

**Enrolment and de-enrolment regulations
Graduate School of the
University of Humanistic Studies**

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1. General provisions

- 1.1. These regulations regulate the application, admission, enrolment and de-enrolment of participants in the Graduate School of the University of Humanistic Studies in Utrecht, as well as the amount, method of payment and possible refunding of programme fees.
- 1.2. These regulations refer to articles contained in the Doctoral Degree Regulations.
- 1.3. These regulations apply to all participants enrolled in the Graduate School on or after 1 September 2016.
- 1.4. For any matters pertaining to Article 1.1 for which these regulations do not clearly provide, the director of the Graduate School is authorised to decide.
- 1.5. Any objections to decisions made on the grounds of these regulations can be filed with the Board for the Conferral of Doctoral Degrees. It will then be determined whether the dispute regulation contained in the Doctoral Degree Regulations applies.

2. Programme year, application, enrolment, registration

2.1. Programme year

The programme year runs from 1 September to 31 August.

2.2. Application for the first programme year

- 2.2.1. The director of the Graduate School annually establishes an assessment procedure.
- 2.2.2. Candidates must apply for the assessment procedure by the date stipulated and the manner described in the procedure. The application in any case requires:
 - A fully completed and signed application form;
 - An authenticated copy of the certificate giving access to the programme;
 - A copy of a valid passport or identity card.
- 2.2.3. As part of the assessment procedure, it will be determined whether:
 - there is a professor willing to supervise the candidate;
 - the candidate possesses a certificate that fulfils the requirements of the Doctoral Degree Regulations, or if not, whether the candidate can demonstrate to possess sufficient knowledge to participate;
 - the candidate has a command of English at the level described in the annex to these Regulations.
- 2.2.4. Upon successfully completing the assessment procedure, the candidate is invited to enrol as a participant in the first programme year of the Graduate School.

2.3. Enrolment in the first programme year and registering as an aspirant doctoral candidate

- 2.3.1. Enrolment in the first programme year commences on 1 September.
- 2.3.2. Enrolment in the first programme year of the Graduate School requires the successful completion of the aforementioned assessment procedure.
- 2.3.3. Participants in the first programme year of the Graduate School are registered as aspirant doctoral candidates by the Rector's Office.

2.4. Enrolment for subsequent programme years and registration as a doctoral candidate

- 2.4.1. To be admitted to the subsequent programme, the Board for the Conferral of Doctoral Degrees must approve the request for admission to the doctoral programme and the associated request to appoint supervisors, submitted by the aspirant doctoral candidate and proposed supervisor. This is subject to all relevant provisions contained in the Doctoral Degree Regulations.
- 2.4.2. Aspirant doctoral candidates who complete the first programme year but fail to meet the requirements stipulated in the previous paragraph can and should enrol for the subsequent programme, if invited by the Board for the Conferral of Doctoral Degrees to submit a revised research proposal. They will be de-enrolled if they fail to meet the provisions of Article 2.4.1 within three months.

- 2.4.3. Doctoral candidates who enter into the employment of the University can start on the subsequent programme at any time of the year, after the Board for the Conferral of Doctoral Degrees has approved the request for admission to the doctoral programme and the associated request to appoint one or more supervisors, submitted by the aspirant doctoral candidate and proposed supervisor. This is subject to all relevant provisions contained in the Doctoral Degree Regulations.
- 2.4.4. The enrolment of doctoral candidates admitted to the subsequent programme is automatically renewed per 1 September of each year, unless the enrolment has been terminated before that date in accordance with one of the provisions set out in Article 2.5.
- 2.4.5. As soon as the Board for the Conferral of Doctoral Degrees has approved the request for admission to the doctoral programme and the associated request to appoint one or more supervisors, submitted by the aspirant doctoral candidate and proposed supervisor, the former aspirant doctoral candidate is registered as a doctoral candidate by the Rector's Office.
- 2.5. Termination of enrolment in the programme and registration as an (aspirant) doctoral candidate**
- 2.5.1. Enrolment in the programme can be terminated at the request of the (aspirant) doctoral candidate.
- 2.5.2. Enrolment in the programme can be terminated at the initiative of the director of the Graduate School. This will happen in any case if:
- At the end of the first year the aspirant doctoral candidate
 - fails to submit a request for admission to the doctoral programme that meets all requirements within the set term, unless the candidate submits a request for dispensation to the director of the GS not later than one month before this date, and the director decides on this basis to grant a postponement.

The request for dispensation must describe the medical or personal circumstances that have caused the delay, and must be supported by documentary evidence. The director will discuss the request with the supervisor and subsequently make a decision.

If dispensation is granted, then the director will decide the term of postponement granted to the candidate. A postponement term of between three and six months is assumed, in principle. The aspirant doctoral candidate will remain enrolled in the GS, and all rights and obligations described in these regulations will continue to apply. If, despite postponement being granted, the request for admission is again not submitted within the set term, the director will proceed to de-enrol the candidate. A second request for dispensation will not be considered.
 - has submitted a request for admission in time but is not admitted to the doctoral programme on that basis by the Board for the Conferral of Doctoral Degrees.
 - has submitted a request for admission in time, and has been invited to submit a revised request on that basis by the Board for the Conferral of Doctoral Degrees, but no revised request is submitted that meets all the requirements within the set term unless the aspirant doctoral candidate submits a request for dispensation to the director of the GS not later than one month before this date, and the director decides on this basis to grant a postponement.

The request for dispensation must describe the medical or personal circumstances that caused the delay during the period in which the aspirant doctoral candidate worked on revising the request for admission. Circumstances that pertain to the preceding period will not be considered. The request for dispensation must be supported by documentary evidence. The director will discuss the request with the promoter and subsequently make a decision.

If dispensation is granted, then the director will decide the term of postponement granted to the aspirant doctoral candidate. A postponement term of between one and three months is assumed, in principle. The candidate will remain enrolled in the GS, and all rights and obligations described in these regulations will continue to apply. If, despite postponement being granted, the request for admission is again not submitted within the set term, the director will proceed to de-enrol the candidate.

- the aspirant doctoral candidate has submitted a revised request that meets all the requirements but is not admitted to the doctoral programme on that basis by the Board for the Conferral of Doctoral Degrees.
 - in the opinion of the supervisor and/or the director of the Graduate School:
 - the (aspirant) doctoral candidate has achieved too little progress in the first year or subsequent doctoral programme;
 - the quality of the (aspirant) doctoral candidate's work is insufficient;
 - the (aspirant) doctoral candidate insufficiently participates in courses or cooperates with the supervision;
 - the (aspirant) doctoral candidate has engaged in fraud or plagiarism;
 - the (aspirant) doctoral candidate fails to pay the programme fees;
 - the doctoral candidate is awarded the doctoral degree.
- 2.5.3. Enrolment ends on the first day of the month:
- following the (aspirant) doctoral candidate's own request;
 - following the decision by the director of the Graduate School;
 - following the expiry of the third reminder to pay the programme fee or the third failed direct collection attempt;
 - following the date on which the doctoral thesis is approved by the Assessment Committee.
- 2.5.4. De-enrolment during the first programme year of the Graduate School means that the registration as an aspirant doctoral candidate is automatically and immediately annulled. Re-enrolment for the first year is not possible.
- 2.5.5. De-enrolment during the subsequent programme means that the registration as a doctoral candidate is automatically and immediately annulled, unless the participant re-enrols.
- 2.5.6. Re-enrolment is permitted once only, provided the following conditions are met:
- Upon de-enrolment, the participant was granted permission by the director of the Graduate School to re-enrol within 12 months;
 - The participant re-enrols within 12 months after de-enrolment
- 2.5.7. Re-enrolment is always permitted in the event of maternity leave.

3. Programme fee, payment and refunding

3.1. Programme fee

- 3.1.1. The programme fee is determined annually and amounts to twice the statutorily established tuition fee for the Bachelor and Master programmes of the same academic year.
- 3.1.2. (Aspirant) doctoral candidates who are in the employment of the university are exempted from paying the programme fee.
- 3.1.3. (Aspirant) doctoral candidates who are in the employment of universities of applied sciences or other institutions are charged just once the statutorily established tuition fee for Bachelor and Master programmes of the same academic year, provided their employer provides for 20 to 30 hours of supervision by a supervisor who meets all the criteria for supervisors or co-supervisors as set out in the Doctoral Degree Regulations, and have reached an agreement in this matter with the (proposed) UvH supervisor.
- 3.1.4. Participants are obliged to pay the charged programme fees.

3.2. **Payment**

The (aspirant) doctoral candidate has fulfilled the obligation to pay the programme fee, when:

- He/she has authorised the UvH to collect the sum all at once or in instalments, by means of a signed payment authorisation form;
- He/she has paid or arranged for the payment of the invoice / invoices.

3.3. **Refunding**

- 3.3.1. Following de-enrolment in the course of the programme year, the fee will be refunded to the (aspirant) doctoral candidate, proportionate to the number of months remaining in the programme year.
- 3.3.2. If the reason for de-enrolment is the conferral of the doctoral degree, then the full programme fee for that programme year will be refunded to the doctoral candidate.

4. **Rights and obligations attached to enrolment**

- 4.1. Right to participate in the Graduate School education programme;
- 4.2. Right to supervision by a supervisor and lecturers;
- 4.3. Right to counselling by the study advisor and the confidential counsellor;
- 4.4. Right to use the UvH facilities, specifically: a UvH account including a personal email address, access to the student online platform, membership of the Utrecht University library, use of student work stations at the UvH;
- 4.5. The obligation to pay the annual programme fee;
- 4.6. The obligation to draw up an annual progress report.

5. **Transition regulation**

- 5.1. (Aspirant) doctoral candidates who were enrolled in the Graduate School before 1 September 2016 are subject to these regulations, except where specific provisions in the agreement concluded between them and the university on Graduate School participation conflict with these regulations. In that case, the provisions of this agreement will apply for the duration of the agreement.
- 5.2. This transition regulation is annulled as soon as the duration of the agreement mentioned in the previous paragraph has expired.

6. Entry into force, establishment, amendments and publication

- 6.1. These regulations enter into force on 1 September 2016 and will remain valid for an indefinite period of time.
- 6.2. These regulations are established by the Executive Board.
- 6.3. Amendments to these regulations are established by the Executive Board.
- 6.4. The Executive Board will provide for the publication of these regulations.

The official language of these regulations is Dutch. In the event of discrepancies or ambiguity between the original Dutch version of these Regulations and this translation, the Dutch text shall prevail.

Thus established by the Executive Board on 27 May 2016 and amended on 21 April 2017 and 17 January 2018.

ANNEX

LEVEL OF ENGLISH PROFICIENCY UPON ADMISSION TO THE FIRST PROGRAMME YEAR OF THE GRADUATE SCHOOL

In order to be admitted to the first programme year of the Graduate School, the candidate must be found to have a command of English at minimally the B2 level according to the test that has to be made during the assessment procedure.

Alternatively, the candidate may be admitted if he/she can present one of the following proficiency test results:

1. A recent (less than one year old) IELTS certificate (International English Language Testing System), academic module. The minimally required IELTS score (overall band) is a 6.0, with minimally a 5.5 for the 'writing' and 'speaking' parts;
2. A recent (less than one year old) TOEFL certificate (Test of English as a Foreign Language). The minimally required TOEFL score is: 83 (internet-based test) with minimally a 17 for the 'writing' part and a 18 for the 'speaking'
3. A recent (less than 5 years old) Cambridge EFL (English as a foreign Language) Examination, with one of the following certificates:
 - Cambridge Certificate in Advanced English, with a score of at least 160 on the Cambridge English Scale
 - Cambridge Certificate of Proficiency in English, with a score of at least 160 on the Cambridge English Scale.