



## **REGULATIONS GOVERNING BACHELOR'S DEGREE PROGRAMMES WITH SELECTION UNDER A FIXED QUOTA**

pursuant to Section 7.53, paragraph 3 and Section 6.7a, paragraph 1 of the Dutch Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek*), WHW, adopted by the Executive Board on 10 May 2016 and amended it on 19 February 2019 and 28 July 2021.

### **1. UNIVERSITY SELECTION PROCEDURE CRITERIA**

#### **A. Criteria**

The composition and implementation of selection for Bachelor's Degree programmes with selection under a fixed quota, as referred to in Section 7.53 of the WHW, and the Bachelor's Degree programmes with selection at the gate, as referred to in Section 6.7 of the WHW, must meet the following criteria:

1. There is an evidence-based approach, which means that existing research is used or new research is conducted that is aimed at identifying indicators capable of predicting study success and variance in study success. The programme regularly monitors whether the set of indicators (selection criteria) and the way in which selection takes place (selection methodology) prove to be good predictors. This involves the following questions:
  - how can study success be predicted and what are the factors that explain the variance in study success?
  - to what degree do these factors differ in relation to the students' socio-economic or cultural background or the system of secondary education in which they have participated?The aim of this is to determine whether the selection criteria and methods used put certain groups of students at a disadvantage.
2. Based on this research, the selection is directed at qualifications that are important for study success and uses qualitative selection criteria and methods with the best possible predictive value for success in the degree programme in question and its various phases and domains.
3. There are at least two types of qualitative selection criteria.
4. There is a good balance in the selection methodology between striving for high quality and diversity in the intake and diversity in the majors and/or the professional field.
5. The programme is responsible for ensuring that those who carry out the selection are sufficiently equipped and trained to do so satisfactorily.
6. The programme provides information about the selection procedure and the selection criteria as transparently as possible.

#### **B. Rules to be drawn up by the Deans**

Based on these criteria the Deans adopt the selection criteria and selection procedure for their Bachelor's Degree programmes with selection under a fixed quota and the Bachelor's Degree programmes with selection at the gate. This includes the number of times a candidate may participate in the selection procedure of the programme. Participation in a previous draw will be taken into account from the academic year 2000-2001 onwards.

When adopting the selection criteria and selection procedure for Bachelor's Degree programmes with selection under a fixed quota, as referred to in Section 7.53 of the WHW, the Deans take into account the interests of candidates from the public bodies of Bonaire, Sint Eustatius and Saba or from Aruba, Curaçao and Sint Maarten.



The Deans shall submit the regulations to the Faculty Council for advice. The Executive Board definitively adopts the regulations drawn up by the Deans.

The following paragraphs 2 to 4 apply solely to Bachelor's Degree programmes with selection under a fixed quota, as referred to in Section 7.53 of the WHW, and not to the Bachelor's Degree programmes with selection at the gate, as referred to in Section 6.7 of the WHW.

## **2. UNIVERSITY RULES FOR THE IMPLEMENTATION OF THE SELECTION**

### **A. Hardship clause registration deadline**

Candidates who wish to participate in the selection procedure must have submitted an enrolment application for the degree programme in question via Studielink by no later than 15 January. Notwithstanding the foregoing, the Head of CSA may, after receiving a request to that effect from the candidate, permit a candidate who has submitted an enrolment application after 15 January to participate in the selection procedure after all. The candidate must submit the request for application of the hardship clause as soon as possible and in any case before commencement of the selection for the degree programme in question by completing the relevant online form. The Head of CSA will permit this if, in the opinion of the Student Counsellor:

- a. the candidate was unable to submit the enrolment application in good time, and
- b. the candidate did submit the enrolment application as soon as possible, and
- c. refusal to allow participation in the selection would result in a case of extreme unfairness.

### **B. Hardship clause acceptance of confirmation of admission**

The admissions committee of the degree programme will assign candidates a ranking number via Studielink on 15 April and will announce the results of the selection for the degree programme via Studielink. The admissions committee of the degree programme will issue candidates with the lowest ranking number a confirmation of admission via Studielink on 15 April.

If a confirmation of admission is withdrawn because a candidate fails to accept the confirmation in good time or fails to meet the prior education requirements, the admissions committee of the degree programme will issue a confirmation of admission via Studielink after 15 April to the candidate with the lowest ranking number who has not yet received such a confirmation of admission.

Candidates must accept the confirmation of admission via Studielink within two weeks of the date of receipt. A confirmation of admission that has not been accepted within two weeks will be withdrawn by operation of law. Notwithstanding the foregoing, the Head of CSA may, after receiving a request to that effect from the candidate, permit a candidate who has not accepted a confirmation of admission within two weeks to receive a confirmation of admission after all. The candidate must submit the request for application of the hardship clause as soon as possible by completing the relevant online form. The Head of CSA will permit this if, in the opinion of the Student Counsellor:

- a. the candidate was unable to accept the confirmation of admission within two weeks, and
- b. the candidate did invoke the hardship clause as soon as possible, and
- c. refusal to issue a confirmation of admission would result in a case of extreme unfairness.

### **C. Deadline for giving confirmation of admission**

Confirmations of admission may be issued until 15 September at the latest. After 15 September no more confirmations of admission may be issued.



#### **D. Date for demonstrating compliance with prior education requirements**

Candidates in possession of a confirmation of admission must demonstrate before 1 September that they comply with the prior education or further prior education requirements. If a candidate fails to comply with this obligation, the confirmation of admission will be withdrawn.

#### **E. Candidate unable to take part in the selection for reasons beyond his or her control**

Candidates who are unable to take part in the selection for reasons beyond their control or due to exceptional circumstances may submit a request to cancel the enrolment application (i.e. to withdraw from the selection procedure) by completing the relevant online form. This request must be submitted as soon as possible and in any case before 15 April, accompanied by documentary evidence. The Head of CSA will grant the request if the student counsellor judges that the candidate is unable to take part in the selection for reasons beyond his or her control or due to exceptional circumstances, and provided that the candidate concerned has notified the degree programme office in good time.

#### **F. Candidate fails to obtain the diploma**

Candidates who fail to obtain their diploma or certificate can submit a request to nullify their application by completing the relevant online form. This request must be submitted as soon as possible and in any case before 1 September, accompanied by proof showing that the candidate has failed to obtain the diploma. The Head of the Central Student Administration (hereinafter: 'Head CSA') will grant the request if it has been submitted before 1 September and will deal with the request before 1 October.

#### **G. Objection and appeal**

Objections to decisions regarding the selection may be submitted by candidates to the Executive Board. The period for submitting notices of objection is six weeks. Candidates may take an appeal against the decision on the notice of objection to the Administrative Jurisdiction Division of the Council of State (Afdeling Bestuursrechtspraak van de Raad van State). If the objection or appeal is upheld after 1 August and it is decided that the candidate must be issued a confirmation of admission, this confirmation of admission will relate to the next academic year.

#### **H. Electronic messages**

Decisions and messages concerning the selection will be sent electronically to candidates via Studielink or to the email address entered in Studielink by the candidate.

### **3. FEWER APPLICATIONS THAN PLACES: NO SELECTION BUT MATCHING**

If the number of applications is lower than or equal to the number of available places, there will be no selection. In that case, the degree programme will arrange one or more matching rounds. The dates for the matching activities will be communicated to the candidates. The candidates will be obliged to participate in the matching round(s) of the degree programme. A candidate who has not participated at all or fully in the matching activities or has not met the deadlines and obligations in the procedure will not be admitted to the programme and will receive a rejection decision on his enrolment application from the Head of CSA.



#### **4. PROVISIONAL CONFIRMATION OF ADMISSION**

In special cases the admissions committee of the degree programme may decide as regards a candidate's request that, instead of a confirmation of admission, the candidate is issued a provisional confirmation of admission that relates to the academic year following the academic year for which the candidate was issued a confirmation of admission. The admissions committee will permit this if, in its opinion:

- a. the candidate will be unable, as a result of unforeseen special circumstances or circumstances beyond his control, to complete the academic year successfully for which the confirmation of admission was issued, and
- b. the candidate has submitted a request for a provisional confirmation of admission as soon as possible and in any case before 1 September.

If a confirmation of admission is converted into a provisional confirmation of admission, the admissions committee of the degree programme will issue a confirmation of admission via Studielink to the candidate with the lowest ranking number who has not yet received such a confirmation of admission.