REGULATIONS FOR SELECTION AND PLACEMENT

*These regulations have been drawn up on the basis of Article 7.53(3) of the Higher Education and Research Act (Wet op het Hoger onderwijs en Wetenschappelijk onderzoek (WHW)) relating to the design and implementation of selection for degree programmes with limited capacity. This is an elaboration of Chapter 6 of the WHW and the Regulations for Application for and Admission to Higher Education (Regeling Aanmelding en Toelating Hoger Onderwijs (RATHO)).*

*In adopting these regulations, the Board has taken into account the interests of prospective students from the public bodies of Bonaire, Sint Eustatius and Saba or from Aruba, Curaçao or Sint Maarten.*

**Article 1  Determination of selection criteria**

1. Each year the Board of the University determines the selection criteria for degree programmes with limited capacity at the request of the Faculty Boards and after obtaining recommendations from the student party in the University Council.
2. The Board of the University determines how many times a candidate may participate in the selection process for a degree programme, with a maximum of three times.

**Article 2  Mandate for selection and placement**

On behalf of the Board of the University, the head of the Student Information and Administration Department (SIA) is responsible for the selection and placement of students to implement the decisions of the Faculty Boards regarding this matter.

**Article 3  Application deadline**

1. A candidate who wishes to participate in the selection process must submit an enrolment application via Studielink no later than 15 January preceding the academic year in which he or she wishes to start the degree programme.
2. A candidate who has not submitted an enrolment application via Studielink by 15 January, but nevertheless wishes to participate in a selection process for a degree programme at the University of Groningen, must submit a request to this effect to the head of the SIA. This request must be submitted electronically via

3. a. To be admitted to the selection process, a candidate must meet the prior education requirements. If the candidate does not meet these requirements, he or she will receive a decision to this effect on behalf of the Faculty.
b. If a candidate does not yet meet the prior education requirements, but expects to do so by 15 July, the candidate must submit a declaration to this effect to the head of the SIA. This declaration must be submitted electronically via http://www.rug.nl/education/nederlandse-studenten/inschrijven/studies-met-een-numerus-fixus/formulier/formulier-selectie-en-plaatsing

4. The head of SIA will decide whether a candidate who has submitted an application after 15 January is to be admitted to the selection process. For this to happen, the candidate must at least meet all of the following criteria:
a. the candidate was demonstrably unable to submit the enrolment application on time
b. the candidate submitted the application as soon as possible after 15 January
c. the selection for the degree programme the candidate wishes to follow has not yet begun
d. refusal to allow participation in the selection process would constitute gross unfairness.

5. A request as referred to in Article 3.2 must be accompanied by one or more documents providing evidence that the candidate complies with the provisions of Article 3.4.

**Article 4  Participation in selection process**

1. A candidate who has submitted an active enrolment application for a degree programme with a selection process after the deadline of 15 January or who has been admitted to the selection process after submitting a request as referred to in Article 3.2 uses up one chance to participate.
2. A candidate who does not or does not fully participate in the selection process will not receive a ranking number. The head of the SIA will reject the candidate’s enrolment application. In such a case the candidate will not use up a chance to participate.
3. A candidate will not use up a chance to participate if:
a. The enrolment application for a degree programme with a selection process is withdrawn via Studielink no later than 15 January
b. The candidate does not succeed in obtaining his or her diploma or certificate and submits – within the time limit – a request to cancel the chance to participate, as set out in Article 10.
**Article 5  Verification of personal details**

A candidate who participates in a selection process must, by 15 February at the latest, provide accurate personal details which can be used to verify that candidate’s identity. If the candidate fails to meet this obligation, his or her participation in the selection process will end. The head of the SIA will reject the candidate’s enrolment application. At that point the candidate has used up one chance to participate.

**Article 6  Selection process**

1. Selection takes place in the manner determined by the Faculty for the degree programme for which the candidate has applied.
2. If, after the deadline of 15 January, the number of applications is higher than the number of places available, selection will take place. The selection process will be completed on 14 April.
3. If, after the deadline of 15 January, the number of applications is equal to or lower than the number of places available, no selection will take place, but matching will take place. In that case the rules set out in the University of Groningen Regulations for Registration and Tuition Fees will apply.

**Article 7  Selection process: results and proof of admission**

1. On 15 April the Board of the University will notify – via Studielink – each candidate who has participated in the full selection process of the ranking number allocated to that candidate. The Board of the University will issue proofs of admission to those candidates who are eligible for admission on the basis of their ranking numbers.
2. The candidate must accept the proof of admission via Studielink within two weeks of receiving it. A proof of admission which is not accepted within two weeks after the day it is received will expire by operation of law.
3. If a proof of admission that has been issued expires, the Board of the University will issue a proof of admission to the next candidate who is eligible on the basis of his or her ranking number and has not yet received a proof of admission.
4. If a candidate has failed to accept a proof of admission on time but still wants to follow the degree programme in question, he or she must submit a request to that effect to the head of the SIA immediately. This request must be submitted electronically via [http://www.rug.nl/education/nederlandse-studenten/inschrijven/studies-met-een-numerus-fixus/formulier/formulier-selectie-en-plaatsing](http://www.rug.nl/education/nederlandse-studenten/inschrijven/studies-met-een-numerus-fixus/formulier/formulier-selectie-en-plaatsing)
5. The head of the SIA will decide on behalf of the Board of the University regarding a request as referred to in Article 7.4. A request as referred to in Article 7.4 may be granted if at least all of the following conditions have been met:
   a. the candidate was demonstrably unable to accept the proof of admission on time
   b. the candidate submitted the request as soon as possible after expiry of the deadline for acceptance
   c. refusal to grant the request would constitute gross unfairness.
5. If a request as referred to in Article 7.4 is granted, the candidate will receive a proof of admission for the academic year following the academic year for which the enrolment application was intended. The head of the SIA may deviate from this and decide to give the candidate in question a proof of admission for the academic year for which the original enrolment application was intended.

**Article 8  Provision of proofs of admission**

1. The Board of the University will not issue more proofs of admission for the academic year in question than there are places available within the degree programme with limited capacity.
2. On 15 April the Board of the University will issue 100% of the available proofs of admission for a degree programme with limited capacity.
3. The Board of the University will issue proofs of admission until all available proofs of admission have been accepted and all candidates have shown that they meet the prior education and training requirements.

**Article 9  Deadline for proving that prior education requirements have been met**

1. A candidate who possesses a proof of admission must, by a date to be determined by the Faculty, prove that he or she meets the prior education and training requirements. If the candidate fails to meet this obligation, the proof of admission will expire.
2. Notwithstanding Article 9.1, the Board of the University may, at the instigation of the Faculty Board regarding a degree programme with limited capacity, decide on a later deadline for candidates with a proof of admission for this degree programme to prove that they meet the prior education and training requirements. This deadline may not be later than 20 August.
3. A candidate who receives a proof of admission after 15 July must prove within two weeks of the day the proof of admission is received, but by 20 August at the
latest, that he or she meets the prior education and training requirements. If the candidate fails to meet this obligation, the proof of admission will expire.

4. If a candidate is unable to meet the obligation of proving that he or she has met the prior education and training requirements by a date to be determined by the Faculty as set out in Article 9.1, he or she may submit a request for an extension to the head of the SIA, stating the reasons. This request must be submitted by 15 July at the latest. The request must be submitted electronically via [http://www.rug.nl/education/nederlandse-studenten/inschrijven/studies-met-een-numerus-fixus/formulier/formulier-selectie-en-plaatsing](http://www.rug.nl/education/nederlandse-studenten/inschrijven/studies-met-een-numerus-fixus/formulier/formulier-selectie-en-plaatsing). The head of the SIA may grant the candidate an extension until 31 August at the latest. If the candidate fails to prove that he or she has met the prior education and training requirements by the deadline, the proof of admission will expire.

**Article 10  Candidate fails to obtain diploma**

1. A candidate who fails to obtain his or her diploma or certificate may submit a request to the head of SIA to annul the use of a chance to participate in a selection process. This request must be submitted electronically via [http://www.rug.nl/education/nederlandse-studenten/inschrijven/studies-met-een-numerus-fixus/formulier/formulier-selectie-en-plaatsing](http://www.rug.nl/education/nederlandse-studenten/inschrijven/studies-met-een-numerus-fixus/formulier/formulier-selectie-en-plaatsing).

2. The candidate must submit a request as referred to in Article 10.1 before 1 September. The request will be dealt with by 1 October at the latest.

3. A candidate who submits a request as referred to in Article 10.1 must submit, along with the request, a document proving that the candidate has failed to obtain his or her diploma.

**Article 11  Admission to a higher year**

1. A candidate who has accepted a proof of admission and has completed enrolment in a degree programme and then terminates his or her enrolment in the degree programme in question may enrol in a higher year of this degree programme in a subsequent academic year.

2. A candidate who has accepted a proof of admission somewhere else may submit a request for enrolment in a higher year for a subsequent academic year. Such a request must be accompanied by one or more documents providing evidence that the candidate has at least met the requirements for a positive recommendation for the same or a related degree programme somewhere else.
Article 12  Legal protection

1. A candidate may submit a notice of objection to decisions relating to the selection to the Board of the University via the Central Portal for the Legal Protection of Student Rights. The time limit for objections is six weeks.
2. If the objection is upheld and it is decided that a proof of admission should be issued to the candidate, this proof of admission will relate to the academic year for which the enrolment application was submitted.
3. A candidate who has been given a proof of admission after an objection has been upheld may, notwithstanding Article 12.2, be given a proof of admission for the following academic year if:
   a. there are and will be no more proofs of admission available for the academic year for which the enrolment application was intended
   b. the decision on the objection is made after the beginning of the academic year, that is, after 1 September
   c. the candidate himself or herself requests a proof of admission for the following academic year.