

Amsterdam University of Applied Sciences

Decision

Date: 1 September 2016
Number: 2016hcb068
Re: AUAS Regulations on the Enrolment Quota and Selection Procedure for Academic Year 2017-2018

The Executive Board of the Amsterdam University of Applied Sciences:

Given:

- the draft 'AUAS Regulations on the Enrolment Quota and Selection Procedure for Academic Year 2017-2018';

Whereas:

- the advice of Legal Affairs is not to add the procedure to the Students' Charter straight away for the academic year 2017-2018, but to adopt a separate procedure, this one time, for the first year in which the AUAS carries out the selection for restricted intake programmes entirely by on its own;

Taking into account:

- the abolition of the centralised draw for degree programmes with an enrolment quota with effect from the academic year 2017-2018;
- the AUAS Enrolment Quota and Selection Policy, adopted on 6 April 2016;

Decision:

to approve the 'AUAS Regulations on the Enrolment Quota and Selection Procedure for Academic Year 2017-2018'.

The Executive Board,

Prof. G.T.M. ten Dam,
Chair

**EXECUTIVE BOARD INITIALS COVER SHEET
RESOLUTION WITHOUT HOLDING A MEETING**

Unit:	Legal Affairs Office	Main contractor:	...Marije van Leeuwen
Date in OCS:	29 September 16	Date in Executive Board:	01 September 16
Registration number:	2016hcb068	Agenda item:	4
Institutions concerned:	Amsterdam University of Applied Sciences	Handling:	Choose handling method....
Copy of final decision to: Eldrid Bringmann			
Subject: 'AUAS Regulations on the Enrolment Quota and Selection Procedure for Academic Year 2017-2018'			
Brief description of the question to the Executive Board: The Executive Board is asked to approve the present 'AUAS Regulations on the Enrolment Quota and Selection Procedure for Academic Year 2017-2018'.			
Financial consequences (incl. any explanation): N/A			
Communication about subject concerned: <ul style="list-style-type: none"> <input type="radio"/> send letter to persons concerned (attach) <input type="radio"/> publish in AUAS News <input type="radio"/> publish on AUAS website (external) <input type="radio"/> other, namely: ... <input type="radio"/> communication according to communication plan (attach) <input type="radio"/> publish on AUAS website (internal), done by the Executive Management Support Office <input type="radio"/> publish on AUAS website (internal), done by main contractor 			
Participation in decision-making: <i>Presentation to the Central Representative Advisory Council and DSD proceeds in close consultation with the Executive Management Support Office contact (Jochem van der Stok)</i> <ul style="list-style-type: none"> <input type="radio"/> N/A <input checked="" type="checkbox"/> for advice (attach letter) <input type="radio"/> Central Representative Advisory Council <input type="radio"/> for approval (attach letter) <input type="radio"/> DSD <input type="radio"/> for information 			
Central Consultative Committee (CCC): <i>Placement on agenda for CCC proceeds in close consultation with the Executive Management Support Office contact (Ewout Crijnen)</i> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> N/A <input type="radio"/> subject for discussion <input type="radio"/> proposed Executive Board decision for discussion in CCC (followed by final decision-making by Executive Board) <input type="radio"/> for information 			
Main contractor initials <i>(obligatory)</i>	Finance, Planning and Control Office initials <i>(in the event of financial consequences)</i>	Legal Affairs Office initials <i>(in the event of legal consequences)</i>	Executive Board portfolio holder initials <i>(obligatory)</i>
See initials cover sheet below			See initials cover sheet below

		See initials cover sheet below	
AUAS secretary initials	AUAS rector initials	UvA Rector Magnificus initials	Vice-chair initials
Decision-making: <ul style="list-style-type: none"> ○ as per proposal ○ held over ○ amended compared to proposal (see below) 			Vice-chair initials
Amended decision:			

Fields marked red will be completed by Administrative Support.

EXECUTIVE BOARD INITIALS COVER SHEET

Unit:	Legal Affairs Office	Main contractor:	Marije van Leeuwen
Date in OCS:		Date in Executive Board:	
Registration number:		Agenda item:	
Institutions concerned:	Amsterdam University of Applied Sciences	Handling:	For decision-making
Copy of final decision to: ...			
Subject: 'AUAS Regulations on the Enrolment Quota and Selection Procedure for Academic Year 2017-2018'			
Brief description of the question to the Executive Board: The Executive Board is asked to take a proposed decision about these regulations and submit it urgently to the Central Representative Advisory Council for advice			
Financial consequences (incl. any explanation) N/A			
Communication about subject concerned: <ul style="list-style-type: none"> <input type="radio"/> send letter to persons concerned (attach) <input type="radio"/> publish in AUAS News <input type="radio"/> publish on AUAS website (external) <input type="radio"/> other, namely: ... <input type="radio"/> communication according to communication plan (attach) <input type="radio"/> publish on AUAS website (internal), done by the Executive Management Support Office <input type="radio"/> publish on AUAS website (internal), done by main contractor 			
Participation in decision-making: <ul style="list-style-type: none"> <input type="radio"/> N/A <input checked="" type="radio"/> for advice (attach letter) <input type="radio"/> Central Representative Advisory Council <input type="radio"/> for approval (attach letter) <input type="radio"/> DSD <input type="radio"/> for information 			
Central Consultative Committee (CCC): <i>Placement on agenda for CCC proceeds in close consultation with Executive Management Support Office contact (Ewout Crijnen)</i> <ul style="list-style-type: none"> <input type="radio"/> N/A <input type="radio"/> subject for discussion <input type="radio"/> proposed Executive Board decision for discussion in CCC (followed by final decision-making by Executive Board) <input type="radio"/> for information 			
Main contractor initials <i>(obligatory)</i>	Finances, Planning and Control Office initials <i>(in the event of financial consequences)</i>	legal Affairs Office initials <i>(in the event of legal consequences)</i>	Executive Board portfolio holder initials <i>(obligatory)</i>
Handling: <ul style="list-style-type: none"> <input type="radio"/> discussed <input type="radio"/> adopted <input type="radio"/> decision-making: 		AUAS secretary initials <i>(approval for placement on agenda)</i>	AUAS secretary initials <i>(approval following Board meeting)</i>

<ul style="list-style-type: none"> ○ as per proposal ○ held over ○ amended compared to proposal (see below) 	<i>at Executive Board meeting)</i>	
Amended decision: ...		

Fields marked red will be completed by Administrative Support

AUAS Regulations on the Enrolment Quota and Selection Procedure for Academic Year 2017- 2018

Taking into account:

- ✓ sections 7.53 and 7.56 of the Dutch Higher Education and Research Act;
- ✓ the Regulations on Enrolment in and Admission to Higher Education (*Regeling Aanmelding en Toelating Hoger Onderwijs*) of the Ministry of Education, Culture and Science;
- ✓ the amendment of the aforementioned regulations dated 8 November 2015, no. 759279, amending the Regulations on Enrolment in and Admission to Higher Education in connection with the abolition of the draw; and
- ✓ the AUAS Enrolment Quota and Selection Policy, adopted on 6 April 2016;

the following regulations have been drawn up in which rules are laid down under which prospective students, with effect from the academic year 2017-2018, can be placed in a degree programme with an enrolment quota via selection.

Article 1

Definitions

- a. prospective student: someone who has applied for a degree programme at the Amsterdam University of Applied Sciences (AUAS) and who is not enrolled in the relevant programme at the AUAS at the time;
- b. restricted intake programme: a degree programme for which a limited number of students can be enrolled under sections 7.53 and 7.56 of the Dutch Higher Education and Research Act.
- c. selection: the procedure by which prospective students who have applied for a restricted intake programme are selected;
- d. study check: the activity the AUAS offers prospective students for a Bachelor's degree, not being a restricted intake programme, with the aim of providing a recommendation regarding the choice of degree programme;
- e. ranking: a unique number assigned by the AUAS to a prospective student who has gone through selection, showing how the prospective student has been assessed in relation to the other participants in the selection. The prospective student receives the ranking via Studielink;
- f. confirmation of placement: the confirmation that the prospective student receives via Studielink when the ranking that the AUAS has assigned to them lies within the education capacity of the restricted intake programme. The prospective student must accept this confirmation of placement via Studielink within 14 days of receipt;
- g. enrolment: a prospective student who meets the statutory educational entry requirements and the conditions of admission stated in the Teaching and Examination Regulations may be enrolled as a student at the AUAS. The Central Student Administration (CSA) is responsible for implementing the enrolment in accordance with the Students' Charter and decides whether a prospective student is enrolled as a student for the degree programme for which the prospective student has applied.

Article 2

Apply no later than 15 January 2017.

1. A prospective student wishing to take part in the selection for a restricted intake programme must apply for this programme, via Studielink, by no later than 15 January 2017.
2. A prospective student who applies for a restricted intake programme at the AUAS via Studielink and who has previously twice made a selection attempt for the same programme will receive the message via Studielink that they are unable to apply for the programme.
3. An application does not count as a selection attempt if the prospective student has withdrawn it via Studielink before 15 January 2017.

4. Between 15 January 2017 and 31 August 2017, a prospective student can submit a request to the institution to cancel their selection attempt if they do not succeed in obtaining the diploma or certificate required for admission.
5. A prospective student who can demonstrate that force majeure has prevented them from applying via Studielink by 15 January 2017 may submit a substantiated request via the CSA in order to still receive an invitation to take part in the selection for the restricted intake programme concerned.

Article 3

Selection

1. The selection takes place in accordance with the policy adopted by AUAS. The AUAS policy has been published.
2. Where the number of applications is less than the number of places available, no selection will take place. However, in accordance with the adopted AUAS policy, the prospective student will be obliged to take part in the study check. Chapter 3 of the Students' Charter applies in this case.

Article 4

Results of selection, rankings and confirmations of placement

1. The AUAS will inform the prospective student of the results they obtained in the selection by no later than 15 April 2017.
2. The prospective student will receive the ranking assigned to them by the AUAS on the basis of the results they achieved on 15 April 2017 via Studielink.
3. From 15 April 2017, the prospective student will receive a conditional confirmation of placement via Studielink if the ranking assigned to them lies within the capacity of the restricted intake programme.
4. A conditional confirmation of placement will lapse if the prospective student to whom the confirmation has been issued fails to accept it via Studielink within 14 days of receipt.
5. If a place becomes available because a confirmation of placement has not been accepted in time, a conditional confirmation of placement will be given to the prospective student with the next ranking to whom no confirmation of placement has yet been given via Studielink; paragraph 4 then applies.
6. The latest date on which conditional confirmations of placement will be issued via Studielink by the AUAS is 15 August 2017.

Article 5

Educational entry requirements and detailed educational entry requirements

1. Prospective students who might potentially be admitted to a restricted intake programme on the basis of a confirmation of placement must demonstrate by no later than 31 August 2017 that they meet the educational entry requirements and detailed educational entry requirements that are recorded in the Teaching and Examination Regulations that apply for the degree programme concerned.

Article 6

Objections

1. The prospective student has six weeks from receipt of the decision in question in which to submit a notice of objection supported by reasons to the Executive Board, in accordance with Chapter 12 of the Students' Charter.
2. The Disputes Advisory Committee will issue an opinion to the Executive Board about objections before the Executive Board takes a decision on an objection. Objections may be lodged against decisions regarding:

- a. refusal to accept the enrolment application for a selection programme from the prospective student after 15 January 2017;
- b. the ranking assigned;
- c. refusal to assign the prospective student a confirmation of placement;
- d. refusal to cancel a selection attempt of the prospective student;
- e. an invalid reason for absence on selection day;
- f. a rejected enrolment application.

Adoption and effective date

These regulations have been adopted by the Executive Board in a decision of XXXX and take effect on

...