



HKU Enrolment Regulations

Valid from 1 May 2026

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Article 1 General

1. Enrolment at HKU University of the Arts Utrecht (HKU) gives you certain rights and obligations. These rights are stated in the Higher Education and Research Act (WHW).
2. These regulations only apply to HKU courses entered in the RIO (Central Register of Higher Education Institutions and Study Programmes) of DUO. These regulations do not apply to contract courses. For those regulations see Enrolment conditions preparatory and contract courses.
3. When enrolling for a HKU course, you must be in possession of a proof of admission. See Articles 2 and 3 for the procedure.
4. For the bachelor course Art and Economics, there is an exemption on paragraph 3 of this article. This course requires a mandatory participation of the study choice activities (matching) that are offered by the academy. See article 4 for the procedure.
5. In case a proof of admission is required, the academy director of that particular course decides on your admission and placement. The academy director has been authorised to do so by the Executive Board.
6. By enrolling at HKU, you declare that you accept the regulations of HKU. All regulations (including these Enrolment Regulations, the Studentenstatuut, Code of Conduct and the Academic and Examination Regulations) are available on the student portal of HKU.
7. Your enrolment applies to one course and one pathway within this course.
8. Your enrolment is valid for the entire study year, which starts on 1 September and ends on 31 August. Your enrolment automatically ends on 31 August. Mid-year termination of your enrolment is possible according to the rules described in Article 12.

9. All communication regarding enrolment and unenrolment are conducted with the Academic and Student Affairs Department of HKU (Onderwijs- en Studentenzaken, OSZ), via Studielink. You must ensure that your correct postal and email addresses are known to OSZ. You can make changes via Studielink. HKU accepts no responsibility for the consequences of incorrect contact particulars in Studielink.
10. By enrolling at HKU, you declare that you give HKU permission for the use of your personal data according to the Privacy Regulations of HKU.

Article 2 Application

1. If you apply before 15 January, you are guaranteed a place in the admission procedure for the subsequent academic year. If you apply later, admission is only possible if there are still places available. We publish the current state of affairs on www.hku.nl on the webpage of the specific course.
2. If you apply before 15 January, HKU gives you the opportunity to take part in the admission procedure. You will then be informed of whether you have been accepted or not before 15 April.
3. Paragraph 1 and 2 of this article apply to all courses except the bachelor course Art and Economics. The final deadline for enrolment in the bachelor course Art and Economics is 1 May.
4. Communication about enrolment takes place via e-mail and Studielink with OSZ.
5. You will be invited by OSZ to take part in one of the admission rounds, or for the study choice activities (matching) with the bachelor course Art and Economics. OSZ will also inform you about the procedure to be followed.

Article 3 Admission, selection and placement

1. For the courses that require an admission, you will be assessed by an admissions committee.
2. The admissions committee gives a recommendation to the academy director regarding your eligibility for admission. This recommendation is based on the criteria used for assessment, i.e. whether you meet the specific requirements of the course. The academy director sets these criteria each year before 15 January, based on statutory regulations.
3. The academy director decides whether or not you can be placed, considering the recommendation from the admissions committee and the maximum educational capacity. The academy director sets the maximum educational capacity each year before 15 January.
4. You will receive the results via email and Studielink from OSZ. If you have been placed, the email will state the academic year for which your confirmation of admission is valid. It will also state in which course you have been placed and, if applicable, which pathway or main subject.
5. Your confirmation of admission is only valid for the academic year following the admission. If you wish to commence your studies in a later academic year than the one for which you have been accepted, you can send a motivated request to postpone placement to the academy director via sz@hku.nl.

Article 4 Matching bachelor course Art and Economics

1. For enrolment in the Art and Economics course, participation in the study choice activity (matching) offered by the academy is mandatory.
2. To participate in this matching for Art and Economics, you need to apply in Studielink no later than 1 May. Every participant in these matching activities receives an advice. This advice is not binding: you decide for yourself, regardless of the outcome of this advice, whether you enrol for the Art and Economics course.

3. All components of the matching must be completed before the defined deadline dates. Your enrolment may be rejected if the components are not completed. The decision to reject your enrolment is made by the director of Academic and Student Affairs on behalf of the Executive Board, after advice from the academy director of Art and Economics.
4. When you have received, or expect to receive, a negative binding study advice for a course other than Art and Economics, you can register via Studielink up to 31 July and participate in the matching for Art and Economics. When, in such case, you register for Art and Economics after 1 May and you have not registered for another course before 1 May, the advice that is derived from the matching will be binding. A negative advice will then lead to a rejection of your enrolment for the Art and Economics course. The decision to reject your enrolment is made by the director of Academic and Student Affairs on behalf of the Executive Board, after advice from the academy director of Art and Economics.
5. When you have registered for another course before 1 May and want to switch to Art and Economics, you need to participate in the matching for Art and Economics. You can register for Art and Economics via Studielink up to 31 July. The advice following from this matching is non-binding.
6. It is up to the academy director to determine what the matching activities will be, how and where they are to be executed, and when they are scheduled. This is announced no later than 1 October via the webpage of the course and in the messaging after the registration via Studielink. The date on which the advice will be issued, will be announced in due time via the messaging upon registration.
7. If you are, due to extenuating circumstances, not capable of participating in the mandatory activities, you need to call off as soon as possible (at least before the start of the matching activities). When doing so, you can submit a request to conduct the activities at an alternative date. The academy director decides about this request and will judge whether the reason is valid. When the request is granted, you will be invited to another moment. When there is no other occasion, the academy director can decide to grant an exemption for participation in the matching. When this request is not granted, you are expected at the activities for which you have been invited. When you are absent, your request for enrolment will be rejected.
8. In case the prospective student objects against the participation because of the distance between their home and Utrecht, the matching activities are offered online.
9. The completed activity is valid for the academic year that succeeds the matching. When you want to start at a later date than the academic year for which the admission is valid, you can request the academy director to postpone the admission by sending a motivated request to sz@hku.nl.

Article 5 Enrolment conditions

1. To be enrolled at HKU, except for the bachelor course Art and Economics, you must be in possession of a valid and current proof of admission.
2. For the bachelor course Art and Economics, it is required that you have participated in the study choice activity.
3. In addition to the requirements described in paragraph 1 and 2 of this article, you must provide us with the following before 1 September:
 - a. A request for (re-)enrolment via Studielink.
 - b. A continuous digital authorisation via Studielink. The continuous authorization that you provide is valid throughout your studies at HKU. You can always change your payment details. If you do not have a bank account in a SEPA country, you cannot provide a digital authorisation and will have to pay your tuition fee in full to HKU before 1 September. Further information on this is available on the student portal of HKU.

- c. You must also meet the nationality requirements. If you have the Dutch nationality, or have a nationality of one of the other EEA countries, no extra action is required. Other nationalities must provide HKU with a copy of a valid residence permit for the Netherlands during the period that they are enrolled at HKU. If you have requested your residence permit but have not yet received it, you can hand in the confirmation provided by the IND that they have received your application for a residence permit before 1 September. Within 2 weeks of receipt of your new residence permit, you must hand in a copy of it.
 - d. If you have received a residence permit for study through HKU, you must meet the study progress requirements every year. If after 1 September it turns out that you have not met these study progress requirements and your residence permit is withdrawn, you will be unenrolled with retroactive effect as of 1 September. If your residence permit is withdrawn for another reason, HKU will unenrol you as of the first of the month following the date of withdrawal of your residence permit.
4. Enrolment at HKU is not permitted if you have an outstanding payment obligation to HKU or have received a negative binding study recommendation for the course that you wish to enrol for.
 5. When you enrol for this course at HKU for the first time, HKU must be able to verify your identity.
 6. When you enrol for this course at HKU for the first time, HKU must be able to verify that you meet the requirements for preliminary education.
 7. HKU cannot enrol you if you do not fulfil all these conditions before 1 September.

Article 6 Tuition fees

1. The Executive Board of HKU annually sets the various tuition fees. The tuition fees are published on the student portal and on hku.nl.
2. Which tuition fee is applicable to you depends on your specific situation. Factors that play a role include whether you already have a degree in higher education and what your nationality is. HKU determines your tuition fee on particulars received from the sources below.
 - a. Obtained a degree before? All degrees obtained in the Netherlands from 1991 are entered in the Register Onderwijs Deelnemers HO (ROD HO). This register is leading for HKU in determining whether you have obtained an earlier degree in higher education. If you have obtained a degree, it can also be determined whether it is in the area of education or healthcare.
 - b. Do you meet the nationality requirement? The particulars entered in the Basisregistratie Personen (BRP) are leading for HKU in determining whether you meet the nationality requirement.
 - c. UAF students must present a UAF statement to OSZ before 1 September via sz@hku.nl.
3. Immediately inform OSZ via sz@hku.nl if your particulars are not correct.
4. You do not qualify for the statutory fee if it becomes known after enrolment that you have already obtained a degree. In that case, you owe HKU the institutional tuition fee with retroactive effect from 1 September.
5. If due to a change in circumstances you qualify for the statutory fee during the study year, you can submit a request to OSZ for an adjustment of your tuition fee. Your tuition fee will be adjusted as of the first day of the month in which the change has taken effect.
6. When the Executive Board of HKU has granted you (in accordance with the regulation Studentenondersteuningsfonds) a board grant of 10 months and has at the same time given you permission to govern without tuition fee, you don't have to pay tuition fee for that study year. This is only applicable if you owe HKU the statutory tuition fee. In this year you are not allowed to participate in education or take interim examinations or exams (art 7.47a of the WHW).

Article 7 Enrolment after 1 September

1. Enrolment after 1 September is not possible, unless you meet one of the criteria in paragraph 2 or 3 of this article. An exception can only be made when the director OSZ judges differently in accordance with the advice of the academy director.
2. If you have unenrolled due to illness or special (family) circumstances, you are entitled to re-enrol again on a date other than 1 September. This is only possible when these circumstances have been confirmed by the student counsellors, based on official declarations.
3. If you have been unenrolled before, you are allowed to enrol at a later date than 1 September when you are able to graduate in the current academic year.
4. In all cases described above, you can send a motivated request to the department of Academic and Student Affairs (OSZ), via sz@hku.nl. OSZ consults with the academy director whether there are objections to the enrolment. The director of OSZ will subsequently decide on your request.

Article 8 Two enrolments in higher education

1. The rules below apply if you wish to enrol at both HKU and another education institute:
 - a. If you owe HKU the statutory tuition fee and have already paid the statutory tuition fee to another higher education institute, HKU will grant you an exemption from the obligation to pay tuition. You must then indicate in Studielink before 1 September that you will pay the tuition fees at the other educational institution.
 - b. If you owe HKU the statutory tuition fee and have already paid the institutional tuition fee to another higher education institute, HKU will not grant you an exemption from the obligation to pay tuition.
 - c. If you owe HKU the institutional tuition fee and have already paid the institutional tuition fee to another higher education institute, HKU will not grant you an exemption from the obligation to pay the institutional tuition fee.

Article 9 Student ID card and proof of enrolment

1. After enrolment at HKU, you will receive a student card. This card remains valid during your entire study at HKU. The student card remains the property of HKU. If the card is lost or stolen, you can order (for a fee) a new card via the student portal. The proof of enrolment can be downloaded via Osiris Student.

Article 10 Enrolment as an external student

1. If you need only take the final examination of a course, you can submit a request to the Executive Board for registration as a student with partial enrolment. The Executive Board will only accept your request if it is not contrary to the nature or interest of the course. Registration as a student with partial enrolment is not subject to a fixed enrolment date.
2. Students with partial enrolment cannot make use of the payment in instalments scheme. Students with partial enrolment pay an exam fee, the amount of which is set annually by the Executive Board and is published on the student portal.

Article 11 Cancellation of enrolment

1. You can cancel your enrolment until 1 September of the study year. To do this, withdraw your enrolment application via Studielink. A request to cancel an enrolment made on or after 1 September is treated as a request for unenrolment (see Article 12).

Article 12 Termination of enrolment (unenrolment)

1. If you wish to unenrol during the study year, you can submit a request for unenrolment via Studielink. Your unenrolment becomes effective on the first day of the month following the month in which your request was submitted. Unenrolment with retroactive effect is not possible.
2. If you graduate during the study year, submit a request for unenrolment via Studielink within one month after graduation (the date stated on your certificate). Your unenrolment becomes effective on the first day of the month following your graduation. If you submit your request later, you will be unenrolled as of the first day of the month following the month in which the request was submitted. Unenrolment with retroactive effect is not possible.
3. If HKU gives you a negative binding study recommendation, HKU will unenrol you effective from the date of the advice. Re-enrolment at HKU for this course is then no longer possible.
4. If you request for unenrolment on or after 1 July, you will be unenrolled as of 1 September.
5. HKU will end your enrolment if you fail to meet the payment obligations of your enrolment, whereby the following procedure applies:
 - If (part of) the tuition fee cannot be collected or is not received on time, you will receive a reminder from the HKU in the month following the month in which the tuition fee or part thereof should have been paid.
 - If, after receiving the reminder, you still fail to meet payment obligations, HKU will send you one last reminder.
 - If you have still not paid (part of the) tuition fee two months after the due date, HKU will unenrol you with effect from the first day of the second month following the date of the first reminder.

After unenrolment, you remain obliged to pay the tuition fee over the months that you were enrolled. HKU can decide to collect this debt through a bailiff.

Article 13 Refund of tuition fee

1. If you unenrol before 1 June, you are entitled to a refund of 1/12th of the yearly tuition fee for each month you are not enrolled. If you unenrol as of 1 July or 1 August, you are not entitled to any refund of tuition fee.
2. Students who are enrolled as external students are never entitled to a refund of (part of) the exam fee.

Article 14 In conclusion

1. Decisions for the implementation of these regulations are made by the Director of Academic and Student Affairs (OSZ), on behalf of the HKU Executive Board, unless otherwise stated in these regulations.
2. Objections against any decisions made by HKU on the basis of these regulations can be submitted within 6 weeks to the Complaints Office (see HKU student portal).

As approved by the Executive Board on 20 April 2026.