Appendix 1: Regulations on enrolment restrictions for selection and placement in bachelor programmes

ex art. 7.53, 3rd paragraph Higher Education and Research Act (Wet Hoger en Wetenschappelijk Onderwijs (WHW))

The Executive Board (cvb) adopts these regulations. The Director of the Student Affairs Department (Directeur Dienst Studentenzaken (DSZ)) is responsible for the implementation of these regulations and will take the relevant decisions on behalf of the Executive Board.

1. SELECTION

Shaping and implementing the selection criteria and selection procedure applicable to candidates for the bachelor programmes that have enrolment restrictions is based on article 7.53 WHW, the Regulations of the Ministry of Education, Culture and Sciences dated 8 November 2015 amending the Regulations application and admission higher education (Regeling aanmelding en toelating hoger onderwijs) in connection with the drawing of lots being abolished and article 5.2 of the Regulations Application and Registration 2017-2018 (Regeling Aanmelding en Inschrijving 2017-2018).

1. The dean will lay down the selection criteria and the selection procedure for the enrolment restrictions with respect to his bachelor programmes, thereby taking into consideration the interests of candidates from the public bodies Bonaire, Sint Eustatius and Saba and Aruba, and Curaçao and Sint Maarten respectively.

2. Furthermore, the dean will lay down per CROHO\(^1\) programme how many times a candidate can participate in the selection for that programme (one, two or three times). This will then be the institutional maximum.

3. Participation in a previous drawing of lots will be taken into account to determine the number of selection opportunities per candidate (per programme as well as per institute and on a national basis).

2. PARTICIPATION IN THE SELECTION

2.1 Verification of the candidate’s ID

If a candidate registers in Studielink, DigiD will be used to verify the candidate’s identity. Studielink will provide a central identity verification for these candidates. Candidates who are unable to use DigiD or for whom Studielink cannot provide a central identity verification, will see to it themselves that the Student Affairs Department (Dienst Studentenzaken (DZH)) can verify their identity by providing DZH with the required documents: preferably before 15 January 2017, however, ultimately

\(^1\) CROHO: Central Register of Higher Education Study Programmes (Centraal Register Opleidingen Hoger Onderwijs)
on 31 January 2017. If DSZ cannot verify the candidate’s identity, the candidate will be excluded from the selection procedure and/or will not be offered a place as referred to in article 2.3.

**Hardship clause registration deadline**

Participation in the selection is conditional upon the candidate’s submitting, ultimately on 15 January 2017, an enrolment application, via Studielink, for the programme for which the restricted enrolment procedure applies. Notwithstanding this provision, the Director DSZ may decide, upon the candidate’s request, that the candidate who has submitted an enrolment application after 15 January 2015 will still be entitled to participate in the selection. The candidate will be held to submit the request for the hardship clause to be applied as soon as possible, and always before the commencement of the selection for the relevant programme, by means of the digital form made available to that purpose. The Director DSZ will decide to admit the candidate to the selection in the event:

a. the candidate demonstrates that he was unable to submit the application via Studielink in time, i.e. between 1 October 2016 and 15 January 2017, and;

b. the candidate submits the application as yet via Studielink after 15 January 2017. Since the deadline has elapsed, Studielink will show a notice; this notice is provided with a timestamp and the candidate must allow Studielink to email this timestamp to the candidate’s email address. This email message must be included in the request for the hardship clause to be applied, and;

c. the candidate demonstrates that he has submitted the request for the hardship clause to be applied as soon as possible, and;

d. if refusal to participate in the selection should result in extreme unfairness – to be determined at the discretion of the Director DSZ.

**2.3 Ranking number and placement**

a. The admissions committee of the programme for which restricted enrolment applies, issues a ranking number, as from 15 April 2017, to the candidate via Studielink and informs the candidate on the results of the programme selection he has participated in. The candidates who have the lowest ranking numbers will be offered a place via Studielink as from 15 April 2017.

b. The candidate is held to accept, via Studielink, the place offered within two weeks following receipt via Studielink. If a place offered is not accepted within two weeks, it will be cancelled by operation of law.

c. If a place offered is cancelled because a candidate does not accept this place in time or if the candidate does not meet the requirements with respect to previous education and/or language skills, the place cancelled will be offered, via Studielink, to the candidate who has the lowest ranking number at that moment and who has not been offered a place yet.

d. Notwithstanding the provision above, the Director DSZ may decide, following a request by the candidate to that purpose, that the candidate who has not accepted the place offered within two weeks, will be offered a place once again. The candidate will be held to submit the request for the hardship clause to be applied as soon as possible by means of the digital form made available to that purpose.

e. The Director DSZ decides to offer the candidate a place as yet in the event:
i. the candidate demonstrates that he was unable to accept the place offered within two weeks, and;
ii. the candidate also demonstrates that he invoked the hardship clause as soon as possible, and;
iii. it should result in extreme unfairness – to be determined at the discretion of the Director DSZ – if the relevant candidate were not offered a place.

2.4 Deadline for demonstrating that requirements previous education and language skills have been met

The candidate who has been placed will be held to demonstrate, ultimately on 31 July 2017, that he meets the requirements with respect to previous education, specific previous education and/or language skills. If the candidate has failed to meet this obligation ultimately on 31 July 2017, his place will be cancelled.

If a candidate should fail to meet this obligation ultimately on 31 July 2017, he may request the Director DSZ to grant a postponement via the digital form made available to that purpose. The application for postponement must have been submitted ultimately on 31 July 2017.

if the Director DSZ concludes that the candidate cannot meet, ultimately 31 July 2017, the obligation to demonstrate that he meets the requirements with respect to previous or specific education, the Director DSZ will set a new term for the candidate to meet this obligation. This term will always end ultimately on 31 August 2017.

If the candidate has not met this obligation within this new term, his place will be cancelled.

2.5 The candidate has failed to obtain the relevant diploma

The candidate who fails to obtain his diploma or certificate may submit a request, by means of the digital form made available to that purpose, to have his missed selection opportunity cancelled. The candidate will be held to submit this request as soon as possible and in any case before 1 September 2017 together with documentary evidence that the candidate failed. The Director DSZ grants the request if this is submitted before 1 September 2017 and will deal with the request before 1 October 2017.

2.6 Ultimate date the place is offered

The Executive Board (cvb) offers places ultimately on 31 August 2017. After 31 August 2017 no further places will be offered for the academic year 2017-2018.

2.7 Objection and appeal

The candidate may file an objection to decisions on the selection at the Executive Board (cvb). The notice of objection is to be submitted within six weeks following the date of the relevant decision.

The candidate may lodge an appeal against the decision on the objection at the Higher Education Appeals Tribunal (College van Beroep voor het Hoger Onderwijs). If the notice of objection or the appeal is upheld after 31 August 2017 and it is determined that a candidate is to be offered a place, the place will be available in the following academic year 2018-2019.

2.8 Digital means of dispatch
Decisions and information in relation to the selection will be sent to the candidate digitally via Studielink and/or to the email address the candidate has registered in Studielink.

3. FEWER APPLICATIONS THAN PLACES; NO SELECTION BUT CHOICE OF STUDY CHECK

If the number of applications is fewer than or equal to the number of places available, selection will not take place. In that event the Regulations Choice of Study Check for the academic year 2017-2018 (Regeling Studiekeuzecheck voor het studiejaar 2017-2018) will be applicable (appendix 2 of the Regulations Application and Registration for the academic year 2017-2018 (Regeling Aanmelding en Inschrijving voor het studiejaar 2017-2018)).

4. PROVISIONAL PLACEMENT

In special cases the Executive Board (cvb) may determine, upon the candidate’s request, that the place offered will be converted into a provisional place for the academic year 2018-2019. The Executive Board decides this, at its discretion, in the event:

a. the candidate should be unable, as a result of unforeseen circumstances or circumstances beyond his control, to attend the programme successfully in the academic year 2017-2018, and;
b. the candidate has applied for provisional placement as soon as possible and always before 1 September 2017.

If a place offered is converted in a provisional place, the Executive Board (cvb) will offer a place, via Studielink, for the relevant programme for which restricted enrolment applies, to the candidate who has the lowest ranking number at the time and who has not been offered a place for the academic year 2017-2018.