

Regulations regarding the Study Programme Choice Check 2019-2020

These regulations apply to every applicant for the academic year 2020-2021. The Board of Governors established the regulations on 21-05-2019, having received the approval from the Central Representative Advisory Council on 27-08-2019. The Regulations regarding the Study Programme Choice Check are based on Articles 7.31a to 7.31d inclusive of the Higher Education and Scientific Research Act (*Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek*, WHW).

Article 1 Purpose

The Regulations regarding the Study Programme Choice Check aim to support an applicant both in his/her choice of study programme as well as during the study programme choice check.

Article 2 Definitions

Admissibility	an applicant is entitled to enrol for a Bachelor's programme or Associate degree via Studielink.
Applicant	an applicant is entitled to enrol for a study programme provided that he/she meets the statutory admission requirements for higher vocational education (HBO). These statutory admission requirements are described in the Regulations on admission to and enrolment at Zuyd University of Applied Sciences.
Application	submission of a request to enrol for a Bachelor's programme or Associate Degree in higher education via Studielink.
Contact moment	a contact moment consists at least of a personal consultation with a lecturer or academic guidance counsellor.
No show	failure to attend a contact moment or a second chance without valid reason.
Study programme choice check	a study programme choice check is an activity that assesses whether an applicant is suitable for a study programme. In any event, a study programme choice check consists of a contact moment and study programme choice check advice. A programme department may request to perform an additional activity, or activities, in order to support a contact moment.
Study programme choice check advice	advice provided upon completion of a study programme choice check.

Article 3 Users of the study programme choice check

The study programme choice check is intended for every applicant who has submitted a request to enrol for a Bachelor's study programme or Associate degree programme.

Each of the following parties are excepted from the study programme choice check:

- an applicant to a study programme that is subject to a selection procedure¹.
- a student with a binding notice to terminate studies who can demonstrate that he or she received the notice at such a time that he or she was unable to register by the deadline of 1 May.

Article 4 The functioning of a study programme choice check

1. Every applicant is entitled to participate in a study programme choice check for a maximum of three study programmes.
2. Every applicant receives an e-mail within four working weeks of submitting a request for enrolment detailing the procedure for the study programme choice check of the study programme.
3. The study programme choice check is organized by the programme department and is separate from familiarization activities such as informational meetings, shadowing days, meet and greets, and open evenings.
4. The time of the study programme choice check and the form of the contact moment are dependent on the study programme. The website www.zuyd.nl provides programme-specific information for every study programme choice check.
5. An applicant from Bonaire, Sint Eustatius, Saba, Aruba, Curaçao, and Sint Maarten is not obliged to be physically present at the contact moment. This applies equally to an applicant who is located abroad or the distance is more than 275 km crow flies from residential address to study city during the period in which a study programme choice check is offered. The programme department will decide the modalities of the contact moment.
6. Every study programme choice check is free of charge.

Article 5 Study programme choice check advice

1. Following the contact moment, the study programme choice check advice is sent to the applicant via e-mail, and registered in OSIRIS, within ten working days. This process is completed no later than 31 August, or no later than 31 January for a study programme with a February intake.
2. There are three possible types of advice:
 - Positive advice, meaning that the applicant may study at Zuyd University of Applied Sciences.
 - Positive advice with suggestions, meaning that the applicant may study at Zuyd University of Applied Sciences, but with justified suggestions.
 - Negative advice on the basis of a no show (see Article 7.3).
3. The advice is valid for one year.

Article 6 Application deadline

1. Every student who applies by the deadline of 1 May for the propaedeutic phase of a Bachelor's study programme is entitled to participate in the study programme choice check, with due observance of the provisions in Article 3.
2. The contact moment is provided by the programme department in question, and this programme department decides the form and contents of the contact moment.

¹ With the exception of an applicant to a study programme with a fixed number of positions and decentralized selection who has not been able to complete a selection procedure because the number of applications was lower than the number of places.

3. After participating in the study programme choice check, the applicant receives the study programme choice check advice from the programme department. The study programme choice check advice can consist of a *positive recommendation* or a *positive recommendation with suggestions*.
4. The study programme choice check advice referred to in paragraph 3 does not affect the admissibility of an applicant to a study programme.

Article 7 Application after deadline

1. Every applicant to Zuyd University of Applied Sciences who applies for the first time after 1 May is obliged to participate in a study programme choice check, with due observance of the provisions in Article 3.
2. The contact moment is provided by the programme department in question, and this programme department decides the form and contents of the contact moment.
3. After participating in the study programme choice check, the applicant receives the study programme choice check advice from the programme department. The study programme choice check advice is either: *Positive advice*, *Positive advice with suggestions*, or *Negative advice on the basis of a no show*.
4. An applicant who, with valid reason, does not participate in a study programme choice check offered is offered at least one second chance. For the purposes of the possible second chance, the applicant must submit a duly reasoned statement in writing to the Dean. In any event, the second chance takes place before the beginning of the study programme, either by 1 September or by 1 February at the latest. The programme department will decide the modalities of the second chance. A 'valid reason' is understood to be: illness, personal circumstances, other educational obligations, or force majeure.
5. If there is doubt or discussion regarding the validity of the applicant's reason for the no show, the Dean of the study programme decides on the applicant's enrolment.
6. The study programme choice check advice referred to in paragraph 3 does not affect the admissibility of an applicant to a study programme.

Article 8 Procedure

1. A study programme choice check is offered to every applicant. If the programme department uses Zuyd's digital questionnaire, the applicant will receive an e-mail invitation to fill in this questionnaire.
2. The applicant also receives an invitation to attend the contact moment with the programme department.
3. Following the contact moment, the applicant receives his or her study programme choice check advice via e-mail within ten working days.

Article 9 Complaints and disputes

An applicant can lodge a complaint or objection via the Loket Rechtsbescherming in writing to:

Zuyd Hogeschool

Attn: Loket Rechtsbescherming

Postbus 550

6400 AN Heerlen

The Netherlands

The complaints desk can also be accessed via:

<http://www.zuyd.nl/studeren/studiefaciliteiten/rechtsbescherming>