**Step-by-step Guide to the RU Biology Selection and Placement Process**

Welcome to the Radboud University Biology Selection Process for the academic year 2022-2023! Taking part in a selection process may seem a little overwhelming. This step-by-step guide will provide you with all the necessary guidelines. Reading it carefully will ensure that you go through the process as smoothly as possible. Please also check your spam folder regularly!

**Important note for international students:** if you have not yet received an official admission email from the Admissions Office then you have not yet been officially admitted to our selection process. Please ensure that you check your email regularly to see if you have received an email from the Admissions Office. All selection candidates will be informed of their admissibility as soon as possible, before 31 January at the latest.

Please keep an eye on the website, especially the [Frequently Asked Questions section](#).
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1. Important dates and action points

**Important Dates for Selection and Placement**

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<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>17 January 2022</td>
<td>Selection candidates will receive an email with a link to the assignments; motivation letter and grade list.</td>
</tr>
<tr>
<td>19 January 2022</td>
<td>Deadline for students applying with an international diploma, a colloquium doctum or hbo bachelor’s diploma, to complete their admission file in Osiris Application. If the file is incomplete, your application will be withdrawn.</td>
</tr>
<tr>
<td>1 March 2022</td>
<td><strong>Due date</strong> assignments: uploading motivation letter and grade list in Osiris</td>
</tr>
<tr>
<td>15 April 2022</td>
<td>Studielink will inform candidates of their <strong>ranking number</strong> by email. Selection candidates who have been placed (numbers 1-220) will receive another email, stating how they can accept or reject their Proof of Placement within 14 days of receipt. <strong>Please note:</strong> if you receive a ranking number &gt;220, you still have a chance to <strong>be placed.</strong> Candidates with ranking number &lt;220 may reject their offer.</td>
</tr>
<tr>
<td></td>
<td><strong>Within two weeks after receipt of the Proof of Placement</strong> Selection candidates can either accept or reject their Proof of Placement. They should do so as soon as possible in Studielink, no later than two weeks after the Proof of Placement has been received (otherwise placement will be annulled).</td>
</tr>
<tr>
<td>1 June 2022</td>
<td><strong>Non-EEA students must meet the admission requirements</strong> and complete their enrolment before 1 June 2022, in view of their visa/residence permit application. Just like EEA-students, non-EEA students have until 31 July 2022 to send in their diploma (and they can also request for a postponement until 31 August 2022).</td>
</tr>
<tr>
<td>31 July 2022</td>
<td><strong>Candidates who do not need a visa/residence permit must meet the admission requirements no later than 31 July 2022.</strong> <strong>Please note:</strong> if necessary, candidates may request a postponement. If this is granted, the admission requirements will need to be met no later than 31 August 2022.</td>
</tr>
<tr>
<td>August 2022</td>
<td>Orientation Week (strongly recommended)</td>
</tr>
<tr>
<td>31 August 2022</td>
<td>This is the last day that Radboud University may still offer candidates a place, if one becomes available (last-minute placement).</td>
</tr>
<tr>
<td>September 2022</td>
<td>Start of the programme</td>
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2. Selection criteria

The selection of candidates will be based on two criteria:

- The score attained on the orientation and motivation letter (weighted at 75%).
- The score attained on the grade list (weighted at 25%);

The Regulations for Selection stipulate how the quality of the selection and ranking is guaranteed by the Biology programme.
3. The selection assignments

Assignment 1: Orientation and motivation letter
The first assignment is a personal letter, used to gain insight into what has led the candidate to apply. You can use all information that you have gathered, including the information website and the online prospectus. Please follow the instructions below for your motivation letter:

- Write your letter in English.
- Use proper grammar and spelling.
- In your letter, please address the following questions:
  - What is your motivation to study biology?
  - What is your motivation for Radboud University?
  - Why should we select you to the programme?
- Integrate your answers to the questions in main text – do not use a Q&A format.
- Keep your letter brief, yet complete (your letter should not exceed 500 words).
- Address your letter to the Selection Committee of Biosciences.
- Close the letter with your student number.
- Include your first name, last name and student number in the filename and save as .pdf document.

In the appendix you can find the rubrics that will be used to grade your motivation letter.

Important note: Some of you already submitted a motivation letter during your admission process for the Radboud University in general. Please note that you still have to complete assignment 1, orientation and motivation letter, specifically for the selection process of Biology. If you prefer, you can use (parts of) the same motivation letter, but please make sure the letter meets our requirements.

This assignment needs to be uploaded in Osiris (see section 6, Online access to Assignments). The due date for submission of this assignment is 01 March 2022, CET 23:59.

Assignment 2: Uploading grade list
The second selection assignment requires you to complete an online questionnaire about your previous education, final examination subjects and grades. Before opening the questionnaire, make sure you have the correct transcript of grades in front of you. Please check below which grading list applies to your situation:

- Candidates who have obtained or will obtain a Dutch vwo diploma:
  - If you were in class vwo 5 during the 2019-2020 school year; SE grades up to and including January 14, 2021
  - If you were in class vwo 5 during the 2020-2021 school year; SE grades up to and including January 14, 2022;
  - All other candidates applying with a vwo degree should submit the final transcript of records from class vwo 5.
- Candidates who have obtained or will obtain a Dutch hbo diploma based on a Dutch havo diploma: your final examination grades in havo 5 plus your most recent transcript of records of your hbo institute.
- Students with an international degree: the most recent transcript of grades that you obtained during secondary school education. If you have already obtained your secondary school diploma, we ask you to provide us with the grades that you obtained during the final examination year of your secondary school.
Should you already study (or have studied) at a university, then please upload the most recent transcript of grades of your university as well.

- Students who take part in a Colloquium Doctum procedure: if possible, please provide us with transcripts of record that indicate your performance at school.

Any comments on your grades, the grading system used in your country or school, the level of your courses or the quality of your school can be provided at the end of the questionnaire. The estimated required time for completing the questionnaire is thirty minutes. If you wish, you can temporarily save the questionnaire and continue working on it at a later time. Once you have submitted the questionnaire, you will no longer be able to access it or make any changes.

The deadline for submitting the questionnaire is the same as the deadline for the motivation assignment: 01 March 2022, CET 23:59. Please note that we advise you to complete the questionnaire as soon as possible, because you might find that you do not have the right documents at your disposal yet. You can ensure that you have sufficient time to gather the necessary documents by completing the questionnaire well before the deadline.
4. **Online access to assignments**

On **17 January 2022**, you will receive an email with your login for Osiris application. You will need this to complete both assignments. When logging into Osiris Application for the first time, you will initially be asked to change your password for security reasons: this does not indicate a problem with your login. Please follow the instructions to change your password and to log into Osiris Application. Have you logged in before and did you forgot your password? You can request a new password in Osiris Application.

Click ‘details’ to start filling out the questionnaire. You can temporarily save the questionnaire and continue working on it at a later time. Once you have submitted the questionnaire, you will no longer be able to access it or make any changes.
5. Ranking and placement

Every participant, if not informed otherwise, will be included in the ranking. The candidate with the highest score will be awarded first place, the candidate with the second highest score will be awarded second place, etc. Studielink will notify each selection candidate of her/his individual ranking number by email on 15 April 2022.

The following step is the placement. Candidates who have received a ranking number 1-220 will receive a separate email with their Proof of Placement. Candidates should either accept or reject the Proof of Placement in Studielink as soon as possible, within exactly 14 days from the time of receipt! Failure to do so will result in the place being forfeited and offered to the candidate with the following ranking number. In the event that a candidate rejects her/his placement, the place will be offered to the candidate with the next following ranking number. In this way, candidates with ranking numbers higher than 200 can still be offered last-minute placements. Placements may be handed out by Radboud University until 31 August 2022, if any are still available.
6. Admission

The final step for selection candidates involves the admission requirements, which should be met no later than 31 July 2022. This means that candidates must submit a relevant international diploma, demonstrate sufficient proficiency in English and meet the additional requirements for Biology, Chemistry, Mathematics and Physics. If necessary, candidates may request a postponement. If this postponement is granted, the admission requirements will need to be met no later than 31 August 2022. The form for requesting a postponement will be available on this website at a later date.

Please make sure that you are familiar with the admission criteria that apply to your situation. If you have any questions regarding your admissibility, please contact our Admissions Officer via admissionsofficer@ru.nl. Remember to always include your student number.

Please note: candidates may only start the programme if they have met all of the admission requirements and have accepted their Proof of Placement in time. You can and should already accept your Proof of Placement in Studielink before you have met all of the conditions of admission.
7. Questions and contact

General questions regarding the selection and placement procedure should be addressed to SandP.biosciences@ru.nl.

Questions regarding your admissibility, please contact our Admissions Officers via admissionsforbachelors@science.ru.nl.

See our website for frequently asked question;

Please note: always include your student number in your email.

Thank you very much for taking part in our selection process and enjoy!
8. Appendix 1: Rubric motivation and orientation letter (assignment 1)

<table>
<thead>
<tr>
<th>Appearance</th>
<th>Maximum (5 points)</th>
<th>&lt;-&gt;</th>
<th>Minimum (0 points)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lay-out</td>
<td>Visually appealing</td>
<td>Clean and neat</td>
<td>Faint or smudged</td>
</tr>
<tr>
<td>Font</td>
<td>Appropriate font and point size (10-12 pt business font)</td>
<td>Inappropriate font and point size</td>
<td></td>
</tr>
<tr>
<td>Presentation</td>
<td>Includes proper salutation and closure</td>
<td>Salutation and/or closure improper</td>
<td>Salutation and/or closure missing</td>
</tr>
<tr>
<td>Spelling and grammar</td>
<td>No spelling and grammar errors</td>
<td>1-3 spelling and grammar errors</td>
<td>4 or more spelling and grammar errors</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Content</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose</td>
<td>Letter details position applying for</td>
<td>Letter states position applying for</td>
<td>Letter does not state position applying for</td>
</tr>
<tr>
<td>Motivation for biology</td>
<td>Candidate convincingly explains interest in biology and sets personal, realistic goals</td>
<td>Candidate explains interest in biology and sets some priorities, but is limited in description towards achieving goals</td>
<td>Candidate does not explain interest in biology and/or is unaware of own goals</td>
</tr>
<tr>
<td>Motivation for RU</td>
<td>Candidate shows explicit knowledge of the overall programme structure</td>
<td>Candidate describes only basic knowledge of programme structure, e.g. mentions only general or differentiation phase Or: focuses solely on one part of programme</td>
<td>Candidate describes only basic knowledge of bachelor education (applicable to every bachelor)</td>
</tr>
<tr>
<td>Own qualifications</td>
<td>Candidate identifies his/her strongest qualifications and clearly relates how these skills apply to the programme</td>
<td>The candidate identifies her/his relevant qualifications, but fails to relate these to the programme or with minimal support</td>
<td>Candidate does not discuss any relevant qualifications</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General quality</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Structured/focused</td>
<td>Excellent</td>
<td>Sufficient</td>
<td>Insufficient</td>
</tr>
<tr>
<td>Original/personal</td>
<td>Excellent</td>
<td>Sufficient</td>
<td>Insufficient</td>
</tr>
</tbody>
</table>