

REGULATIONS PROSPECTIVE STUDENT ACTIVITIES AND PROGRAMME ADVICE

Decos: B/2021-89

Official title	Regulations study check
Effective date	1 September 2020
Participation council's advice	22 januari 2020
Enacted by Executive Board	22 januari 2020
Legal basis	Article 7.31a WHW et seq.
Brief description	These regulations describe the procedure and the consequences of the study check
Special circumstances	
Location	portal

Article 1 Prospective student activities

1. Any prospective student who submits an enrolment request for the propaedeutic phase of a full-time HBO Bachelor's programme or to a full-time Associate Degree programme is asked to participate in the Van Hall Larenstein study check related to the desired bachelor programme or the Associate degree programme.
2. This study check, as mentioned in Paragraph 1, consists of a digital questionnaire. This questionnaire should be filled in via *Studielink* within 15 business days of the enrolment request.
3. Within 15 business days of filling in this questionnaire, the prospective student will receive a written notice from the institution. This notice may contain:
 - a. A positive recommendation
 - b. A positive recommendation with a suggestion to engage in one of the prospective student activities offered by the department.
 - c. An invitation for a study mentoring meeting.
4. Any prospective student who submits an enrolment request for the propaedeutic phase of a part-time HBO Bachelor's programme or a part-time Associate Degree programme is invited to a study mentoring meeting.

Article 2 Study mentoring meetings, with application prior to 1 May

1. A prospective student who has applied through DUO prior to 1 May, and who, based on the questionnaire results, has doubts about his or her education choices – doubts about the level, the connection with prior education, or about his or her motivation – is invited to a study mentoring meeting.
2. The study mentoring meeting will take place within 30 business days following the delivery of a written response to the student's questionnaire.
3. Within two business days following the study mentoring meeting, the prospective student will receive written advice about his or her chosen programme.
4. The advice mentioned in Paragraph 3 can be either positive or negative.
5. Any negative advice will not be binding.

Article 3 Consequences of not participating in the study check with application prior to 1 May

1. Students who have applied through DUO prior to 1 May and fail to complete the digital questionnaire lose the privilege of receiving programme advice.
2. Students who have applied through DUO prior to 1 May and were invited for a study mentoring meeting, but who failed to respond to the invitation will lose the privilege of programme advice.

Article 4 Valid reasons for an inability to participate in the prospective student activities

1. Valid reasons for not completing the questionnaire or for not responding to an invitation for a study mentoring meeting include serious personal circumstances, such as illness, hospitalisation and occurrences of serious circumstances within the family.

Article 5 Application for a different HBO Bachelor's programme or Associate Degree programme after 1 May

1. A prospective student who has satisfied the activity established in Article 1, Paragraph 1, and who, after 1 May, applies through DUO for a different HBO Bachelors programme or Associate degree programme than the one originally indicated, is obligated to participate in the Van Hall Larenstein study check related to the HBO Bachelors programme or the Associate degree programme for which he or she has applied.
2. Article 1, Paragraphs 2 and 3, Article 2, and Article 3 shall apply accordingly.

Article 6 Initial application after 1 May

1. Any prospective student who makes his or her first enrolment request through DUO for the propaedeutic phase of a full-time HBO Bachelor's programme or Associate Degree programme between 1 May and 31 August of the relevant academic year is asked to participate in the Van Hall Larenstein study check related to his or her desired Bachelor's programme or Associate Degree programme.
2. This study check, as mentioned in Paragraph 1, consists of a digital questionnaire. This questionnaire should be filled in via *Studielink* within 15 business days from the enrolment request.
3. Within 15 business days of filling in this questionnaire, the prospective student will receive a written notice from the institution. This notice may contain:
 - a. A positive recommendation;
 - b. A positive recommendation with a suggestion to engage in one of the prospective student activities offered by the department;
 - c. An invitation for a study mentoring meeting.

Article 7 Initial application after 1 May as a result of a binding negative study advice

1. Any prospective student who applies between 1 May and 31 August of the relevant academic year for a different HBO Bachelors programme or Associate degree programme than the one for which he or she has been approved, but who can demonstrate that the new application is the result of a termination of application in accordance to Article 7.8b, Paragraph 5 of the Higher Education and Research Act, and that this occurred at such a point that he or she was unable to apply before 1 May, is asked to participate in the Van Hall Larenstein study check related to his or her desired Bachelor programme or Associate degree programme;
2. Article 1, Paragraph 2 and 3 and Article 2 shall apply accordingly.

Article 8 Study mentoring meetings with application after 1 May

1. A prospective student who has applied through DUO after 1 May, and who, based on the questionnaire results, has doubts about his or her education choices – about the level, the connection with prior education, or about his or her motivation – is invited to a study mentoring meeting.
2. The study mentoring meeting will take place within 30 business days (but no later than 1 September) following the delivery of a written response to the student's questionnaire.
3. Within two business days following the study mentoring meeting, the prospective student will receive written advice about his or her chosen programme.
4. The advice mentioned in Paragraph 3 can be either positive or negative.
5. Negative advice means that the prospective student will not be admitted to the programme in question for the academic year to which the advice relates.
6. This Article does not apply to anyone who applies for a different HBO Bachelors programme or Associate degree programme than the one for which he or she has been approved, but who can demonstrate that the new application is the result of a termination of application in accordance to Article 7.8b, Paragraph 5 of the Higher Education and Research Act, and that this occurred at such a point that he or she was unable to apply before 1 May, preceding the academic year in which he or she desires to enrol.

Article 9 Consequences of not participating in the study check with application after 1 May

1. Students who have applied through DUO after 1 May and, without a valid reason, fail to complete the digital questionnaire will be invited for a study mentoring meeting.
2. Students who have applied through DUO prior to 1 May and who were invited for a study mentoring meeting, but, without a valid reason, failed to respond to the invitation will not be admitted to the programme.
3. The list of valid reasons for failing to participate in a prospective student activity are listed in Article 4.

Article 10 Appeals

A prospective student who, on the grounds of Article 7 or 8, is not accepted to a programme may launch an appeal with the Advisory Board for Appeals by the counter for complaints and disputes within six weeks of the decision date (loket-klachten-geschillen@hvhl.nl).

Article 11 Hardship Clause

1. In any case not covered by the articles in this chapter, the Executive Board will make a decision based on the advice of the Admissions Committee.
2. In certain cases, the Executive Board is authorised to make another decision, if circumstance are such that adhering to the regulations would lead to an extremely unfair situation.