



**REGISTRATION REGULATIONS LEIDEN  
UNIVERSITY OF APPLIED SCIENCES**  
*REGULATIONS GOVERNING APPLICATION AND REGISTRATION  
LEIDEN UNIVERSITY OF APPLIED SCIENCES*  
**2023-2024**

*These regulations were adopted by the Executive Board on 13 February 2023. The Student Council issued a positive recommendation on 2 February 2023.*

*As most recently amended and adopted by the Executive Board on 24 April 2023.*

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## INTRODUCTION

These are the *Application and Registration Regulations of Leiden University of Applied Sciences*, better known as the: *Registration Regulations Leiden University of Applied Sciences*. These contain the most important rules regarding (re-)registration, deregistration and payment of tuition and examination fees as a student or external student at Leiden University of Applied Sciences (HSL). These regulations represent a further elaboration of Chapter 7 of the Higher Education and Research Act (WHW, *Wet op het Hoger onderwijs en Wetenschappelijk onderzoek*), the Regulations on Application and Admission Higher Education and Chapter 3 of the Leiden University of Applied Sciences Students' Charter, containing the main rules for (re-)registration, deregistration and tuition fees.

Leiden University of Applied Sciences is affiliated with Studielink, a foundation of all universities of applied sciences and universities that works closely with DUO (Education Executive Agency). Through the Studielink website, a student can submit an online request for (re-)registration for a degree programme at a government-funded university of applied sciences or university. Studielink ensures that the registration details of a (prospective) student are passed on to Leiden University of Applied Sciences. Moreover, the payment of the tuition fees goes through Studielink by means of a digital authorisation. DUO has access to Studielink. However, Leiden University of Applied Sciences remains ultimately responsible for the registration of the student.

Chapter 7 of the WHW contains the statutory requirements for registration for a degree programme at a university of applied sciences. It is also stated there that a university of applied sciences must establish further procedural rules for the (re-)registration of students and external students. Chapter 3 of the Student's Charter Leiden of University of Applied Sciences states that the requirements for registration set by the WHW and Leiden University of Applied Sciences are included in the Leiden University of Applied Sciences Application and Registration Regulations.

These *Application and Registration Regulations of Leiden University of Applied Sciences* have been adopted by the Executive Board, following positive recommendation issued by the Student Council.

*Leiden University of Applied Sciences*

# CHAPTER 1. GENERAL PROVISIONS

## Article 1. Definitions

For the purposes of these regulations, the following definitions shall apply:

- a. **application**: a request for registration for a degree programme at Leiden University of Applied Sciences;
- b. **final examination**: the entirety of the successfully passed interim examinations of the units of study belonging to a degree programme. The examination may also include an additional investigation conducted by the examination board itself;
- c. **associate degree programme**: degree programme as referred to in section 7.3a, subsection 2(a) of the WHW;
- d. **bachelor's programme**: degree programme as referred to in section 7.3a, subsection 2(b) of the WHW;
- e. **BRP** (*Basisregistratie Personen*): Key Register of Persons (formerly: municipal personal records database);
- f. **Proof of Payment of Tuition Fees**: the document issued by a Dutch institution for higher education based on section 7.48 of the WHW, showing that tuition fees have been paid for a degree programme at an institution for higher education (in Dutch documentation often abbreviated as 'BBC');
- g. **binding study recommendation (BSA, Bindend StudieAdvies)**: study recommendation to which a binding rejection as referred to in section 7.8b(3) of the WHW is attached for the relevant degree programme, or for the degree programmes with which the relevant degree programme shares a propaedeutic year;
- h. **BRON HO**: Basic Register of Education (*BRON, Basis Register Onderwijs*) for Higher Education (*HO, Hoger Onderwijs*), is a set of systems and processes in which the registrations and diplomas of students in higher education are being recorded by DUO;
- i. **Executive Board**: board of Stichting Hogeschool Leiden (Leiden University of Applied Sciences Foundation), also institutional board of Leiden University of Applied Sciences;
- j. **part-time degree programme**: degree programme designed in such a way as to take account of the possibility that the student may also be occupied with activities other than educational activities;
- k. **dual degree programme**: degree programme designed in such a way that the education alternates, for one or more periods, with professional practice related to that particular education. The degree programme consists of an educational and a professional practice component, whereby the professional practice component forms part of the curriculum of the degree programme;
- l. **DLWO** (*Digitale Leer- en WerkOmgeving*): the digital learning and working environment;
- m. **DUO** (*Dienst Uitvoering Onderwijs*): Education Executive Agency;
- n. **external student**: a person who is registered at Leiden University of Applied Sciences as an external student within the meaning of sections 7.32 and 7.36 of the WHW;
- o. **fraud**: is a form of deception; matters are presented differently than they are, by verbally, on paper or digitally misrepresenting reality, or by acting contrary to the rules laid down in the regulations of the HSL that apply to all students. In so far as applicable, the concept of 'fraud' as referred to in section 326 of the Penal Code shall also be declared applicable mutatis mutandis. Serious fraud is a compelling form of fraud, which also consists of the concurrence of several fraudulent acts as mentioned above, or is determined by the intended effect of the fraudulent act or the fact that the fraudulent act has already taken place. The education and examination regulations contain additional provisions;
- p. **re-registration**: renewed registration for the same degree programme, immediately following the previous registration for that degree programme;
- q. **registration**: a registration for a degree programme at Leiden University of Applied Sciences as referred to in section 7.32 of the WHW;
- r. **master's degree programme**: degree programme as referred to in section 7.3a, subsection 2(c) of the WHW;
- s. **nominal study duration**: study duration as laid down in the relevant education and examination regulations of a degree programme;
- t. **programme manager**: head of one or more degree programmes within a faculty of

Leiden University of Applied Sciences;

- u. **Our Minister:** the Minister of Education, Culture and Science;
- v. **degree programme:** degree programme as referred to in section 7.3 of the WHW;
- w. **force majeure:** a shortcoming on the part of the student which cannot be attributed to him within the meaning of section 6:75 of the Dutch Civil Code, because it cannot be attributed to his fault, nor can it be attributed to him by virtue of the law, a legal act or general opinion;
- x. **programme selection activity(-ies):** activities as referred to in section 7.31b of the WHW, which are carried out by the student on the instructions of the degree programme in order to obtain a programme selection recommendation;
- y. **programme selection recommendation:** the recommendation that the programme manager gives to every student who has applied and participated in the programme selection activities;
- z. **programme selection check:** programme selection activity resulting in a programme selection recommendation, as referred to in section 7.31b of the WHW. Information on the programme selection check can be found on [www.hsleiden.nl](http://www.hsleiden.nl);
- aa. **student** the person registered at Leiden University of Applied Sciences as a student, as referred to in section 7.32 of the WHW; in these regulations, a person who wishes to register as a student is also referred to as a student;
- bb. **academic year:** the period starting on 1 September and ending on 31 August of the following year;
- cc. **study plan:** a plan which the student draws up together with a (study) supervisor, such as a student counsellor and/or study career coach, in order to ensure that the entire degree programme, or certain components of the degree programme, will be completed within an agreed period of time;
- dd. **default:** failure to meet the payment obligation that arises upon registration as described in Chapter 3 of these regulations;
- ee. **statutory tuition fee:** the tuition fee as referred to in sections 7.43 and 7.45 of the WHW, which a student has to pay once for each academic year that he is registered by the executive board in one (or simultaneously in several) degree programme(s), as referred to in these regulations;
- ff. **Studielink:** the web application used to register at Dutch universities and universities of applied sciences ([www.studielink.nl](http://www.studielink.nl));
- gg. **Interim registration:** a re-registration of a student who submitted a request for re-registration for the current academic year to Leiden University of Applied Sciences on or after 1 September or, in the case of the February intake, on or after 1 February, or a student who submitted a request for re-registration to Studielink in time, but did not meet the requirements of these regulations by 31 August or 31 January (in the case of the February intake), which caused the request for re-registration to be rejected. Interim registration is only possible under the conditions specified in article 19 of these regulations;
- hh. **full-time degree programme:** degree programme that is designed without taking into account the performance of work other than educational activities;
- ii. **WHW** (*Wet op het Hoger onderwijs en Wetenschappelijk onderzoek*): Higher Education and Research Act;
- jj. **WSF 2000** (*Wet op de StudieFinanciering 2000*): Student Finance Act 2000.

## Article 2. Legal basis

1. These regulations contain the legal requirements as stated in Chapter 7, title 2 and title 3 of the WHW, the Application and Admission Regulations in Higher Education and Chapter 3 of the Students' Charter for the registration for a degree programme at Leiden University of Applied Sciences.
2. In addition, these regulations include a number of procedural rules that only apply to registration for a funded degree programme, whether associate degree, bachelor's or master's, at Leiden University of Applied Sciences.
3. In the case of a non-funded study programme and to which the 'WHW' (Higher Education and Scientific Research Act) applies, the provisions of these regulations apply mutatis mutandis unless the nature of the provision precludes it.

### **Article 3. Publication**

1. Leiden University of Applied Sciences ensures that these registration regulations have been published on the website of Leiden University of Applied Sciences to all those who wish to register or arrange registration for a degree programme at Leiden University of Applied Sciences before the start of the academic year, no later than 1 April.
2. Further information on the procedures around application, matching, admission, enrolment, disenrollment and tuition fees is available on the website of University of Applied Sciences Leiden.

### **Article 4. General requirements**

1. Anyone wishing to make use of educational facilities, examination facilities or facilities of any other nature offered by Leiden University of Applied Sciences for the purpose of education must register as a student.
2. Anyone who only wishes to make use of the examination facilities of a degree programme must register as an external student.
3. Registration for a dual degree programme is only possible as a student.

### **Article 5. Person responsible on behalf of Leiden University of Applied Sciences**

1. On behalf of the Executive Board, the Director of Education, Research and Student Administration is charged with taking decisions on requests for registration and deregistration of students and payment of tuition fees, unless otherwise indicated in these regulations.
2. The Director of Education, Research Student Administration may entrust the Student Registration Manager with the task of taking decisions on requests for student registration and deregistration, unless this would conflict with these regulations.
3. In the absence of the Student Registration Manager, the Director of Education, Research and Student Administration shall appoint a deputy officer to sign the requests in the second paragraph of this article

## CHAPTER 2. REGISTRATION

### *Paragraph 1 Conditions for registration*

#### **Article 6. Conditions for registration**

Persons applying for registration for a degree programme at Leiden University of Applied Sciences will only be registered if the prior education or admission requirements laid down in these regulations have been met, together with the administrative, procedural and financial conditions laid down in these regulations. In addition, registration may be denied if any of the situations described in paragraph 5 of this chapter apply.

### *Paragraph 2 Prior education and admission requirements*

#### **Article 7. Prior education and admission requirements**

1. Admission to a bachelor's or associate degree programme at Leiden University of Applied Sciences is granted to those who, no later than the last day before the commencement of the degree programme, have met the prior education requirements as set out in Chapter 7 of the WHW and the further refinement of these requirements in these regulations.
2. The education and examination regulations of the degree programme state which diplomas from senior secondary vocational education (mbo), senior general secondary education (havo) or preuniversity education (vwo) give access to the bachelor's degree programme.
3. Admission to the first year of the following full-time bachelor's degree programmes takes place by means of a limited registration (decentralised selection procedure), as referred to in sections 7.53 and 7.56 of the WHW:
  - Physiotherapy; and
  - Applied Psychology.

The available degree programme places are allocated on the basis of the Application and Admission Regulations in Higher Education and the Selection and Placement Procedure for the relevant degree programme.

4. Admission to a master's degree programme at Leiden University of Applied Sciences is open to those who have met the admission requirements as set out in Chapter 7, Title 2, subsection 2 of the WHW.
5. The education and examination regulations of the degree programme describe which certificates give access to the master's degree programme.
6. The WHW, the Application and Admission Regulations in Higher Education and the education and examination regulations of a degree programme lay down which (further, special or supplementary) prior education requirements and admission requirements apply as a requirement for admission to that particular bachelor's degree, associate degree or master's degree programme.
7. In derogation from the obligation to meet the special additional requirements as regards prior education (as referred to in Sections 7.25a(2) and 7.37(1) of the 'WHW' (Higher Education and Scientific Research Act)), enrolment in the primary education teacher training study programme is also open to students who do not meet these requirements and who have not previously been enrolled in the study programme in question on the grounds of the 'Besluit experiment bijzondere nadere vooropleidingseisen opleiding tot leraar basisonderwijs' (Experiment with special additional prior education requirements (primary education teacher training study programme) decree), but who has participated in at least one admission test opportunity. The student must then still meet the special additional prior education requirements set out in the aforementioned Sections during the first year of enrolment in order to continue the study programme.
8. The education and examination regulations for a degree programme also describe the possibilities for a student to be admitted if the student does not meet the (further, special or additional) prior education and/or admission requirements. In doing so, alternative requirements may be set for the dates, as referred to in article 10 of these regulations, by which a student must have registered via Studielink and complied with the requirements as referred to in article 10(5) of these regulations.
9. The education and examination regulations of the degree programmes of Leiden University of Applied Sciences can be consulted via [www.hsleiden.nl](http://www.hsleiden.nl).



### *Paragraph 3 Administrative and procedural conditions*

#### **Article 8. Registration in general**

1. Registration for a degree programme at Leiden University of Applied Sciences as a student or external student is open to a person whose parents, guardians or caretakers prove, or, if he is of age and has the capacity to act, a person who proves that he:
  - a. has the Dutch nationality or is treated as a Dutch citizen on the basis of a statutory provision;
  - b. is a foreign national and is younger than 18 years of age on the first day of the degree programme for which registration is sought for the first time;
  - c. is a foreign national, is 18 years of age or older on the first day of the degree programme for which registration is desired for the first time and on that day has lawful resident status within the meaning of Section 8 of the Aliens Act 2000;
  - d. is a foreign national and resides outside the Netherlands on the first day of the degree programme for which first time registration is desired; or
  - e. is a foreign national, no longer meets one of the conditions referred to under b, c or d, but was previously registered in accordance with one of those provisions for a degree programme, which degree programme is still being followed and has not yet been completed.
2. If after registration at Leiden University of Applied Sciences it becomes apparent that the registration has not taken place in accordance with the first paragraph, the registration of the student or external student will be terminated immediately in accordance with section 7.32, subsection 6 of the WHW. The student will be informed of this in writing.
3. Registration as an external student can only take place if, in the opinion of the Executive Board, the nature or the interest of the education of the chosen degree programme does not oppose this.
4. Registration with effect from 1 September 2023 or 1 February 2024 is not possible if a student:
  - a. has not applied for a degree programme via Studielink in the manner prescribed in article 9 of these regulations; or
  - b. has not complied with article 10; or
  - c. has not re-registered in the manner prescribed in article 13 of these regulations

#### **Article 9. Request for initial registration**

1. The request for initial registration is made by means of an application via Studielink.
2. Registration is for the whole academic year. If the registration takes place in the course of the academic year, it applies to the remainder of the academic year.
3. When applying for registration, the applicant must:
  - a. enter all requested information relating to personal data, prior education and method of payment carefully and truthfully;
  - b. provide all other documents requested by Leiden University of Applied Sciences that are necessary for the registration.

#### **Article 10. Important dates and deadlines for initial registration**

1. The request for registration for the first year of a full-time bachelor's degree programme or full-time associate degree programme must be submitted via Studielink and, with due observance of the provisions of article 11, must have taken place on time.
2. Requests for registration for the first year of a master's degree programme, a dual bachelor's degree programme, a part-time bachelor's programme or a part-time associate degree programme must be submitted via Studielink and must be submitted no later than the application deadline applicable to the program prior to the start of the academic year. The relevant application deadlines can be found on the website [www.hsleiden.nl](http://www.hsleiden.nl).
3. The degree programmes for which decentralised selection has been established have different or supplementary registration regulations. The deadline to apply for these degree programmes is 15 January. For more information, please go to Studielink, the website of the relevant degree programme (via [www.hsleiden.nl](http://www.hsleiden.nl)) and article 15 of these regulations.
4. By way of derogation from the previous paragraphs, for a number of degree programmes a

request for registration with effect from 1 February 2024 may be submitted via Studielink. The degree programmes concerned can be found on the website [www.hsleiden.nl](http://www.hsleiden.nl), from 1 October 2023. The deadline for submitting the request for registration to Studielink is also stated on the website of the relevant degree programme.

5. For a student who requests registration as of 1 September 2023, the requirement applies that it has been established by 31 August 2023 at the latest that all the conditions referred to in article 6 have been met.  
Different deadlines apply to these separate registration conditions. These deadlines can be found on [www.hsleiden.nl](http://www.hsleiden.nl). The student is responsible for the timely submission of the required supporting documents for establishing that the student meets the registration conditions.
6. With regard to paragraphs 5 and 7, different deadlines may be set in the case of students who wish to be admitted after having taken a 21+ admission test (colloquium doctum). These different deadlines can be found in the table '21+ Admission Test Components' on [www.hsleiden.nl](http://www.hsleiden.nl).
7. For a student who requests registration as of 1 February 2024, the requirement applies that it can be established by 31 January 2024 at the latest that all the conditions referred to in article 6 have been met. Different deadlines apply to these separate registration conditions. These deadlines can be found on [www.hsleiden.nl](http://www.hsleiden.nl). The student is responsible for the timely submission of the required supporting documents for establishing that the student meets the registration conditions. The relevant degree programmes offering the above option can be found on [www.hsleiden.nl](http://www.hsleiden.nl).
8. If a student is not able to comply with the above-mentioned requirement(s) before the dates mentioned in paragraphs 5 and 7 due to force majeure, he may request a postponement from the Student Registration Manager. Article 18 of these regulations describe the conditions that the student must meet.
9. With regard to a student who has a diploma obtained abroad and wishes to register for a degree programme, further conditions are set out in article 16 of these regulations.
10. More information on the degree programme can be found on the relevant degree programme's website via [www.hsleiden.nl](http://www.hsleiden.nl).

#### **Article 11. Further registration conditions first year**

1. The request for registration for the first year of a full-time bachelor's or associate degree programme submitted before or no later than 1 May of the next academic year at Leiden University of Applied Sciences or another Dutch higher educational institution (as referred to in the WHW), entitles the student to admission to the first year of a bachelor's or associate degree programme, subject to the other conditions of these registration regulations.
2. Notwithstanding the first paragraph, a degree programme may decide to extend its registration period for the next academic year until 15 July. This relates to the following degree programmes:
  - Music Teacher;
  - Dance Teacher;
  - Second Grade Teacher;
  - Primary School Teacher, only the variant: Free school-pabo (primary education teacher-training college);
  - Expressive Therapy;
  - Bioinformatics
  - all part-time and dual degree programmes.
3. When applying for registration for the first year of a full-time bachelor's degree programme or full-time associate degree programme, a student will not lose the right of admission if he registered by no later than 1 May, but changes his preference and registers for the first year of another full-time bachelor's degree programme no later than 31 August.
4. When applying for registration for the first year of a full-time bachelor's or associate degree programme, students will not lose their right of admission if they have registered at another Dutch higher educational institution (as referred to in section 1.3 of the WHW) by no later than 1 May, but change their preference and register for the first year of a bachelor's or associate degree programme at Leiden University of Applied Science by 31

August at the latest.

#### **Article 12. Programme selection activities**

1. Students who have applied for the next academic year by no later than 1 May are entitled to a programme selection activity and a programme selection recommendation. In any case, the student can orient himself on his studies by means of a Programme Selection Check offered by the degree programme.
2. As a result of taking the Programme Selection Check, a programme selection recommendation will be issued by the programme manager.
3. Several degree programmes require mandatory participation in the Programme Selection Check. Failure to (fully) participate in the Programme Selection Check leads in principle to the denial of the registration application, as a result of which the student is not admitted to the degree programme.
4. The Programme Selection Check offered by a degree programme as well as the necessary information regarding the rights and obligations attached to the Programme Selection Check can be found on the website of the relevant degree programme on [www.hsleiden.nl](http://www.hsleiden.nl). The student should always consult the website of the degree programme concerned to find out what requirements apply to application and registration for a degree programme.

#### **Article 13. Re-registration procedure**

1. The request for re-registration takes place through an application submitted via Studielink.
2. Re-registration is for the entire academic year.
3. Students requesting re-registration must submit their request by 31 August at the latest, and it must have been established that all the conditions referred to in article 6 have been met.
4. The student is responsible for the timely submission of the required supporting documents for the establishment that the student meets the registration conditions.

#### **Article 14. Binding Study Recommendation (BSA) and registration obligations**

1. The registration obligations laid down in articles 9, 10 and 11 of these regulations, as far as the application deadline of the propaedeutic phase is concerned, do not apply to a student who applies for a bachelor's degree programme after 1 May, but before 31 August at the latest, other than the one for which he originally registered, but can demonstrate that the new application is the result of a termination of registration based on a BSA at such a time that he was unable to meet the aforementioned registration obligations in a timely manner.
2. The form of 'proof' referred to in the first paragraph is a written request via email accompanied by written proof of the termination of the previous registration on the grounds of a BSA, which must be submitted to the Student Registration Department within two weeks of receipt of the BSA, and no later than 15 September.
3. A student who is unable to meet the above obligation(s) before the date referred to in paragraph 2 due to force majeure may request a postponement from the Student Registration Manager. Article 18 of these regulations describes the conditions that the student must fulfil.
4. The student referred to in the first paragraph may be required to complete a Programme Selection Check before he is admitted to the degree programme.

#### **Article 15. Further registration conditions first year degree programme with enrolment restriction**

1. If a student wishes to register for the first year of a degree programme with an enrolment restriction, the request for registration must have been submitted by 15 January 2023 at the latest.
2. A candidate may participate in the selection for a degree programme with an enrolment restriction no more than three times in total.
3. The degree programmes for which an enrolment restriction applies are:
  - Applied Psychology; and
  - Physiotherapy.
4. The selection procedure shall be completed by 14 April 2023 at the latest.

5. The student will be informed via Studielink around 15 April 2023 about the outcome of the selection for the degree programme(s) in which he has participated. He will receive a rank number and if this rank number is within the capacity of the degree programme, he will also be offered a place.
6. The candidate who has been offered a place shall accept this place in the prescribed manner within two weeks after receiving it. A place that is not accepted within two weeks automatically expires.
7. By 14 April 2023 at the latest, it must be established whether the student meets the identity requirements and, if applicable, whether he will have a valid residence permit at the start of the degree programme. The request for registration of a student who does not meet these registration requirements will be denied on 15 April 2023.
8. By 31 July 2023 at the latest, it must be established whether the student meets the (further) prior education requirements. The request for registration of a student who does not meet these registration requirement(s) will be denied on 1 August 2023.
9. A student who is not yet able to fulfil the above obligation(s) may request postponement from the Student Registration Manager. In principle, the Student Registration Manager fulfils the request and grants postponement until 31 August 2023 at the latest, in accordance with article 10 of these regulations.
10. Additional information on the admission procedures can be found on [www.hsleiden.nl](http://www.hsleiden.nl).

#### **Article 16. Further registration conditions for first-year students with foreign prior education and/or non-EEA nationality**

1. If a student, who is in possession of a non-Dutch diploma, wants to register for a degree programme, he must submit the following documents to the Student Registration Department by 31 May 2023 at the latest:
  - a. copy of a passport or ID card; (If verification of identity through Studielink is not possible)
  - b. valid residence permit in case the student is not a national of an EU/EEA country or Switzerland;
  - c. certified copy of the diploma and grade list; In addition, once admission is decided and no later than 31 August, the original diploma or certificate including the corresponding list of marks must be shown to the Student Enrolment Department.
  - d. a sworn (recognised) translation of the diploma and grade list in Dutch, German, French or English;
  - e. proof that the language requirement of the degree programme has been met. The degree programme's education and examination regulations describe the language requirement and how sufficient command of this requirement can be demonstrated.
2. Students who are not able to meet the language requirement on 31 May 2023 may request postponement from the Student Registration Manager. Postponement will be granted if the student proves that he is registered for and can participate in the relevant examination by 31 July 2023 at the latest.
3. The examination board of the degree programme decides on the admission to the degree programme. The Student Registration Department will inform the student of the examination board's decision no later than six weeks after receipt of the complete file.
4. If the student lives outside the Netherlands, he will provide, an extract from the population register or a similar register,.
5. A resident of a country outside the European Union/EEA or Switzerland who does not hold a valid residence permit for residence in the Netherlands needs a Study Visa for registration for a degree programme at Leiden University of Applied Sciences. The Student Registration Department takes care of the application procedure for a Study Visa with the Immigration and Naturalisation Service (IND, *Immigratie- en NaturalisatieDienst*), provided that all the above-mentioned documents have been submitted by 30 April 2023 at the latest, and the examination board has determined by 31 May 2023 at the latest that the student is eligible.
6. To be eligible for a Study Visa, the student must also demonstrate that he has enough fund to live and study in the Netherlands. This is called the study norm ([www.ind.nl](http://www.ind.nl)). University of Applied Sciences Leiden acts as a sponsor in applications for a student visa, provided the respective student has paid the deposit (12 times the study standard as determined

annually in January and June by the Immigration and Naturalisation Service (i.e. The Immigratie en Naturalisatiedienst; IND) and the tuition fees due to University of Applied Sciences Leiden no later than 31 May 2023.

7. In order to retain the residence permit (Study Visa) during the study period, the student must demonstrate that he meets the study norm every year with proof of income. The student must also obtain at least half the number of credits of an academic year. Leiden University of Applied Sciences checks this annually and informs the IND. In the event of unsatisfactory study results, the IND may decide to withdraw the residence permit.

#### **Article 17. First or renewed registration for post-propaedeutic phase degree programme**

1. Students who wish to register for the post-propaedeutic phase of a degree programme at Leiden University of Applied Sciences for the first time (and who are not currently re-registering as referred to in article 13 of these regulations) or students who wish to re-register for the post-propaedeutic phase of a degree programme after an interrupted degree programme must register via Studielink as senior students.
2. Students wishing to register for the first time for the post-propaedeutic phase of a degree programme at Leiden University of Applied Sciences must demonstrate that they hold a certificate of a related propaedeutic year or a relevant final examination for a Higher Professional Education (HBO) or University (WO) degree programme, in addition to the other evidence needed to establish that the student meets the registration conditions. The examination board of the degree programme decides whether this certificate meets the prior education requirements.  
The student must also demonstrate that he meets any (special) further prior education requirements and any supplementary requirements set by the degree programme.
3. The following applies to students applying for enrolment in the post-propaedeutic phase of the Applied Psychology or Physiotherapy study programmes. Enrolment of students who have not previously attended the propaedeutic phase of these study programmes at University of Applied Sciences Leiden, or who have previously attended the propaedeutic phase of these study programmes at University of Applied Sciences Leiden but have not started the post-propaedeutic phase consecutively, will only be accepted subject to specific conditions. This is in the context of the teaching capacity available, which means the propaedeutic phase of this programme has a decentralised selection/numerus fixus. The intake for the post-propaedeutic phase for the students mentioned in this paragraph is capped at:
  - a. 12 students for the Applied Psychology study programme
  - b. 10 students for the Physiotherapy study programme

Further information on the conditions for admission to the post-propaedeutic phase of these study programmes can be found on the relevant website of the relevant programme at [www.hsleiden.nl](http://www.hsleiden.nl).

4. A student requesting registration for the post-propaedeutic phase on the basis of this article must establish by 31 August 2023 at the latest that he meets all the conditions referred to in paragraph 2 of this article, if applicable, and all the conditions referred to in article 6. The student is responsible for the timely submission of the required supporting documents for establishing that the student meets the registration conditions.
5. Students who are unable to meet the above-mentioned obligation(s) before the date mentioned in paragraphs 2,3 and 4 due to force majeure may request postponement from the Student Registration Manager. Article 18 of these regulations describes the conditions that the student must meet.
6. Further information on the degree programme can be found on the relevant degree programme website via [www.hsleiden.nl](http://www.hsleiden.nl).

#### **Article 18. Force majeure**

1. A person who wishes to register for a degree programme, but cannot reasonably be deemed to have satisfied all the requirements set for this (on time) due to force majeure, may yet be eligible for registration.
2. The form of force majeure referred to in paragraph 1 shall be understood to mean:
  - a. illness or accident of the person concerned;

- b. physical, sensory or other functional impairment of the person concerned;
  - c. pregnancy of the person concerned;
  - d. special family circumstances;
  - e. circumstances which cannot be attributed to any fault of the student, nor should he be responsible for by virtue of the law, legal act or generally accepted views, but which lead to disproportionate disadvantage or inequities of a serious nature.
3. Only force majeure that is reported to the Student Registration Manager by the student within two weeks after commencement, or as soon as can reasonably be required in connection with the form of force majeure, will be taken into account in the consideration of whether the student is still eligible for registration. The Student Registration Manager will decide whether the claim of force majeure is justified, if necessary after consultation with the student counselling service and the programme manager concerned, within a period of four weeks after receipt of the request.

### **Article 19. Interim registration procedure**

1. An interim registration is only granted if the student was registered in at least one of the previous two years of study, and:
  - a. the student can demonstrate that, due to one of the following reasons the degree programme could not be continued as of 1 September:
    - illness or accident of the person concerned;
    - physical, sensory or other functional impairment of the person concerned;
    - pregnancy of the person concerned;
    - special family circumstances;
    - circumstances which cannot be attributed to any fault of the student, nor should he be responsible for by virtue of the law, legal act or generally accepted views, but which lead to disproportionate disadvantage or inequities of a serious nature; or
    - because the units of study that the student still needs to complete could not be completed in the first term(s) and the student can demonstrate that he can still successfully complete the propaedeutic phase or the final examination of the degree programme in the same academic year;
  - b. this is the result of a legal protection proceedings followed by the student; or
  - c. the student was deregistered on the basis of article 36 of these regulations, but he has met his payment obligations sufficiently after all pursuant to article 37, and it concerns an interim registration in the same academic year as the deregistration referred to in this section; or
  - d. the student can demonstrate that he unintentionally failed to comply with the administrative obligations pursuant to article 13 of these regulations. An interim registration or re-registration with effect from 1 October, 1 November or 1 December shall in principle be permitted once during a student's study career at Leiden University of Applied Sciences.
2. The student must submit a reasoned request for interim registration to the Student Registration Department, including the authorisation for payment of the tuition fees. A study plan should also be included. The Student Registration Department will ask the programme manager for a reasoned recommendation as to whether the interim registration can be fitted into the degree programme.
  - a. In the event of a request for interim registration based on the second paragraph under b, the programme manager will indicate, stating grounds, whether the student can indeed pass the final examination.
  - b. In the event of a request pursuant to the second paragraph, under a or d, the Student Registration Department will seek advice from the Student Counsellor. Proof of the cause/circumstance must be presented to the Student Counselling Service.
3. The Student Registration Manager decides on the request for interim registration within four weeks.
4. Every interim registration comes into effect in principle from the first of the month in which the decision for interim registration has been taken by the Student Registration Manager, unless the recommendation of the programme manager demonstrates that the registration for the degree programme only fits in at a different point in time or the student has

requested a later month of registration. In that case, registration will take place with effect from that (other) point in time, on the understanding that that other point in time may never be earlier than the first day of the month in which the student has requested interim registration.

5. If the decision for interim registration is taken in the month of October, paragraph 4 is not applicable. In that case, the registration will be effective as of 1 November.

#### **Article 20. Switching degree programmes within Leiden University of Applied Sciences**

1. During the academic year a student may request registration for another degree programme within Leiden University of Applied Sciences. Such a request is submitted to the Student Registration Department.
2. A request as referred to in the first paragraph is not possible for degree programmes for which a decentralised selection procedure has been established or for which mandatory participation in the Programme Selection Check is a condition for registration. With regard to the Study Selection Check, this paragraph may be deviated from in consultation with the education manager.
3. Before the Director of Education, Research and Student Administration decides on a request as referred to in the first paragraph, the programme manager is asked whether and in what way this student can be fitted into the educational programme.

#### ***Paragraph 4 Denial of registration***

##### **Article 21. Denial of registration after binding study recommendation (BSA)**

1. If a student receives a negative binding study recommendation as referred to in section 7.8b, subsection 3 of the WHW for a degree programme:
  - a. The registration for the degree programme concerned will be terminated (in accordance with section 7.42, subsection 3 of the WHW) with effect from the month following the month in which the decision to issue a binding study recommendation was taken;
  - b. the student will not be able to register again or re-register for the same degree programme. 'The Same degree programme' means here: the degree programme variants full-time, part-time and/or dual, as well as the degree programme(s) with which the degree programme, for which the student was registered, has a common propaedeutic year. An exception to the foregoing may be made if the person concerned subsequently applies to be registered for the degree programme concerned and demonstrates to the satisfaction of the Executive Board that he is capable of completing the degree programme successfully. The education and examination regulations for the degree programme contain further provisions in this regard. The student is personally responsible for informing DUO of any changes affecting his (right to) student finance and his Public Transportation (OV) travel card. This applies in particular in the case of a binding study recommendation.
  - c. a person who has lodged an appeal with the Examinations Appeals Board against a negative binding study recommendation may be temporarily re-enrolled in the same program for the duration of the appeal to the Examinations Appeals Board after applying for and being granted a temporary provision. If the Examination Appeals Board declares the appeal unfounded or inadmissible, or the student withdraws the appeal, the student's enrolment shall be terminated. Such termination will take effect from the month following the month in which the student withdrew the appeal or in which the Legal Protection Office notified the student that the Examinations Appeals Board has ruled.

##### **Article 22. Denial of registration on grounds of proven unsuitability ('iudicium abeundi')**

1. The Executive Board may, in special cases and after careful consideration of the interests involved, decide to deny the (re-)registration of a student or terminate it with effect from the following month if the student's behaviour or remarks have proven him to be unsuitable for the performance of one or more professions that the degree programme he is following is training him for, or for the practical preparation for professional practice.
2. 'Special cases' as referred to in paragraph 1 include, but are not limited to, students who have been irrevocably convicted under criminal law and this conviction is directly related to

the degree programme or the profession for which that particular degree programme trains its students. The special case may (also) take the form of (sexual) harassment, aggression, violence or general dysfunction.

3. If the board of an institution other than Leiden University of Applied Sciences has denied a student for a degree programme in a procedure as described in the first paragraph, and Leiden University of Applied Sciences offers the same or a related degree programme for which the student requests registration, the provisions of the first paragraph apply accordingly and the student will not be (re-)registered in the requested degree programme.
4. If a student whose (re-)registration was denied on the grounds of the preceding paragraphs is registered in another degree programme and follows education in that programme in relation to a specialization which corresponds with or, in view of the practical preparation for the professional practice, is related to the degree programme for which he was rejected, the student may be denied the right to follow education and take examinations in that degree programme or other components of that degree programme.
5. The procedure followed by the Executive Board within the framework of this article is included in the Leiden University of Applied Sciences Students' Charter.

### **Article 23. Denial of registration on grounds of outstanding payment obligations**

1. The request for (re-)registration of a student will be denied if the student has an outstanding payment obligation towards Leiden University of Applied Sciences from a previous registration.
2. If a student has met an obligation to pay based on the procedure described in article 37, this payment obligation does not fall under the term 'outstanding payment obligation' as referred to in paragraph 1.
3. Students are personally responsible for ensuring that all outstanding payment obligations towards Leiden University of Applied Sciences have been met by the end of an academic year.

### *Paragraph 5 Financial conditions*

#### **Article 24. Financial conditions**

A student or external student will not be registered until the request to do so has been completed in accordance with these regulations, in particular articles 6 to 10, and the student has provided proof that the tuition fees due are paid in accordance with article 33.

### *Paragraph 6 Consequences of registration*

#### **Article 25. Proof of registration and student card**

1. A digital certificate of registration shall be made available by the Executive Board to the person registered. With this certificate of registration the Students' Charter and the education and examination regulations (institution-wide and degree programme-specific components) have been declared applicable to the legal relationship between the student or external student and Leiden University of Applied Sciences.
2. Once the requirements of article 24 have been met, the student card will be issued to the student or external student.



## CHAPTER 3. TUITION AND EXAMINATION FEES

### Article 26. General provision tuition fees

1. For every academic year that a student (re-)registers for a degree programme at Leiden University of Applied Sciences, he must pay statutory tuition fees as referred to in section 7.45 and 7.45a of the WHW or institutional tuition fees as referred to in section 7.46 of the WHW.
2. External students are liable to pay examination fees for each academic year in which they register for a degree programme at Leiden University of Applied Sciences.

### Article 27. Statutory tuition fees

1. A student who registers in a full-time degree programme is liable to pay the statutory tuition fees if this student meets the conditions mentioned in section 7.45a of the WHW. This implies that the student:
  - a. according to BRON HO, has not obtained a bachelor's degree for registration in a bachelor's degree programme or a master's degree for registration in a master's degree programme since 1 September 1991; and
  - b. belongs to one of the groups of persons referred to in section 2.2. of the WSF 2000 or has Surinamese nationality.
2. The students referred to in articles 2.3 (Expansion of the category of students with an entitlement to statutory tuition fees in connection with a degree programme in the field of education or healthcare) and 2.3a (Expansion of the category of students with an entitlement to statutory tuition fees in connection with degree programmes followed simultaneously) of the 2008 WHW Implementation Decree also pay statutory tuition fees if they meet the conditions stated in those articles.
3. A student who meets the conditions as referred to in the abovementioned paragraphs 1 and 2 of this article and who is registered in a part-time or dual degree programme, is liable to pay a part of the statutory tuition fee to be determined by the Executive Board, which part lies between an amount to be determined by or by virtue of an order in council and the full statutory tuition fee.
4. A student registering at Leiden University of Applied Sciences is eligible for the reduced statutory tuition fee for a period of 12 months if that registration:
  - is his first registration for a degree programme in funded higher education;
  - is a registration for an associate degree programme or bachelor's degree programme;
  - is aimed at a degree programme that is full-time, part-time or dual;
  - relates to a registration from academic year 2018-2019 onwards; and
  - proceeds in accordance with the requirements of the first or second paragraph.This paragraph does not apply to master's degree programmes or to the provisions and level of institutional tuition fees or examination fees.
5. Notwithstanding the previous paragraph, a student who registers for a degree programme at Leiden University of Applied Sciences in the field of education and who meets the conditions set out in paragraph 4, is eligible for a reduced statutory tuition fee for a period of 24 months.
6. Information about the other cases in which a student may be entitled to reduced statutory tuition fees under the 2008 WHW Implementation Decree can be found on the website of Leiden University of Applied Sciences ([www.hsleiden.nl](http://www.hsleiden.nl)).
7. If a student as referred to in the second paragraph follows more than one degree programme and successfully completes the degree programme he was first registered in, this student is liable to pay the statutory tuition fee for the second degree programme for the remainder of the academic year. In that case, the amount due is calculated in proportion to the number of remaining months of the academic year in question.
8. The titles obtained pursuant to section 7.20 of the WHW or those of students who comply with the provisions of section 7.45a, subsections 7 and 8 of the WHW (concerning students and certificates to whom, respectively, legislation of calendar year 2002 is still applicable) will be

- equated with a bachelor's degree and a master's degree, as referred to in paragraph 1.
9. Students who are in the process of obtaining a residence permit for the Netherlands are required to pay institutional tuition fees.
  10. A student who only meets the requirements of the first paragraph in the course of the academic year, must pay institutional tuition fees at the start of the academic year.

#### **Article 28. Institutional tuition fees**

1. A student registering in a degree programme is liable to pay the institutional tuition fees to be determined by the Executive Board, if this student does not meet the conditions for the statutory tuition fees as referred to in article 27 of these regulations.
2. The Executive Board may determine a different amount of institutional tuition fees per degree programme, group of degree programmes or per group of students. The amounts are listed in article 29 of these regulations.
3. If the student, as referred to in the first paragraph, still meets the conditions for paying the statutory tuition fees during an academic year:
  - a. then, at his request, he is liable to pay the statutory tuition fees for the remainder of the academic year; and
  - b. the Executive Board will refund, if applicable, the institutional tuition fees already paid for that remaining part of the academic year, for every whole month the student is still registered.

#### **Article 29. Level of tuition fees**

1. For the academic year 2023-2024 the following rates have been determined for students liable to pay the statutory tuition fees:
  - full-time degree programme: € 2.314,-;
  - part-time degree programme: € 2.314,-
  - dual degree programme: € 2.314,-;
2. For the academic year 2023-2024 the following rates have been determined for students liable to pay the reduced statutory tuition fees:
  - full-time degree programme; € 1.157,-;
  - part-time degree programme: € 1.157,-;;
  - dual degree programme: € 1.157,-;.
3. For the academic year 2023-2024 the following rates have been determined for students liable to pay the institutional tuition fees:
  - full-time degree programme: € 8.624,-;
  - part-time degree programme: € 6.036,-;;
  - dual degree programme: € 6.036,-;.

#### **Article 30. Level of examination fees**

For the academic year 2023-2024 the level of the examination fees for a registration as external students has been determined as follows:

- full-time degree programme: € 2,314;
- part-time degree programme: € 2,314.

#### **Article 31. Other contributions**

When registering a student, the Executive Board may, on the recommendation of the faculty director, for certain degree programmes require a contribution to the costs directly related to the education of the degree programme concerned. This contribution can only be requested for degree programmes for which additional requirements can be set in accordance with sections 7.26 and 7.26a of the WHW.

#### **Article 32. Reduction of and exemption from tuition fees or examination fees**

1. If a student is already registered in a degree programme at another higher educational institution, or is registered in another degree programme at Leiden University of Applied Sciences and wishes to register for a second time at Leiden University of Applied Sciences,

he will not have to pay the statutory tuition fees again, unless the amount paid or to be paid for the first registration is lower than the statutory tuition fees; in that case the student will be liable to pay the difference.

2. The student is personally responsible for providing a Proof of Payment of Tuition Fees in order to be eligible for the exemption from paying statutory tuition fees again.
  - a. The Proof of Payment of Tuition Fees must be submitted before 31 August 2023, and in accordance with the provisions of article 33.
  - b. If the Proof of Payment of Tuition Fees is submitted after 31 August and Leiden University of Applied Sciences has had to incur costs to collect the tuition fees, these costs will be recovered from the student.
  - c. The Proof of Payment of Tuition Fees submitted to Leiden University of Applied Sciences must be the original or a digital version provided directly via Studielink by the home institution. Copies are not considered as Proof Payment of Tuition Fees and are therefore rejected.
3. Students who pay tuition or course fees for publicly funded education in accordance with the Tuition and Course Fees Act, and who, instead of or in addition to this, wish to register at Leiden University of Applied Sciences in the same academic year and are liable to pay the statutory tuition fees, must pay a tuition fee for their registration at Leiden University of Applied Sciences that amounts to the difference between the tuition fee already paid and the higher tuition fee referred to. If they are liable to pay tuition fees lower than the amount already paid, they are exempt from paying tuition fees.
4. A student is only liable to pay part of the statutory tuition fee owed by him if the student registers during the academic year. In that case, the amount due is calculated in proportion to the number of whole months remaining in the relevant academic year.
5. Reduction of or exemption from tuition fees on other grounds than those mentioned in the previous paragraphs is not allowed by virtue of section 7.48 subsection 5 WHW.

### **Article 33. Payment of tuition fees**

1. The tuition fees are paid by the provision of:
  - a. a digital authorisation for the entire amount at once;
  - b. a digital authorisation for payment in nine instalments;
  - c. a Proof of Payment of Tuition Fees in the case of a second registration; or
  - d. an invoice issued by Leiden University of Applied Sciences to an employer and guarantee by the employer. With a letter of guarantee the student and the guarantor (the student's employer) declare that the tuition fees will be paid after receipt of the invoice in question and within the term of payment stated on this invoice.
2. The tuition fees must be paid by or on behalf of the student. If payment is made by a third party on behalf of the student, this third party will confirm the digital mandate at the student's request.
3. If tuition fees are paid by a third party, it remains the student's responsibility to ensure that Leiden University of Applied Sciences receives the tuition fees for the academic year on time.
4. When paying tuition fees by means of a Proof of Payment of Tuition Fees, it is the student's responsibility to submit the Proof of Payment of Tuition Fees before 31 August 2023.
5. Payment or compensation of tuition fees for students by Leiden University of Applied Sciences from the government grant is not permitted, with the exception of payments from the Profiling Fund of Leiden University of Applied Sciences as referred to in section 7.51 of the WHW.

### **Article 34. Administration costs**

1. If tuition fees are paid in one instalment, no administration costs are charged.
2. In the case of payment in nine instalments, the administration costs amount to € 24.00 per academic year. The administration costs will be charged at the first payment term.

### **Article 35. Collection dates**

1. If the student has chosen to pay the tuition fees in nine (9) instalments, the tuition fees will be debited in the following months: September, October, November, December, January,

February, March, April and May of the academic year.

2. If the student has chosen to pay the tuition fee in one instalment by means of an authorization, the tuition fees will be debited in September of the academic year.

3. Leiden University of Applied Sciences will announce the date on which the collections referred to in the first and second paragraphs will take place before the start of each new academic year.

### **Article 36. Defaulters**

1. If the tuition fees are not received by University of Applied Sciences Leiden by the agreed date, the Finance Department will send a reminder stating the date by which the amount must still be received by University of Applied Sciences Leiden. Even if the tuition fee is paid via direct debit or guarantee by a third party, the student will receive the reminder. The aforementioned reminder is also the formal notice referred to in Section 7.42(2) of the 'WHW' (Higher Education and Scientific Research Act).
2. If the date mentioned in the reminder referred to in the first paragraph has passed, the claim shall be transferred to the collection agency. In addition to the outstanding amount, University of Applied Sciences Leiden will then also recover collection costs and interest on the outstanding amount from the student.
3. If University of Applied Sciences Leiden has not received the amount by the date specified in the reminder, the student will be notified by the director of education, research and student affairs that enrolment will be terminated by University of Applied Sciences Leiden with effect from the second month following the date of the reminder (referred to in the first paragraph) if the full amount of tuition fees has not been paid by the date specified by the collection agency.
4. The student is responsible for complying with all the deadlines mentioned in this article.

### **Article 37. Additional provisions concerning defaulters**

1. Notwithstanding the provisions of article 36(2) to (5), the Director of Education, Research and Student Administration may decide that there are grounds for applying an exception to the rules set out in the aforesaid paragraphs. The Director of Education, Research and Student Administration shall ensure that the decision taken within the framework of this article is adequately justified.
2. The exception referred to in the first paragraph may only be invoked in cases of force majeure as referred to in article 18, second paragraph of these regulations, and if the force majeure has resulted in a demonstrable and substantial drop in the student's disposable income, as a result of which the obligation to pay tuition fees cannot reasonably be met.
3. The decrease in disposable income referred to in paragraph 2 shall be a decrease in the academic year in which the form of force majeure referred to in this article is invoked.
4. If a situation as referred to in the preceding paragraphs arises, the student must appeal to the Director of Education, Research and Student Administration within two weeks of the situation arising, or as soon as reasonably required in connection with the form of force majeure. To this end, the student should contact the Student Counselling Service, [via studentendecaan@hsleiden.nl](mailto:studentendecaan@hsleiden.nl). It is also possible to approach the Student Counselling Service personally. The relevant contact details are to be found on [www.hsleiden.nl](http://www.hsleiden.nl).
5. When contacting the Student Counselling Service, the student must describe the form of force majeure. He should also submit the documents/data substantiating the claim of force majeure, such as:
  - a. a medical certificate;
  - b. a declaration of resignation;
  - c. an obituary;
  - d. data from DUO.

6. The situation in the fourth and fifth paragraphs shall lead to the Student Counselling Service immediately submitting the situation in writing to the Director of Education, Research and Student Administration, including their accompanying recommendation.
  - a. If the Student Counselling Service considers the appeal to force majeure to be well-founded, the recommendation also contains a description of the way in which the student will still meet all his payment obligations within the relevant academic year.
  - b. If the student is not yet making use of the maximum loan that he can obtain within the framework of the Student Finance Act 2000, the Student Counselling Service will first apply this option in the accompanying recommendation.
7. The Director of Education, Research and Student Administration shall take a decision within five working days of receiving the recommendation of the Student Counselling Service.
8. This article shall not apply if:
  - a. there is a situation as referred to in article 23, first paragraph of these regulations; or
  - b. if the student is unable to meet all his payment obligations within the relevant academic year, as referred to in paragraph six sub-paragraph a.
9. This article shall apply only in those cases in which payment is made by means of a digital mandate for payment of the entire amount in one go or in instalments as referred to in article 33, paragraph 1, under a or b.
10. Article 23, second paragraph, and article 33, third paragraph, of these regulations shall apply *mutatis mutandis*.

### **Article 38. Proof of Payment of Tuition Fees**

1. If the student wishes a second enrolment at another university (of applied sciences or otherwise), the student can indicate via Studielink that tuition fees will be paid with a Proof of Tuition Fees Paid (*Bewijs Betaald Collegegeld*).
2. If supported by the relevant educational institution, the Proof of Tuition Fees Paid will be exchanged via Studielink.
3. If the educational institution concerned does not support this, if it is after 31 August or if it concerns an enrolment for a minor at another university (of applied sciences), the student can submit a request to the Student Enrolment Department.
4. Within five working days of submitting the request, the Proof of Tuition Fees Paid will be provided digitally directly to the other university (of applied sciences).
5. If a Proof of Tuition Fees Paid has been issued by University of Applied Sciences Leiden, a Proof of Tuition Fees Paid with an adjusted amount will be exchanged with the other university (of applied sciences) in the event of interim disenrolment.

## CHAPTER 4. (EARLY) TERMINATION OF REGISTRATION

### **Article 39. Termination of registration at student's request**

1. The Director of Education, Research and Student Administration will, at the request of the person registered in a degree programme at Leiden University of Applied Sciences, terminate the that person's registration with effect from the following month.
2. At the request of the person who requests the termination of his registration due to graduation, the Director of Education, Research and Student Administration shall terminate the registration with effect from the month following the examination date as it appears on the diploma.
3. A deregistration request must be submitted, in a timely manner, that is, prior to the desired time of deregistration, via Studielink. Requests made in any other way will not be taken into consideration.
4. The Executive Board may establish further procedural requirements for the application of this article. These rules are published on [www.hsleiden.nl](http://www.hsleiden.nl).

### **Article 40. Termination of registration on the basis of the principles of Leiden University of Applied Sciences**

1. The Executive Board shall deny or terminate the registration of a student if the principles and objectives of Leiden University of Applied Sciences are not respected by the person concerned.
2. The first paragraph will not apply if there is no possibility for the student to follow the degree programme at another university of applied sciences.
3. The Executive Board may deny or terminate the registration of a student if there is a well-founded fear that the person concerned will abuse that registration and the related rights by seriously damaging the particular nature of Leiden University of Applied Sciences, or if it is proven that the person concerned has abused or will abuse that registration and the related rights.
4. The denial or termination of the registration referred to in the first and third paragraphs shall be made in writing by the Executive Board, on the recommendation of the faculty director or programme manager, and shall state the grounds on which it is based.

### **Article 41. Termination of registration by Leiden University of Applied Sciences**

1. Articles 21 and 22 of these regulations govern the termination of the registration by Leiden University of Applied Sciences on the grounds of a binding study recommendation or proven unsuitability.
2. Article 8 regulates the termination of the registration by Leiden University of Applied Sciences due to illegal residence in the Netherlands. If Leiden University of Applied Sciences discovers this, the registration will be terminated immediately.
3. Article 36 regulates the termination of the registration by Leiden University of Applied Sciences due to non-payment. The registration shall be terminated with effect from the second month following the first warning.
4. At the request of the examination board, the Executive Board may terminate the registration if serious or repeated fraud has been established in accordance with the procedure in the education and examination regulations. The registration will be terminated with effect from the following month.
5. The Executive Board may terminate the registration for a maximum of one year if a student does not comply with the house rules and order measures set by Leiden University of Applied Sciences. The registration will then be terminated with effect from the following month.
6. The Executive Board may permanently terminate the registration of a student if, after a warning, he does not comply with the house rules and order measures of Leiden University of Applied Sciences or if he causes serious or repeated inconvenience. The registration will be terminated with effect from the following month.
7. The Executive Board may terminate the enrolment of a student if the Student Enrolment Department has established a graduation date applying to the student. Enrolment will be terminated with effect from the month following the examination date as placed on the

diploma or degree certificate.

8. The procedure for taking decisions as referred to in the fourth to the sixth paragraphs, is laid down in the Leiden University of Applied Sciences Students' Charter.

#### **Article 42. Termination by operation of law**

Registration ends by operation of law at the end of an academic year or upon the death of the student.

#### **Article 43. Consequences of termination of registration**

1. The Executive Board shall inform the person concerned in writing of the termination of the registration under this Chapter.
2. Upon termination of registration, Leiden University of Applied Sciences will block access to the facilities of Leiden University of Applied Sciences, including the University of Applied Sciences account and the DLWO.
3. Any study results obtained by a student after the date of termination of registration are not valid.
4. Besides the person concerned, the Executive Board also informs DUO of the termination of the registration.
5. The student is at all times personally responsible for timely termination of his student finance and his Public Transport (OV) travel card with DUO. Any damage resulting from his negligence in this regard shall be at the expense and risk of the student.

#### **Article 44. Payment obligation**

The student's payment obligation with regard to outstanding claims of Leiden University of Applied Sciences does not expire upon termination of the registration.

#### **Article 45. Refund of part of tuition fees**

1. After termination of his registration, the student is entitled to a refund of his already paid statutory tuition fees. In that case, the amount due shall be calculated in proportion to the number of remaining months of the relevant academic year, as referred to in section 7.48, fourth subsection of the WHW, and further described in the other paragraphs of this article.
2. The student is entitled to a refund of one twelfth of the institutional tuition fees owed for each month that the academic year lasts after the termination of the registration, provided that the reason for deregistration is the successful completion of the final examination of the degree programme.
3. If a student dies in the course of the academic year, for every month of the academic year following his death one twelfth of the statutory tuition fees or institutional tuition fees paid will be refunded to his heirs.
4. When terminating the registration with effect from 1 July or 1 August, the student has no right to termination of payment of the instalments and no right to reimbursement of the tuition fees paid for those months.
5. A student is not entitled to reimbursement of paid tuition fees if the student is also registered in a second degree programme at the HSL or another university of applied sciences or university for the relevant academic year, provided a Proof of Tuition Paid has been issued or received.
6. Reduction, exemption from or refund of the examination fees paid by an external student is only possible in the event of death of the external student.
7. The months referred to in this article are full calendar months.



## CHAPTER 5. FINAL PROVISIONS

### Article 46. Objections

1. If a student disagrees with a decision taken by or on behalf of the Executive Board based on these regulations, the student will be notified about the fact that he may file an objection with the Legal Protection Office of Leiden University of Applied Sciences within six weeks of the date of the decision.
2. Submitting an objection does not suspend the decision.
3. Additional information on submitting an objection can be found in the Students' Charter and on [www.hsleiden.nl](http://www.hsleiden.nl). The provisions on objections can also be found in the WHW, section 7.59a et seq.

### Article 47. Violation of registration regulations

1. Anyone making use of the education and/or examination facilities or other facilities of Leiden University of Applied Sciences may be required to prove that they are entitled to do so by virtue of their registration for a degree programme.
2. Persons who are not registered and yet make use of the education and/or examination facilities or other facilities of Leiden University of Applied Sciences are liable to pay compensation to Leiden University of Applied Sciences.
3. The amount of compensation referred to in the second paragraph is set by or on behalf of the Executive Board at an amount equal to the institutional tuition fees of €8,624 in the case of participation in a full-time degree programme, and with application of part-time and dual statutory tuition fees, in the case of participation in a part-time or dual degree programme.

### Article 48. Unforeseen situations/hardship clause

1. In cases for which these regulations make no provision, but for which a decision is required immediately, the Director of Education, Research and Student Administration shall decide, after consulting the programme manager of the degree programme in which the person(s) concerned wish(es) to be registered. The decision shall be notified to the person concerned in writing, stating reasons.
2. The Director of Education, Research and Student Administration may deviate from these regulations - if necessary after obtaining advice from the programme manager of the relevant degree programme - in favour of the student(s) in special cases, where application of these regulations would result in disproportionate disadvantage or serious unfairness.
3. If the rules contained in these regulations lead to disproportionate fluctuations in the number of registrations or to other highly detrimental effects, the Executive Board may decide to make a (temporary) adjustment. That (temporary) adjustment will be immediately announced on [www.hsleiden.nl](http://www.hsleiden.nl).
4. Decisions taken on the basis of this article are assessed against the requirements that apply with regard to:
  - a. the student, regarding his admissibility;
  - b. the necessary implementation, organisational feasibility; and
  - c. the degree programme, with regard to educational feasibility.
5. Deviations as referred to in this article may only be made if and insofar as they do not violate applicable laws and regulations.

### Article 49. Citation and publication

1. These regulations apply to all applications, requests for (re-)registration and related decisions concerning the academic year 2023-2024.
2. These regulations may be cited as: "Registration Regulations Leiden University of Applied Sciences 2023-2024".
3. These regulations shall be published on [www.hsleiden.nl](http://www.hsleiden.nl).

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