

# TU Delft Selection and Placement Regulations<sup>1</sup>

## THE EXECUTIVE BOARD OF DELFT UNIVERSITY OF TECHNOLOGY

Considers

that, given the available teaching capacity, it is desirable for a number of Bachelor's degree programmes to put a cap on the maximum number of students able to enrol for the first year (numerus fixus);

that prospective students (candidates) who can be admitted to the degree programme are selected;

that, to this end, in accordance with Article 7.53 of the Higher Education and Research Act, regulations need to be drawn up, in which, among other things, the qualitative selection criteria and the selection procedure are included;

and

Considering the advice of the Student Council (number of the consultative meeting, dated...);

adopts the following regulations.

### GENERAL

#### **Article 1 (Definitions)**

1. The definitions used in the Higher Education and Research Act and in the Regulations for Registration and Admission to Higher Education also apply to these regulations.
2. The dates and times used in these regulations are based on Central European Time (CET).

#### **Article 2 Principles for university selection and selection criteria**

1. The composition and implementation of selection for Bachelor's degree programmes with limited teaching capacity should satisfy the following objectives:
  - a. There is an evidence-based approach, which means that existing research is used or new research is conducted that is aimed at identifying indicators capable of predicting study success and variance in study success as well as possible. The programme regularly monitors whether the set of indicators (selection criteria) and the way in which selection takes place (selection methodology) prove to be a sufficiently good predictor. This involves the following questions:
    - how can study success be predicted and what are the factors that explain the variance in study success?

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<sup>1</sup> *This is a translation of the Dutch version of the Regulations. In case of a conflict between the English and Dutch version of the Regulations, the Dutch version will prevail and will be binding.*

- to what degree do these factors differ in relation to the students' socio-economic or cultural background or the system of secondary education in which they have participated?

The aim of this is to determine whether the selection criteria and methods used put certain groups of students at a disadvantage.

- b. Based on this research, the selection is directed at qualifications that are important for study success and uses qualitative selection criteria and methods with the best possible predictive value for success in the degree programme in question and its various phases and domains.
- c. There are at least two types of qualitative selection criteria.
- d. There is a good balance in the selection methodology between striving for high quality and diversity in the intake and diversity in the majors and/or the professional field.
- e. The dean/programme is responsible for ensuring that those who carry out the selection are sufficiently equipped and trained to do so satisfactorily.
- f. The dean/programme provides information about the selection procedure and the selection criteria as transparently as possible.

2. The Director of Education & Student Affairs (E&SA) is responsible for the selection and placement of students on behalf of the Executive Board. The Director of E&SA will make decisions pursuant to these regulations on behalf of the Executive Board.

### **Article 3 Adoption of the selection criteria and procedure at faculty level**

1. Every year, following the advice of the Faculty Student Council, the dean adopts the selection criteria of a degree programme within the faculty in question, designated by the Executive Board as having limited intake capacity, in the form of regulations pursuant to the principles set out under Article 2.
2. The dean adopts the necessary procedural rules for the implementation of these regulations, including the number of times a candidate may participate in the selection procedure of a degree programme.
3. In the selection procedure, the dean takes into account the interests of candidates from the 'public bodies' of Bonaire, Sint Eustatius and Saba, or from Aruba, Curaçao and Sint Maarten.
4. The selection criteria and further procedural rules are announced annually by the Executive Board.

### **Article 4 Registration deadline**

1. Candidates who wish to participate in a selection procedure must submit an enrolment application via Studielink by no later than 15 January prior to the academic year in which the candidate wants to begin the degree programme.
2. Candidates who have not submitted an enrolment application via Studielink by 15 January at the latest and who still wish to participate in a selection procedure for a degree programme at TU Delft should submit a request to do so to the Director of E&SA. This request should be made by email to [CSA@tudelft.nl](mailto:CSA@tudelft.nl).<sup>2</sup>

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<sup>2</sup> Everywhere in these regulations [CSA@tudelft.nl](mailto:CSA@tudelft.nl) should be read: [contactcentre-esa@tudelft.nl](mailto:contactcentre-esa@tudelft.nl).

3. The Director of E&SA decides whether a candidate who has submitted a request after 15 January will be admitted to the selection procedure. In order to participate in a selection procedure after 15 January, all of the following conditions must have been satisfied:

- a. the candidate can demonstrate to have been powerless in submitting the enrolment application in good time;
- b. the candidate submitted the enrolment application as soon as possible after 15 January;
- c. selection<sup>3</sup> for the degree programme in question has not yet begun;
- d. refusal to participate in the selection would result in an exceptional case of extreme unfairness.

4. A request as referred to in paragraph 2 must be accompanied by one or more supporting documents which demonstrate that the candidate has satisfied the conditions set out in paragraph 3.

### **Article 5 Participation in the selection procedure and use of participation opportunity**

1. Candidates who, on 16 January or later, have an active enrolment application to a degree programme with a selection procedure or who are admitted to the selection procedure following a request as referred to in Article 4, paragraph 2, will use up a participation opportunity.

2. Candidates who do not or do not fully participate in the selection procedure are not assigned a ranking number. The Director of E&SA will reject the candidate's enrolment application. In such a case, the candidate will also use up a participation opportunity.

3. A participation opportunity is not used up when:

- a. the enrolment application to the degree programme with a selection procedure is withdrawn via Studielink by 15 January at the latest;
- b. the candidate fails to obtain the necessary diploma for enrolment, including the specific prior education required, and submits a request to withdraw the participation opportunity in good time, as referred to in Article 11.

4. In the event that fraud is determined during the selection procedure, the candidate will be excluded from the selection. The candidate will not be assigned a ranking number and will use up a participation opportunity.

### **Article 6 Verification of personal details**

Candidates participating in a selection procedure must provide their correct personal details by 31 January at the latest, in order for verification of the candidate's identity to take place. If candidates do not fulfil this obligation in time their participation in the selection procedure ends. The candidate's enrolment application will be rejected by the Director of E&SA. In such a case, the candidate will also use up a participation opportunity.

### **Article 7 Selection procedure**

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<sup>3</sup> Editor's note: selection must be read selection procedure

1. If the number of applications on 16 January exceeds the number of places available, selection will take place. The selection procedure will be completed by 14 April at the latest.
2. If the number of applications on 16 January is less than or equal to the number of places available, selection will not take place. The candidate can then participate in programme choice activities, as set out in the Policy on Fees and Enrolment.

### **Article 8 Results and confirmation of admission following selection**

1. On 15 April, the Executive Board will inform all candidates who participated in the entire selection procedure of their ranking number via Studielink. Candidates who are eligible for admission on the basis of their ranking number will receive a confirmation of admission from the Executive Board.
2. Candidates must accept the confirmation of admission via Studielink within two weeks from the date of receipt. A confirmation of admission that is not accepted within two weeks from the date of receipt expires legally.
3. If a confirmation of admission expires, the Executive Board will issue a confirmation of admission to the next candidate who is eligible on the basis of the candidate's ranking number and who has not yet received a confirmation of admission.
4. If a candidate does not accept a confirmation of admission in good time, but would still like to participate in the degree programme in question, the candidate must submit a request to the Director of E&SA immediately. This request should be made by email to [CSA@tudelft.nl](mailto:CSA@tudelft.nl).
5. The Director of E&SA will decide on a request as referred to in paragraph 4. A request as referred to in paragraph 4 may be granted if all of the following conditions have been met:
  - a. the candidate can demonstrate to have been powerless in accepting the confirmation of admission in good time;
  - b. the candidate submitted the request as soon as possible after the expiry of the acceptance period;
  - c. refusal of the request would result in an exceptional case of extreme unfairness.
6. If a request as referred to in paragraph 4 is granted, the candidate will receive a confirmation of admission for the academic year following the academic year for which the enrolment application was intended. Only if it is clear that confirmations of admission are still available for the academic year for which the enrolment application was intended, the candidate may be admitted for this academic year.

### **Article 9 Issuing confirmations of admission**

1. The Executive Board will not issue more confirmations of admission than there are places available in the degree programme with limited intake capacity.
2. The Executive Board will issue confirmations of admission until such time that all available confirmations of admission have been accepted and all candidates have demonstrated to have satisfied the required prior education and any other prior education requirements as set out in Article 10, or until 15 August at the latest.

3. On 15 April the Executive Board will issue ninety-five per cent of the available confirmations of admission for a degree programme with limited intake capacity. The remaining five per cent of the available confirmations of admission will be issued by the Director of E&SA at a given time between 16 April and 15 August.

#### **Article 10 Date for demonstrating required prior education and other prior education requirements**

1. Candidates in possession of a confirmation of admission must demonstrate that they satisfy the required prior education (diploma) and any other prior education requirements by 15 July at the latest. If candidates fail to meet this obligation, the confirmation of admission expires.

2. Notwithstanding paragraph 1, the Executive Board can decide at the request of the dean that, with regard to a degree programme with a limited intake capacity, candidates who have been issued with a confirmation of admission for this degree programme must demonstrate that they satisfy the required prior education and any other prior education requirements at a later date, but by 15 August at the latest.

3. Candidates who are issued with a confirmation of admission after 15 July must demonstrate that they satisfy the required prior education and any other prior education requirements within two weeks of the day on which they received the confirmation. If candidates fail to meet this obligation, the confirmation of admission expires.

4. If candidates are unable to meet the obligation to demonstrate that they satisfy the required prior education and any other prior education requirements by 15 July at the latest, they may submit a substantiated request for an extension to the Director of E&SA. This request must be submitted by 15 July at the latest. This request should be made by email to [CSA@tudelft.nl](mailto:CSA@tudelft.nl).

The Director of E&SA can grant candidates an extension until 31 August at the latest. If candidates are unable to demonstrate that they satisfy the required prior education and any other prior education requirements within the prescribed period, the confirmation of admission expires.

#### **Article 11 Candidates who fail to obtain the diploma**

1. Candidates who fail to obtain their diploma, including any other prior education requirements, can submit a request to the Director of E&SA to nullify any used up participation opportunities to a selection procedure.

This request should be made by email to [CSA@tudelft.nl](mailto:CSA@tudelft.nl).

2. Candidates must submit a request as referred to in paragraph 1 before 1 September. The request will be dealt with by 1 October at the latest.

3. Candidates should submit a request as referred to in paragraph 1 accompanied by documented proof showing that the candidate has failed to obtain the diploma.

#### **Article 12 Entering a degree programme in the following year**

1. Candidates who, after acceptance of a confirmation of admission and completion of the enrolment to a degree programme, terminate the enrolment before 1

February of that academic year for the degree programme in question may enrol in this degree programme in a subsequent academic year.

2. Candidates who have accepted a confirmation of admission from another institution may submit an enrolment application for a subsequent academic year. The request must be accompanied by one or more supporting documents which provide evidence that the candidate has at least satisfied the requirements at the other institution for a positive recommendation for the same or a related degree programme.

### **Article 13 Decision following objection**

1. If, following an objection, it is decided to issue a confirmation of admission to the candidate, this confirmation of admission is valid for the academic year for which the enrolment application was submitted.

2. Notwithstanding paragraph 1, a confirmation of admission may be issued for the next academic year when:

a. there are no more confirmations of admission available or to be made available for the academic year for which the enrolment application was intended;

b. a decision is made on a letter of objection following the beginning of the academic year, or in other words after 1 September;

c. candidates themselves request a confirmation of admission for the next academic year.

### **Article 14 (Entry into force)**

These regulations enter into force on the first day after the date they are announced on the TU Delft website.

### **Article 15 (Official title)**

These regulations will be referred to as the TU Delft Selection and Placement Regulations (*Regeling Selectie en Plaatsing TU Delft*).

These regulations will be posted on the TU Delft website.

An announcement of these regulations and of their publication on the website will be made in the TU Delft digital newsletter *TU News*.

This was agreed in the meeting of 1 November 2016.

Prof. Dr T. van der Hagen  
Chair

## EXPLANATORY NOTES

### GENERAL

In accordance with Article 7.53 of the Higher Education and Research Act (WHW), the Executive Board (EB) may, given the available teaching capacity, put a cap on the maximum number of students able to enrol for the first year of certain Bachelor's degree programmes, or in other words set a numerus fixus. The EB has set a numerus fixus for a number of Bachelor's degree programmes in separate decisions.

Prospective students (candidates) who enrol for a numerus fixus degree programme undergo a selection procedure to determine who can be admitted to the degree programme in question. This selection takes place entirely at the university on the basis of at least two qualitative selection criteria. The university selection procedure replaces the centralised draw procedure (with the possibility of partial decentralised selection), which is to be discontinued as of 1 September 2017.

Regulations need to be drawn up for the selection, in which, among other things, the qualitative selection criteria and the selection procedure are included. The university-wide regulations in hand set out the general principles for selection (Article 2), as well as aspects concerning enrolment and admission which are part of the central task of a university. The actual selection takes place per degree programme and the dean in question will draw up regulations for each numerus fixus degree programme. In addition to the specific selection criteria and implementation of the selection procedure, the regulations of the degree programmes will set out:

- The maximum number of times a candidate may participate in a selection procedure of the degree programme (Art. 3.2). The Higher Education and Research Act determines that this can be a maximum of three times, so a dean can determine a maximum of 1, 2 or 3. It should be noted here that, according to transitional measures in the Regulations for Registration and Admission to Higher Education, previous participation in a draw or selection procedure can count towards this maximum number.
- A provision for students from the Caribbean parts of the Kingdom (Art. 3.3).

The procedure in cases of fraud can be further specified in the degree programme's regulations.

The degree programme's regulations can also set out a procedure, for example, to enable a candidate to get further information or an explanation about the outcome of the selection and the assigned ranking number. This does not need to include a right to inspect or to subsequent discussion, but may help to provide a candidate with the necessary clarity and to prevent unnecessary objections.

Therefore, although there are two regulations, the EB regulations and the degree programme regulations will be presented in cohesion as much as possible as part of the information provision, such as on the website.

The provisions in the regulations are based on the Ministerial Regulations for Registration and Admission to Higher Education for the registration and admittance to the numerus fixus degree programme and the associated dates and deadlines. Insofar as is necessary, the following explanatory notes provide clarification of a certain article or part thereof.

## EXPLANATORY NOTES BY ARTICLE

### Article 1

These regulations are based on the concepts from the Higher Education and Research Act and the Regulations for Registration and Admission to Higher Education. A few relevant concepts from the Regulations for Registration and Admission to Higher Education are (quoted):

- *confirmation of admission: a document issued to a named person, by the institution, which shows that a candidate has completed the selection and has been assigned a place within the set teaching capacity;*
- *candidate: a person who wants to register or enrol in the propaedeutic phase of a certain degree programme;*
- *ranking number: a unique number that is issued by the institution to a candidate who has completed the selection and which indicates how the candidate has been assessed compared to the other participants in the selection.*

Because candidates from all over the world are able to register, it is explicitly stated that Central European Time is used in determining deadlines for registration and the delivery of details.

### Articles 4 (and 10)

Of course it only makes sense for a candidate to register for a numerus fixus degree programme if the candidate is busy studying with the appropriate pre-university education profile (specific prior education requirement). This is not formally checked in advance, but through good information this should usually be the case, so that a pointless selection procedure is avoided. The question of whether a candidate has obtained the required diploma and specific prior education requirements is formally tested at a later date, namely when the school-leaving examination marks are known (see Article 10).

### Articles 4.3 and 4.4

A supporting document that is certainly required to demonstrate that the candidate has submitted the late request as soon as possible is a copy/email from Studielink which shows the refusal for enrolment.

### Article 5.2

By not participating or only participating in part in the selection procedure will result in exclusion from the selection and the using up of a participation opportunity. In the event of two selection rounds and participation in the second round is only open to those candidates who scored sufficiently in the first round, full participation in the first round (without an invitation to participate in the second round) will be regarded as full participation in the selection procedure. The candidate will receive a ranking number (albeit a low number, which is not sufficient for participation in the second round).

### Article 5.4

Cases of alleged fraud should of course be treated with appropriate diligence and the accused candidate will need to be confronted with the perceived fraud. The candidate will be given due opportunity to be heard and provide a view on the findings before the fraud is definitively determined. If necessary, the procedure in



cases of fraud can be set out in the degree programme regulations. It remains possible to object against a decision for exclusion on grounds of fraud.

#### Article 7.2

In the event of the number of enrolment applications being less than the number of places available, the university may, if so desired, request the Minister to instigate a so-called emergency procedure in order to attract more candidates. This provision is provided for in Art. 4.10 of the Regulations for Registration and Admission to Higher Education.

#### Article 8.6

If a candidate does not accept the confirmation of admission (in good time), the place will in principle be assigned to another candidate on the ranking list. The candidate can then still submit a request to be admitted to the degree programme by making an appeal to the so-called hardship clause. If this request is granted, the candidate will be admitted to the degree programme in the following year. If there are still places available for the original academic year, the candidate can be admitted to that year.

#### Article 12.1

Entering a degree programme in the following year will take place administratively as a 'higher-year student'.

#### Article 9.3

It is advisable to reserve places for candidates who for whatever reason (illness, accident, etc.) are assigned a place at a late stage, in order to prevent the situation that all places have already been assigned. Ninety-five per cent is a starting percentage in order to ensure that there will always be places reserved. The degree programme can decrease the number of reserved places over the course of the months between January and September. Using a percentage has the advantage of not having to reserve an exact number of places every year for each degree programme.

#### Article 13 - Objections and appeals

This article indicates what is applicable in the event of an objection being legitimate and the candidate consequently being issued with a confirmation of admission. In principle, this confirmation of admission is valid for the academic year of enrolment. However, circumstances may dictate that this is not possible, because there are no longer any places available, for example. As a matter of exception, it is then possible to issue the candidate with a confirmation of admission for the following academic year. This is covered in paragraph 2.

This article does not cover which decisions a candidate may object against, because this follows from the General Administrative Law Act, the regulations and the decision itself. Within the context of these Selection and Placement Regulations, it may concern, among others, the following decisions: the assigning of a ranking number based on the selection and the decision to issue a confirmation of admission; the decision whether or not to grant admission on the basis of required prior education; and decisions on the basis of a hardship clause (following a request due to enrolling too late on 15 January and the ensuing decision, Art. 4; following a

request due to accepting confirmation of admission too late after 15 April and the ensuing decision, Art. 8).

The following are not decisions: the standardisation of the selection components and the expiry of deadlines, such as not accepting the confirmation of admission via Studielink in time; the confirmation of admission will then expire legally.