

Request for a change of study programme Academic year 2020-2021

If you change your study programme or variant with– when applicable – at the same time a change of location during the academic year, the team leader of the new programme will need to give permission. You arrange this by applying in Studielink. At the starting date you select the first of the next month. Within two working days you receive an email with a list of the enrolment conditions. One of the conditions is sending this form fully filled in and signed to the Central Student Administration (CSA) via csa@inholland.nl. You can find more information overleaf. **Please note: the CSA will validate your previous education to see if you are admissible.** This also applies if you previously were admitted with a 21+ exam. It is possible that this exam is no longer valid. Please check with the CSA.

1. To be filled in by the student

Student number	_____
First and last name	_____
Date of birth	_____
Current programme	_____ Fulltime/ Part-time*
Location current programme	_____
New programme	_____ Fulltime/ Part-time*
Location new programme	_____
Programme Phase	_____ Propaedeutic phase / Post-propaedeutic phase (exemption from the propaedeutic phase)

Please state whether you want to be deregistered for your current programme or not by ticking the correct box

Please note: If you change programmes in your first year and you do not deregister from your first programme and you have not fulfilled the requirements (including the mandatory subjects) you will receive a negative Binding Study Recommendation for your first programme at the end of the academic year. This also applies when you change programmes in the second year and you have not yet received your propaedeutic diploma. By signing this form you agree to not having any objections against such a Binding Study Recommendation. Of course, you will need to have attained sufficient credits to avoid a Binding Study Recommendation for your new programme. Please see section 56 till 60 of the Tuition and Examination Regulations (TER).

- ☐ I want to stay enrolled for my current programme until 31 August of this academic year.
☐ I want to be deregistered for my current programme.

Starting date new programme	<input type="checkbox"/> 1 September	<input type="checkbox"/> 1 December	<input type="checkbox"/> 1 March
	<input type="checkbox"/> 1 October	<input type="checkbox"/> 1 January	<input type="checkbox"/> 1 April
	<input type="checkbox"/> 1 November	<input type="checkbox"/> 1 February	<input type="checkbox"/> 1 May

Signature	_____	Date signature	_____
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2. Agreement team leader

Peoplesoft: Studieplan	_____	Code	_____	Periode vereiste	_____
Name team leader	_____				
Signature	_____	Date signature	_____		

3. Agreement Central Student Administration

Checked and agreed	_____				
Date	_____	Initials	_____		

Procedure change of study programme 2020-2021

Central Student Administration

➤ **What is a change of study programme?**

An enrolment that takes effect on the first of a month other than September during which you are currently enrolled for a study programme at Inholland University of Applied Sciences. The new enrolment is a change to a whole other study programme or a change of variant (fulltime / part-time) within the current programme (when applicable together with a change of location). Main rule is that next to the regular enrolment moment per 1 September (*and for a number of programmes an extra enrolment moment for new first year students per 1 February*) **no right** to enrolment exists.

➤ **Who assesses the right to a change of programme?**

The Central Student Administration assesses a change of programme on behalf of the Executive Board.

➤ **Which EXTRA condition does Inholland enforce with a change of programme?**

Besides meeting the regular enrolment conditions is needed:

- **A written approval of the team leader of the new study programme****

The servicedesk at the new location can inform you who the team leader is and how you can get in touch.

*** The team leader assesses if the study choice is well-considered and if enrolment is possible taking in consideration the available teaching capacity, the stage of the educational programme and the financial consequences for the study programme. Is or was there also an enrolment at another educational institution, then the study results of that enrolment will be taken in consideration also.*

➤ **When does the change of programme take effect?**

You will be enrolled as of the first of the month following the month in which you placed your enrolment request. Before this date you are not allowed to take part in educational activities of the new programme. As long as you have not finished the propaedeutic phase or the first year of an Ad-programme the enrolment is for that phase or that first year. Due to the (binding) study recommendation the first month of the enrolment has to be chosen in such a way that you are able to complete 4 full educational periods within twelve months.

➤ **What is the amount of your tuition fees?**

The amount of the tuition fees you pay can change. When you change from a part-time to a fulltime programme you owe the fulltime tuition fees rate from the date on which the change takes effect and vice versa. Also the type of tuition fees can change from statutory to institutional or the other way around. By signing this form you agree with this. With the tuition fee guide on www.inholland.nl/tuitionfeeguide you can find out which tuition fees you will be paying.

*If you change from a full-time to a part-time programme, you are no longer entitled to student finance and student travel product from the moment the first registration has ended.

➤ **What should you do?**

1. You arrange this by applying in Studielink. At the starting date you select the first of the next month. Within two working days you receive an information email with an overview of the enrolment conditions. **Within two weeks** after you place the enrolment request in Studielink you have to meet all the conditions. Otherwise your request to change the programme will not be processed. Your enrolment request in Studielink will then be cancelled.
2. You send the filled in form 'Request for a change of study programme' (including the agreement of the team leader) to csa@inholland.nl. The agreement form is one of the enrolment conditions.