STUDENTS' CHARTER HU UNIVERSITY OF APPLIED SCIENCES UTRECHT 2026-2027

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Student Charter HU University of Applied Sciences 2026-2027

Adopted by the Executive Board on 9 June 2026, with the consent of the Institutional Council on 1 July 2026.

These regulations enter into force on 1 September 2026.

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1 PREAMBLE

HU University of Applied Sciences Utrecht has a statutory obligation (under Section 7.59 of the '*Wet op het Hoger Onderwijs en Wetenschappelijk onderzoek*' (WHW, the Higher Education and Scientific Research Act)) to lay down the rights and obligations of students in a Students' charter. These rights and obligations arise directly from the law and from the further regulations made by the university of applied sciences on the basis of the WHW. The purpose of the Students' Charter is to give you, as a student, a clear overview of your legal position.

A right of the student often implies an obligation for the institutional board, the Executive Board. The Executive Board has delegated the performance of certain statutory duties and powers to the institute director. In those cases, this Students' Charter refers to the 'institute director', whereas it would otherwise read 'Executive Board'. The Students' Charter therefore also contains the duties assigned to the institute director.

The Students' Charter sets out the rights and obligations of students *in general terms*. Regarding the concrete implementation thereof, reference is made to the specific regulations of the university of applied sciences, which are always adopted separately with the consent of the Institutional Council (HSR). Some of these institutional regulations (e.g. the Education and Examination Regulations) are detailed at institute level. Also, some institutional regulations may be (temporarily) amended due to the emergency measures that have been or will be imposed by the government. The Students' Charter should therefore be read in conjunction with these institutional regulations.
The specific regulations together with the Students' Charter form a single entity. In case of conflict between the Students' Charter and the specific regulation, the specific regulation prevails.

This Students' Charter also regularly refers to legislation (WHW, WSF 2000, etc.). In the event of any contradiction, the statutory regulation shall prevail. The text of the WHW is available for consultation in the HU library and can also be found at wetten.nl - Regeling - Wet op het hoger onderwijs en wetenschappelijk onderzoek - BWBR0005682 (overheid.nl).

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2 GENERAL PROVISIONS

Article 1 Definitions

In this Students' Charter, the following definitions apply:

1. Graduation financial aid:
   The (financial) support that students can receive from the university of applied sciences (pursuant to Section 7.51 of the WHW) if, due to special circumstances, they incur a delay in their studies during the period in which they are entitled to a student grant. Graduation financial aid is granted to enable the student to complete or continue their studies as soon as possible. This is further regulated in the Graduation Financial Aid Regulations.

2. Associate degree (AD):
   A practice-based two-year degree programme. An AD programme is a higher professional education programme as referred to in Section 7.8(a) of the WHW, with a study load of at least 120 EC. Upon completion of this programme, the student is awarded the associate's degree.

3. Manager:
   The person in charge of the day-to-day management of an organisational unit within the university of applied sciences. The manager is responsible for the registration and processing of personal data and in accordance with the *'Algemene Verordening Persoonsgegevens'* (AVG, the Dutch General Data Protection Regulations). The manager is also responsible for the technical management of the equipment used.
   The following parties can be distinguished:
   a. the manager who processes the personal data of students at institutional level. This is the director of the Operations Department;
   b. the manager who processes the personal data of students at institute level. This is the director of the relevant institute.

4. Scholarship for student representatives:
   The support that students of the university of applied sciences can receive (on the basis of Section 7.51 of the WHW) if they perform recognised administrative activities during their studies. This is further regulated in the Scholarship Scheme.

5. Higher Education Register (BRON)[1]:
   A central register containing the data of everyone enrolled in a university (of applied sciences). BRON is part of the '*Dienst Uitvoering Onderwijs*' (DUO, the Education Executive Agency).

6. Examinations Appeals Board:
   A professional college affiliated with the university of applied sciences for stakeholders (students, prospective students and external students), as referred to in Section 7.60 of the WHW. Structure, tasks and powers are powers are laid down in the HU Legal Protection for Students Regulations.

7. Executive Board:
   The management body of the university of applied sciences, also board of the Hogeschool Utrecht Foundation, in accordance under Section 10.8 of the WHW, with duties and powers as laid down in the articles of the Hogeschool Utrecht Foundation.

[1] The '*Basisregister Onderwijs Hoger Onderwijs*' (BRON, the Higher Education Register) contains enrolment, examination and certificate data of funded higher education institutions.

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8. Part-time study:
   A study programme designed in such a way that the student can perform other activities in addition to the educational activities. Under certain circumstances, certain activities can be regarded as a course and the competences acquired therein are tested. (7.27 WHW)

9. Work-study programme:
   A study programme that is organised in such a way that the following education for one or more periods is alternated with professional practice in connection with that education. The programme then consists of an educational and a professional part. The practice of the profession is part of the educational programme of the programme and can therefore result in credits. (7.7.2 WHW)

10. European Credit (EC):
    A European Credit (EC) is the unit of study load under the European Credit Transfer System (ECTS). One European Credit corresponds to 28 hours of study.

11. European Economic Area (EEA):
    The EEA includes the following countries: Austria, Belgium, Bulgaria, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Iceland, Italy, Croatia, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain and Sweden.

12. Examination:
    The concluding assessment of a study programme attended, or of the propaedeutic phase of the study programme. Each study programme has an examination. An examination may include an assessment of the knowledge, insight and skills of the student, to be conducted by the examination board itself.

13. Examination Board:
    A committee established in accordance with Section 7.12 of the WHW for the purpose of conducting, organising and coordinating test of one or more study programmes, as well as guaranteeing the quality of these examinations.

14. Examination fee:
    The examination fee determined by the Executive Board for any academic year, for those who enrol as extranei in study programmes offered by the university of applied sciences.

15. Extraneus:
    The person who, in accordance with Section 7.32 et seq. of the WHW, is enrolled as extraneus in the university of applied sciences. An extraneus does not have the right to attend classes, but he or she can sit (test and use certain study facilities.

16. Dispute Resolution Committee:
    The committee as referred to in Section 7.63(a) of the WHW. Its organisation and powers are laid down in the HU Legal Protection for Students Regulations, adopted by the Executive Board. The Dispute Resolution Committee rules on student appeals that do not concern decisions of the examination boards and examiners, such as decisions on enrolment in and disenrolment from the study programme.

17. University of applied sciences:
    The HU University of Applied Sciences Utrecht (HU), maintained by the Hogeschool Utrecht Foundation.

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18. Institutional Council (HSR):
    The participation council of the university of applied sciences, as referred to in Section 10.17 of the WHW, with half of its members consisting of staff and the other half of students of the university of applied sciences. Its organisation and powers are laid down in the Participation Regulations.

19. HU Legal Protection for Students Office:
    Facility established by the executive board as referred to in Section 7.59a of the WHW where students can lodge their complaints and appeals. The Facility then forwards them to the committee responsible for handling.

20. Initial education:
    Higher education that follows on from the second phase of secondary education and senior secondary vocational education.

21. Institution tuition fee:
    The tuition fees set by the Executive Board for any academic year for students who are enrolling in a programme at the university of applied sciences and who are not entitled to statutory tuition fees under Section
    7.45(a)(1) of the WHW.

22. Institute
    An organisational unit charged with, inter alia, providing:
    a. one or more RIO-registered (formerly CROHO-registered) bachelor's degree programmes (full-time/part-time/work-study); and/or
    b. one or more master's degree programmes; and/or
    c. post-initial courses; and/or
    d. commercial activities such as offering courses.

23. Institute Director
    The person who conducts the management of an institute, with duties and powers as described in the Management and Administrative Regulations.

24. Institute Council (IR):
    The district council (participation) of an institute as referred to in Section 10.25 WHW. Structure, composition and powers are regulated in the Employee Participation Regulations.

25. Integrity Committee:
    An independent committee appointed by the Executive Board that investigates complaints about undesirable behaviour, integrity violations and abuses. The structure, tasks and powers are regulated in the Regulations on Reporting in the Event of a Suspected Violation of Integrity, the Regulations on Reporting in the Event of Suspected Wrongdoing and the Regulations on Undesirable Behaviour (which can be found via HU-Wegwijs).

26. Student Grievance Committee:
    A committee set up by the Executive Board for the purpose of handling complaints as referred to in Section 7.59(b) of the WHW (with the exception of complaints about inappropriate conduct). Its organisation, tasks and powers are laid down in the HU Legal Protection for Students Regulations (Governance | Hogeschool Utrecht (hu.nl)).

27. Major:
    The part of the main phase of a study programme that consists of compulsory courses and a number of specified, major-related optional courses.

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28. Minor:
    A coherent set of one or more courses, with which students can complete their optional courses profile. Also refer to: optional courses profile.

29. Education and Examination Regulations (HU-EER):
    The regulations for a study programme or group of study programmes, as referred to in Section 7.13 of the WHW. The regulations lay down the most important matters concerning education and examinations for the entire university of applied sciences (HU-EER). Further details are provided at the study programme level, in the study guides of the study programmes. (available on Rechten en plichten | Hogeschool Utrecht (hu.nl))

30. (Study or degree) programme:
    A coherent set of units of study as referred to in Section 7.3.2 of the WHW. A study programme has well-defined objectives in terms of the knowledge, insight and skills that the person completing the programme should possess. Study programmes are full-time, part-time or work-study.

31. Study Programme Committee (OC):
    A committee for a study programme or group of study programmes of an institute as referred to in Section 10.3(c) of the WHW. The organisation, duties, powers and functioning of an OC are regulated in the Participation Regulations (available on Governance | Hogeschool Utrecht (hu.nl)).

32. Body:
    A person or group of persons who have been given a specific power within the university of applied sciences by virtue of or on the basis of a generally binding regulation.

33. Optional courses profile:
    The part of the main phase of a bachelor's degree programme (30 EC) that the student can complete with optional courses at his/her own discretion. This can be done with courses from the university of applied sciences, with a minor, and/or with separate optional courses from higher education institutions outside of the HU.

34. Propaedeutic phase:
    The phase of 60 EC prior to the main phase of a program which, unless otherwise stipulated in the study guide of the program, is concluded with the propaedeutic examination. (7.8.2 WHW)

35. Register of Institutions and Education (RIO)
    RIO is the successor of the CROHO and is a national register in which educational institutions record their own educational offerings, the way in which they are organized and contact details. DUO and other accrediting organisations record accreditations and licences in RIO. In this register you can find all important information about educational institutions and study programmes.

36. Work placement:
    A course of a study programme that the student takes within or outside of the institution as practical preparation for professional practice.

37. Student:
    The person who, in accordance with Section 7.32 et seq. of the WHW and other statutory regulations, is enrolled in the university of applied sciences as a student (full-time, part-time, or work-study).

38. Study recommendation:
    Recommendation on whether or not to continue with a particular study programme. In the case of bachelor's degree programmes, this recommendation is given to students in the propaedeutic phase; in the case of associate's degree programmes, it is given in the first year of enrolment. A study recommendation may entail binding rejection.

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39. Study guide:
    The information guide for students of one or more study programmes, as adopted by the institute director. The study guide is an elaboration and implementation of the EER-HU (also refer to: Education and Examination Regulations)

40. Academic year:
    The period starting on 1 September, and ending on 31 August of the following year, as referred to in Section 1.1 of the WHW. In the case of a start date of the educational programme other than 1 September, this is understood to mean the period of 12 months from the start of the training programme.

41. Studielink:
    The national digital system of all Dutch colleges and universities. Anyone who wants to be enrolled as a student must use Studielink to make an online request for (re)enrollment for issuance of the digital authorization and deregistration during the academic year or reporting a postal address change, the student must use Studielink.

42. Test:
    An assessment of the student's knowledge, insights and skills and their marking. Each course has a test. There are different forms of testing, such as written tests, digital tests, assessments and verbal tests. The WHW also refers to this as an 'interim examination'.

43. Full-time study programme:
    A full-time study programme is designed without regard to the performance of any activities other than educational activities. Activities in the form of work placement are part of the educational programme and therefore count as educational activities.

44. Week:
    A period of seven consecutive days, excluding generally recognised public holidays listed in Osiris. Only the summer and Christmas recess and the generally recognised public holidays determined annually by the HU Legal Protection for Students Office suspend the time limits for appeals.

45. Statutory tuition fees:
    The tuition fees for students in full-time, part-time and work-study programmes who meet the requirements specified in Section 7.45(a)(1) of the WHW for any academic year. The regulations governing the level of statutory tuition fees can be found in Section 7.45(4) of the WHW for full-time programmes, and Section 7.45(5) of the WHW for part-time and work-study programmes.

46. WHW:
    The '*Wet op het Hoger onderwijs en Wetenschappelijk onderzoek*' (WHW, the Higher Education and Scientific Research Act), as published in Bulletin of Acts and Decrees 1992 no. 593, including the subsequent supplements and amendments.

47. WSF 2000:
    The *'Wet op de Studiefinanciering 2000'* (Student Finance Act 2000), including subsequent supplements and amendments.

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Article 2 Scope

1. The provisions of the Students' Charter only apply to those who are enrolled at the university of applied sciences as a student in full-time, part-time or work-study programmes which are initial study programmes or further education funded by the government.

2. Notwithstanding the provisions of Chapter 6 and Chapter 7, the provisions of this Students' Charter also apply to everyone who is enrolled as *extraneus* in the university of applied sciences. If the application of an article is limited, this is indicated in the relevant article or the specific regulation.

3. Notwithstanding the provisions of Chapter 6 and Chapter 7, the provisions of this Students' Charter also apply to students enrolled in a post-initial master's programme.

4. Wherever these regulations refer to a study programme, this may also be read as a group of two or more related study programmes.

Article 3 Content and Disclosure

1. This Students' Charter contains the rights and obligations of students enrolled in the university of applied sciences. These are the rights and obligations arising from the provisions laid down by or pursuant to the law, as well as the further regulations of the university of applied sciences based on it.

2. The further regulations pertaining to this Students' Charter are the:
    a. HU Enrolment Regulations;
    b. HU Education and Examination Regulations;
    c. Regulations pertaining to the Student Support Fund HU (formerly HU Profiling Fund Regulations);
    d. HU Legal Protection for Students Regulations;
    e. HU University of Applied Sciences Utrecht Privacy Statement;
    f. HU Misconduct Regulations;
    g. HU Examination Board Regulations;
    h. Participation Regulations.

    These regulations are available on Rechten en plichten | Hogeschool Utrecht (hu.nl).

3. The institute director will make the existence of the Students' Charter known to the students of the institute and will ensure that it is available for inspection in a place accessible to the students and can be consulted on the HU website.

4. The institute director will make the Student Charter available in such a way that every student can take note of it upon first enrolment. If necessary, the institute's director will also distribute this Student Charter to the students concerned at subsequent enrolments.

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3 ENROLMENT

Article 4 General Requirements for Enrolment as a Student or *Extraneus*

1. If you want to make use of educational facilities, examination facilities, or other facilities within the framework of initial[2] (funded) education, you must be enrolled as a student. (7.32.1 WHW).

2. If you are enrolled as an *extraneus*, you can sit tests and examinations and make use of certain study facilities, but you are not allowed to attend classes.

3. You can apply for enrolment in a study programme via Studielink. You will only be enrolled once you have applied correctly via Studielink and complied with all procedural rules.

4. Enrolment via Studielink takes place by programme and for a particular variant (full-time, part-time and work-study). The director of the institute providing the study programme you have applied for will take a decision on your application for enrolment. (7.32.3 WHW).

5. When applying for enrolment in a work-study programme, a three-party contract is concluded under civil law between the institute director, you as a student, and the company/organisation where the profession is practised. This contract in any case - with due observance of the education and examination regulations - provides for the following:
    a. the duration of the contract and the duration of the period(s) of professional practice;
    b. the coaching of you as a student;
    c. the qualitites in the field of knowledge, insight and skills that you must develop during the period(s) of professional practice and the assessment thereof; and
    d. the cases and the way in which the contract may be prematurely terminated (7.7.5 WHW).

6. Enrolment in a programme starts on 1 September, and runs until 31 August of the following calendar year[3], unless you are disenrolled in the interim.

7. If you applied through Studielink after 1 September but before 1 October, the institute director may still approve your application for enrolment with effect from 1 September if the following requirements have been met:

    a. you want to enrol in a master's degree programme or a regular part-time variant of a bachelor's or associate's degree programme; and,
    b. by 30 September at the latest, the U can establish that you meet the conditions of enrolment.

    The institute director may, apart from an individual application, also decide in general to allow enrolment in September for a (variant of a) study programme. In these cases, the enrolment is considered as enrolment for the full academic year and therefore effective as of 1 September.

8. If you wish to enrol after 1 September but do not meet the conditions set out in Paragraph 7, your application for enrolment will be considered an application for interim enrolment. The study guide may set out criteria for the approval of an application for interim enrolment.

    Interim enrolment starts on the first day of the month following the moment on which it is established that you meet all conditions of enrolment. However, that is unless you indicate that

[2] Article 9 applies to enrolment a post-initial master's programme.
[3] Exceptions to this are possible, for example if the programme has a different standard start time (1 February intake and the Flexible Part-time) In that case, the enrolment runs from the regular start moment up to and including 31 August and then the student must re-enrol for the programme (re-enrolment). In the context of the Education and Examination Regulations (HU-OER), an academic year may be defined differently. See also Article 30 of the HU Registration Regulations.

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you prefer to be enrolled at a later date. Please note that enrolment always starts on the first day of a month. Retroactive enrolment is not possible[4].

9. If you have a non-EEA nationality and you need a "Residence permit for study" to study in the Netherlands, there is a deadline of 31 May in all cases.

If you have not applied in time, you cannot be enrolled in the relevant programme at the university of applied sciences.

If you registered before 1 May and you want to participate in a matching activity, you must indicate via Osiris Application that you want to make use of a study choice consultation by 1 June at the latest.Participation in a requested study choice consultation is then mandatory.

If you need a "Residence Permit for Study" as well as a "Temporary Residence Permit", the file must be complete by 15 June at the latest and the full tuition fees must be paid before 1 July. Issuing a payment authorization is not possible in this case.

If you do not need a "Temporary Residence Permit", the file must be complete by 15 July at the latest and the full tuition fees must be paid before 1 August.

If you already have a "Residence permit for study" at another higher education institution in the Netherlands, but you want to transfer to the university of applied sciences, a final application deadline of 31 May also applies. If you need a "Temporary Residence Permit", the file must be complete by 15 June at the latest and the full tuition fees must be paid before 1 July. If you do not need a "Temporary Residence Permit", the file must be complete by 15 July at the latest and the full tuition fees must be paid before 1 August. Issuing a payment authorization is not possible in this case.

The file is complete when the following documents have been submitted to the university of applied sciences;

- diploma and list of marks of a prior admission education[5],
- proof of a language test as referred to in Article 10 paragraphs 6 and 7 of the HU Enrolment Regulations,
- proof that any qualitative admission requirements have been met, as referred to in Article 16(1)(d) of the HU Enrolment Regulations, and
- The other conditions for the application for a residence permit for study purposes have been met.

If the file is not complete in time, the institute director will decide, in consultation with the International Office, whether the application can still be processed.

10. If you have successfully appealed against your binding negative study advice and/or the decision of the institute director to refuse your request for enrolment, but the decision on your appeal Is taken on or after 30 September of the academic year in question, you can still be enrolled on 1 September[6] of the academic year[7] at your request. If you have not done so before, you must then submit a request for enrolment via Studielink within one month of the date of the decision on appeal for the next enrolment date and then submit a request to the Enrolment

[4] There are 2 exceptions to this:
1. In the case of registration as of 1 September or 1 February if all documents have been received no later than the last day of the month in question, see art. 7 paragraph 12 Enrolment Regulations.
2. If you have been deregistered due to payment arrears, you have cleared it and want to be registered again. In that case, the institute director may allow you to be enrolled on the first of the month in which all enrolment conditions have been met.

[5] If the official documents are not yet available before the mentioned deadline, a graduation statement or school certificate of completion of the prior education.

[6] Instead of 1 September, it can also be another regular starting moment, e.g. at the 1 February intake (see Article 7a of the HU Enrolment Scheme) or the Flexible Part-time (see Article 30(3) of the HU Enrolment Regulations).

[7] Please note; An enrolment as of 1 September that is only established after 1 October will not be funded, but that does not affect the tuition fees that the student has to pay.

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Office (intermediairs@hu.nl) for a change in the enrolment date to 1 September. In addition, you must also meet all the registration conditions within that period.

11. Every enrolment in a study programme takes place according to the application and enrolment procedure as included in Chapters 4 and 5 of these regulations.

12. When you first[8] apply for enrolment in a study programme via Studielink, your identity and prior education will be checked centrally. If central verification is not possible, you must submit the following documents to the university of applied sciences:
    a) a copy of a valid passport or European identity card;
    b) a copy of the diploma or certificate as referred to in Article 10 or 16 of the Enrolment Reulations, and, if requested, the corresponding list of marks[9].

    In addition, you must provide the following documents:
    c) if applicable, the proofs of admission as referred to in Chapter 9.
    d) the other documents as indicated by the institute director;
    e) written proof that the payment obligation laid down in Chapter 10 is met.

    And for non-EEA nationals aged 18 years and over also:

    f) proof (document or written statement) showing the legitimacy of residence in the Netherlands[10]; or
    g) proof that you are not staying in the Netherlands on the first day on which the programme commences and for which enrolment is also requested for the first time;

    In principle, the above-mentioned documents must be submitted before the regular start of the programme. Only in the case of a regular[11] (and therefore not an interim) registration as of 1 September or 1 February can the aforementioned documents still be submitted in the month in question.

13. If you want to re-enrol in the same study programme, you must submit an application for re-enrolment via Studielink. If you have paid the tuition fees due by 30 September at the latest, or if you have issued a payment authorization for this, the re-enrolment can still take effect on 1 September.

    Re-enrolment constitutes uninterrupted enrolment in the same study programme and the same study programme variant. All other cases of enrolment shall be regarded as a first enrolment as referred to in Paragraph 11.

    Re-enrolment is not possible if you have received a negative binding study recommendation for that study programme, or for a study programme with a joint propaedeutic phase (7.8(b)(5)).

14. If your application for enrolment is successfully completed, you will receive a (digital) student card or other proof of enrolment issued by the institute director. Reference is made to the HU Students' Charter on this (digital) student card (7.33.2 WHW). The HU Student Charter describes the rights and obligations of students at the university of applied sciences[12].

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8 If a student disenrolls prematurely and then re-enrols in a subsequent academic year, this is also a first enrolment and not continued enrolment.
9 An ordinary copy suffices for diplomas, unless a certified copy is explicitly requested.
10 A student who reaches the age of 18 after the student has enrolled in a study programme does not need to be checked for residence status in the meantime, unless that student enrols in another study programme (so-called 'changers').
11 And therefore no interim registration with the permission of the institute director.
12 Het Studentenstatuut HU en andere belangrijke reglementen kun je vinden op Rechten en plichten | Hogeschool Utrecht (hu.nl)

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Article 5 Enrolment in the First Year[13] of an associate's degree programme or in the Propaedeutic Phase of a Bachelor's Degree Programme.

1. This article only applies to the first[14] enrolment for the first year of an Associate degree programme or for the propaedeutic phase of a Bachelor's programme.
   Do you meet the conditions in this article? Then you are entitled to admission to the programme. You will only be really enrolled if you also meet all other enrolment requirements, such as submitting documents and paying tuition fees.

2. This article does not apply to study programmes that have a decentralised selection procedure, with the exception of Paragraph 12 which does apply. (Also refer to Article 20 of this Charter). This article also does not apply if you want to enrol at the university of applied sciences and you have a non-EEA nationality and you need a "Residence permit for study" to study in the Netherlands, see article 7 paragraph 9 of these regulations.

3. The Programme Selection Check of the university of applied sciences is part of the "Student Journey". Via Osiris Application, you register for a matching activity in the form of a matching day or study choice consultation (physical or online). And if you have participated in this, you will receive a study choice advice.

   The Study Choice Check can be offered in such a (digital) form that physical presence is not necessary.

   If you have participated in an (online) matching activity, you are entitled to a choiceadvice

4. If you want to enrol in the full-time variant of a bachelor's or associate's degree programme and you live in the Netherlands at the moment of your application, you must apply for enrolment with the university of applied sciences via Studielink no later than on 1 May prior to the relevant academic year (7.31(a)(1))[15].

   After your application, you will receive an invitation via Osiris Application to register for a matching activity.

   You have the right to be admitted if you have registered for a matching activity by 1 June at the latest (by choosing a date in Osiris Application) and you have subsequently also participated in a matching activity.

   Are you not registering for a matching activity via Osiris Application by 1 June at the latest? Or do you not participate while it was mandatory and possible? Then you will receive a formal decision stating that you will not be enrolled in the programme. This decree also explains what options you still have to be admitted. This could include submitting a request, or – if applicable – objecting to the decision. The decree describes exactly which steps you can take and within what time limits you must do so.

   If you have registered for the programme **after 1 May**, you are actually too late and you will receive a formal decision that you will not be enrolled. If you still want to be registered, you will be asked to indicate this digitally, within 14 days. (Please also state why you were late and why you still want to be enrolled in this programme.) Your request will then be submitted to the relevant institute director, who will assess whether admission is still possible. If you can still be

[13] An AD programme does not have a propaedeutic phase; the 'first year' of an AD programme refers to the first 60 EC.
[14] If a student disenrolls prematurely and then re-enrols in a subsequent academic year, this is also a first enrolment and not continued enrolment.
[15] If there are still possibilities to be enrolled in a study programme in case of an application after 1 May, this will be mentioned on the website of the study programme concerned, including the conditions that apply.

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admitted, you must register for a matching activity via Osiris Application as soon as possible, but in any case within one month (and no later than 15 September).

If another matching activity is offered according to the regular programme, you are obliged to participate in it.

If no matching activity is offered according to the regular programme, you are still obliged to respond in time via Osiris Application (you will no longer be able to tick a date for a matching activity). The institute director will then determine whether you are still obliged to conduct an individual study choice consultation.

If you do not register for a matching event via Osiris Application within the specified period, or if you do not participate in it while it was still possible to do so, you will not be enrolled in the programme in question. (7.31b) You will then receive a formal decision stating that you will not be enrolled in the programme. This decree also explains what options you still have to be admitted. This could include submitting a request, or – if applicable – objecting to the decision. The decree describes exactly which steps you can take and within what time limits you must do so.

5. If you want to enrol in the full-time variant of a bachelor's or associate's degree programme and you live abroad at the moment of your application, you must apply for enrolment with the university of applied sciences via Studielink before 1 September.

   After your application, you will receive an invitation via Osiris Application to register for a matching activity.

   You have the right to be admitted if you have responded within 1 month (and in any case no later than 15 September) via Osiris Application.

   If another matching activity is offered according to the regular programme, you may participate, but you are not obliged to do so.

   If no matching activity is offered according to the regular programme, you are still obliged to respond in time via Osiris Application (you will no longer be able to tick a date for a matching activity).

   If you do not respond within the specified period via Osiris Application, you will not be enrolled in the programme in question. (7.31b) You will then receive a formal decision stating that you will not be enrolled in the programme. This decree also explains what options you still have to be admitted. This could include submitting a request, or – if applicable – objecting to the decision. The decree describes exactly which steps you can take and within what time limits you must do so.
   After your application, you will receive an invitation via Osiris Application to register for a matching activity.

   You have the right to be admitted if you have responded within 1 month (and in any case no later than 15 September) via Osiris Application.

   If another matching activity is offered according to the regular programme, you may participate, but you are not obliged to do so.

   If no matching activity is offered according to the regular programme, you are still obliged to respond in time via Osiris Application (you will no longer be able to tick a date for a matching activity).

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If you do not respond within the specified period via Osiris Application, you will not be enrolled in the programme in question. (7.31b) You will then receive a formal decision stating that you will not be enrolled in the programme. This decree also explains what options you still have to be admitted. This could include submitting a request, or – if applicable – objecting to the decision. The decree describes exactly which steps you can take and within what time limits you must do so.

6. If you want to register for the dual variant of a bachelor's or Ad programme, you must apply to the university of applied sciences via Studielink **before 1 September**.

   After your application, you will receive an invitation via Osiris Application to register for a matching activity.

   You have the right to be admitted if you have responded within 1 month (and in any case no later than 15 September) via Osiris Application and have participated in a matching activity if this is still offered according to the regular programme.

   If no matching activity is offered according to the regular programme, you are still obliged to respond in time via Osiris Application (you will no longer be able to tick a date for a matching activity).

   If you do not respond within the set period via Osiris Application and/or you do not participate in a matching activity while this was still possible, you will not be enrolled in the programme in question. (7.31b) You will then receive a formal decision stating that you will not be enrolled in the programme. This decree also explains what options you still have to be admitted. This could include submitting a request, or – if applicable – objecting to the decision. The decree describes exactly which steps you can take and within what time limits you must do so.

7. If you want to enrol in the regular part-time variant of a Bachelor's or Ad programme, you must apply to the university of applied sciences via Studielink [16] **before 1 September.**

   After your application, you will receive an invitation via Osiris Application to register for a matching activity.

   In order to be admitted, it is not mandatory to participate in a matching activity.

   If you have registered by 1 May at the latest and you want to participate in a matching activity, you are entitled to this. Then you must indicate this before 1 June by registering for a matching activity via Osiris Application

   If you have registered after 1 May, you can also request to participate in a matching activity, but in that case it is up to the study programme to decide whether this can still be offered.

8. If you want to enrol in a part-time variant of a Bachelor's or Associate programme that is part of Flexible Part-time (see Article 7a), you must apply to the university of applied sciences via Studielink.

   The number of start dates may vary per programme. The website and the study guide of the programme in question state the start dates for the programme in question and also the final registration dates.

[16] In the event of enrolment in a regular part-time variant of a Bachelor's or Ad programme, the institute director may allow registration up to and including 30 September on the basis of Article 7, paragraph 7.

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After your application, you will receive an invitation via Osiris Application to register for a matching activity. You can apply, but in order to be admitted it is not mandatory to participate in a matching activity.

9. If you have registered for a part-time or dual variant, you cannot switch to the full-time variant of the programme as of 1 September. This is possible during the academic year (i.e. after the regular start date of the programme). For the possibilities of an interim transfer to another variant of the programme, see Article 25 paragraph 2.

10. If you have been demonstrably enrolled in another funded HBO or WO programme prior to the academic year for which you want to enrol[17], you can still apply for a programme at the university of applied sciences via Studielink **before 1 September.**

    After your application, you will receive an invitation via Osiris Application to register for a matching activity.

    You have the right to be admitted if you have responded within 1 month (and in any case no later than 15 September) via Osiris Application and have participated in a matching activity if it is still offered according to the regular programme.

    If no matching activity is offered according to the regular programme, you are still obliged to respond in time via Osiris Application (you will no longer be able to tick a date for a matching activity).

    If you do not respond in time via Osiris Application and/or you do not participate in a matching activity while this was still possible, you will not be enrolled in the programme in question. (7.31b) You will then receive a formal decision stating that you will not be enrolled in the programme. This decree also explains what options you still have to be admitted. This could include submitting a request, or – if applicable – objecting to the decision. The decree describes exactly which steps you can take and within what time limits you must do so.

11. If you[18] have applied to a university of applied sciences in good time via Studielink for the propaedeutic or equivalent phase of a programme, but you want to change your choice, you must apply for another programme at the university of applied sciences via Studielink **before 1 September.**

    After your application, you will receive an invitation via Osiris Application to register for a matching activity.

    You have the right to be admitted if you have responded within 1 month (and in any case no later than 15 September) via Osiris Application and have participated in a matching activity if it is still offered according to the regular programme.

    If no matching activity is offered according to the regular programme, you are still obliged to respond in time via Osiris Application (you will no longer be able to tick a date for a matching activity).

    If you do not respond in time via Osiris Application and/or you do not participate in a matching activity while this was still possible, you will not be enrolled in the programme in question. (7.31b) You will then receive a formal decision stating that you will not be enrolled in the programme. This decree also explains what options you still have to be admitted. This could

[17] This also applies if you have to change programmes because you have received a negative binding study advice.
[18] For a programme with decentralised selection, the student must have applied before 15 January; for other programmes including programmes with additional admission requirements (Vaktherapie), the student must have applied by 1 May at the latest.

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include submitting a request, or – if applicable – objecting to the decision. The decree describes exactly which steps you can take and within what time limits you must do so.

Article 6 Flexible Part-Time

Certain study programmes have for their part-time variants, in addition to their regular enrolment date of 1 September, a maximum of three further starting dates in the academic year by which you can be enrolled. These starting dates and any application deadlines are mentioned on the website and in the study guide of the study programme concerned.

If you apply for enrolment with a start date other than 1 September, you must re-enrol in the programme by 1 September of the following year, in order to continue your enrolment. Your re-enrolment as of 1 September must then again comply with the applicable rules.

These officially recorded deviating starting dates constitute regular enrolment, not interim enrolment as referred to in Article 7.8 Enrolment Regulations HU.

Article 7 Participation in a matching activity

1. If participation in a matching activity is compulsory on the grounds of Article 5, you can only be enrolled if the department has established that you have complied with the participation obligation.

2. The way in which the "Programme Selection Check" is completed within the university of applied sciences is described on the website www.studiekeuze.hu.nl

3. After your application, you will be invited to participate in a matching activity in good time via the e-mail address provided in Studielink or by telephone . You will then be informed by the study programme about the content of the matching activity.

4. If you are unable to take part in the matching activity, you are obliged to cancel as soon as possible, and in any case before the start of the matching activity. If you are unable to cancel on time due to special circumstances, please report this as soon as possible.

   Appendix 2 of this Regulation describes what constitutes a valid reason, in the form of a special circumstance.

5. The institute director will assess whether there is a valid reason, in the form of a special circumstance, which prevents participation in/timely cancellation for the matching activity. If this is the case, you will be invited to the next matching activity and will be obliged to participate in it.

   If no more matching activity is offered according to the regular program, you are granted an exemption from the obligation to participate in the matching activity referred to in paragraph 1 of this article. You may be asked to provide evidence of the special circumstances you invoke.

6. If you do not participate in a matching activity without a valid reason and/or do not deregister in time, your right to admission to the programme will lapse and your request for registration will be rejected. You will then receive a formal decision stating that you will not be enrolled in the programme. This decree also explains what options you still have to be admitted. Think of submitting a motivated request in which you explain exceptional circumstances, or – if applicable – objecting to the decision. The decree describes exactly which steps you can take and within what time limits you must do so.

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Article 7(a) Enrolment as of 1 February

1. In addition to the standard start date of the programme on 1 September, a number of study programmes have another standard start date on 1 February. The website and the study guide of the relevant programmes list whether this also applies to your chosen programme[19] [20].

2. If you wish to enrol in the study programme in question with a standard start date of 1 February, you must apply for enrolment with the university of applied sciences via Studielink **on 31 December at the latest**.

   If you have registered for the programme **after 31 December**, you are actually too late and you will receive a formal decision that you will not be enrolled. If you still want to be registered, you will be asked to indicate this digitally, within 14 days. (Please also state why you were late and why you still want to be enrolled in this programme.) Your request will then be submitted to the relevant institute director, who will assess whether admission is still possible.

   If you have a non-EEA nationality and you need a "Residence permit for study" to study in the Netherlands, a final application deadline of **31 October applies in all cases**.

   If you have not registered in time, you cannot be enrolled in the relevant programme at the university of applied sciences.

   If you need a "Residence Permit for Study" as well as a "Temporary Residence Permit", the file must be complete **by 15 November at the latest** and the full payment must be made **before 1 December**. Issuing a payment authorization is not possible in this case.

   If you do not need a "Temporary Residence Permit", the file must be complete **by 15 December at the latest** and the full tuition fees must be paid **before 1 January**. Issuing a payment authorization is not possible in this case.

   If you already have a "Residence permit for study" at another higher education institution in the Netherlands, but you want to transfer to the university of applied sciences, there is also a final application deadline of **31 October**. If you need a "Temporary Residence Permit", the file must be complete by **15 November** at the latest and the full tuition fees must be paid **before 1 December.** If you do not need a "Temporary Residence Permit", the file must be complete by 15 December at the latest and the full tuition fees must be paid **before 1 January**. Issuing a payment authorization is not possible in this case.

   The file is complete when the following documents have been submitted to the university of applied sciences;

   - diploma and list of marks of a prior admission education[21],
   - proof of a language test as referred to in Article 10 paragraphs 6 and 7,
   - proof that any qualitative admission requirements have been met, as referred to in Article 16(1)(d) and
   - The other conditions for the application for a residence permit for study purposes have been met.

[19] This is therefore a standard start date and does not pertain to the Flexible Part-Time of Article 6.

[20] The exceptions referred to in Article 5 paragraph 11 do not apply to a registration for a registration as of 1 February.

[21] If the official documents are not yet available before the mentioned deadline, a graduation statement or school certificate of completion of the prior education, is also sufficient.

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If the file is not complete in time, the institute director will decide, in consultation with the International Office, whether the application can still be processed (further).

3. If you apply for enrolment on the standard start date of 1 February, your first enrollment runs from 1 February to 31 August. You must then re-enrol by 1 September in order to continue the study programme. Your re-enrolment as of 1 September must then again comply with the applicable rules.

4. After your application, you will receive an invitation via Osiris Application to register for a matching activity.

   If you are enrolling for the first time in [22] the first year of an Ad or the propaedeutic phase of a Bachelor's programme in the full-time or dual variant, and you are living in the Netherlands at the time of application, you are obliged to register for and participate in a matching activity by **15 February** at the latest.

   If you live abroad at the time of application, you are obliged to respond via Osiris Application by **15 February** at the latest. You may sign up and participate in a matching activity, but it is not mandatory.

   If you have registered in time and participated in a matching activity if this is mandatory, you have the right to be admitted, if you also meet the other registration conditions. If you have not met the obligations, your right to admission expires. (7.31b WHW)
   You will then receive a formal decision stating that you will not be enrolled in the programme. This decree also explains what options you still have to be admitted. This could include submitting a request, or – if applicable – objecting to the decision. The decree describes exactly which steps you can take and within what time limits you must do so.

5. The "Study Choice Check" of the university of applied sciences is part of the "Student Journey". Via Osiris Application, you register for a matching activity in the form of a matching day or study choice consultation (physical or online). And if you have participated in this, you will receive a study choice advice.

   A matching activity can be offered in such a (digital) form that physical presence is not necessary.

   If you have participated in an (online) matching activity, you are entitled to a substantive study choice advice.

6. You must register for the programme in question according to the application and registration procedure as described in this article, article 6 and article 7, with the exception of article 7 paragraph 6, 7 and 8. And where these articles speak of September 1 and 30, February 1 and the last day of February should be read instead.

7. Your enrolment can be cancelled free via Studielink of charge until 31 January.

8. This article does not apply to study programmes for which a selection procedure has been established.

Article 8 Tuition Fee Level

If you are enrolled as a student (full-time, part-time or work-study), you must pay tuition fees. The

[22] If a student terminates his enrolment in the interim and then re-enrols in a subsequent academic year, this is also a first enrolment and not a re-enrolment.

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level of the tuition fees is determined annually per academic year, based on the law (statutory tuition fees), or by the Executive Board (institution tuition fees) (7.43, 7.45, 7.45(a) and 7.46 WHW).

The level of the various tuition fees can be found via the Tuition Fee Calculator: https://www.hu.nl/collegegeld-en-betalen

The tuition fees to be paid are determined on the basis of the WHW and the related laws and regulations. You can check this via the tuition fee calculator.

Article 9 Termination of Enrolment on Request

1. You can request, via Studielink, to have your enrolment terminated. The institute director will then terminate your enrolment with effect from the month following the date of your request (7.42.1)[23]. That is unless you request to be disenrolled at a later time, in which case the enrolment will end with effect from the month you specified.

2. If your enrolment is terminated, any tuition fees already paid will be refunded as follows:
   a. if your enrolment is terminated in the course of the academic year, but not with effect from 1 July or 1 August of that year, you will be refunded one twelfth of the tuition fees paid, for each month of the academic year during which you are no longer enrolled (7.48(4));
   b. if your enrolment is terminated with effect from 1 July or 1 August of the academic year, no tuition fees will be refunded. An exception to this is when enrolment is terminated in the event of the student's death. In that event, one-twelfth of the tuition fee will be refunded for each remaining month of the relevant academic year

3. If, in the academic year in question, you are also enrolled in a second study programme at the university of applied sciences or another funded university (of applied sciences), and you are exempt from paying tuition fees for the second enrolment, no tuition fees will be refunded if you are disenrolled from your first programme at the university of applied sciences (7.48(1)).

Article 10 Termination Following a Binding Study Recommendation

1. If you have received a negative binding study recommendation[24] that includes rejection, you will not be able to re-enrol in that programme, or in a programme that shares the propaedeutic examination with the programme in question[25] .

2. If you are enrolled in a programme on 1 February or later and have received, before 1 February of the following academic year, a negative binding study recommendation with rejection, you will be disenrolled with effect from 31 January of that year. A re-enrolment in that programme, or in a programme that shares the propaedeutic examination with the programme in question, is not possible.

3. If you are enrolled in the context of the Flexible Part-Time with a different enrolment date (refer to Article 6) and have received a negative binding study recommendation with rejection, you will be disenrolled at the end of that academic year (in this case, an academic year comprises 12

[23] Students are responsible for their disenrolment via Studielink, as well as for stopping their student grants and loans and ending their student travel products with DUO.
[24] No rejection is attached to an urgent negative study recommendation, and the student can therefore re-enrol in the programme concerned. Whether a department issues an urgent or a binding study recommendation is laid down in the study guide of the programme concerned.
[25] For AD programmes, this should read: the first period of 60 EC of the programme.

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months). A re-enrolment in that programme, or in a programme that shares the propaedeutic examination with the programme in question, is not possible.

Article 11 Rights and Obligations on Enrolment

1. The most important rights and obligations arising from enrolment are included in this Students' Charter. More details on these rights and obligations can be found in the university regulations forming part of this Students' Charter (to be found on Rechten en plichten | Hogeschool Utrecht (hu.nl)).

2. Enrolment as a student gives you the following rights:
   a. the right to participate in the education in any event of the programme for which you are enrolled;
   b. the right to sit tests and examinations forming part of the programme for which you are enrolled;
   c. the right to access the buildings belonging to the university of applied sciences and the educational facilities in them, with due observance of the (house) rules laid down for this purpose;
   d. the right to make use of other facilities provided for students, such as the services of a student counsellor and the right to student counselling;
   e. the right to complete, within a reasonable period of time, the programme at HU University of Applied Sciences Utrecht or another university of applied sciences if the Executive Board decides to terminate the programme.

3. Enrolment as a student gives you the following obligations:
   a. the obligation to participate in those units of study, in accordance with the provisions set out in the education and examination regulations, which are deemed necessary for the programme for educational reasons;
   b. the obligation to do whatever may reasonably be expected of the student in order to successfully continue the study programme per academic year.

4. For those who are registered as extraneus, only paragraphs 2 b and c apply.

Article 12 Legal Protection

Do you disagree with a decision taken on the basis of the HU Enrolment Regulations? Then you can submit a letter of objection digitally to the HU Student Legal Protection Desk. The deadline for this is 6 weeks after the announcement of the decision.

Article 13 Further Enrolment Regulations

1. The statutory rules on enrolment in a study programme are laid down in Chapter 7, title 2, 2(a) and title 3 of the WHW, and in the HU Enrolment Regulations.

2. The HU Enrolment Regulations provide for the following:
   a. further requirements for enrolment;
   b. enrolment procedure;
   c. termination of enrolment;
   d. payment of tuition and examination fees;
   e. possibilities for reduction of, exemption from, and refund of tuition fees.

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4 EDUCATION AND EXAMINATIONS

Article 14a EER and Studyguide

An Education and Examination Regulations (EER) contain information about education, tests and examinations. You can read in it which rights and obligations apply to you. The rules in this EER apply to all students at the HU. In addition, there is a separate EER for each programme, namely the study guide, with rules that only apply to students of that programme. Therefore, always read the study guide if you want information about your rights and obligations in the field of education and testing. The course description that is sometimes referred to is a part of the study guide.

If the study guide conflicts with the EER on any point, the EER applies.

Finally, in addition to the EER, students of the teacher training programmes are subject to the Regulations on National Knowledge Tests for Teacher Training (EER national) at 10voordeleraar, which is established by the binding decree of the Association of Universities of Applied Sciences. This regulation is added to the study guides of the relevant programmes. In the event of a conflict between the EER and the Regulations on National Knowledge Tests for Teacher Training Programmes, the Regulations on National Knowledge Tests for Teacher Training Programmes will prevail.

Article 15a For whom is the institution-wide EER

The EER applies to all students who are following a Bachelor's, Associate degree or Master's programme at HU. If an article only applies to the Bachelor's programmes, Associate degree or Master's programmes, this will be stated above the relevant article or chapter.

Students also mean extranei. These are students who only take exams and do not follow education. The articles that only relate to education do not apply to them (chapter 3).

See Education and Examination Regulations HU 2026-2027. To be found on www.hu.nl/rechten-en-plichten

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5 PARTICIPATION IN DECISION-MAKING

Article 14 Institutional Council

1. The university of applied sciences has a Institutional Council (HSR). The HSR consists of 20 members, half of whom are elected by and from staff, and the other half of whom are elected by and from students, of the university of applied sciences.

2. The HSR is authorised to discuss all matters that concern the university of applied sciences. The HSR is also authorised to present motions to the Executive Board and to express opinions. The Executive Board shall only adopt a resolution on a motion after at least one consultation meeting with the HSR has taken place. The Executive Board must then respond to these motions in writing and with sufficient argumentation within five weeks.

3. The powers of the HSR regarding the right to endorse and the right to be consulted are laid down in the HU Participation Regulations.

4. If there is a dispute about endorsement between the Executive Board, and the HSR and the Board wishes to uphold its motion, the dispute resolution procedure described in the HU Participation Regulations applies.

Article 15 Institute Council

1. Each institute has an Institute Council (IR). The IR consists of a number of members determined in accordance with the Participation Regulations HU, and from half of whom are elected by and from the institute's staff members entitled to vote, and the other half of whom are elected by and from the institute students.

2. The IR is authorised to discuss all matters that concern the institute. The IR is authorised to present motions to the institute director and to express opinions. The institute director will only decide on a motion after at least one consultation meeting with the IR has taken place. The institute director must then respond to these motions in writing and with sufficient argumentation within five weeks.

3. The powers of the IR regarding the right to endorse and the right to be consulted are laid down in the Participation Regulations HU.

4. If there is a dispute about endorsement between the institute director Board and an IR, and the institute director wishes to uphold his motion, the dispute resolution procedure described in the Participation Regulations HU applies.

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Article 16 Study Programme Committees

1. Each study programme or group of study programmes has a (joint) study programme committee ((G)OC) consisting of three staff members, three student members and three aspirant members.

2. The (G)OC is authorised to discuss everything that concerns the study programme. The (G)OC is also authorised to present motions to the training management and to express opinions. The training management will only decide on a motion after at least one consultation meeting has taken place with the (G)OC. The training management must then respond to these motions in writing and with sufficient argumentation within five weeks.

3. The OC has the powers as described in the Participation Regulations.

4. If there is a dispute about endorsement between the training management and the (G)OC, and the training management wishes to uphold its motion, the dispute resolution procedure described in the Participation Regulations HU applies.

Article 17 Legal Protection

The Executive Board and the institute directors ensure that students who are members of the participation council are not disadvantaged in their position in relation to the university of applied sciences, in the sense that they are not to be treated differently from other students. This also applies to candidates for membership and former members.

Article 18 Further Regulations on Participation in Decision-Making

The statutory rules for participation are laid down in Chapter 10 of the WHW and detailed further in the Participation Regulations HU.

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6 STUDENT FACILITIES

Article 19 Student Counsellor

1. The institute director must provide the necessary student facilities, including the services of a student counselling centre.
   If an institute is (also) located outside Utrecht, it will be ensured that the student counselling centre is (also) accessible to the students in that location.

2. The student counsellors have the task of providing information, advice and coaching to students with questions/problems that may adversely affect their studies. The student counsellor acts independently in this regard.
   This advisory function includes:
   a. pointing out the possibility of engaging a mediator or referring a student to the student psychologists of the university of applied sciences;
   b. with the consent of the student concerned, advising on the assessment of 'special circumstances' that play an important role in the formation of, in particular, the binding study recommendation and the allocation of financial support on the basis of the Graduation Financial Aid Scheme or the Emergency Fund Scheme[26].

3. The student counsellor, as confidential advisor, has a duty of confidentiality with regard to personal details that the student has communicated to a student counsellor and will not be stored in a student administration system without consent.

4. The student counsellor does not provide information about an individual student to third parties without the explicit consent of the student concerned.

5. The Implementation Regulation on the Working Method of Student Counsellors contain further rules on the position, duties and powers of the student counsellor, on the service contact between student counsellor and student, and on the rights of the student in this respect.

Article 20 HU library

1. The university of applied sciences has an HU library for the education and research carried out within the university of applied sciences.

2. As a student, you have the right to access and use the HU library, both physically and digitally (the latter via http://www.bibliotheek.hu.nl) on presentation of your (digital) student card and using the HU login details respectively. Your personal account should not be shared with anyone.

3. As a student, you may only make a limited number of copies of copyright-protected works within the context of your studies and for your own use, without paying copyright fees and without obtaining permission from the copyright holder. Digital copies of material from the HU Library may not be reuploaded or distributed without permission.

4. Educational materials of which the copyright rests with the university of applied sciences and which are not released under a creative commons licence[27] - including software - may not be

[26] Please refer to Chapter 7 of these Statutes for more information.

[27] A Creative Commons license is a standard license that allows a creator to indicate in advance the conditions under which others may use his or her work. Instead of "all rights being reserved", such a license already allows certain rights of use, such as copying, distributing, editing or reusing.

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copied and/or made public or processed, unless explicit permission has been granted by the institute director,

5. The enforcement of copyright claims by third parties and the university of applied sciences are provided for in the HU Copyright Regulations.

Article 21 Sports Facilities

University of applied sciences students can use the sports facilities provided by the Utrecht Student Sports Foundation Mesa-Cosa (Olympos) foundation.

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7 FINANCIAL SUPPORT

Article 22 Student Support Fund HU

The Student Support Fund HU (formerly HU Profiling Fund) is the set of university of applied sciences regulations on financial support for students.

The Student Support Fund HU consists of the following schemes:

1. Graduation Financial Aid Scheme (compensation for student grants and loans, financial support in case of a delay in studies due to special circumstances);
2. Emergency Fund Scheme (grant in case of acute financial emergencies due to unforeseen expenses that cannot be reasonably insured);
3. Knowledge Grants Scheme (grants for students who have to pay institution tuition fees because of their nationality);
4. Top-Level Sports Scheme (various facilities for student who practice sports at a high level);
5. Scholarship Scheme (scholarship for student representatives in HU/UU student organisations, which scheme is implemented together with Utrecht University);
6. Tuition-Free Management Scheme (options for persons in a management or board position not to pay statutory tuition fees).

Article 23 Graduation Financial Aid Scheme

1.Eligible for graduation support is a person who is a student at the University of Applied Sciences Utrecht, is enrolled in a programme for which he has not yet been awarded a degree and who is liable to pay statutory tuition fees and who,

a) is entitled or has been entitled to the performance-related grant as a result of referred to in the Student Finance Act 2000, and;
b) has incurred or will incur a delay in study during the scholarship entitlement period as a result of special circumstances as referred to in Article 2, and;
c) is not (or no longer) eligible for the provision for the extension of the performance-related grant by the Education Executive Agency, and
d) who has complied with the procedural requirements.

Without prejudice to paragraph 1, students who are enrolled in a programme that has not been re-accredited or have been revoked as a result of which the student is no longer entitled to student finance is also eligible for graduation aid (7.51b WHW).

2. The special circumstances which may be taken into account by the Graduation Aid Committee when assessing an application for graduation aid are only: (7.51.2b-h WHW):
   a) illness or pregnancy and the student giving birth;
   b) a disability or chronic illness;
   c) special family circumstances, also including the special circumstances of the person with whom the student is living together or is in a long-standing LAT relationship;
   d) the circumstance that the study programme is structured in such a way that the student was or will be unable, in all reasonableness, to sit the final examination within the period that he is entitled to a performance-related grant (higher education) (insufficiently studyable programme);
   e) activities in the administrative or social field that are in the interest of the university of applied sciences or of the education followed by the student. This is at the discretion of the Education, Research and Student Affairs Service (OO&S) Director;
   f) top-level sports status of the HU, according to the Top-Level Sports Scheme;
   g) any circumstances other than those mentioned above, which, if a request for financial support based thereon were not approved, would lead to extreme unfairness. This is at the discretion of the OO&S Director.

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Recognised special circumstances consisting of board activities entitle you to a board grant, as provided for in the Board Grants Regulations (7.51.2a).

Recognised activities for the Programme Committee, Institute Council and HSR entitle them to facilitation as provided for in the separate participation regulations (7.51.2a).

3. The student who meets the criteria of paragraph 1 and in whom one or more of the special circumstances mentioned in paragraph 2 occurs must contact, as soon as reasonably required but within five months of the onset of this circumstance, the student dean of the program in which the student is enrolled. The student must take reasonable measures to minimize the study delay.

4. A request for financial support in the event of special circumstances shall be made by the student and consists of:
   a) An application form fully completed, dated and signed by the student, including a study plan (signed by the SLB employee/learning team supervisor) showing how many credits the student could have obtained during the period in which the special circumstance occurred, as well as the time that he reasonably needs to obtain these points, accompanied by the most recent notification message from the Education Executive Agency with an overview of the (to be) received student finance.
   b) A recommendation drawn up by the student counsellor that includes:
      - The date of the student's first report to the student counsellor,
      - Designation of the category under which the special circumstances referred to in Article 2(1)(a) to (g) and with which written documents established (as referred to in Article 3(2)),
      - Determining the impact between the particular circumstances and the study delay (causal relationship) for which financial support is requested,
      - If applicable, whether the student has applied for an extension of the performance-related grant has been dedicated/assigned.
5. The written documents referred to in the previous paragraph with which the student counsellor establishes the special circumstance are: In the case of a request as referred to in Article 2(1)(a) and (b), a statement from a doctor, paramedic or a recognised behavioural expert showing the period during which the special circumstances occurred; In the case of an application as referred to in Article 2(1)(c), documentary evidence of the particular family circumstances; In the case of a request as referred to in Article 2(1)(d) to (g), relevant documents in support of the application.

6. If the criteria set out in all previous articles are met, an application for financial support will be submitted as soon as possible after the end of the delaying circumstance and determination of the study delay, but no later than 31 December after the end of the academic year in which this circumstance occurred.

   If the extent of the study delay cannot be determined within this period, the application will be submitted later, but as soon as possible after the end of the delaying circumstance and determination of the study delay. The student must ensure that the documents are submitted to the student counsellor on time.

7. A study delay caused by special circumstances totaling less than one month does not qualify for relief.

8. Within 4 weeks of receipt of the application, the Graduation Support Committee will issue a recommendation to the Director of OO&S.

9. The Director of OO&S shall decide within two weeks of receiving the recommendation of the Graduation Assistance Committee. This period may be extended once by a maximum of one

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week. The student and the appropriate student dean will be notified of this extension.

Article 24 Emergency Fund Scheme

1. The following are eligible for a payment from the emergency fund:
   - Who is enrolled as a student in a study programme at the University of Applied Sciences Utrecht, and:
   - Is actually studying and has reasonable prospects of successfully completing his studies;

   The financial emergency must meet the following criteria:
   - The situation must have been acute and unforeseeable or preventable;
   - The situation must be incidental; i.e. not structurally or of a periodically occurring nature;
   - The situation must be effectively solvable by one-time aid;
   - There is no prospect of financial compensation in this emergency situation by other such as student grants, special assistance schemes (municipality), health insurance, housing benefit, or the Disabled Persons Facilities Act (Wvg).
   - The problem must be of a limited scope;
   - the Emergency Fund does not provide for assistance with large amount to;

   The contribution from the Emergency Fund may not be intended for the payment of tuition fees.

   A financial contribution will be made in the form of a donation of up to € 500 per person. academic year and a maximum of € 1,500 during the student's entire study period Utrecht University of Applied Sciences

2. Students who wish to be eligible for financial support from the Emergency Fund must submit an application to the Emergency Fund Committee through the student counsellor. The student counsellor can play a mediating role in the application.

3. The Emergency Fund Committee examines whether the student meets the conditions to be eligible for financial support, checks the information accompanying the application and issues a recommendation to the Director of OO&S as soon as possible after receipt of the application, but no later than five working days.

   The Director of OO&S will decide as soon as possible after receipt of the application, but no later than five working days, whether the support, form and amount will be granted.

Article 25 Knowledge Grants Scheme

1. You are eligible for financial support on the basis of a knowledge grant if:
   a. you are enrolled in a study programme at the university of applied sciences, for which you have not yet obtained a degree, and;
   b. you do not form part of one of the groups of persons referred to in Article 2.2 of the *'Wet Studiefinanciering 2000'* (Student Finance Act 2000), and you do not hold the Surinamese nationality;
   c. you meet the other conditions set by the International Office as laid down in the Knowledge Grants Regulations

2. Financial support on the basis of a knowledge grant can be used as a contribution to the living allowance costs for Excellent non-EEA entrants or transfer students from the university of applied sciences.

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3. The university of applied sciences has two knowledge grants, namely the NL Scholarship and the HU Talent Scholarship. The conditions for eligibility and the procedure for the application are laid down in the Knowledge Grants Regulations.

4. The Scholarship coordinator of the International Office will decide no later than 2 weeks after the application deadline whether the conditions have been met and whether the applicant is eligible for a scholarship.

Article 26 Top-Level Sports Scheme

1. You qualify for facilities as referred to in Paragraph 2 if:
   a. you are enrolled as a student in a programme at the university of applied sciences and owe statutory tuition fees; and
   b. during (a part of) the study programme a top-level sports statement of the HU, issued by the top sports coordinator;
   c. you have fulfilled the procedural requirements described in the Elite Sports Regulations.

2. The facilities which a student/top-level athlete can claim consist:
   a. flexible educational opportunities, insofar as these can be realised within the study programme;
   b. special expenses: mediation in additional training facilities; Reimbursement of expenses for extra training facilities, if there are no training opportunities at the club and this is necessary for the sport. This concerns a sports card at Olympos or a swimming card for swimming pool Kromme rijn. As long as the Topsportfonds allows it;
   c. special expenses: reimbursement of (part of) travel and accommodation costs for training camps and competitions abroad;
   d. a maximum of 500 euros is reimbursed annually, as long as the Top Sports Fund allows it. To this end, the student presents evidence such as invitations to international competitions, all receipts and statements of bills, etc. The application for reimbursement of these costs should be made in the calendar year of the expenses incurred;
   e. financial support in the event of delay in studies as a result of the top-level sport.

3. A request for a top-level sports certificate is submitted, in accordance with the procedure described in the Top-level Sports Regulations, via Topsport@hu.nl. The student who wishes to be considered for a facility as mentioned in paragraph 1 must submit an application for one to the top-level sports coordinator, according to a form established for this purpose, which is available at Topsport@hu.nl. The top-level sports coordinator checks the application for completeness and then forwards it to the top-level sports committee. The top-level sports committee will issue a recommendation to the manager of OO&S, who will then decide on the application.

Article 27 Scholarship for Student-Representatives Scheme

1. Students are eligible for a scholarship for student representatives if they meet all the requirements below:
   a. the student is a member of the board of a student organisation for which a scholarship for student representatives has been made available under this scheme;
   b. the student who applies for a scholarship for student representatives of HU University of Applied Sciences Utrecht or UU Utrecht University is enrolled as a 'student' at the HU or UU respectively during his year of appointment, has paid statutory tuition fees there, and also receives student finance in that year;
   c. the management position is taken up:
      - by an Associate degree student in higher professional education: within the first 36 months of enrolment in higher education;
      - by a bachelor student in higher professional education: within the first 72 months of enrolment in higher education;

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- by a student in a one-year master's programme in higher professional education: within the first 84 months of enrolment in higher education;
- by a student in a one-and-a-half-year master's programme in higher professional education: within the first 90 months of enrolment in higher education;
- by a student in a two-year master's programme in higher professional education: within the first 96 months of enrolment in higher education.

d. the student is demonstrably not eligible for a binding negative study recommendation for the study programme in which he is enrolled during his year of appointment;
e. on the reference date, the student has attained an average of 30 credits at an institution of higher education per year of enrolment.
The following reference dates are used to determine this:
   - management activities that commence between 1 September and 1 January: 1 September;
   - management activities that commence between 1 January and 1 May: 1 January;
   - management activities that commence between 1 May and 1 September: 1 May.

   For the determination of the study progress requirement, all registered l credits obtained in higher education programmes may count. Account is taken of delays in study caused by:
   - special circumstances that have led to graduation financial aid;
   - management activities subject to which a scholarship for student representatives has been granted; and
   - participation in a HU/UU management or participatory body;

f. the student has not yet passed the final examination of the study programme he is following at the beginning of the management position.

2. Subject to the conditions set out in the first paragraph, students may also qualify for a scholarship for student representatives if they:
   - are not entitled to study finance because they do not meet the requirement concerning nationality (Section 2.2 of the *'Wet op de Studiefinanciering 2000'* (Student Finance Act 2000), or is only eligible for the tuition fee credit on the grounds of the nationality requirement;
   - do meet the other conditions for entitlement to student finance (such as age).

3. An application for a scholarship for student representatives must be submitted to the OO&S Director, in accordance with the procedure described in the Scholarship for Student Representatives Scheme, before the management position starts. The director OO&S decides on the application on behalf of the Executive Board.

Article 28 Tuition-Free Management Scheme

1. Students may be eligible for a one-off exemption from paying statutory tuition fees at HU University of Applied Sciences Utrecht for a maximum period of one academic year. Students must then:

   a. not attend classes or take tests during the academic year in question; and
   b. prove that they occupy a full-time management position. A 'full-time management position' means that the student receives ten scholarships for student representatives or similar compensation, or holds a position/performs activities of at least 0.8 FTE or more of (a combination of) the following:
      - member of the board of a student organisation/study association with full legal capacity, recognised by the HU University of Applied Sciences Utrecht;
      - member of the Central Participation Council/Institutional Council within the HU University of Applied Sciences Utrecht;
      - member of *one* institute council within the HU University of Applied Sciences Utrecht;
      - member of *one* (joint) study programme committee within the HU University of Applied Sciences Utrecht;

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- activities in the managerial or social field that, in the opinion of the institutional board, are also in the interest of the institution or of education at the institution; and
- provided the memberships/activities referred to in the previous paragraph are not of a commercial nature.

2. An application to become eligible for the scheme referred to in Paragraph 1 of this article may be submitted to the OO&S Director, who shall decide on the application.

3. A student who, if enrolled at an institution, would be entitled to a form of student finance as referred to in Article 5.2 of the WSF 2000 and whose application for financial support has been approved on the basis of the Student Support Fund HU, on the basis of:
    a. the Graduation Financial Aid Scheme, Article 2, Paragraph 1(e) and 1(g);
    b. the Scholarship for Student-Representatives Scheme; or
    c. the Top-Level Sports Scheme,

may choose not to enrol for a maximum of one year, while retaining the financial support he would have received if he had been enrolled. In that case, an agreement between the university of applied sciences and the student will lay down that the student is entitled to financial compensation, without being enrolled in the study programme for the academic year in question.

Article 29 Legal Protection

If the student's application for financial support is rejected, the student can lodge an appeal with the HU Legal Protection for Students Office. The period for lodging an appeal is six weeks. This must be done in accordance with the appeal procedures as regulated in the HU Legal Protection for Students Regulations.

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8 MAINTAINING ORDER, INAPPROPRIATE CONDUCT AND SANCTIONS

Article 30 Smooth Running of Events

1. For the smooth running of events within[28] the university of applied sciences, the standards and further regulations and instructions laid down by or on behalf of the Executive Board or the institute director will apply in addition to the law and standards derived from the law. These standards, regulations and instructions may relate to, but are not limited to, the following topics:
   a. verbal, physical and sexual harassment or other forms of inappropriate conduct;
   b. the use of the buildings and premises, with the facilities therein or thereon, both during educational period and outside of this. This includes in any case:
      - the obligation to handle the facilities and materials provided by the university of applied sciences with due care;
      - the obligation to return rented or borrowed materials at the agreed time and in the same condition as they were received, and to compensate any damage after return, which can be attributed to the student in the opinion of the institute director;
   c. reporting absence of the student in the event of illness or another inability to attend;
   d. changes of schedule and hours in between lessons;
   e. special circumstances.

2. Within the university of applied sciences, there is a ban on wearing clothing that covers the face completely or to such an extent that only the eyes are visible, or makes the wearer unrecognisable, without prejudice to the authority of the Executive Board to recommend or set additional clothing regulations that are necessary to protect the body with regard to health or safety. The department management may also to set additional clothing regulations in this study guide if necessitated by the practical implementation of education.

3. On the basis of the '*Arbeidsomstandighedenwet*' (Working Conditions Act) and the '*Arbeidsomstandighedenbesluit Onderwijs*' (Decree on Working Conditions in Education) based on that act, the following obligations apply to students:
   a. the obligation to act with due care and attention when working and studying;
   b. the obligation to acquaint oneself with safety regulations and other regulations relating to ones work and studies;
   c. the obligation to use the safety provisions correctly and to wear or use compulsory protective equipment;
   d. the obligation to report unsafe and/or unhealthy work situations to the institute director.

4. In the event of a violation of the law and the standards arising from it, or of any standards, regulations or instructions mentioned in Paragraphs 1 and 2, or in the event of a failure to comply with the obligations mentioned in Paragraph 3, the following measures may be taken by the institute director:
   a. issuing a warning or reprimand;
   b. denying access to buildings and premises of the university of applied sciences, as well as denying access to
      online education for a period of up to one year;
   c. terminating enrolment for a maximum period of one year. This means that the deregistration is of a temporary nature and that a student does not have access to (parts of) the education and/or facilities of the university of applied sciences during that specific period, but that enrolment can in principle be resumed after that period, unless otherwise provided for in the decision;
   d. permanent disenrolment (dismissal) of the student if he remains in violation after having received a warning. In the event of a definitive deregistration, the enrolment is completely terminated and the relationship with the study programme ends. Re-enrolment is not possible,

[28] This includes conduct of university students which does not take place physically within the confines of the university, as well as online conduct.

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unless otherwise stipulated in the decision.

5. If a student, against whom a measure has been taken on the grounds of Paragraph 4(b), is disenrolled prematurely at his request, (the remainder of) the measure will still be implemented in case of any re-enrolment.

6. A measure as referred to in Paragraph 4(b) also constitutes a reason to exclude a student from participatory bodies and study programme committees, as the student will then not be able to fulfil his obligations as a member of the bodies in question.

Article 31 Application of Measures

1. Before the institute director decides to take any of the measures referred to in the previous article, he will first give the student in question the opportunity to be heard on this matter.

2. The decision of the institute director to apply a measure will be communicated to the student in writing, with sufficient argumentation, as soon as possible, but in any case within three weeks after the student was heard.

3. If a student is denied access to university of applied sciences buildings, premises, and online education, it may be decided not to enforce this measure if the student in question complies with certain special conditions.

4. In serious situations, the institute director decide to deny the student access to the HU-buildings, premises and digital education with immediate effect, in anticipation of the decision referred to in Paragraph 2 of this article. This measure then lasts a maximum of two weeks.

5. If a student disagrees with the denial of access to HU buildings, premises, and online education, he may lodge an appeal with the HU Legal Protection for Students Office. The appeal period is six weeks (also refer to the HU Legal Protection for Students Regulations).

Article 32 Declaration of Unfitness (*Iudicium Abeundi*)

1. The Executive Board may, in special cases and after careful consideration of the interests of the student and the institution, terminate or refuse the enrolment of a student who, by his behaviour or expressions, has shown himself to be unfit for the practice of one or more professions for which he is being trained, or for the practical preparation for professional practice.

2. A measure as referred to in Paragraph 1 may also be imposed for other study programmes with a main subject that corresponds with, or is closely related to, the study programme for which the student has been refused on the grounds of Paragraph 1.

3. A decision as referred to in Paragraph 1 shall have immediate effect and shall be valid indefinitely. The student in question cannot be re-enrolled in the same study programme, unless he demonstrates to the Executive Board at a later date that he is no longer unfit.

Article 33 Procedure for Terminating or Refusing Enrolment (*Iudicium Abeundi* Procedure)

1. A measure as referred to in Article 32(1) shall be preceded by a substantiated opinion issued by the examination board or the institute director.

2. Before any measure as referred to in Article 32(1) is taken, the student in question will be given the opportunity to be heard.

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3. The written and properly substantiated decision of the Executive Board shall be recorded in writing, together with the reasons for it. The decision will be sent to the student in question by registered letter as soon as possible, but in any case within three weeks after the student was heard.

4. The student concerned may lodge an appeal against the measure as referred to in Article 32(1) with the HU Legal Protection for Students Office. The appeal period is six weeks (also refer to the HU Legal Protection for Students Regulations).

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Section 34 Withdrawal and Termination of Enrolment by the University of applied sciences

1. Your enrolment may be withdrawn if you do not respect the objectives of the university of applied sciences. The decision to withdraw your enrolment is taken by the Executive Board, following the opinion of the institute director or Examination Board (see article 33 lid 1 HU-EER). This decision shall be substantiated in writing. This decision shall also state how and within what time limit you may lodge an appeal against this decision. Your enrolment cannot be withdrawn if the study programme for which you are enrolled is offered exclusively by the university of applied sciences and, because of the withdrawal of your enrolment, you would no longer be able to follow the relevant study programme at another university of applied sciences (7.37.6).

2. Your enrolment may be withdrawn if there is a well-founded fear that you will abuse your enrolment and associated rights, which will seriously harm the specific nature of the university of applied sciences. Your enrolment may also be withdrawn if it is established that you have abused your enrolment and associated rights. The decision to withdraw your enrolment is taken by the Executive Board, following the opinion of the Institute Director or Examination Board (see article 33 lid 1 HU-EER).. This decision shall be substantiated in writing. This decision shall also state how and within what time limit you may lodge an appeal against this decision. (7.37.5).

3. If you are a non-EEA student, your enrolment will be terminated immediately if it becomes apparent after enrolment, on whatever grounds, that your stay in the Netherlands was not legal on the first day of enrolment and to which the first enrolment pertained (7.32.6).

4. Your enrolment may be terminated if the tuition fee is not paid despite a reminder. Your enrolment will then be terminated with effect from the second month following the first reminder (7.42.2).

5. Your enrolment may be terminated if you are found guilty of committing irregularities in accordance with the provisions of Article 4.12.1 HU EER (7.12(b)(2)). This decision is taken by the institute director, motioned by the examination board. The decision shall be substantiated in writing. This decision shall also state how and within what time limit you may lodge an appeal against this decision.

6. Your enrolment may be terminated during the academic year on the basis of Article 30(4)(c) of the HU Students' Charter if you have not complied with the regulations referred to in Section 7.57(H)(1) WHW (house rules and measures concerning order). The decision to terminate your enrolment is taken by the Institute Director. This decision shall be substantiated in writing. This decision shall also state how and within what time limit you may lodge an appeal against this decision.

7. Your enrolment may be terminated permanently on the grounds of Article 30(4)(d) of the HU Students' Charter if, despite a warning to this effect, you violate the rules of order and/or cause serious nuisance (7.57(h)(2). The decision to definitively terminate your enrolment is taken by the Institute Director. This decision shall be substantiated in writing. This decision shall also state how and within what time limit you may lodge an appeal against this decision.

8. If, through your behaviour or expressions, you have demonstrated that you are unfit for the practice of one or more professions for which the study programme concerned provides education, or unfitness for the practical preparation for the professional practice of the study programme concerned, the institute director may issue an opinion to the Executive Board for termination of your enrolment, possibly after having obtained the opinion of the examination board and carefully weighing up the interests involved. Further rules of a procedural nature are set out in Article 33 of the HU Students' Charter (7.42(a).

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9 LEGAL PROTECTION

Article 35 Privacy Protection

1. In accordance with the General Data Protection Regulation (GDPR), the student has the right, among other things, to:
    a) Obtain a definite answer as to whether the university of applied sciences processes his personal data;
    b) access to personal data concerning him or her and information about the processing thereof;
    c) have inaccurate personal data rectified and incomplete personal data completed;
    d) request the deletion of personal data, to the extent provided for in the GDPR;
    e) request restriction of processing, to the extent provided for in the GDPR;
    f) object to the processing of personal data, to the extent provided for in the GDPR;
    g) receive a copy of the personal data processed by the University of Applied Sciences, to the extent provided for in the GDPR;
    h) receive information about the recipients or categories of recipients to whom personal data has been disclosed.
    i)
2. The university of applied sciences will decide immediately and at the latest within one month on a request as referred to in the first paragraph. If necessary due to the complexity of the request or the number of requests, this period may be extended by a maximum of two months. The institutional college shall inform the student of such an extension and the reasons for it within one month of receipt of the request.

3. The student can contact the data protection officer of the university of applied sciences with questions, requests or complaints about the processing of personal data. The Data Protection Officer is bound by secrecy and confidentiality in the performance of the duties.

4. Personal data will not be kept longer than is necessary for the purposes for which they were collected or are processed, unless an exception based on GDPR applies.

5. The processing of personal data by the University of Applied Sciences takes place in accordance with the GDPR, the GDPR Implementation Act and the policy of the University of Applied Sciences based on it.

Article 36 Confidential Advisor

1. Each university of applied sciences building has one or more confidential advisors. Each confidential advisor is appointed by the Executive Board.

2. Every university of applied sciences student and staff member who is personally confronted with inappropriate conduct[29] (such as verbal, sexual or physical intimidation) by staff members or (fellow) students, or who has observed this within the university of applied sciences, can report this to the confidential advisor.

3. Students can also report forms of inappropriate conduct encountered at work placement locations to a confidential advisor at the university of applied sciences. In that case, the confidential advisor issues an opinion to the Institute Director on the measures to be taken concerning the work placement itself and its location.

[29] Inappropriate conduct can consist of consciously or unconsciously harming another person, which can be understood to mean: bullying, verbal, physical and psychological violence, expressions of intolerance, violation of integrity, fundamentalism, radicalism and extremism, sexual intimidation and sexual abuse, as further described in Section 1(8) of the HU Misconduct Regulations.

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4. Reports to a confidential advisor can be made verbally or in writing.

5. The duties of a confidential advisor include the following:
   a. being the contact for students and staff members who are personally confronted with inappropriate conduct in the context of work-, study or internship situation or who have observed inappropriate conduct in that context;
   b. assisting, supporting and providing aftercare to students and staff members who have been confronted with inappropriate conduct;
   c. supporting the complainant in a complaints procedure with the grievance committee and providing support in requesting help from internal or external support agencies.

6. The HU Misconduct Regulations reinter alia regulate:
   a. the further duties and powers of the confidential advisor;
   b. the guaranteeing of the independent functioning of the confidential advisor.

Article 37 Student Ombudsperson

1. The university of applied sciences has an independent ombudsperson for students, who is appointed by the Executive Board.

2. Students and former students (up to one year after deregistration) can contact the ombudsperson (ombudsfunctionaris@hu.nl) with signals, reports or complaints about the behaviour of an (administrative) body or employee of the university of applied sciences in the educational, internship or study situation.

3. The ombudsperson is an independent and impartial point of contact and can advise students, support them in finding solutions and mediate between the parties involved.

4. The ombudsperson cannot handle a report if:
   a. there is an ongoing complaint, objection or appeal procedure or is open;
   b. the student wishes to have the external procedure reassessed solely on the merits (see also Article 40(6));
   c. the student has not been enrolled for more than one year;
   d. the conduct took place more than one year ago, unless the ombudsperson decides otherwise on the basis of the seriousness of the situation.

5. The ombudsperson can refer a student to another facility within or outside the university of applied sciences if that is more appropriate.

6. The treatment by the ombudsperson is confidential. The ombudsperson can gather information, interview those involved and investigate the conduct.

7. The ombudsperson can investigate behaviour or structural bottlenecks within the university of applied sciences on his or her own initiative.

Article 38 Legal Protection of Students at Institutes

1. The university of applied sciences ensures that one or more digital Legal Protection Offices are set up.

2. Any (potential) student may file a complaint with the Institute Office or directly with the body responsible for handling the complaint. The procedure for this is laid down in the HU Legal Protection for Students Regulations, and in the forms developed for this purpose. Complaints may also be submitted verbally.

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3. The Institute Office ensures that the case is forwarded to the appropriate body. The HU Office informs students about the procedures and can refer students for advice and assistance, for example to the confidential advisor or mediator.

4. The time limit for submitting complaints to the Institute Office counter depends on the nature of the complaint. Please refer to the HU Legal Protection for Students Regulations.

5. The body handling the complaint will process the complaint according to the procedures laid down in the HU Legal Protection for Students Regulations and will, in principle, come to a decision on the complaint within two weeks.

Article 39 HU Legal Protection for Students Office:

1. A student (prospective, current or former) who is regarded as stakeholder with respect to that decision can lodge a digital appeal with the HU Legal Protection for Students Office. If the decision was taken as a result of a complaint as referred to in Article 37(5) of the Students' Charter, the student may submit a request for review to the HU Legal Protection for Students Office. Appeals and complaints can also directly be submitted to the HU Office. Complaints may be submitted verbally if this is preferred.

2. The HU's Legal Protection for Students Office ensures that all appeals and requests for review submitted to the office are forwarded to the relevant committee or to the Examination Appeals Board.
   The HU's Legal Protection for Students Office informs students about the procedures and can refer students for advice and assistance, for example to the confidential advisor or mediator.
   The HU's Legal Protection for Students Office also informs and advises the Information Point (STIP).

3. De termijnen voor het indienen van een beroep of herzieningsverzoek zijn:
   - zes weken bij besluiten en besluiten naar aanleiding van klachten die geen betrekking hebben op bejegening;
   - één jaar voor klachten die betrekking hebben op bejegening, behalve als het gaat om ongewenst gedrag, gerekend vanaf de datum van het bewuste gedrag;
   - Voor klachten over ongewenst gedrag geldt voor (oud-)medewerkers een termijn van uiterlijk één jaar na beëindiging van het dienstverband, en voor (oud-)studenten uiterlijk één jaar na beëindiging van de opleiding.

Article 40 HU Legal Protection for Students Bodies

1. The Executive Board has set up the following bodies to handle appeals, requests for review and/or complaints:
   - the Examinations Appeals Board;
   - the Dispute Resolution Committee;
   - the Student Grievance Committee;
   - the Integrity Committee.

2. On the basis of Section 7.61 of the WHW, the Examinations Appeals Board rules on appeals lodged against:
   a. decisions as referred to in Section 7.8(b)(3) and (5) (binding study recommendation), Section 7.9(1) (binding referral);
   b. decisions about passing the final examinations as referred to as referred to in Section 7.9(d) of the WHW;
   c. decisions, net being decisions of general application, made pursuant to the provisions under or on the basis of Title 2 of Chapter 7 of the WHW, with a view to admission to examinations;

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d. decisions made on the basis of the supplementary assessment as referred to in Sections 7.25(5) and 7.28(4) of the WHW;
e. decisions of examination boards and examiners;
f. decisions of committees as referred to in Section 7.29(1) of the WHW (exemption on the basis of admission test);
g. decisions made pursuant to Section 7.30(b) of the WHW with a view to admission to the study programmes referred to in that section (master's degree programmes).

3. The Dispute Resolution Committee issues opinions to the Executive Board in accordance with Section 7.68 of the WHW on appeals against decisions taken pursuant to the provisions of or under Chapter 7 of the WHW, other than those referred to in Paragraph 2 of this article and Section 7.61 of the WHW.

4. The Student Grievance Committee handles requests for review from students who feel that their interests have been directly affected by an act or decision of a staff member, another student or a body of the institute. A request for review or complaint cannot be lodged against:
a. decisions having legal effect which are subject to appeal;
b. any act or decision which is subject to a different procedure under HU regulations;
c. decisions or acts which have already been the subject of a previous complaint;
d. decisions of general application.

5. The Examination Appeals Board, the Dispute Resolution Committee and the Student Grievance Committee do not adjudicate on claims for damages.

6. The Integrity Committee advises the Executive Board on reports and complaints relating to Undesirable Behaviour, wrongdoing and/or a violation of integrity. Reports can be submitted to the integrity committee via the website: https://www.berenschot.nl/meldpunthu.

7. The statutory rules on appeals and complaints are laid down in Chapter 7 of the WHW and further detailed in the HU Legal Protection for Students Regulations, and in the case of inappropriate conduct in the HU Misconduct Regulations.

8. The HU Legal Protection for Students Regulations provides for the following, among other things:
a. the composition and appointment of the Examinations Appeals Board, the Dispute Resolution Committee and the Student Complaints Committee;
b. the further duties and powers of these bodies;
c. the manner in which an appeal, a request for review, or a complaint may be lodged;
d. the preliminary investigation and the hearing;
e. the content of the ruling or the opinion.

9 The procedures described in the HU Legal Protection for Students Regulations are also accessible to course participants of the contract education that is completed with a form of assessment.

Article 41 Lodging an Appeal Against a Ruling by the Examinations Appeals Board

1. A stakeholder may lodge an appeal against a decision of the Examinations Appeals Board or a decision of the Executive following the opinion of the Dispute Resolution Committee. This must then be done within six weeks after the day on which the decision in question was announced to the administrative law department of the Council of State in The Hague (Section 7.66 of the WHW).

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2. No appeals can be lodged against decisions on the handling of a complaint or request for review.[30]

[30] Section 9.3 of the '*Algemene Wet Bestuursrecht*' (General Administrative Law Act).

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10 CONCLUDING PROVISIONS

Article 42 Unforeseen Circumstances

In cases not provided for in this Students' Charter, and for which an immediate decision is required, the Executive Board will make a decision. The decision is then immediately communicated to the institute director concerned.

Article 43 Entry Into Force

This amended Students' Charter will take effect on 1 September 2026 and may be cited as 'HU Students' Charter 2026-2027'.

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