

## **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 7 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.*

*Last amended in 2019*

### **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 section of the University Council.
2. The Board of the University annually determines how many times a candidate may participate in the selection process for a degree programme, with a maximum of three times, and publishes this number on the website.

### **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 when implementing 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 they wish 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 UG, must submit a request to this effect to the head of SIA. This request must be submitted electronically via an online form developed for this purpose (<http://www.rug.nl/formulierSenP>)
3. The head of SIA decides whether or not to grant admission to the selection procedure to candidates who submit a request to this end after 15 January. In such cases, all of the following criteria must be met:
  - 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 procedure for the degree programme the candidate wishes to follow has not yet started;
  - d. refusal to allow participation in the selection procedure would result in a situation of unfairness of an overriding nature.
4. 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 3.3.

#### **Article 4 Participation in selection procedure**

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 procedure will not receive a ranking number, and the head of SIA will reject the candidate's request for registration. In this case, the candidate will use up one 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 their diploma or certificate in due time and submits 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 procedure 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, their participation in the selection procedure will end, and the head of SIA will reject the candidate's registration request. At that point, the candidate has used up one chance to participate.

#### **Article 6 Selection procedure**

1. Selection takes place in the manner determined by the Faculty of 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.
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 a matching procedure will be held. In this case, the rules set out in the University of Groningen Regulations for Registration and Tuition Fees will apply.

#### **Article 7 Selection procedure: result and place allocation**

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 allocate places to all candidates who qualify based on their ranking number.
2. Candidates must accept their place via Studielink within two weeks. An allocated place that is not accepted within two weeks will expire by operation of law.
3. When an allocated place expires, the Board of the University will offer it to the candidate with the next highest-ranking number who has not yet been offered a place in the degree programme in question.
4. Candidates who fail to accept their place in good time but still wish to participate in the degree programme in question must immediately submit a request to this end to the head of SIA. This request must be submitted online via <http://www.rug.nl/formulierSenP>.
5. The head of SIA will make a decision 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 allocated place in good time.

- b. the candidate submitted the request as soon as possible after the expiry of the deadline for acceptance;
  - c. Refusal to grant the request would result in a situation of unfairness of an overriding nature.
6. When a request as referred to in Article 7.4 is granted, the candidate in question will be offered a place for the academic year following the year that the original request for admission referred to. The head of SIA may deviate from this stipulation and decide to offer the candidate a place for the academic year that the original request for admission referred to.

### **Article 8 Allocation of places**

1. For degree programmes with limited capacity, the Board of the University will not allocate any more places than the number available for the relevant academic year.
2. On 15 April, the Board of the University will allocate 100% of the available places for degree programmes with limited capacity.
3. The Board of the University will continue to allocate places until all available places have been accepted and all candidates have proven that they satisfy the general and further entry requirements.

### **Article 9 Deadline for satisfying entry requirements**

1. In order to be admitted to the selection procedure, candidates must satisfy certain entry requirements, such as prior qualifications. Candidates who do not (or do not yet) satisfy the requirements will be notified of this by the relevant faculty as soon as possible after enrolment.
2. Candidates who do not satisfy the entry requirements yet, but expect to do so between 15 July and 31 August, must submit a request for an extension of the deadline to the head of SIA before 15 July. This request must be submitted online via <http://www.rug.nl/formulierSenP>.
3. Contrary to the provisions of Article 9.1, the Board of the University, in consultation with the Faculty Board, may set a later deadline for satisfying the general and further entry requirements for candidates who have been allocated a place in a degree programme with limited capacity. This date may be no later than 20 August.
4. Candidates who are allocated a place after 15 July must submit proof that they satisfy the general and further entry requirements within exactly 14 days (14 x 24 hours) of receipt of their place allocation, and in any case no later than 31 August. If the candidate fails to meet this obligation, the proof of admission will expire.
5. The head of SIA may deviate from the stipulations of Articles 9.1, 9.3 and 9.4 and grant candidates an extension of the deadline until 31 August at the latest. If a candidate fails to prove that they have met the general and further entry requirements by the deadline, the proof of admission will expire.

### **Article 10 Candidate fails to obtain diploma**

1. A candidate who fails to obtain their diploma or certificate may annul the use of a chance to participate in a selection procedure. This request must be submitted to the head of SIA.
2. This request must be submitted online via <http://www.rug.nl/formulierSenP>.
3. The candidate must submit a request as referred to in Article 10.1 before 1 September. The request will be processed no later than 1 October, unless more time is needed because extraordinary circumstances must be assessed.

4. A candidate who submits a request as referred to in Article 10.1 must submit, along with the request, a document proving that they have failed to obtain their diploma.

#### **Article 11 Admission to a higher year**

1. Candidates who accept an allocated place, complete their registration, but terminate their registration after a minimum of 1 month, may register for a higher year of the degree programme in question in a subsequent academic year. They will retain their right of admission.
2. Candidates who accept an allocated place elsewhere and register there, may submit a request for registration in a higher year in 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 study advice for the same or a related degree programme somewhere else.

#### **Article 12 Legal rights**

1. Candidates may lodge an objection against decisions taken on the basis of these Regulation to the Board of the University via the Central Portal for the Legal Protection of Student Rights (CLRS: <http://www.rug.nl/education/laws-regulations-complaints/>). Objections must be lodged within six weeks.
2. If the objection is declared founded and the decision is taken to offer the candidate a place, this place will be for the academic year to which the original request for registration applied.
3. Notwithstanding the stipulations of Article 12.2, candidates who qualify for admission based on a founded objection may be offered a place for the next 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 themselves request admission for the next academic year.

### **Provisions of the Higher Education and Research Act (WHW)**

#### **Article 7.53 Restriction to enrolments due to availability of teaching capacity**

1. The Board of the University may set the maximum number of students that can enrol for the first time for the propaedeutic phase of a certain degree programme due to the availability of teaching capacity. The number will be set each academic year. If a programme does not operate a propaedeutic phase, «propaedeutic phase» will be taken to mean the phase in a Bachelor's degree programme that coincides with the first period of that programme with a student workload of 60 ECTS credits.
2. In view of the limited number of places in the degree programme, the Board selects prospective students on the basis of qualitative criteria only. There must be at least two types of qualitative selection criteria.
3. The Board will publish the qualitative selection criteria and the selection procedure for the admission procedure in good time in the event that the number of prospective students exceeds the maximum number of students set under the provisions of Article 7.53.1. The Board must adopt regulations for the enrolment of students. 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 as well as Aruba, Curaçao and Sint Maarten.

4. The Board may not enrol more students than the maximum set by the Board, due to availability of teaching capacity.
5. If a ministerial regulation as referred to in Article 7.56 is adopted with regard to a degree programme, Article 7.53 does not apply.
6. The Board will inform the Minister before 1 December of the calendar year preceding the academic year to which the regulations will apply, that they have been preliminarily adopted.
7. Regulations governing the following aspects may be adopted by ministerial regulation:
  - a. the registration date for the selection procedure
  - b. if a degree programme is offered by more than one institution as referred to in Article 1.2a, the number of selection procedures for a certain degree programme in which a prospective student may take part in the same academic year.

**Article 9.33a. Advisory authority of the University Council; advisory authority of the student section**

1. The Board of the University requests prior advice from the University Council for each decision that the Board proposes to take regarding
  - a. matters concerning the continued existence of and smooth running of affairs within the University
  - b. the budget, including the amount of the University tuition fees and the tuition fees, within the meaning of Article 6.7.1 or Article 6.8.1 respectively.
2. The Board of the University requests prior advice from the section of the University Council elected from and by the students for each decision that the Board proposes to take regarding
  - a. the general personnel and appointment policy, unless Article 9.36.2 of the WHW applies
  - b. the policy concerning the University tuition fees, as referred to in Article 7.46 and the tuition fees, as referred to in Article 6.7.1.
  - c. the Board of the University's regulations concerning repayments of statutory tuition fees as referred to in Article 7.48.4.
  - d. the Board of the University's regulations concerning the selection criteria and the selection procedure as referred to in Article 6.7a.1.b or Articles 7.26, 7.26a and 7.53.3 respectively, and with regard to the selection procedure, Article 7.30b.2
  - e. the Board of the University's regulations concerning the criteria and the procedure for exemption from payment of the higher tuition fees as referred to in Article 6.7a.1.c
  - f. the Board of the University's regulations concerning the selection process, as referred to in Article 7.9b.1
  - g. the Board of the University's regulations concerning study choice advice and study choice activities, as referred to in Article 7.31b.4.