that must be paid by a student who is not eligible for the statutory tuition fee under the Higher Education and Research Act.

International student

A student with a foreign nationality who - insofar as it concerns a student with a residence permit that has to be granted for this purpose - is going to pursue education, is pursuing education, or has pursued education at an educational institution established in the Netherlands.

Part-time study programme

Study programme designed for the student or course participant to carry out other tasks other than educational activities.

Private domain

The area of activity in which the contractor does not receive funding directly from the central government budget or by virtue of other laws and regulations.

Prior education requirements

The requirements referred to in Sections 7.30b of the WHW for funded master's programmes and admission requirements for the post-initial master's programmes as stated on the corresponding study programme page of www.rotterdamuas.com.

Public domain

Education that is regulated by legislation in accordance with WHW.

Re-enrolment student

A person who is enrolled as a student or course participant and who wishes to continue their current study programme (including the study programme variant) immediately at the start of the new study year.

Study programme

A study programme is a coherent set of courses aimed at achieving well-defined objectives in terms of knowledge, insight, and skills which the person completing the study programme should possess. A study programme may be full-time, part-time, or dual.

SSC (Studenten service center in Dutch)

Unit of the Administration, Information and Control Department (AIC) that is responsible for enrolment, termination of enrolment, and information services thereof for all those who receive education at Rotterdam University of Applied Sciences.

Studielink

The national registration and enrolment application of the universities of applied sciences, the universities, and the Minister of Education, Culture and Science.

Tuition fee (public domain)

The money that is paid annually by a student to cover their enrolment for a study programme offered by the university of applied sciences.