

REGULATIONS FOR SELECTION AND PLACEMENT From 2019-2020

These regulations have been drawn up on the basis of Article 7.53.3 of the Higher Education and Research Act (WHW: Wet op het Hoger onderwijs en Wetenschappelijk onderzoek) 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 (RATHO: Regeling Aanmelding en Toelating Hoger Onderwijs).

In adopting these regulations, the Board of the University 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.

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 sets the number of times a candidate can participate in the selection procedure of a degree programme, with a maximum of three, and publishes this number on the website.

Article 2 Mandate for selection and placement

By order of the Board of the University, the head of the Student Information and Administration Department (SIA) is charged with the selection and placement, thus executing the decisions of the faculty boards to that effect.

Article 3 Deadline for enrolment

1. A candidate who wishes to participate in the selection procedure 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. The candidate who has not made a request for registration via Studielink on 15 January at the latest and still would like to participate in a selection procedure for a degree programme at the University of Groningen can submit a request to this end to the head of SIA.

This request must be submitted electronically via an online form developed for this purpose (<https://www.rug.nl/education/bachelor/international-students/admission-and-application/selection-and-placement/form-selection-and-placement>)

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. The candidate must at least meet all of the following criteria:

- a. the candidate was demonstrably not able to submit the request for registration at an earlier date;
 - b. the candidate must have submitted the request as soon as possible after 15 January;
 - c. the selection procedure for the degree programme the candidate wishes to follow has not started yet;
 - 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 procedure after the deadline of 15 January or who has been admitted to the selection procedure 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 request for registration for the degree programme with a selection procedure is withdrawn via Studielink no later than on 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. Selection will take place if, after the deadline of 15 January, the number of applications is higher than the number of places available.
3. If the number of applications after the deadline of 15 January is lower than or equals the number of available places, no selection procedure will be held. Matching will take place instead.

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 every candidate who took part in the full selection procedure of their ranking number. 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 electronically via <https://www.rug.nl/education/bachelor/international-students/admission-and-application/selection-and-placement/form-selection-and-placement>
5. The head of SIA decides on behalf of the Board of the University on a request as referred to in Article 7.4. A request as referred to in Article 7.4 can be granted if at least all of the following conditions are fulfilled:
 - a. The candidate was demonstrably unable to accept the allocated place in good time.
 - b. The candidate has submitted the request as soon as they possibly could after the expiration of the acceptance period.
 - 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, on July 15. 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 applying.
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 electronically via <https://www.rug.nl/education/bachelor/international-students/admission-and-application/selection-and-placement/form-selection-and-placement>
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 deadline will not be after 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 electronically via <https://www.rug.nl/education/bachelor/international-students/admission-and-application/selection-and-placement/form-selection-and-placement>
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. The candidate who submits a request as referred to in Article 10.1 must accompany the request with evidence stating that the candidate was not able to obtain the 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). 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. no proof of entry is available nor will become available for the academic year to which the request for registration applied
 - b. a decision on the objection will be given after the start 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 no propaedeutic phase is set for a degree programme, the 'propaedeutic phase' is understood to include the phase of a Bachelor's degree

programme that coincides with the initial phase of a degree 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, which includes the amounts of the university tuition fees and the tuition fees as referred to in Article 6.7.1 or 6.8.1.
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 procedure, 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.