



## **Application and Enrolment Regulations**

Academic year 2025-2026

*As established in the meeting of the Executive Board on: 25 June 2024*

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*These regulations have been amended on 25 November 2024.*

## **Amendments Application and Enrolment Regulations**

25 November 2024

The *Code of Conduct for International Students in Higher Education* includes an appendix of English language tests.

An international student must achieve a certain minimum score on one of these language tests before being allowed to enroll in an English-language programme. There are some exceptions to this rule.

The *Code of Conduct for International Students in Higher Education* recently added two English language tests to its appendix: the Pearson PTE Academic test and the LanguageCert Academic test.

The Application and Enrolment Regulations have been amended accordingly.

This has resulted in amendments to Article 3.2 (Section 4) and Article 8.6 (Sections 2 and 3).

## Introduction

These Application and Enrolment Regulations contain provisions regarding application, enrolment, payment of tuition fees and termination of enrolment. Furthermore, these regulations contain general conditions that apply to be allowed to participate in educational activities and make use of the facilities offered by Breda University of Applied Sciences. For the larger part, the regulations originate in the Higher Education and Research Act (WHW), which contains a large number of mandatory provisions that are applicable to these regulations.

The Application and Enrolment Regulations are part of the Students' Charter of Breda University of Applied Sciences. This Students' Charter sets out the rights and obligations of students, and consists of a general part pertaining to the institution and of specific parts pertaining to the various degree programmes. The Students' Charter is subject to alterations in laws and regulations.

The Application and Enrolment Regulations do not apply to participants of courses offered by Breda University of Applied Sciences. This category of persons can only be enrolled upon submission of a request to the academy director of the relevant degree programme, and upon their approval.

# Table of Contents

<b>CHAPTER 1</b>	<b>GENERAL</b> .....	<b>6</b>
ARTICLE 1.1	DEFINITIONS.....	6
ARTICLE 1.2	GENERAL PROVISIONS .....	8
ARTICLE 1.3	APPLICABILITY .....	8
ARTICLE 1.4	GENERAL ENROLMENT REQUIREMENTS .....	8
ARTICLE 1.5	SUPPLY OF INFORMATION.....	9
ARTICLE 1.6	HARDSHIP CLAUSE.....	9
ARTICLE 1.7	RETENTION PERIODS OF DOCUMENTS .....	10
<b>CHAPTER 2</b>	<b>PROSPECTIVE STUDENT WITH DUTCH PREVIOUS EDUCATION</b> .....	<b>11</b>
ARTICLE 2.1	APPLICATION .....	11
ARTICLE 2.2	APPLYING FOR A PROGRAMME WITH A SELECTION PROCEDURE .....	11
ARTICLE 2.3	APPLYING FOR A PROGRAMME WITHOUT A SELECTION PROCEDURE .....	11
ARTICLE 2.4	ENROLMENT REQUIREMENTS.....	13
<b>CHAPTER 3</b>	<b>PROSPECTIVE STUDENT WITH PREVIOUS EDUCATION ABROAD</b> .....	<b>16</b>
ARTICLE 3.1	APPLICATION .....	16
ARTICLE 3.2	PREVIOUS EDUCATION .....	17
ARTICLE 3.3	ENROLMENT CONDITIONS .....	18
ARTICLE 3.4	ADDITIONAL REQUIREMENTS FOR NON-EEA STUDENTS.....	18
ARTICLE 3.5	ADMISSION ASSESSMENT .....	18
<b>CHAPTER 4</b>	<b>PROVISIONS CONCERNING TUITION FEES</b> .....	<b>19</b>
ARTICLE 4.1	TUITION FEES .....	19
ARTICLE 4.2	PAYMENT OF TUITION OR EXAMINATION FEES.....	19
ARTICLE 4.3	TUITION FEE PAYMENT RECEIPT.....	20
ARTICLE 4.4	OTHER CONTRIBUTIONS AND COSTS .....	20
ARTICLE 4.5	OVERDUE PAYMENTS.....	21
ARTICLE 4.6	PROCEDURE REGARDING OVERDUE PAYMENTS .....	21
ARTICLE 4.7	LOWERING, EXEMPTION FROM AND REFUND OF TUITION FEES.....	22
<b>CHAPTER 5</b>	<b>APPLICATION FOR A HIGHER YEAR / LATERAL ENTRY</b> .....	<b>24</b>
ARTICLE 5.1	LATERAL ENTRY FROM A DIFFERENT PROGRAMME OF BREDA UNIVERSITY OF APPLIED SCIENCES (INTERNAL SWITCHERS) .....	24
ARTICLE 5.2	LATERAL ENTRY OF A STUDENT WITH A PROPÆDEUTIC DIPLOMA OBTAINED ELSEWHERE (EXTERNAL SWITCHERS) .....	24
ARTICLE 5.3	OTHER LATERAL ENTRANTS .....	25
ARTICLE 5.4	ENROLMENT ON A MINOR AT BREDA UNIVERSITY OF APPLIED SCIENCES.....	25
<b>CHAPTER 6</b>	<b>INTERNAL TRANSFER DURING THE ACADEMIC YEAR FROM EXISTING ENROLMENT (INTERNAL SWITCHERS)</b> .....	<b>26</b>
ARTICLE 6.1	INTERNAL TRANSFER TO ANOTHER DEGREE PROGRAMME.....	26
ARTICLE 6.2	INTERNAL TRANSFER TO ANOTHER PROGRAMME VARIANT .....	26
<b>CHAPTER 7</b>	<b>DISCONTINUATION OF STUDIES (RE-ENTRY OF STUDENTS)</b> .....	<b>27</b>
<b>CHAPTER 8</b>	<b>APPLICATION FOR AND ENROLMENT ON A MASTER’S PROGRAMME</b> .....	<b>28</b>
ARTICLE 8.1	MASTER’S PROGRAMMES .....	28
ARTICLE 8.2	APPLICATION FOR A MASTER’S PROGRAMME.....	28
ARTICLE 8.3	PREVIOUS EDUCATION REQUIREMENTS OF MASTER’S PROGRAMMES.....	29
ARTICLE 8.4	PREVIOUS EDUCATION REQUIREMENTS OF PRE-MASTER’S PROGRAMMES .....	31
ARTICLE 8.5	COMPARABLE PREVIOUS EDUCATION REQUIREMENTS .....	32
ARTICLE 8.6	PROSPECTIVE STUDENTS WITH PREVIOUS EDUCATION COMPLETED IN A NON-DUTCH EDUCATIONAL SYSTEM ATTENDING ENGLISH-TAUGHT PROGRAMMES .....	32
ARTICLE 8.7	ENROLMENT .....	33
<b>CHAPTER 9</b>	<b>RE-ENROLMENT</b> .....	<b>34</b>

<b>CHAPTER 10</b>	<b>APPLICATION AND ENROLMENT AS AN EXTRANEUS .....</b>	<b>35</b>
<b>CHAPTER 11</b>	<b>REJECTION, CANCELLATION AND TERMINATION OF ENROLMENT .....</b>	<b>36</b>
ARTICLE 11.1	CANCELLATION OF ENROLMENT BEFORE START OF ACADEMIC YEAR .....	36
ARTICLE 11.2	TERMINATION OF ENROLMENT AT THE STUDENT’S REQUEST (DURING THE ACADEMIC YEAR) ...	36
ARTICLE 11.3	REJECTION, CANCELLATION AND TERMINATION OF ENROLMENT BY ORDER OF THE EXECUTIVE BOARD .....	37
<b>CHAPTER 12</b>	<b>LEGAL PROTECTION .....</b>	<b>38</b>
ARTICLE 12.1	GENERAL .....	38
ARTICLE 12.2	COMPLAINT .....	38
ARTICLE 12.3	APPEAL .....	38
ARTICLE 12.4	OBJECTION.....	39
<b>APPENDIX 1</b>	<b>STUDY CHOICE ACTIVITIES FOR BACHELOR’S PROGRAMMES (INCLUDING ASSOCIATE DEGREE) .....</b>	<b>40</b>
<b>APPENDIX 2</b>	<b>FURTHER PREVIOUS EDUCATION REQUIREMENTS FOR HAVO AND VWO (ARTICLE 7.25 WHW) 2025-2026 .....</b>	<b>41</b>
<b>APPENDIX 3</b>	<b>ADMISSION REQUIREMENTS FOR SHORT 3-YEAR HBO TRACK.....</b>	<b>42</b>
<b>APPENDIX 4</b>	<b>ADMISSION ASSESSMENTS .....</b>	<b>43</b>
<b>APPENDIX 5</b>	<b>NUFFIC LIST OF DIPLOMAS.....</b>	<b>44</b>
<b>APPENDIX 6</b>	<b>OVERVIEW OF EXTRA STUDY COSTS .....</b>	<b>45</b>

# Chapter 1      General

## Article 1.1      Definitions

The following definitions are used in these Regulations:

<b>Academic bachelor's programme</b>	A WO degree programme as referred to in articles 7.3 and 7.3a paragraph 1 of the WHW. Upon completion of this WO programme, the student is awarded the title of Bachelor. Also see 'Degree Programme'.
<b>Academic year</b>	Period starting 1 September and ending 31 August of the following year as referred to in article 1.1 sub k WHW.
<b>Academy</b>	Organisational unit as referred to in article 10.3a WHW, which offers one or more degree programmes.
<b>Academy director</b>	Leading officer of an academy. The academy director bears final responsibility for the day-to-day running of an academy on the grounds of the duties and powers authorised to them by the Executive Board.
<b>Alien</b>	A foreign national who does not have the Dutch nationality (yet).
<b>Associate Degree programme</b>	A programme as referred to in article 7.3 and 7.3a paragraph 2 of the WHW. Upon completion of this programme, the student is awarded an Associate Degree (Ad).
<b>Degree programme</b>	An interrelated whole of study units as referred to in article 7.3 paragraph 2 of the WHW.
<b>Dispute resolution committee</b>	A student who feels their interests were damaged can lodge an appeal against a decision (or omission of it) by the Executive Board, to the dispute resolution committee of Breda University of Applied Sciences.
<b>DUO</b>	Agency for the Administration of Education.
<b>Examinations Appeals Board</b>	A judicial board established in accordance with article 7.60 of the WHW to which students or prospective students can appeal against decisions (or omission of them) as listed in article 7.61 of the WHW.
<b>Executive Board</b>	The governing and policy-making body of Stichting Breda University of Applied Sciences, as referred to in article 10.2 of the WHW in conjunction with articles 3 to 7 inclusive and article 17 of the articles of association of Stichting Breda University of Applied Sciences.
<b>Final exam</b>	The total of successfully completed examinations of the study units belonging to the degree programme, possibly supplemented with an investigation carried out by examiner(s) appointed by the board of examiners into the level of knowledge, understanding and skills of the student.

<b>HBO bachelor's programme</b>	A degree programme as referred to in articles 7.3 and 7.3a paragraph 2 of the WHW. Upon completion of an HBO programme, the student is awarded the title of Bachelor. Also see 'Degree programme'.
<b>Institute</b>	Breda University of Applied Sciences.
<b>Institutional tuition fee</b>	Tuition fee as referred to in article 7.46 of the WHW pertaining to enrolment as a student. These tuition fees are established by the Executive Board.
<b>Main phase</b>	The second part of a degree programme which follows the propaedeutic phase, as referred to in article 7.30 of the WHW.
<b>Management and Administrative Regulations</b>	A set of regulations in which the Executive Board has laid down how the management, administration and organisation of the institute is arranged, as referred to in article 10.3b of the WHW.
<b>Master's programme</b>	A degree programme as referred to in articles 7.3, 7.3a and 7.3b of the WHW. Upon completion of a master's programme, the student is awarded the title of Master. Also see 'Degree Programme'.
<b>Previous education requirements</b>	Requirements that an enrolling student should meet to be able to enrol in a programme of higher education in accordance with articles 7.23b through 7.30e inclusive of the WHW. See for current requirements the website of Breda University of Applied Sciences ( <a href="http://www.buas.nl">www.buas.nl</a> ) or appendix 2 of these regulations.
<b>Propaedeutic phase</b>	The first phase of an HBO degree programme (60 credits) which is followed by the main phase, as referred to in article 7.8 paragraphs 2 and 4 of the WHW. This provision does not apply to the Associate degree.
<b>Prospective student</b>	Would-be student who makes a first request to be enrolled for a degree programme.
<b>Statutory tuition fee</b>	Tuition fee as referred to in article 7.45 of the WHW pertaining to enrolment as a student. This tuition fee is indexed annually and established by the Minister.
<b>Studielink</b>	Online application for enrolment of and for Dutch higher education.
<b>Study recommendation</b>	Advice as referred to in article 7.8b of the WHW that is given to the student no later than the end of Year 1 of enrolment in the propaedeutic phase (or in the case of an academic programme or an Associate degree in the first year of a degree programme) concerning continuation of their studies within the bachelor's programme.
<b>Study switcher</b>	A student enrolled at BUAs or an external institution who changes their study programme or programme variant.
<b>Teaching and Examination Regulations (TER)</b>	Overview of applicable procedures and rights and obligations of the education and the examinations belonging to a degree programme or group of degree programmes as referred to in article 7.13 of the WHW.
<b>TFPR</b>	Tuition Fee Payment Receipt.

<b>Tuition fee</b>	Every student owes the institution of first registration a tuition fee for every academic year of enrolment as referred to in article 7.43 of the WHW.
<b>WHW</b>	The Higher Education and Research Act (WHW) including any changes.

## **Article 1.2 General provisions**

WHW article 7.33

- 1 The Application and Enrolment Regulations (AER) are part of the Students' Charter of Breda University of Applied Sciences.
- 2 The Application and Enrolment Regulations contain rules of a procedural nature regarding application, enrolment and termination of enrolment of students.
- 3 The provisions in these regulations are applicable if and insofar as they are not in conflict with the provisions under or pursuant to the WHW.
- 4 Breda University of Applied Sciences has been included in the register of institutes that have signed the [Code of Conduct for International Students](#).

## **Article 1.3 Applicability**

- 1 These regulations contain the rules that apply to everyone who wishes to enrol as a student of a degree programme at Breda University of Applied Sciences.
- 2 The Application and Enrolment Regulations relate to application and enrolment for the academic year 2025-2026, and replace earlier versions.
- 3 Wherever these regulations state 'student', an 'extraneous' is also referred to unless stipulated otherwise.
- 4 Wherever 'email address' appears in these regulations, it should read the student's email address that is provided by Breda University of Applied Sciences. This email address is the standard address used to communicate with students. When communication concerns Studielink-related matters (such as enrolment and de-enrolment, payment of tuition fees, etc.), the email address registered in Studielink is made use of.
- 5 References in this document relate to information available on the website of Breda University of Applied Sciences ([www.buas.nl](http://www.buas.nl)) or the Student Portal, unless stated otherwise.

## **Article 1.4 General enrolment requirements**

- 1 Everyone wishing to make use of teaching and examination facilities or other facilities of Breda University of Applied Sciences needs to enrol as a student.
- 2 All those who only wish to make use of Breda University of Applied Sciences examination facilities only need to enrol as an extraneous student (for this purpose, see chapter 9).
- 3 One needs to apply for and enrol on the first year of a professional bachelor's programme, or the first year of an academic bachelor's programme or Associate degree programme in accordance with the time limits stated in article 2.1 (in the case of previous education in the Netherlands) or article 3.1 (in the case of previous education abroad).
- 4 A student will only be admitted if they meet all conditions and requirements pertaining to enrolment.



- 5 Students can always be enrolled with effect from 1 September and they cannot be enrolled with retroactive force. Only at the discretion of the academy director can the date of 1 September be deviated from.
- 6 Students enrol on a degree programme for the entire academic year with the exception of provisions as referred to in article 4.7.
- 7 Everyone making use of provisions (as mentioned in section 1) of Breda University of Applied Sciences without being enrolled at the institute needs to pay compensation (a fine) apart from tuition fees. This fine is equal to the amount of tuition fees they would have had to pay if they had been enrolled during the relevant period. In addition, in the event of such an infringement, a criminal offence may be reported (article 15.3 of the WHW). If enrolment requirements have not all been met, partial examination results and examination results, if any, are not valid.
- 8 A student can only be enrolled if they demonstrate that in conformity with article 7.32 paragraph 5 of the WHW:
  - a they have the Dutch nationality, or are treated as Dutch nationals on the ground of a legal provision, or
  - b they are aliens and under the age of 18 on the first day on which the degree programme starts for which enrolment is requested for the first time, or
  - c they are aliens and 18 years or older on the first day on which the degree programme starts for which enrolment is requested for the first time and on that day is lawfully resident in accordance with article 8 of the Aliens Act 2000, or
  - d they are aliens and residents outside the Netherlands on the first day on which the degree programme starts for which enrolment is requested for the first time, or
  - e they are aliens who no longer meet one of the requirements under b, c or d and were enrolled on a degree programme at Breda University of Applied Sciences before in accordance with one of these components and the programme is still being attended and has not been completed yet.

#### **Article 1.5 Supply of information**

- 1 Information about procedures concerning application, enrolment and admission is provided on the website of Breda University of Applied Sciences ([www.buas.nl](http://www.buas.nl)).
- 2 Information about application, enrolment, admission, payment of tuition fees and de-enrolment is communicated through the Studielink email address. The student is responsible for checking and updating this email account on a regular basis. The student is recommended to check the 'unwanted email' folder at regular intervals.
- 3 Directions and instructions that are given through messages sent by Breda University of Applied Sciences and/or Studielink must be followed.
- 4 All written correspondence is sent to the postal address provided by the student. Any changes in this postal address need to be made through Studielink in time. Breda University of Applied Sciences is not liable, in any way, on account of not reporting in time any changes of postal address.
- 5 Students that have met the admission and enrolment criteria and the attendant financial obligations - and are enrolled as students - can ask for a proof of enrolment. To this purpose, the SelfServiceDesk of Breda University of Applied Sciences has to be made use of. Students can also ask for a proof of enrolment through Osiris Student.

#### **Article 1.6 Hardship clause**

Within the frameworks of the WHW, the Executive Board of Breda University of Applied Sciences is authorised to deal with cases of extreme unfairness that may occur when applying these regulations

as well as make decisions these regulations do not provide for. To this purpose, the student needs to submit a well-founded written request to the Executive Board.

## **Article 1.7 Retention periods of documents**

### **1.7.1 Documents about admission**

- 1 Decisions concerning admission as referred to in articles 2.4.2, 2.4.3 and 3.5 need to be stored for two years after date of decision.
- 2 The two-year retention period applies to all underlying documents:
  - work carried out by student
  - advice given by admissions committee, if applicable
  - message sent to student
  - admission decision
- 3 The two-year retention period also applies to study choice recommendations issued to students as referred to in article 2.3.1 section 4, 2.3.2 section 2 and 2.3.4 section 2.

### **1.7.2 Documents about de-enrolment or refusal of enrolment by the Executive Board**

The decision concerning de-enrolment or refusal of enrolment made by the Executive Board (article 11.3 section 3) must be stored for five years after the date of decision. This retention period also applies to all underlying documents.

## Chapter 2 Prospective student with Dutch previous education<sup>1</sup>

WVW articles 7.31a up to and including 7.31e  
Regulations concerning Admission to Higher Education (Staatscourant, 24 April 2014)

### Article 2.1 Application

- 1 After going through the application procedure as described in this chapter, the prospective student also needs to meet enrolment conditions in time to be able to start the degree programme on 1 September (for this purpose, see article 2.4).
- 2 The prospective student who wants to apply for the Bachelor of Science Tourism has to apply via Wageningen University. See application procedure on the website of Breda University of Applied Sciences ([www.buas.nl](http://www.buas.nl)).
- 3 The provisions for prospective students applying for a master's programme are stated in chapter 8.

### Article 2.2 Applying for a programme with a selection procedure

If the prospective student wants to enrol on a degree programme with a selection procedure for the first time, different provisions apply (article 2.3 mentioned below is not applicable in this case).

A selection procedure applies to the degree programmes:

- Applied Data Science & Artificial Intelligence
- Creative Media and Game Technologies
- Creative Business
- Hotel Management

Further details about applying for these degree programmes are included in [Selection procedures of bachelor's programmes](#).

### Article 2.3 Applying for a programme without a selection procedure<sup>2</sup>

- 1 If the prospective student wants to enrol in Year 1 of an academic bachelor's programme, professional bachelor's programme or associate degree programme, they are urgently requested to apply no later than 1 May prior to the relevant academic year. In this application, which is completed via Studielink, the student's personal DigiD<sup>3</sup> is used.
- 2 The prospective student who applies for a degree programme no later than 1 May as referred to in section 1 has a right to be admitted and the provisions in article 2.3.1 or 2.3.2 apply to him. If they apply after 1 May, the provisions in article 2.3.3 or 2.3.4 apply.
- 3 If the chosen programme is offered in several variants, this will be communicated via Studielink<sup>4</sup>. In that case, the prospective student indicates which variant is opted for. In the follow-up of the application and enrolment procedure, Breda University of Applied Sciences determines whether a prospective student is admitted to the chosen variant.

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<sup>1</sup> The prospective student coming from Aruba, Bonaire, Curaçao, Saint Eustace, Saba or Saint Maarten must go through the application procedure as described in chapter 3.

<sup>2</sup> The points mentioned under 2.3 also apply to 2.2, with the exception of section 2.

<sup>3</sup> If a prospective student does not have a DigiD yet, he must first apply for one through [www.digid.nl](http://www.digid.nl). Not until this DigiD has been received can they start the application procedure through Studielink.

<sup>4</sup> In some cases, prospective students are not offered a choice of differentiation or specialisation in advance, but they are questioned with the aid of questions in Studielink.

- 4 The variants as mentioned in section 3 may concern differentiations within the degree programme, language of instruction and/or attending the programme as an accelerated or a short track:
- a Differentiation within the degree programme.  
Some degree programmes have various propaedeutic variants within the chosen degree programme.
  - b Language of instruction.  
Degree programmes can be both Dutch-taught and English-taught.
  - c Attending the degree programme as an accelerated three-year professional bachelor's programme for prospective students who are *vwo* graduates.  
Students can only be admitted to this variant if they meet the full previous education requirements, so it will be impossible for them to be admitted based on a deficiency test.
  - d Attending the degree programme as a short three-year professional bachelor's programme for prospective students who are *mbo* (plus *havo*) graduates.  
See appendix 3 for further details on short professional bachelor's programmes.
  - e The student who has completed an Associate degree successfully can be admitted to the regular bachelor's programme. Exemptions<sup>5</sup> can be granted for courses of the bachelor's programme that were passed in the context of the Associate degree (see chapter 5).

### **2.3.1 Applying for a professional bachelor's programme or an Associate degree programme by 1 May at the latest<sup>6</sup>**

- 1 The departments offer support to prospective students who apply for the first year of a degree programme in higher education in terms of making the right study choice by offering a study choice check (also referred to as 'matching procedure' at BUAs). This check consists of various study choice activities, culminating in a study choice recommendation.
- 2 The study choice activities are mandatory and take place by 1 September at the latest. The type of study choice activity may vary in each degree programme. See appendix 1 for an overview of study choice activities.
- 3 The prospective student is invited by the department to participate in study choice activities. The student receives the invitation no later than within one week<sup>7</sup> after applying via Studielink.
- 4 The relevant department sends the student a study choice recommendation via e-mail no later than within two weeks after the student has completed their study choice activities. This recommendation is provided by 1 September at the latest. This study choice recommendation is not in any way binding.
- 5 If the prospective student has not taken part in the study choice activities, without a valid reason for being prevented from attending (see section 6), this prospective student's enrolment will be declined.
- 6 The following valid reasons for being prevented from attending are: personal circumstances, other commitments regarding education, or the prospective student has study choice activities with several educational institutes simultaneously. The reason for absence must be submitted to the department in writing and prior to the planned study choice activity.
- 7 Prospective students for whom the distance between home address and Breda University of Applied Sciences is so big that their physical presence would not be logical can participate in study choice activities without their physical presence in these study choice activities being required.

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<sup>5</sup> See the TER of the relevant study programme for more information.

<sup>6</sup> This article is also applicable if another degree programme is applied for within higher education no later than on 1 May.

<sup>7</sup> If a prospective student is not yet admissible and qualifies for a deficiency test or 21+ assessment, they will be required to first obtain a positive result for the deficiency test or 21+ assessment before being allowed to take part in any study choice activities. See article 2.4.2 or article 2.4.3.

### **2.3.2 Applying for the Bachelor of Science Leisure Studies by 1 May at the latest**

- 1 The Bachelor of Science Leisure Studies<sup>8</sup> offers support to prospective students in terms of making the right study choice by offering several study choice activities, culminating in a study choice recommendation.
- 2 The study choice activities of the Bachelor of Science Leisure Studies are offered between October and May and consist of a mandatory part (a questionnaire) and several optional parts. The study choice recommendation is provided at the end of this questionnaire. This study choice recommendation is not in any way binding.
- 3 If the prospective student fails to submit the mandatory study choice part, this prospective student's enrolment will be declined.
- 4 Prospective students for whom the distance between home address and Breda University of Applied Sciences is so big that their physical presence would not be logical can participate in study choice activities without their physical presence in these study choice activities being required.

### **2.3.3 First application after 1 May<sup>9</sup>**

- 1 Enrolment by the prospective student who applies for year 1 of a certain programme via Studielink after 1 May can be declined by the Executive Board.
- 2 If study choice activities are offered, these are fully mandatory (see article 2.3.1 sections 2 and 3) or partly mandatory (see article 2.3.2 section 2). The department notifies the prospective student via e-mail of its study choice recommendation no later than within two weeks after the prospective student has participated in the study choice activities<sup>10</sup>. This recommendation will be given by 1 September at the latest.
- 3 If the study choice recommendation is negative, or if the prospective student has not taken part in the study choice activities which were made mandatory and has no valid reason for their failure to take part (see article 2.3.1 section 6), this will lead to the prospective student's enrolment being declined. So, the study choice recommendation is binding.
- 4 Prospective students for whom the distance between home address and Breda University of Applied Sciences is so big that their physical attendance would not be logical can participate in study choice activities without their physical attendance in these study choice activities being required.
- 5 For a prospective student who has received a negative binding recommendation regarding the continuation of studies for a bachelor's programme and who applies for a different bachelor's programme after 1 May, the provisions apply as referred to in article 2.3.1 or 2.3.2. With regard to this category of prospective student, the Executive Board may decide to oblige the prospective student to participate in the study choice activities.

## **Article 2.4 Enrolment requirements**

Apart from going through the application procedure as referred to in article 2.2 up to and including article 2.3.3, the prospective student has to satisfy the current requirements with regard to:

- previous education (see articles 2.4.1 up to and including 2.4.3.)
- payment of tuition fees (see article 2.4.4)
- other requirements, among other things, admission requirements (see article 2.4.5)

to be able to enrol as a student at Breda University of Applied Sciences.

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<sup>8</sup> This bachelor's programme is registered in CROHO as Vrijtijdwetenschappen.

<sup>9</sup> This concerns a first application in Higher Education for a professional bachelor's programme, an Associate degree or academic bachelor's programme.

<sup>10</sup> As for the Bachelor of Science Leisure Studies, this recommendation is provided immediately after the interview.

### 2.4.1 Previous education requirements and further previous education requirements

Articles 7.24 and 7.25 WHW

- 1 The prospective student at least needs to satisfy the requirements regarding previous education as laid down in the WHW and/or in these Regulations. Appendix 2 contains an overview of the requirements that apply to students with a *havo* or *vwo* diploma (previous education).
- 2 Those who have obtained a bachelor's or master's degree are also eligible for admission. However, these students could be obliged, if applicable, to demonstrate that they satisfy the additional previous education requirements. This is done by means of a supplementary test.
- 3 The prospective student must satisfy the previous education requirements before 1 September and demonstrates this by submitting a diploma dated before 1 September. The applicant must have submitted it before 1 October. If an applicant has not done so before this date, they cannot finalise their enrolment.

### 2.4.2 Deficiency test<sup>11</sup>

WHW Article 7.25 paragraph 6

- 1 The Executive Board of Breda University of Applied Sciences can determine that holders of a diploma that does not meet the requirements as stated in appendix 2 (*havo/vwo*) will be enrolled if it appears from supplementary assessment (deficiency test or admission assessment) that a prospective student meets the requirements comparable to the above with regard to content. These requirements must be met before commencement of the programme. See appendix 4 for further details.
- 2 If a prospective student wants to take part in a deficiency test, they are required to enrol for both the bachelor's programme or Associate degree programme of Breda University of Applied Sciences and the deficiency test by 1 May at the latest.
- 3 Participation in the study choice activities, as referred to in article 2.3.1, is only possible after a positive result has been obtained for the deficiency test. This means that the prospective student must have eliminated their deficiency before the last matching day (in the case of the matching procedure) or selection activity (in the case of a selection procedure<sup>12</sup>) takes place.
- 4 A deficiency test is not possible for prospective students with *vwo* (pre-university education) as previous education who want to participate in an accelerated three-year *hbo* bachelor's programme.
- 5 A prospective student can lodge an objection to the result of a deficiency test to the Examinations Appeals Board of Breda University of Applied Sciences (also see chapter 12).

### 2.4.3 Admission assessment (21+ arrangement)

WHW Article 7.29

- 1 The Executive Board of Breda University of Applied Sciences can determine that a prospective student aged 21 and older<sup>13</sup> who does not satisfy the requirements regarding previous education is exempted from these requirements regarding previous education. Instead, this prospective student is tested whether they are capable of attending the relevant programme via the 21+ assessment. See appendix 4 for more details.
- 2 If a prospective student wants to take part in a 21+ assessment, they are required to enrol for both the bachelor's programme or Associate degree programme of Breda University of

<sup>11</sup> See appendix 4 for an overview of admission assessments.

<sup>12</sup> If there is a selection procedure in place, a study programme may deviate from this if the prospective student demonstrates they are eliminating their deficiency.

<sup>13</sup> Reference date 30 September of the relevant academic year.

Applied Sciences and the 21+ assessment by 1 May at the latest. The result of the 21+ assessment is valid for 2 years and is only valid at the university of applied sciences at which the assessment was taken.

- 3 Participation in the study choice activities / selection procedure as referred to in article 2.3.1, is only possible after a positive result has been obtained for the 21+ assessment.
- 4 A prospective student can lodge an objection to the result of a 21+ assessment to the Examinations Appeals Board of Breda University of Applied Sciences (also see chapter 12).

#### **2.4.4 Payment of tuition fees**

Every prospective student who wants to enrol as a student at Breda University of Applied Sciences will have to satisfy the requirements pertaining to this enrolment.

One of these requirements is to timely meet the obligation to pay tuition fees, before 1 September. For more information about tuition fees, see chapter 4.

#### **2.4.5 Other requirements**

- 1 If the prospective student with Dutch previous education chooses to attend a degree programme in which English is the language of instruction, no supplementary requirements apply to English language skills.
- 2 If the prospective student wishes to be enrolled on one of the degree programmes with a selection procedure (see article 2.2), they need to have received a letter from the relevant department (degree programme staff) stating that they have been selected for this course.
- 3 The prospective student cannot be enrolled if they have previously received a negative recommendation regarding the continuation of studies for the relevant degree programme, unless this student is able to demonstrate that such a negative recommendation regarding the continuation of studies has been withdrawn or annulled.
- 4 Enrolment must be finalised before 1 September of the relevant academic year.
- 5 Students cannot be enrolled with retroactive force. Furthermore, the approval from the academy director is needed to enrol after 1 September.

## Chapter 3 Prospective student with previous education abroad

### Article 3.1 Application

- 1 If the prospective student with previous education abroad wishes to apply as a student for the first year of an academic bachelor's programme, professional bachelor's programme or Associate degree programme, the student will be urgently advised to apply through Studielink by 1 May at the latest prior to the relevant academic year.
- 2 Under the group of prospective students with previous education abroad as referred to in section 1 also fall prospective students from Aruba, Bonaire, Curaçao, St. Eustatius, Saba or St. Maarten.
- 3 Contrary to the provisions of section 1, the prospective student with a non-EEA nationality for whom a study visa has to be applied *must* apply by 1 May at the latest.
- 4 Contrary to the provisions of section 1, programmes with a selection procedure apply different rules. These rules are included in [Selection procedures of bachelor's programmes](#). The deadlines included in this document apply to all prospective students, so including the prospective student with previous education abroad.
- 5 Contrary to the provisions of section 1, the prospective student who wants to apply for the Bachelor of Science Tourism is required to apply at Wageningen University. See for the procedure the website of Breda University of Applied Sciences ([www.buas.nl](http://www.buas.nl)). The other sections of this article do not apply to this prospective student.
- 6 After application within Studielink has been completed, the prospective student has to answer the questions in 'My online application' / Application module<sup>14</sup>, and upload the documents stated in section 7.
- 7 The prospective student is requested to upload several documents in 'My online application'. These documents are:
  - motivation letter<sup>15</sup>;
  - curriculum vitae;
  - copy of a valid passport or ID card;
  - if available, a copy of a valid residence permit or EU identity card;
  - A scan of a list of marks with mid-term results of the previous education or a scan of the obtained diplomas and lists of marks if the previous education has been completed successfully, with a translation if necessary<sup>16</sup>;
  - an overview of English test scores obtained (if applicable).
- 8 Prospective students themselves are responsible for completeness and readability of the documents submitted. FC&S Student Office has the right to decline any documents that are difficult to read.
- 9 If the prospective student applying for a degree programme has not yet been awarded the diploma or any required English test results at the time of submitting the application documents as referred to in article 3.1 section 7, the relevant documents may be submitted online at a later date, but no later than 31 August (or no later than 1 July for non-EEA students for whom a study visa has to be applied).
- 10 For the prospective student as stated in sections 1, 2 and 3 also the provisions with regard to study choice activities/matching apply as stated in articles 2.3.1 up to and including 2.3.3.

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<sup>14</sup> For more information about this application module, see the website of Breda University of Applied Sciences ([www.buas.nl](http://www.buas.nl)).

<sup>15</sup> If a study programme with a matching procedure is applied for (see appendix 1), no motivation letter needs to be submitted.

<sup>16</sup> A translation (English or Dutch) is required if these documents are drafted in a language other than Dutch, English, French or German.



- 11 For the prospective student who wants to apply for a master's programme the provisions in chapter 8 apply.

### **Article 3.2 Previous education**

- 1 The Executive Board grants exemption from the previous education requirements as referred to in article 2.4.1 to the student holding a degree issued in a country that has ratified the Convention Recognition of Qualifications concerning Higher Education, allowing admission to higher education in that country.
- 2 The Executive Board grants exemption from previous education requirements as referred to in article 2.4.1. to the student holding a certificate that has been issued in the Netherlands or another country that is at least equivalent to the degree as referred to in section 1 according to the Executive Board. FC&S Student Office takes this decision under the mandate of the Executive Board.
- 3 The prospective student does not need to take an English proficiency test to be allowed to attend an English-taught programme at Breda University of Applied Sciences if one of the following conditions are met:
- The prospective student, irrespective of their nationality, has completed a degree programme in one of the following countries, where the language of instruction was English (or according to the educational system of and accredited in): Australia, Canada (with the exception of Quebec), Ireland, New Zealand, the United Kingdom and the United States.
  - The prospective student, irrespective of nationality, has been awarded a diploma that is included on the list of diplomas compiled by Nuffic. One of the exam subjects was English (see appendix 5 for Nuffic's list of diplomas).
  - The prospective student satisfies the previous education requirements on the basis of an International Baccalaureate (IB) diploma, the Career-Related Certificate of the International Baccalaureate or the European Baccalaureate certificate (English 1 or 2)
- 4 The prospective student who does not meet one of the provisions as referred to in section 3 is required to have obtained the minimum score stated below for one of the following tests<sup>17</sup> in order to be allowed to attend an English-taught programme at Breda University of Applied Sciences:<sup>18</sup>
- IELTS Academic test  
The minimum score that must be obtained is:
    - total score 6.0
    - speaking 6.0
  - TOEFL iBT test  
The minimum score that must be obtained is:
    - internet-based (iBT) 80
    - speaking 20
  - Cambridge English Qualification results (B2 First, C1 Advanced, or C2 Proficiency).  
The minimum score that must be obtained is:
    - total score 169
    - speaking 169
  - Pearson PTE Academic test  
The minimum score that must be obtained is:
    - total score 61
    - speaking 61

<sup>17</sup> If due to circumstances the range of accepted tests are being expanded in the Code of Conduct for International Students in Higher Education, we will follow this temporary expansion.

<sup>18</sup> Only tests administered at a test location.

- LanguageCert Academic test
- The minimum score that must be obtained is:
- total score                      65
  - speaking                            65

**Article 3.3      Enrolment conditions**

- 1      The provisions concerning payment of tuition fees as referred to in chapter 4 are also applicable to the prospective student with previous education abroad.
- 2      The provisions of article 2.4.5 (except for the provisions in section 1) are also applicable to the prospective student with previous education abroad.

**Article 3.4      Additional requirements for non-EEA students**

- 1      In addition to the provisions of article 3.3, non-EEA students must possess:
  - proof of legitimate stay in the Netherlands with a right to study;
  - adequate health insurance and liability insurance.
- 2      In the event of study being the goal of staying in the Netherlands and Breda University of Applied Sciences acts as referee, proof of sufficient financial means (standard amounts for studying, also called living allowance) to be able to stay in the Netherlands in the relevant academic year needs to be presented. This standard amount is annually determined and can be found at [www.IND.nl](http://www.IND.nl).
- 3      A first-year student must pay the necessary standard amount to Breda University of Applied Sciences. Subsequently, this standard amount will be refunded by the institute. The non-EEA student also needs to present proof of sufficient financial means to the institute for enrolling for a following academic year.
- 4      Additionally, a non-EEA student has to meet the following study progress requirement: 50% of the maximum number of credits to be earned in the current year of study must be actually obtained every year. If this requirement is not met, Breda University of Applied Sciences must report this to IND and the student's residence permit will be withdrawn. Unless the student has a valid (excusable) reason. A student can rely on the same excusable reason once.
- 5      If Breda University of Applied Sciences refuses to act as referee as stated in section 2, the student cannot (re)enrol for a degree programme at BUAs.
- 6      If Breda University of Applied Sciences decides in imperative circumstances to discontinue acting as referee as stated in section 2, in the course of the academic year, the student must terminate enrolment via Studielink.

**Article 3.5      Admission assessment**

Article 7.29 WHW

The Executive Board of Breda University of Applied Sciences can decide to have the prospective student who has a certificate issued outside the Netherlands participate in an admission assessment also if the prospective student has not reached the age of 21. This also applies to special cases if the prospective student cannot submit any diploma.  
See also article 2.4.3.

## Chapter 4 Provisions concerning tuition fees

### Article 4.1 Tuition fees

- 1 The student is required to pay tuition fees for every academic year for which they are enrolled on a degree programme at Breda University of Applied Sciences. For more information see the [Tuition Fee Regulations](#).
- 2 The statutory tuition fee is determined annually by the Minister of Education, Culture and Science (OCW).
- 3 In the context of the distinctive feature 'Small-scale Intensive Education', Breda University of Applied Sciences has the right to ask for an increased statutory tuition fee for the degree programmes in Applied Data Science & Artificial Intelligence, Creative Business and Creative Media and Game Technologies. This increase per academic year is stated in the [Tuition Fee Regulations](#).
- 4 In the case of special circumstances, as referred to in article 7.51 section 2 WHW students can apply for dispensation of the increased part of the statutory tuition fee as referred to in section 3. A reasoned request for this dispensation can be submitted to the Executive Board.
- 5 The student who enrolls for a second degree programme before completing the first degree programme and obtaining a degree for this first degree programme keeps the right to pay statutory tuition fees for this second degree programme. This right will continue to exist after a degree has been awarded for the first degree programme if enrolment is not discontinued.
- 6 The institutional tuition fee amounts are based on the statutory tuition fee determined by the Ministry of OCW, combined with the amount of government grant per student. For more information see the [Tuition Fee Regulations](#).
- 7 Institutional tuition fee amounts are determined by the Executive Board of Breda University of Applied Sciences annually. These amounts may vary per degree programme or group of programmes or per group or groups of students and per programme variant. The amount of the institutional tuition fees is at least equal to the statutory tuition fee.
- 8 If the student who pays the institutional tuition fee meets the provisions pertaining to the statutory tuition fee during the academic year, this student is charged the statutory tuition fee as of that moment and any amount paid in excess will be refunded.
- 9 If the tuition fee is paid by a third party, the student needs to agree with it if they are of age.
- 10 The Executive Board can grant students a one-off exemption – on the grounds of article 7.47a WHW – from paying the statutory tuition fee for the period of one academic year. Information about this including the conditions for studying without paying tuition fees, is included in the [Regeling Profileringsfonds](#) (Profiling Fund Regulations).

### Article 4.2 Payment of tuition or examination fees

- 1 The tuition fees due can be settled in one of the following ways:
  - a Payment in one lump sum by continuous digital payment authorisation through Studielink;
  - b Payment by continuous digital payment authorisation on the basis of an instalment scheme (12 instalments) through Studielink. For this payment in instalments, an administrative fee is charged amounting to €24.

- c Payment in one lump sum through the bank (this option is only available to foreign students who do not have a Dutch bank account yet, and who come from a country that is not part of SEPA<sup>19</sup>).
- 2 The tuition fee due needs to be paid before 1 September. Or a direct debit mandate needs to have been given before 1 September. If the student does not meet this criterion, the right to enrol lapses for the relevant academic year.
  - 3 By continuous digital payment authorisation as referred to in section 1, the student permits Breda University of Applied Sciences to debit a certain amount from their bank account in one lump sum or in instalments. The payment authorisation given will continue to apply to future academic years. Payment data can be modified.
  - 4 Continuous digital payment authorisation needs to be arranged before 1 September. Breda University of Applied Sciences performs the first direct debit collection of the tuition fee in the last week of September.
  - 5 The tuition fee stated on the digital authorisation form in Studielink is subject to change. A correction could be made if it appears on closer inspection that the student falls under a different category than was previously assumed.
  - 6 In exceptional cases, at the academy director's request, the Executive Board may still decide - contrary to the provisions of section 2 - to enrol the student. In such a case, the student can be given a fine on top of the tuition fee due.
  - 7 The examination fees an extraneous student has to pay can only be settled by lump-sum payment. This lump-sum payment will have to be settled before enrolment commences.
  - 8 If a student has overdue payments, the provisions as referred to in the article concerning overdue payments (see article 4.5) are applicable. This student is denied access to IT and study facilities.
  - 9 In addition to section 2, the student will not be awarded a certificate of the examination passed as long as the tuition or examination fees due have not been settled yet. A transcript listing the exams passed is not provided either. The student involved can be declined participation in courses, use of facilities of the institute and access to its buildings.

#### **Article 4.3 Tuition Fee Payment Receipt**

If a student wants to attend another degree programme in Higher Education within the Netherlands, and the right to statutory tuition fees applies to both degree programmes, the student is exempted from the obligation to pay the tuition fee for the second (and, any following) enrolment. To show that the obligation to pay to Breda University of Applied Sciences has been met, a Tuition Fee Payment Receipt (TFPR) can be requested for that purpose. This application procedure is arranged via Studielink, unless all institutes involved have started to use the payment method Tuition Fee Payment Receipt in Studielink. More information about it can be found in Studielink.

#### **Article 4.4 Other contributions and costs**

- 1 Enrolment as a student does not depend on any other financial contribution apart from the tuition fee.
- 2 Contrary to section 1, the student that is a non-EEA national must present proof that he has sufficient financial means to be able to study at Breda University of Applied Sciences. See article 3.4.

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<sup>19</sup> SEPA= Single European Payments Area

- 3 Any costs for an institute stemming from legal obligations to provide education may not be passed on to the student.
- 4 Costs for educational facilities needed to participate in courses or examinations of the degree programme have to be paid by the student. These may concern, for example, books, materials (such as a laptop or calculator) and material for practicals. This also applies to the costs of facilities for the practical training company of the degree programmes in Hotel Management and Facility Management.
- 5 The amount of the contributions for excursions, introduction weeks, practical weeks and other costs for learning materials needs to be reasonably proportional to the costs incurred.
- 6 Prior to enrolment or re-enrolment, the academy gives an estimate of the amount of the payments due, as stated in sections 4 and 5. For an estimate of the extra study costs, see appendix 6.
- 7 In the event a student does not want (or is unable) to make a contribution as referred to in section 5 while there is an activity or provision that is a part of a mandatory course unit of the degree programme, the student is offered an alternative activity or provision that is free of charge.
- 8 To facilitate registration and payment of other contributions (pertaining to introduction week, study trips, practical training, etc.) Breda University of Applied Sciences has developed a central online registration portal: MORE ([more.buas.nl](http://more.buas.nl)). Through MORE, the student can arrange registration and payment of additional activities.

#### **Article 4.5 Overdue payments**

- 1 If a student does not effect payment of (parts of) tuition fees, this is a legal ground to terminate enrolment in accordance with the WHW. In this case, the student is denied access to and use of educational facilities of Breda University of Applied Sciences.
- 2 Article 4.6 is applicable to overdue payments in respect of tuition fees (see section 1) and/or costs of educational activities (as referred to in article 4.4). A student has overdue payments if amounts due are not paid in time or if money for which authorisation has been given cannot be debited from their account.
- 3 Article 4.6 is also applicable if overdue payments come to exist because the student reverses amounts that have already been collected.
- 4 A digital payment authorisation or a signature on a direct debit form may and has to be considered an obligation to pay.

#### **Article 4.6 Procedure regarding overdue payments<sup>20</sup>**

- 1 If direct debit cannot be collected, or the instruction to pay is reversed by the bank (owing to insufficient balance), the student is reminded of paying the amount due within two weeks after the direct debit order. The student receives a reminder by e-mail at the e-mail address registered in Studielink. If the account holder themselves manually reverses payment, access to the IT facilities mentioned in section 3 will be denied without any delay.
- 2 Further to the reminder the student is given an opportunity to settle the amount due within 14 days without any additional charges. The student is also informed of the sanctions if payment is not made.

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<sup>20</sup> For the most recent procedure, see the [Regeling Achterstallige Betalingen](#) (Regulations Pertaining to Overdue Payments) on the website of Breda University of Applied Sciences.

- 3 If the student fails to comply and the amount due is not paid within two weeks, a demand for payment is sent in which the student is formally given notice of default. If the amount due concerns tuition fees, access to education (including examinations or final exams) and other facilities (among other things, access to IT facilities) will be denied. Further to this demand for payment, the student is given time for max one week after date of the demand for payment to finally pay the amount due. For this demand of payment an administrative fee of €24 is charged.
- 4 If the student involved is still in default **one week** after this first demand for payment, the claim is forwarded to a collection agency, resulting in the amount due being raised by extrajudicial collection charges laid down by law. The amount of the collection charge is determined by law and depends on the level of the amount due.
- 5 After the claim has been forwarded to a collection agency, it will have to be paid there. If, within one week after being notified about the claim having been forwarded to a collection agency, the financial obligation has not been settled and/or no payment arrangement has been made, enrolment will be terminated at the end of the current month if the amount due concerns the tuition fee. A confirmation letter of termination will be sent to the postal address registered via Studielink. The claim that Breda University of Applied Sciences has at that moment will not cease to exist and remain demandable. If a student de-enrols with effect from 30 June, the collection instalments of July and August still need to be paid in connection with the fact that there is no right to a refund.
- 6 A student whose enrolment has been terminated during the academic year on account of provisions in this article will not be allowed to re-enrol until the following academic year. A precondition for this re-enrolment, apart from the regular enrolment requirements, is that all outstanding debts, plus any costs incurred, must be paid first.
- 7 If there are any reasons to re-enrol the student as referred to in section 6 during the relevant academic year, permission will be required from the academy director concerned. For the tuition fee due for re-enrolment, it is impossible to use a direct debit mandate; the full amount must be paid before enrolment is finalised.

#### **Article 4.7 Lowering, exemption from and refund of tuition fees**

- 1 If a student has enrolled during the academic year after the express approval of the academy director, a part of tuition fees is due. This part amounts to one twelfth part for every month of the rest of the academic year to which enrolment applies. The total amount that is due for this enrolment cannot be paid through a direct debit mandate. The amount must be paid before enrolment is finalised.
- 2 If student enrolment is terminated during the academic year on account of article 11.2 or 11.3 of these regulations, the student has the right to a refund of the proportional part of the tuition fee. This refund equals one twelfth (1/12) of tuition fees for every month remaining in the year.
- 3 Contrary to the provisions in section 2, the student has no right to a refund if:
  - a enrolment is terminated with effect from June, July or August, or
  - b the student is also enrolled on another degree programme of Breda University of Applied Sciences, or
  - c Breda University of Applied Sciences has issued a tuition fee payment receipt and the student has not yet submitted the original tuition fee payment receipt to Breda University of Applied Sciences, or
  - d the student is enrolled on the post-initial master's programme Master Imagineering of Breda University of Applied Sciences, or
  - e the student is enrolled for the master's programme Master Sustainable Outdoor Hospitality Management at Breda University of Applied Sciences. There is an exception to this rule. For more information, please consult the [Tuition Fee Regulations](#).

- 4 If the student passes away during the academic year, one twelfth of tuition fees will be paid after the student's death as a lump sum for every following month of the academic year.
- 5 If the student who is enrolled on a degree programme in Higher Education for which statutory tuition fees are due wants to enrol in another degree programme within Higher Education for which they meet the provisions for statutory tuition fees, they do not have to pay any tuition fee for the other degree programme(s), unless the tuition fee for the second programme is higher than for the first. In the latter case, the student needs to pay the difference to the institution at which they attend the other degree programme. See article 4.3 as well.
- 6 If a student is enrolled at Breda University of Applied Sciences, the Executive Board can exempt this student from paying the statutory tuition fee for the period of max one academic year if the student:
  - is a full-time board member of a student association of considerable size (comparable to LSVb or ISO) with full legal capacity or of the BUAs participation council or
  - carries out activities (full-time) in the administrative or social field that are in the interest of (education of) the institute according to the Executive Board.During this period, the student is not permitted to attend any classes or participate in examinations or final exams. Besides, membership and activities may not be commercial by nature. More information can be found in the [Profiling Fund Regulations](#).
- 7 If the tuition fee is paid in instalments, they are only refunded if the eventual amount due is lower than the amount already paid. In this case, the difference between these two amounts is refunded.
- 8 If a student is enrolled on two bachelor's programmes or two master's programmes (parallel studies) for which they have a right to pay statutory tuition fees, this student will keep the right to enrol at the statutory tuition fee for any further enrolments, also in the event that they are awarded a degree for one of these programmes. This is only applicable if enrolment is not discontinued.
- 9 The student who has a first enrolment at a different institute from Breda University of Applied Sciences for which they need to pay the institutional tuition fee needs to pay the full tuition fee in the event of a second parallel enrolment at Breda University of Applied Sciences as is determined for the chosen degree programme.<sup>21</sup>

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<sup>21</sup> Contrary to the provisions of section 9, the student is granted full or partial exemption from paying the institutional tuition fee for the second enrolment if both the first and second enrolments take place at Breda University of Applied Sciences. The student owes the higher amount of the two institutional tuition fees for these enrolments.

## Chapter 5            Application for a higher year / lateral entry<sup>22</sup>

### **Article 5.1        Lateral entry from a different programme of Breda University of Applied Sciences (internal switchers)**

- 1        The student that has passed the propaedeutic phase at Breda University of Applied Sciences, or has obtained at least 60 ECTS credits in an academic bachelor's programme or Associate degree programme at Breda University of Applied Sciences can be admitted to the main phase of a professional degree programme (or year 1 of an academic bachelor's programme) of Breda University of Applied Sciences falling under the same CROHO domain. The academy director is authorised to set additional requirements.
- 2        In addition to the provisions of section 1 a student can be conditionally admitted to the main phase of a degree programme while the propaedeutic phase of the previous programme has not been fully completed. However, the student must have received positive study recommendation. Furthermore, the academy director of the new programme must give a student permission to enrol for the main phase of the new programme.  
In all cases, the academy director of the new degree programme determines whether the propaedeutic phase must be completed of the original programme or the new one.
- 3        Article 5.2 (with the exception of section 1) is also applicable.

### **Article 5.2        Lateral entry of a student with a propaedeutic diploma obtained elsewhere (external switchers)**

- 1        Prospective students who passed their first year within higher education (at home or abroad), or obtained at least 60 credits in an academic bachelor's programme (at home or abroad) can be admitted to the main phase of a professional bachelor's programme (or the first year of an academic bachelor's degree programme) of Breda University of Applied Sciences falling under the same CROHO domain. The academy director is authorised to set additional requirements.
- 2        The prospective student who is admitted to the main phase of a professional bachelor's programme or the first year of an academic bachelor's programme on the basis of the provision of section 1 attends, in principle, the full main phase curriculum (or years 2 and 3 of an academic bachelor's programme). Individual exemptions are possible (See the TER of the relevant programme). Moreover, it is possible that fixed course units of the degree programme are exempted on the basis of overlap with foreign institutions.
- 3        The prospective student with a propaedeutic diploma from a degree programme in the CELTH domain (Leisure, Tourism or Hospitality) is directly admissible to the main phase of the Leisure & Events Management programme.
- 4        The prospective student with an Associate degree in Logistics can directly be admitted to the main phase of the Logistics Management or Logistics Engineering programme. The prospective student with an Associate degree in Built Environment can directly be admitted to the main phase of the Built Environment programme.
- 5        In addition to the provisions of section 1, the additional requirements for the Leisure & Events Management programme consist of participating in the progress test, and as far as the international tracks are concerned, having a demonstrable command of the English language on B2/C1 level.
- 6        The prospective student needs to apply for a higher year through Studielink.

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<sup>22</sup> It may be decided per study programme not to allow any lateral entrants (with the exception of students discontinuing enrolment).



- 7 Contrary to the provisions of the above sections, the prospective student whose previous education as referred to in section 1 is not in the same CROHO domain as the new programme needs to obtain the propaedeutic diploma of this new degree programme (or year 1 in the case of an academic bachelor's programme). To this purpose, the board of examiners may grant individual exemptions. The provisions of chapter 2 or 3 apply to this prospective student (this student is considered to take lateral entry in the first year).
- 8 Only applications that have been requested through Studielink before 1 September of the relevant academic year are dealt with.
- 9 The enrolment with Breda University of Applied Sciences must be finalised before 1 September of the relevant academic year.
- 10 Enrolment cannot come into effect with retroactive force. In addition, explicit permission must be obtained from the academy director to enrol after 1 September.
- 11 The provisions concerning payment of the tuition fee as referred to in chapter 4 are also applicable.

### **Article 5.3 Other lateral entrants**

- 1 On the basis of agreements that Breda University of Applied Sciences has reached with foreign institutions of higher education, a prospective student who has obtained at least 180 credits can be admitted to the fourth year of study of a professional bachelor's programme. Those students attend the curriculum of the fourth year consisting of 60 credits. The academy director decides on admission. The inbound double degree student is also considered 'lateral entrant'.
- 2 The prospective student needs to apply for being admitted to a higher year through Studielink.
- 3 Only applications that have been submitted via Studielink before 1 September of the relevant academic year are dealt with.
- 4 Enrolment cannot come into effect with retroactive force.
- 5 Enrolment needs to be finalised before 1 September of the relevant academic year.
- 6 The provisions concerning payment of tuition fees as referred to in chapter 4 are also applicable.

### **Article 5.4 Enrolment on a minor at Breda University of Applied Sciences**

- 1 It is possible for a student who has a first enrolment with another university of applied sciences or university to attend a minor at Breda University of Applied Sciences through a second enrolment. This student needs to meet the admission requirements of the degree programme that delivers this minor and the specific requirements, if any, set by the minor programme.
- 2 The student downloads a study contract via [www.kiesopmaat.nl](http://www.kiesopmaat.nl). This study contract must be signed by the student and by the board of examiners of the student's own educational institute. The signed version must be emailed to [minordesk@buas.nl](mailto:minordesk@buas.nl), along with the student's propaedeutic certificate, list of marks, ID card and proof of enrolment. The student also needs to upload a Tuition Fee Payment Receipt to *My Online Application*.
- 3 The second enrolment as referred to in section 1 does not give entitlement to any right to participate in a minor programme. The relevant department may impose enrolment restrictions (such as a maximum number of participants).

## **Chapter 6 Internal transfer during the academic year from existing enrolment (internal switchers)**

### **Article 6.1 Internal transfer to another degree programme**

- 1 If a student is enrolled on a degree programme at Breda University of Applied Sciences and is of the opinion that a different CROHO programme fits them better (or this is what they are urgently advised), they will be offered the possibility to transfer to another degree programme until 30 September.
- 2 The academy director of the new programme needs to approve of the transfer as referred to in section 1. This approval must also be reported in writing to Registration & Compliance (part of Student Office, FC&S).
- 3 The transfer to a different CROHO programme is only possible if all requirements that apply to enrolment in the new programme are met.
- 4 If a higher tuition fee applies to the new degree programme, the difference (an additional amount) needs to be paid in proportion. If a lower tuition fee applies to the new degree programme, the student can submit a request for a refund of the amount paid in excess.
- 5 For the internal transfer, the procedure that applies within the new academy needs to be adhered to.

### **Article 6.2 Internal transfer to another programme variant**

- 1 If a student is enrolled on a degree programme at Breda University of Applied Sciences and thinks that a different programme variant within the degree programme which the student is enrolled on would fit them better (or this is what they are seriously advised), they will be offered the possibility to transfer to another programme variant up to and including 30 September.
- 2 Transferring to another programme as referred to in section 1 requires the approval of the programme coordinator of the new programme variant. Written notification of this approval needs to be given to Registration & Compliance (part of Student Office, FC&S).
- 3 Contrary to the provisions of section 1 the student attending the propaedeutic phase of Tourism Management is allowed to transfer during the first term (or in other words, before the start of term two).
- 4 In addition to the provisions of section 1, students attending the Leisure & Events Management programme have a second opportunity to switch between both programmes without the intervention of the board of examiners. This second opportunity is in the period between semesters 1 and 2 (or between semesters 3 and 4). In this case, the student has to resit any insufficient tests from semester 1 (or semester 3) in the language of instruction of the original degree programme.
- 5 Information on transferring to another programme variant within the Applied Data Science & Artificial Intelligence, Creative Business and Creative Media and Game Technologies programmes is described in the TER of the relevant programme.
- 6 A student who is enrolled on a programme of the Academy for Built Environment & Logistics and wants to transfer, in the main phase, to a different degree programme within the same domain (or a different degree programme within the Logistics domain or to a different degree programme within the Built Environment domain) will have to submit a request to this effect to the board of examiners. After approval, the board of examiners will determine a plan of study for this student.

## Chapter 7 Discontinuation of studies (re-entry of students)

- 1 Enrolment of a student is considered discontinued if this student is not enrolled on 1 October once (or several times).
- 2 The person who has discontinued enrolment at Breda University of Applied Sciences as a student and wants to re-enrol for the same degree programme needs to apply for a higher year via Studielink (in Studielink, choose 'Higher Year' of the 'Start as' options field). If in doubt, students are advised to seek advice from the student counsellor of the department.
- 3 If a student discontinues enrolment on a degree programme, the board of examiners of the department may oblige a student to sit a supplementary or substitute examination with regard to an examination already passed before a student is admitted to sit the final bachelor's exam<sup>23</sup>. This provision can only be applied if the curriculum has been changed or if knowledge and abilities have demonstrably become outdated.
- 4 The student is re-enrolled only if a negative recommendation regarding the continuation of studies has not been received at an earlier date and/or if they can demonstrate that such a negative recommendation regarding continuation of studies has been withdrawn or annulled.
- 5 If the student who wants to re-enter has previously received a negative binding recommendation regarding continuation of studies for the same degree programme, they are urgently advised to seek advice from the student counsellor of the relevant department. The procedure to be followed by the various departments may vary.
- 6 Only applications that have been submitted through Studielink before 1 September of the relevant academic year are dealt with by Breda University of Applied Sciences.
- 7 All enrolment requirements must have been met before 1 September of the relevant academic year to enable enrolment.
- 8 Enrolment must be finalised before 1 September of the relevant academic year.
- 9 Enrolment cannot come into effect with retroactive force. Furthermore, explicit permission needs to be obtained from the academy director to enrol after 1 September.
- 10 The provisions concerning payment of tuition fees (chapter 4) are also applicable.

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<sup>23</sup> See also the article in the TER related to the term of validity of (interim) examinations.

## Chapter 8 Application for and enrolment on a master's programme

### Article 8.1 Master's programmes

#### 8.1.1 Government-funded master's programmes

- 1 Breda University of Applied Sciences offers six government-funded master's programmes. Five of these are professional master's programmes: Master Game Technology, Master Media Innovation, Master Tourism Destination Management, International Supply Chain Management, Master Strategic Events Management, and Master Sustainable Outdoor Hospitality Management. The sixth is an academic master's programme, Master in Leisure and Tourism Studies.
- 2 If the relevant requirements are met, the student needs to pay the statutory tuition fee for enrolment in these programmes. For more information see the [Tuition Fee Regulations](#).
- 3 The student is enrolled for an academic year. If the programme has not been completed within the year, the student involved needs to re-enrol and pay the tuition fees again pertaining to that enrolment (See chapter 9).
- 4 See chapter 4 for all other provisions concerning tuition fees.

#### 8.1.2 Non-government-funded master's programmes

- 1 Breda University of Applied Sciences offers one non-government-funded professional master's programme: Master Imagineering, Master in Business Innovation from the Experience Perspective. This master's programme is also labelled non-government-funded master's programme.
- 2 Institutional tuition fees are applicable for enrolling in such a degree programme as a student. See the [Tuition Fee Regulations](#) for the amount due.
- 3 Enrolment applies to the entire degree programme. If a longer period than one academic year is needed, the student needs to re-enrol via Studielink<sup>24</sup> for the next academic year. No additional tuition fee is due for that purpose. However, a fee is charged to extend the enrolment, see sections 4 and 5.
- 4 Enrolment for a non-government-funded master's programme includes two rounds of exams (opportunities to sit the final exam). If the student still has not completed the programme after participating in these two exam rounds, a request for extension of enrolment can be submitted.
- 5 The extension of studies as referred to in section 4 needs to be applied for with the management team of the programme. Each extension comprises at least one extra graduation opportunity. Fees are charged to extend studies. For that purpose, see also the [Tuition Fee Regulations](#).

### Article 8.2 Application for a master's programme

- 1 If the prospective student wants to apply for a master's programme at Breda University of Applied Sciences for the first time, they have to apply via Studielink, and continue the

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<sup>24</sup> Students can only enrol through Studielink per academic year. They will need to re-enrol through Studielink if they wish to enrol for a following academic year.

- application via *My Online Application* (application module of Breda University of Applied Sciences).
- 2 The prospective student of a master's programme is advised to apply as soon as possible (preferably before 1 June) but at any rate no later than 15 August.
  - 3 For the following three master's programmes, a maximum number of students has been determined<sup>25</sup>:
    - Master Game Technology
    - Master Strategic Events Management
    - Master International Supply Chain Management
  - 4 Contrary to the provision of section 2 a prospective student with a non-EEA nationality for whom a study visa has to be applied is obliged to apply no later than 1 June. This category of student can only be enrolled for a full-time programme.
  - 5 Requests for application that are received after 15 August are not dealt with by Breda University of Applied Sciences.
  - 6 After application within Studielink has been completed, the prospective student receives an e-mail containing information about follow-up steps and a link to *My Online Application*.
  - 7 Within *My Online Application* the prospective student is requested to upload the following documents:
    - letter of motivation;
    - curriculum vitae;
    - copy of a valid passport or identity card;
    - if available, a copy of a valid residence permit or EU identity card;
    - scan with a list of marks with mid-term results of the previous education or a scan of the obtained diplomas and lists of marks if the previous education has been completed with a translation if any<sup>26</sup>;
    - overview of English test scores obtained (if applicable);
    - depending on the master's programme, an intake assessment / project proposal / reference request. Further details on this can be found under the selection procedure per degree programme.
  - 8 Prospective student themselves are responsible for completeness and readability of the documents submitted. FC&S Student Office has a right to decline any documents that are difficult to read.
  - 9 If the prospective student - at the moment of submitting the application documents as stated in article 8.2 section 7 - had not obtained the required diploma or the required English proficiency test results, if any, these may be submitted online at a later date, but no later than 31 August (or no later than 1 July if it concerns non-EEA students).
  - 10 After successful completion of the application process via *My Online Application*, as referred to in section 7, the prospective student will be brought into contact with the academy responsible for the master's programme concerned for the purpose of taking part in the admission procedure (see [Admission procedures of master's programmes](#)).

## **Article 8.3 Previous education requirements of master's programmes**

### **8.3.1 General**

- 1 The prospective student must have a (professional or academic) bachelor's degree within the CROHO sector of the master's programme.

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<sup>25</sup> As soon as the maximum number of students has been determined, this information will be published on the website of BUAs.

<sup>26</sup> A translation (English or Dutch) is required if these documents are drafted in a language other than Dutch, English, French or German.

- 2 In the case of the academic Master Leisure and Tourism Studies the prospective student must have an academic bachelor's degree within the CROHO domain of the master's programme.
- 3 Any additional provisions to section 1 or 2 are mentioned in article 8.3.2 up to and including article 8.3.8.

### **8.3.2 Previous education requirements of Master of Science Leisure and Tourism Studies**

- 1 The academic bachelor's programmes as referred to in section 8.3.1 section 2 are:
  - Bachelor of International Leisure Sciences<sup>27</sup>;
  - Bachelor of Science Tourism<sup>28</sup>;
  - A related academic bachelor's programme completed at another university (e.g. Sociology, Economics, Psychology, Organisational Studies, Management or Marketing).
- 2 In addition to the bachelor's programmes mentioned in section 1, the following pre-master's programmes may also qualify as suitable previous education:
  - Leisure and Tourism Studies<sup>29</sup>;
  - Strategic Business Management<sup>30</sup>.
- 3 Apart from a successfully completed pre-master's programme, the following additional condition applies to pre-master's students to transfer to the Master LTS:
  - The pre-master's programme must be completed within two years (barring personal circumstances)

If this situation occurs, the programme coordinator eventually decides whether or not the pre-master's student is admissible to the Master LTS.

### **8.3.3 Previous education requirements of Master Media Innovation**

The Master Media Innovation has a preference for the prospective student who has obtained a bachelor's degree in the field of Business, IT, Media or Communication or a media-related degree programme.

### **8.3.4 Previous education requirements of Master Game Technology**

Master Game Technology links up with the bachelor's programme CMGT which is offered by Breda University of Applied Sciences. Entry requirements for all other prospective students consist of a completed bachelor's programme in the field of IT (area of specialisation Programming) or Graphic Design (area of specialisation Visual Arts).

### **8.3.5 Previous education requirements of Master Tourism Destination Management**

- 1 The prospective student is required to hold a bachelor's degree, preferably one in the domain of Tourism, Hotel Management, International Business or Economics. The prospective student must also meet the following criteria:
  - having specific knowledge in the field of tourism destination development;
  - having sufficient knowledge of intercultural studies;
  - having demonstrable research skills at bachelor's level (research methods and techniques, abstract and critical thinking);
  - having gained relevant international (work) experience;
  - having a well-founded motivation for 'destination management';
  - having acquired demonstrable English language skills.

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<sup>27</sup> This bachelor's programme is registered in CROHO as Vrijetijdwetenschappen and is offered by Breda University of Applied Sciences.

<sup>28</sup> Double degree programme of Breda University of Applied Sciences and Wageningen University.

<sup>29</sup> Study programme offered by Breda University of Applied Sciences.

<sup>30</sup> Study programme offered by Breda University of Applied Sciences.

- 2 The student holding a bachelor's degree in a different domain from the above can be admitted if they - in addition to the above-mentioned criteria - meet the criterion of having sufficient knowledge of financial management.

### **8.3.6 Previous education requirements of Master Imagineering**

The prospective student holding a bachelor's degree can be directly admitted, preferably the student meeting the previous education requirements within the domains of Tourism, Leisure & Events Management, Hotel Management, Media and Entertainment Management, Marketing, Retail Marketing, Human Resource Management or Communication.

The prospective student who does not hold a bachelor's degree and wants to be admitted to this master's programme is advised to consult the [TER](#) of this master's programme.

### **8.3.7 Previous education requirements of Master Strategic Events Management**

- 1 The prospective student is required to hold a bachelor's degree, preferably one in the domain of Leisure, Events, Sport, Tourism, Hotel Management, Facility, Culture, International Business or Economics. The prospective student must also meet the following criteria:
  - having specific knowledge of the events industry;
  - having relevant (work) experience;
  - having a job or traineeship in the field of events for 2 to 3 days a week;
  - having demonstrable research skills at bachelor's level (research methods and techniques, abstract and critical thinking);
  - having a well-founded motivation for 'events management';
  - having acquired demonstrable English language skills.
- 2 The student holding a bachelor's degree in a different domain from the above can be admitted if this prospective student demonstrably meets the following criteria in addition to the above-mentioned criteria:
  - having sufficient knowledge of financial management;
  - having specific knowledge of leisure/events.

### **8.3.8 Previous education requirements of Master International Supply Chain Management**

The bachelor's programmes as referred to in article 8.3.1 section 1 are:

- Logistics Management;
- Logistics Engineering;
- A bachelor's programme in Management or Business Administration with an emphasis on logistics (for example during the graduation project) or a logistics minor attended during this bachelor's programme.

A prospective student holding a bachelor's degree in a different domain from the above may be admitted as well, depending on the share of logistics/supply chain in previous education. The prospective student can be asked to do additional courses in the field of logistics and/or supply chain management to be admitted.

## **Article 8.4 Previous education requirements of pre-master's programmes**

- 1 To be admitted to the pre-master's programme Leisure and Tourism Studies, the prospective student needs to hold a bachelor's degree, preferably one in the field of Leisure or Tourism. Upon completing this pre-master's programme, the student also has to meet the provisions as referred to in article 8.3.2 section 3 for transferring to the master's programme.
- 2 To be admitted to the pre-master's programme Strategic Business Management and Marketing, the prospective student needs to have successfully completed at least the first three years of a professional bachelor's programme (management-related). Furthermore,

students from the accelerated or short track can apply if they have successfully completed the entire curriculum (with the exception of the graduation year).

#### **Article 8.5 Comparable previous education requirements**

- 1 The Executive Board can determine that a prospective student with a diploma that does not meet the requirements as referred to in article 8.3 will be enrolled on the condition that requirements that are comparable as regards content<sup>31</sup> are met as it appears from an assessment in the form of an established Previously Acquired Competences (EVC) track<sup>32</sup>. These requirements relate to knowledge, insight and skills that may have been acquired by the end of a bachelor's programme.
- 2
- 3 The Executive Board grants exemption from the previous education requirements as referred to in article 8.3 to the holder of a diploma obtained in the Netherlands or abroad that is at least comparable to the previous education requirements as referred to in article 8.3. FC&S Student Office takes this decision under the mandate of the Executive Board.
- 4 The requirement that is included in article 8.6 applies to the prospective student who is admitted on the basis of the provisions of section 1 or section 2 of this article.

#### **Article 8.6 Prospective students with previous education completed in a non-Dutch educational system attending English-taught programmes**

- 1 The prospective student does not need to sit an English language test to be admitted to an English-taught master's programme at Breda University of Applied Sciences if one of the following requirements are met:
  - the prospective student, irrespective of their nationality, has completed a degree programme in one of the following countries, where the language of instruction was English: Australia, Canada (with the exception of Quebec), Ireland, New Zealand, the United Kingdom and the United States of America.
  - the prospective student - irrespective of their nationality - has obtained a diploma that is included on Nuffic's list of diplomas and one of their exam subjects was English (see appendix 5 for this list of diplomas).
  - the prospective student satisfies the previous education requirements on the basis of a regionally accredited US Highschool diploma, an International Baccalaureate (IB) diploma, GCE A(S) level certificates issued by AQA, Pearson, OCR or Cambridge or the European Baccalaureate certificate (English Language 1 or 2).
- 2 The prospective student that does not meet the requirements as referred to in section 1 needs to have obtained the attendant minimum score for one of the following tests to be admitted to an English-taught master's programme at Breda University of Applied Sciences:<sup>33</sup>

##### IELTS Academic test

The minimum score that needs to be obtained is:

- |               |     |
|---------------|-----|
| - total score | 6.0 |
| - speaking    | 6.0 |

##### TOEFL iBT test

The minimum score that needs to be obtained is:

- |                        |    |
|------------------------|----|
| - internet-based (iBT) | 80 |
| - speaking             | 20 |

##### Cambridge English Qualification results (B2 First, C1 Advanced or C2 Proficiency).

The minimum score that must be obtained is:

- |               |     |
|---------------|-----|
| - total score | 169 |
| - speaking    | 169 |

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<sup>31</sup> Another option is the request for admission for prospective students without a bachelor's degree for the Master Imagineering as stated in the TER.

<sup>32</sup> There is currently an established Previously Acquired Competences (EVC) track in place for the part-time Master MMI.

<sup>33</sup> Only tests administered at a test location.



#### Pearson PTE Academic test

The minimum score that must be obtained is:

- total score 61
- speaking 61

#### LanguageCert Academic test

The minimum score that must be obtained is:

- total score 65
- speaking 65

- 3 Contrary to the provisions in section 2, the following minimum scores apply to the prospective student who opts for the pre-master's programme and the Master of Science Leisure and Tourism Studies:

#### IELTS Academic test

The minimum score that needs to be obtained is:

- total score 6.5
- speaking skills 6.0
- reading skills 6.0
- writing skills 6.0
- listening skills 6.0

#### TOEFL iBT test

The minimum score that needs to be obtained is:

- internet-based test (iBT) 90
- speaking skills 20
- reading skills 20
- writing skills 20
- listening skills 20

#### Cambridge English Qualification results (B2 First, C1 Advanced or C2 Proficiency).

The minimum score that needs to be obtained is:

- total score 180
- speaking 169

#### Pearson PTE Academic test<sup>34</sup>

The minimum score that needs to be obtained is:

- total score 61
- speaking 61

#### LanguageCert Academic test<sup>34</sup>

The minimum score that needs to be obtained is:

- total score 65
- speaking 65

### **Article 8.7 Enrolment**

- 1 Enrolment must have been finalised before 1 September of the relevant academic year.
- 2 Enrolment cannot come into effect with retroactive force. Furthermore, explicit permission must be obtained from the academy director to enrol after 1 September.

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<sup>34</sup> The minimum scores for this test are the minimum scores for a professional master's programme. The minimum scores for an academic master's programme and an academic pre-master's programme are higher. As soon as the latter minimum scores are known, they will be communicated on the BUAs website.

## Chapter 9 Re-enrolment

- 1 Every student needs to re-enrol for their degree programme through Studielink annually. The student is informed through Studielink when the possibility to enrol has been opened by Breda University of Applied Sciences. Furthermore, FC&S Student Office will inform students about this through other media.
- 2 If the student wants to enrol on a different programme from the one they were enrolled on in the previous year, the provisions as referred to in chapter 5 apply. This type of student is also referred to as a switcher.
- 3 Re-enrolment is only possible if no negative binding recommendation regarding the continuation of studies has been received for the relevant programme.
- 4 Contrary to section 3, it is possible to re-enrol if the student can demonstrate that such a negative binding recommendation regarding the continuation of studies has been withdrawn or annulled.
- 5 Only requests for re-enrolment that have been made before 1 September are dealt with.
- 6 Enrolment cannot come into effect with retroactive force.
- 7 Enrolment needs to have been completed before 1 September of the relevant academic year. If this requirement has not been met, the student's network account is blocked and they are denied access to facilities of the institute.
- 8 Contrary to the provision in section 7 this date can be deviated from with the express approval of the academy director. The student is advised to seek advice from the student counsellor of the department about this matter. The provision in article 4.7 section 1 applies to this student.
- 9 The provisions concerning payment of tuition fees as referred to in chapter 4 are also applicable.

## **Chapter 10      Application and enrolment as an extraneus**

WHW article 7.36

A person who wants to enrol as an extraneus for a degree programme of Breda University of Applied Sciences needs to ask for the academy director's approval of the academy of which the degree programme is a part. Enrolment as an extraneus only gives a student the right to sit interim examinations and final exams of the degree programme.

An extraneus pays examination fees. The amount of these examination fees is determined by the Executive Board. The examination fee needs to be paid as a lump sum prior to enrolment. An extraneus student has no right to a refund of (parts of) the examination fee.

## Chapter 11      Rejection, cancellation and termination of enrolment

### Article 11.1      Cancellation of enrolment before start of academic year

- 1      Those students enrolled on a degree programme of Breda University of Applied Sciences can cancel their enrolment until 1 September of the relevant academic year.
- 2      A request to that purpose needs to be submitted through Studielink before 1 September.
- 3      When a student cancels their enrolment as is referred to in the sections above, they do not need to pay (part of) the tuition fee due.

### Article 11.2      Termination of enrolment at the student's request (during the academic year)

- 1      A student who wants to terminate enrolment on a degree programme needs to file a request to that purpose through Studielink.
- 2      After filing this request, the student is requested to react to some questions. Breda University of Applied Sciences will use the answers to these questions to improve the quality of education.
- 3      The Executive Board terminates enrolment as a student with effect of the month as indicated in the request as referred to in section 1 provided that enrolment cannot be terminated at an earlier time than the month following the month in which the request was received.
- 4      In the event that a student has passed the examination, enrolment is not automatically terminated. If this student wants to terminate enrolment, the provisions in section 1 and section 3 of this article are applicable.
- 5      The student is responsible at all times for terminating their student grant if they have any, and timely terminating the Student Travel Product<sup>35</sup> on their *Studenten OV Chipkaart*.
- 6      After submitting a request to terminate their studies, the student can no longer change the month in which termination of enrolment actually takes effect.
- 7      Breda University of Applied Sciences informs the person involved, Studielink and DUO about the termination of enrolment.
- 8      If a Tuition Fee Payment Receipt has been given by Breda University of Applied Sciences, enrolment will not be terminated until - in the case of a hard copy of the TFPR - this original TFPR is submitted to Breda University of Applied Sciences.
- 9      To terminate enrolment the provisions as referred to in article 4.7 section 2 and section 3 are applicable.

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<sup>35</sup> For travelling to and from the university/university town the student can file a request for a travel product to DUO. This travel product needs to be uploaded onto the personal *OV-chipkaart*.

### **Article 11.3 Rejection, cancellation and termination of enrolment by order of the Executive Board**

- 1 The Executive Board rejects enrolment if the requirements and conditions included in these regulations are not met.
- 2 The Executive Board may reject or withdraw enrolment if there is a well-founded fear that the person involved will misuse their enrolment and the rights pertaining to it by seriously damaging the true character of Breda University of Applied Sciences.
- 3 The Executive Board can terminate or reject enrolment in a degree programme if the student has proved – by their actions or statements – to be unsuitable for carrying out one or more professions for which they are trained, and/or practical training to prepare for carrying out these professions. Such a decision can also be made on the basis of well-founded advice given by the board of examiners.
- 4 The Executive Board terminates enrolment as from the first month following the month in which one of the following circumstances has occurred:
  - a binding rejection (WHW article 7.8b paragraph 3);
  - serious fraud. The Executive Board will terminate enrolment after the board of examiners has made a proposal for this purpose (WHW article 7.12b paragraph 2);
  - not respecting the principles and aims of the institution, provided that students have an opportunity to attend the degree programme at another institution (WHW article 7.37 paragraphs 5 and 6);
  - serious recommendation given after carefully weighing the interests of all those concerned by a board of examiners and/or student counsellor, from which it appears that a student has shown, by their behaviour or statements, that they are unsuitable for carrying out one or more professions they were trained for during the degree programme they attended (WHW article 7.42a);
  - violation of the institute's internal rules and disciplinary measures (WHW article 7.57h);
  - not meeting his payment obligations (article 7.42, paragraphs 2 and 5 of the WHW).
- 5 The Executive Board rejects enrolment if (part of) tuition fees due for one or several past academic years have not been paid.
- 6 The Executive Board immediately withdraws enrolment if it appears that it has taken place on the basis of facts that do not meet the requirements as referred to in chapter 2 or chapter 3.

## Chapter 12      Legal Protection

### Article 12.1      General

- 1      Breda University of Applied Sciences has a clear and accessible facility, the Complaints Service Point. This digital service point can be accessed via the SelfServiceDesk. Persons concerned can submit complaints, appeals or objections to this Service Point online.
- 2      By persons concerned as referred to in section 1 of this article, we mean staff members, students, prospective students, former students, extraneous students, prospective extraneous students and former extraneous students.
- 3      If the digital Complaints Service Point offers insufficient information or in the case of a general question regarding the legal protection of students, staff members or prospective students, it is also possible to send an e-mail to [ComplaintsServicePoint@buas.nl](mailto:ComplaintsServicePoint@buas.nl).

### Article 12.2      Complaint

- 1      The time frame for submitting a complaint is one year, from the moment when the behaviour to which the complaint relates occurred. The date of receipt of the complaint will be decisive to determine if the complaint has been received in time.
- 2      After the person concerned as referred to in article 12.1 section 2 has submitted the complaint to the Complaints Service Point, a confirmation of receipt will be sent to the complainant and the complaint will be forwarded to the responsible (academy) director concerned or in the case of unwanted conduct, to a confidential counsellor.
- 3      Complaints will be dealt with within six weeks after receipt.
- 4      Breda University of Applied Sciences will deal with complaints with analogous application of title 9.1 of the Dutch General Administrative Law Act.
- 5      Complaints concerning unwanted conduct can be submitted on the grounds of the [Regulations pertaining to Undesired Behaviour](#).
- 6      Abuse or suspected abuse can be reported to the relevant academy director or the Executive Board pursuant to the [Regulations Related to Suspected Irregularities](#) (Whistleblowing Regulations).

### Article 12.3      Appeal

- 1      A current or prospective student/extraneous may lodge an appeal against a decision or omission of examiners or the board of examiners with the Examinations Appeals Board (article 7.60 of the WHW). Decisions which can be appealed against (see article 7.61 of the WHW) concern decisions relating to:
  - the negative binding study recommendation,
  - the number of credits earned,
  - exemption requests,
  - admission to examinations,
  - decisions by boards of examiners and examiners,
  - admission to a degree programme on the grounds of a 21+ test or a deficiency test,
  - admission to master's programmes.

- 2 The appeal as referred to in section 1 has to be submitted within a time frame of six weeks after the date of the decision to the Examinations Appeals Board via the Complaints Service Point of Breda University of Applied Sciences. Before taking the case into consideration, the Examinations Appeals Board will send the appeal to the person who made the decision appealed against, in order to try to reach amicable settlement in consultation with the person who submitted the appeal.  
The procedure that applies here is described in the [Rules of Procedure of the Examination Appeals Board](#) of Breda University of Applied Sciences.
- 3 Decisions of the Examinations Appeals Board may be appealed against. An appeal can be lodged to the Council of State, Administrative Jurisdiction Division. No appeal may be lodged against the decision by the Council of State.

#### **Article 12.4 Objection**

- 1 Against decisions or omissions made by or on behalf of the Executive Board, current and prospective students and extraneous students will have the right to file an objection to the Dispute Resolution Committee. This includes decisions made by an academy director. It involves decisions with regard to:
  - admission into the degree programme,
  - enrolment,
  - rules of conduct and disciplinary measures,
  - allowances based on the [Profiling Fund Regulations](#),
  - tuition fee refunds.These are decisions that do not fall under the decisions as referred to in article 12.3 section 1.
- 2 The objection, as referred to in section 1, has to be submitted within a time frame of 6 weeks after the date of the decision via the Complaints Service Point of Breda University of Applied Sciences to the Dispute Resolution Committee. This committee will look into the possibility of the parties reaching amicable settlement. If this is impossible, the Dispute Resolution Committee will issue advice on the objection to the Executive Board. The Executive Board will then decide on the objection. This objection procedure is stated in the [Regulations regarding the Dispute Resolution Committee](#).
- 3 An appeal against decisions of the Executive Board, based on the advice of the Dispute Resolution Committee, may be lodged to the Council of State, Administrative Jurisdiction Division. No appeal may be lodged against the decision by the Council of State.

## Appendix 1 Study choice activities for bachelor's programmes (including Associate degree)

hbo/wo (bachelor's) programme	Study choice activity	Application deadline
	<i>All study choice activities are mandatory unless specified otherwise</i>	
B Tourism Management Ad Tourism Management B Leisure & Events Management B Facility Management B Built Environment B Logistics Management B Logistics Engineering	Study choice activities: - filling in online self-reflection questionnaire (in advance) + participating in matching day <i>or</i> - filling in online self-reflection questionnaire (in advance) + light homework (e.g. reading an article, watching a knowledge clip) + online matching day	Application deadline: 1 May 2025
B Creative Business B Hotel Management B Creative Media and Game Technologies B Applied Data Science & Artificial Intelligence	Selection procedure (See <a href="#">Selection procedures of bachelor's programmes</a> )	Application deadline: 1 May 2024 Selection results: mid-June 2024 at the latest
B Tourism	- Online matching <sup>36</sup> - Individual interview (non-mandatory)	Application deadline: 1 May 2024 Apply to Wageningen University
B Leisure Studies <sup>37</sup>	- Motivation letter - Orientation day (non-mandatory) <sup>38</sup> - Taster days (non-mandatory, upon request) - Individual interview (non-mandatory, upon request)	Advice: apply 1 May 2024 at the latest Applying after 1 May is possible <sup>39</sup>

<sup>36</sup> For up-to-date information see the website of Wageningen University ([www.wur.nl](http://www.wur.nl)).

<sup>37</sup> This bachelor's programme is registered in CROHO as Vrijtijdwetenschappen.

<sup>38</sup> For students with foreign education abroad (and for students who are unable to visit the orientation day) the orientation day may be replaced by a telephone or Skype conversation.

<sup>39</sup> Study choice activities in case the student applies after 1 May: a motivation letter (mandatory) and an individual interview (in Breda or by telephone/on Skype [not mandatory]).



## Appendix 2 Further previous education requirements for havo and vwo (article 7.25 WHW) 2025-2026

hbo/wo- (bachelor's) programme	havo profile				vwo profile					
	N&T	N&G	E&M	C&M	N&T	N&G	E&M	C&M		
B Tourism Management	√	√	√	econ or m&o or be	√	√	√	econ or m&o or be		
Ad Tourism Management	√	√	√	econ or m&o or be	√	√	√	√		
B Leisure & Events Management	√	√	√	econ or m&o or be	√	√	√	econ or m&o or be		
B Hotel Management	2nd mfl	2nd mfl	2nd mfl	econ or m&o or be	2nd mfl	2nd mfl	2 mfl	√		
B Facility Management <sup>40</sup>	√	√	√	√	√	√	√	√		
B Built Environment	√	√	√	mat A of mat B	√	√	√	mat A or mat B	√	admissible
B Logistics Management	√	√	√	√	√	√	√	√		
B Logistics Engineering	√	√	√	mat A of mat B	√	√	√	mat A or mat B	econ	economics
B Creative Business	√	√	√	√	√	√	√	√	m&o	management & organisation
B Creative Media & Game Technologies	√	√	√	mat A or mat B	√	√	√	√	be	business economics
B Tourism	n/a	n/a	n/a	n/a	√	√	√	√	mat A	mathematics A
B Leisure Studies <sup>1</sup>	n/a	n/a	n/a	n/a	√	√	√	√	mat B	mathematics B
B Applied Data Science & Artificial Intelligence	√	√	√	mat A or mat B	√	√	√	mat A or mat B	2nd mfl	second modern foreign language

<sup>40</sup> Although additional subject requirements are no longer made, it would certainly benefit students if they have economics, management & organisation or business economics in their set of subjects.  
Application and Enrolment Regulations 2025-2026

## Appendix 3 Admission requirements for short 3-year hbo track

### **Bachelor's programmes in Tourism Management, Leisure & Events Management, Hotel Management, and Creative Business.**

A tailor-made track for *havo* graduates is offered for bachelor's programmes in Tourism Management, Leisure & Events Management, Hotel Management and Creative Business in conjunction with De Rooi Pannen. After these students have obtained their *mbo* diploma, they can enrol on the short track of the relevant degree programme.

Other *havo* graduates with an *mbo*-4 diploma Horecaondernemer-/manager are also eligible for the 3-year track of Hotel Management. The prospective student, however, needs to participate in the selection procedure; see the [information](#) on the website of Breda University of Applied Sciences.

### **Bachelor's programmes offered by the Academy for Built Environment & Logistics**

At the Academy for Built Environment & Logistics, the prospective student who has completed an *mbo* programme (at level 4) allowing them to transfer to a *hbo* bachelor's programme may be eligible for a short track.<sup>41</sup> On the basis of their *mbo* programme the prospective student may be granted exemptions, so that the bachelor's programme will be shortened to 3 years. It is mandatory to participate in the *mbo-hbo* transfer programme in the year prior to enrolment.

### **Professional degree programmes without a short track**

The Creative Media and Game Technologies programmes, the Applied Data Science & Artificial Intelligence programme, the Facility Management programme and the Associate degree programme in Tourism Management do not offer any short track to the prospective student who is an *mbo* graduate.

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<sup>41</sup> For information about these short tracks, see the website of Breda University of Applied Sciences ([www.buas.nl](http://www.buas.nl)).

## Appendix 4 Admission assessments

<b>hbo/wo- (bachelor's) programme</b>	<b>Deficiency test havo/vwo</b> Cost: depending on supplier of the test	<b>21+ plus test</b> Cost: 150 euro Dates: 6 February 2025 (all study programmes), 10 April 2025 (all study programmes), 22 May 2025 (all study programmes except for AGM study programmes <sup>42</sup> )
B Tourism Management	possible (external) for (business) economics or M&O <sup>43</sup>	possible
Ad Tourism Management	possible (external) for (business) economics or M&O	possible
B Leisure & Events Management	possible (external) for (business) economics or M&O	possible
B Hotel Management	possible (external) - for (business) economics or M&O - for the 2nd modern foreign language <sup>44</sup>	possible
B Built Environment	possible <sup>45</sup> no extra costs	possible
B Logistics Engineering	possible no extra costs	possible
B Creative Business	n/a	possible
B Creative Media and Game Technologies	not possible	possible
B Applied Data Science & Artificial Intelligence	not possible	possible
B Tourism	possible <sup>46</sup> no extra costs	not possible
B Leisure Studies <sup>47</sup>	not possible	possible to a limited extent <sup>48</sup>

<sup>42</sup> AGM programmes: B Creative Business, B Creative Media and Game Technologies, B Applied Data Science & Artificial Intelligence.

<sup>43</sup> The applicant can eliminate a deficiency autonomously through external parties. This holds for B Tourism Management, Ad Tourism Management, B Leisure & Events Management, B Hotel Management. See this link for more information and other possibilities: <https://www.buas.nl/opleidingen/deficiencies-wegwerken>.

<sup>44</sup> Second modern foreign language through a language institute – see procedure on the website of Breda University of Applied Sciences: <https://www.buas.nl/documents/language-requirements>.

<sup>45</sup> Time of assessment as agreed with the student counsellor of the relevant academy. This also holds for B Logistics Management and B Logistics Engineering.

<sup>46</sup> For more information, see [www.wur.nl](http://www.wur.nl).

<sup>47</sup> This bachelor's programme is registered in CROHO as Vrijetijdwetenschappen.

<sup>48</sup> It is judged in individual cases whether a test is offered.

## Appendix 5 Nuffic list of diplomas

A student who has passed one of the examinations below, and had taken English as an exam subject may be exempted from the obligation to take a language test.

Een student die een van de onderstaande examens heeft afgelegd, daarbij ook examen heeft gedaan in het vak Engels, kan vrijgesteld worden van de verplichting een taaltest af te leggen.

Naam diploma	Naam examen	Land
Diploma van secundair onderwijs	Examen Algemeen Secundair Onderwijs, derde graad (ASO)	België (Vlaanderen)
Diploma van secundair onderwijs	Examen Kunst- en Technisch secundair onderwijs, derde graad (KSO/TSO)	
Studentereksamenbevis (STX) Bevis for Højere Forberedelseksamen (HF)	Studentereksamen (STX) Højere Forberedelseksamen (HF)	Denemarken
Zeugnis der Allgemeinen Hochschulreife Fachhochschulreife	Abiturprüfung Gymnasium Hochschulreifeprüfung Berufsoberschulen	Duitsland
Gümnaasiumi lõputunnistus	Riigieksamid Gümnaasium	Estland
Ylioppilastutkintodistutus/ Studentexamenbevis Matriculation Examination Certificate	Ylioppilastutkinto/ Studentexamen (Matriculation Examination)	Finland
Gimnáziumi Érettségi Bizonyítvány Szakközépiskolai Érettségi-képesítő Bizonyítvány	Érettségi vizsga (Matura Examination) Érettségi vizsga (Matura Examination)	Hongarije
Atestāts par Vispārējo Vidējo Izglītību (Certificate of Secondary Education)	Centralizētais eksāmens (National Examination)	Letland
Brandos Atestata (Maturity Certificate)	Brandos Egzamino (Final Matura Examination)	Litouwen
Diplôme de Fin d'Études Secondaires	Examen de fin d'études secondaires	Luxemburg
Vitnemal for Videregående Skole (Secondary School Certificate)	Eksamen fellesfag ENG 1002/1003 (Vg1) Eksamen programfag SPR3008 (Vg2), SPR3010 (Vg3), SPR3012 (Vg3)	Noorwegen
Reifezeugnis/ Reifeprüfungszeugnis Reife- und Diplomprüfungszeugnis	Reifeprüfung Allgemeinbildende Höhere Schule (AHS) Reifeprüfung Berufsbildende Höhere Schule (BHS)	Oostenrijk
Diploma de Bacalaureat	Examenul de Bacalaureat	Roemenië
Vysvedčenie o Maturitnej skúške behaald aan een Gymnázium	Maturita	Slowakije
Slutbetyg från Gymnasieskolan	Eksamen English 5, English 6, English 7	Zweden

## Appendix 6 Overview of extra study costs

The costs below are an estimate

	Academy for Games & Media			Academy for Leisure & Events		Academy for Tourism			Academy for Hotel & Facility		Academy for Built Environment & Logistics		
	B Creative Business	B Creative Media and Game Technologies	B Applied Data Science & Artificial Intelligence	B Leisure & Events Management	B Leisure Studies*	B Tourism Management	B Tourism	AD Tourism Management	B Hotel Management	B Facility Management	B Logistics Management	B Logistics Engineering	B Built Environment
<b>Introduction</b>	135**	135**	135**	135	135	135	135	135	155	155	160	160	160
<b>Books</b>	500 /p.yr.	50-200	50-200	500 /p.yr.	400 /p.yr.	+/- 450/p.yr.	yr.1:+/-350 yr.2 en 3: 75	yr.1:+/-600 yr.2:+/-200	550 1st yr. other years PM	550 1st yr other years PM	yr1 = 200 (EN track) - 350 (NL track) yr4 = 50-100 depending on minor choice	yr1 = 200 (EN track) - 300 (NL track) yr4 = 50-100 depending on minor choice	yr1 = 60 yr2 = 70 yr3 = 50-100 depending on PRO choice yr4 = 50-100 depending on minor choice
<b>Laptop</b>	600-750	750-1,000	750-1,000	600-750	600-750	600-750	600-750	600-750	600-750	600-750	600-750	600-750	750-1000
<b>Other learning materials</b>	235 /p.yr. (software)	50-150/p.yr. (software)	50-150 per jaar (software)	100 1st yr				40 (licence fees DISK)	75 (Sibelicous uniform)	75 (Sibelicous uniform)			0-75****
<b>Fieldtrip/excursion</b>	1.900 <i>(optional, only in case of foreign trip in yr. 2)</i>	depending on intern. placement / exchange	depending on intern. placement / exchange	400 <i>(optional if student joins field trip at BSc LS)</i>	400 <i>(optional if student joins field trip in yr. 2)</i>	yr. 1.: 0 - 600 yr. 2: +/-1,200	1,200-1,500 2nd yr.	yr. 1: 0-600 yr.2: PM	475 1st yr. 540 2nd yr. 350 3rd yr.	440 1st yr. 440 2nd yr. 350 3rd yr.	yr1 120 yr2 450-500	yr1 120 yr2 450-500	BE(NL): yr2 450-500; BE(EN): yr1 150-200; yr2 450-500
<b>Practice costs</b>						yr. 1: 30 <i>(company visit)</i> yr.2: 240 <i>(field work)</i>		30 <i>(company visit)</i>	195 1st yr.***	195 1st yr.***			

\* This bachelor's programme is registered in the Central Register of Higher Education Programmes (CROHO) as follows: Vrijetijdwetenschappen.

\*\* The introduction week of the degree programmes in CB, CMGT, and ADS&AI is not mandatory.

\*\*\* This includes facilities of the training company (Sibelicous) and the Food and Beverage components of the curriculum, such as a set of knives.

\*\*\*\* Depends on specialization

	Academy for Games & Media		Academy for Leisure & Events				Academy for Tourism		Academy for Built Environment & Logistics
	M Game Technology	M Media Innovation	Premaster Leisure and Tourism Studies	M Leisure and Tourism Studies	M Imagineering	M Strategic Events Management	Premaster Strategic Business and Marketing	M Tourism Destination Management	M International Supply Chain Management
<b>Introduction</b>	n.a.	n.a.	135	100	n.a.	n.a.	n.a.	+/-100	n.a.
<b>Books</b>	n.a.	50	250	250	320	300	300	150	400
<b>Laptop</b>	2000	600-750	600-750	600-750	600-750	600-750	600-750	600-750	600-750
<b>Other learning materials</b>	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.
<b>Fieldtrip/ excursion</b>	n.a.	150	400 <i>(optional if student joins field trip at BSc LS)</i>	400 <i>(optional if student joins field trip at BSc LS)</i>	Study trip about 2,000	n.a.	n.a.	+/-2,000 <i>(excl. accomodation and subsistence expenses)</i>	n.a.