

## **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 (WHW: Wet op het Hoger onderwijs en Wetenschappelijk onderzoek) relating to the design and implementation of selection for Bachelor's 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.*

*Last modified in December 2024*

### **Article 1 Definitions**

1. For the application of these Regulations the term 'selection' is defined as:
  - Unweighted lottery
  - Selection on the grounds of at least two qualitative selection criteria, or
  - a combination of at least two qualitative selection criteria and a drawing of lots. This entails that a part of the prospective students will be selected based on at least two qualitative selection criteria and the remainder of the prospective students will be selected based on unweighted lottery. The prospective students who have not been selected based on the selection on the grounds of qualitative selection criteria may be excluded from the unweighted lottery.<sup>1</sup>
2. For the purposes of these Regulations, the term 'programme' refers to a Bachelor's degree programme or a component within a Bachelor's degree programme that has an equal workload and provides the same level of knowledge, insight, and skills that a student should have acquired by the end of the programme.

### **Article 2 Determining the selection procedure and/or selection criteria**

1. Each year, the Board of the University determines the selection procedure and the qualitative selection criteria or the lottery mode for Bachelor's 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. A description of the selection procedure and the qualitative selection criteria or the lottery mode is published on the website, after it has been approved by the Board of the University and prior to the opening of the enrolment for the degree programme.
3. 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 3 Mandate selection and placement**

By order of the Board of the University, the faculty boards are charged with the design and execution of the selection procedure. 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 of students, thus executing the decisions of the faculty boards to that effect.

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<sup>1</sup> In this context, the UNL and NFU recorded in a letter to the minister that they interpret the 'lowest-scoring group' as the group that did not fulfill effort obligations in the selection procedure. See also Kamerstukken II 2022-2023, 35 765, nr. 19, p. 4.

#### **Article 4 Application deadline**

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 (<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.  
The candidate must at least meet all of the following criteria:
  - a. candidate was demonstrably not able to submit the request for registration at an earlier date
  - b. 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 yet started
  - d. Refusal to allow participation in the selection procedure would result in a situation of extreme unfairness.
4. A request as referred to in Article 4.2 must be accompanied by one or more documents providing evidence that the candidate complies with the provisions of Article 4.3.

#### **Article 5 Participating in the 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 4.2 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. The candidate's application will be revoked. 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 satisfying the entry requirements or the further entry requirements of the degree programme and submits a request in due time to cancel the chance to participate, as set out in Article 13.

#### **Article 6 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 candidate's application will be revoked. At that point, the candidate has used up one chance to participate.

#### **Article 7 Cheating**

If cheating is discovered or suspected in the application or selection process, a candidate is immediately excluded from further participation in the selection of the degree programme concerned for the academic year concerned and the candidate has used up one chance to participate.

#### **Article 8 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 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 9 Second chance procedure**

The candidate who was unable to participate in the selection procedure may be offered a second chance if there would be a situation of extreme unfairness without this second chance opportunity. Offering a second chance opportunity is only possible if selection is based on at least two qualitative selection criteria or based on a combination of at least two qualitative selection criteria and unweighted lottery and the unweighted lottery has not taken place yet.

#### **Article 10 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 online via <http://www.rug.nl/formulierSenP>.
5. The Head of SIA decides on behalf of the Board of the University on a request as referred to in Article 10.4. A request as referred to in Article 10.4 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 extreme unfairness.
6. When a request as referred to in Article 10.4 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 11 Place allocation**

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. 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 12 Date to submit proof of 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 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 12.1, 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 12.1, 12.3 and 12.4 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 13 Candidate fails to obtain diploma**

1. A candidate who fails to satisfy the entry requirements or the further entry requirements of the degree programme 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 13.1 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 13.1 must accompany the request with evidence stating that the candidate was not able to satisfy the entry requirements or the further entry requirements of the degree programme.

### **Article 14 Entry in 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. The candidate retains the 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 15 Hardship clause**

In exceptional cases, the Board of the University can deviate from the stipulations of these Regulations in favour of the candidate if application of the rules regarding selection and placement would lead to situations of extreme unfairness. The above does not apply to requests as referred to in Article 13.

### **Article 16 Unforeseen circumstances**

In cases not covered by the stipulations of these Regulations, the Board of the University will make the decision taking into account what is stipulated in these Regulations as far as possible.

### **Article 17 Legal protection**

1. Candidates may lodge an objection against decisions taken on the basis of these Regulations 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 17.2, 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. the 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.

**Article 18 Amendment**

Amendment of these Regulations is approved by the Board of the University after receiving recommendations from the student section of the University Council.

**Article 19 Publication**

The Board of the University is responsible for an appropriate publication of these Regulations.

## **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 exclusively selects prospective students on the basis of:
  - a. at least two qualitative selection criteria
  - b. unweighted lottery, or
  - c. a combination of at least two qualitative selection criteria and a lottery, where:
    - 1°. a part of the prospective students are admitted based on selection on the grounds of at least two qualitative selection criteria and the other prospective students are admitted based on unweighted lottery or the lottery mode as mentioned in subsection 2°, or
    - 2°. All prospective students are admitted on the basis of a lottery where weighting is assigned to at least two qualitative selection criteria.
- 2a. At the implementation of Article 7.53.2c, subsection 1°, the Board of the University can exclude the other prospective students who were not admitted based on the selection on the grounds of the qualitative selection criteria from the unweighted lottery or the lottery mode on the basis of the qualitative selection criteria as referred to in Article 7.53.2c, subsection 2°.
3. The Board will publish the selection procedure and, if applicable, the qualitative selection criteria or the lottery mode 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 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.
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
  - c. the lottery, and
  - d. the manner in which two qualitative selection criteria and a lottery may be combined.

**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.1b 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.1c
  - 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.5.
  
3. The opening words of the first paragraph of this provision will apply mutatis mutandis:
  - a. A proposed decision by the Supervisory Board as referred to in Article 9.8.1a regarding the appointment or dismissal of the members of the Board of the University
  - b. A proposed decision by the Supervisory Board as referred to in Article 9.3.3 and Article 9.7.4 regarding the profiles for the appointment of the members of the Board of the University and the Supervisory Board, respectively.