The Selection and Placement Rules comprise:

1. Selection criteria and procedure for Bachelor’s degree programmes
   
   1.1. Medicine (published in Dutch)
   1.2. Dentistry (published in Dutch)
   1.3. Criminology (published in DUTCH)
   1.4. International Business Administration

2. Selection and Placement implementing rules 2017-2018

Determination of selection criteria and procedure after advice obtained from University Student Council: 12 July 2016
Determination of Selection and Placement implementing rules: 10 May 2016
PREAMBLE

On the basis of article 7.53, paragraph 3, of the Higher Education and Research Act (HERA) Vrije Universiteit Amsterdam (VU) determines the present Rules with regard to the design and implementation of selection for programmes with limited capacity. These Rules are a more detailed specification of Section 7 of the HERA and the Rules on Enrolment and Admission in Higher Education (REAHE) and apply without prejudice to the provisions herein.

VU Amsterdam is committed to a fair, transparent and careful selection procedure and aims to implement the selection process accordingly. To select candidates VU uses at least two qualitative selection criteria aimed at optimally predicting academic success in the respective programme and in (the) profession(s) for which the student is trained.

In its selection process, VU takes account of the interests of prospective students from public institutions in Bonaire, Sint Eustatius and Saba and of Aruba, Curaçao and Sint Maarten respectively. VU also monitors the equal treatment of all candidates.
1.4 International Business Administration

**Motivation**
The selection for the IBA program applies to 100% of the available 200 places. We distinguish between formal admission criteria (VWO diploma including mathematics A or B or equivalent) and selection criteria.

The criteria for selection for the BSc International Business Administration program at the Faculty of Economics and Business Administration of the VU University Amsterdam are focused on:
- a) international experience
- b) performance (Mathematics and English)
- c) motivation.

**Criteria defined**
In order to be selected for the IBA program candidates must be able to meet the primary admission criteria. The primary criteria constitute the formal admission requirements as laid down in law, i.e., the possession of a Dutch VWO-diploma with Mathematics A or B or equivalent thereof. Failing this criterion means that admission can never take place. The selection criteria specify the degree of international education and/or experience, the Mathematics grade, the English grade, and motivation.

Formally defined, the criteria are as follows:

**2.1 Admission criteria**
An education level at least equivalent to Dutch VWO (i.e., a diploma for secondary education that is at least equivalent to VWO\(^1\)) with Mathematics A or B (or other examination results which prove that the student has achieved this level).

**2.2 Selection criteria**

a) **International Experience (max 40 points of 100)**
Based on international experience, a score will be assigned. More international experience implies a higher score on this selection criterion. International experience can be expressed in terms of international citizenship or substantial time abroad with a clear purpose of educational personal development (e.g., study abroad, internship, job, voluntary work).

b) **Mathematics: A or B at Dutch VWO level or equivalent (max 30 points of 100)**
Based on the mathematics grade, a score will be assigned. A higher grade implies a higher score on this selection criterion. Based on scoring reference cards from Nuffic and research from the VU International Office, Mathematics grades from different countries can be compared. How grades will be obtained:

\(^1\) Examples are international baccalaureate (IB), European baccalaureate (EB), other non-Dutch secondary education diploma at least equivalent to VWO, Dual language VWO diploma (TTO) English & Dutch 4.
- Still in high school: official end-of-year report of the penultimate\(^2\) year of secondary school\(^3\) with unrounded grades;
- Completed secondary school: the official final transcript (grade list) of the final exams;
- Candidates with a HBO propaedeutic diploma need to upload one of the accepted Math tests before the admission deadline of 15 January. In case of a missing grade, a score of zero will be allocated to this selection criterion.

c) English proficiency (max 20 points of 100)
Based on the English grade, a score will be assigned. A higher grade implies a higher score on this selection criterion. Based on the scoring reference cards from Nuffic and research from the VU International Office, English grades from different diplomas can be compared. How grades will be obtained:

Option 1: English at Dutch VWO level or equivalent:
- Still in high school: official end-of-year report of the penultimate year of secondary school with unrounded grades.
- Completed secondary school: the official final transcript (grade list) of the final exams.
- Candidates with a HBO propaedeutic diploma: Complete an accepted English test before the admission deadline of 15 January. In case of a missing grade, a score of zero will be allocated to this selection criterion.

Option 2 (all other students):
Based on your performance of an accepted English test, a score will be assigned. Based on the CEFR levels the different tests can be compared. A higher performance implies a higher score on this selection criterion.
Note that candidates applying for IBA can always opt to replace their grade as stipulated in option 1 with the score of an accepted English test.
The minimum results of an English language test (not older than 2 years before start academic year):
- Academic TOEFL score of 580 (92 ibt)
- IELTS score of 6.5
- Cambridge Proficiency score A, B or C (or level C1)
- Cambridge Advanced English score A, B or C, or equivalent.

d) Motivation (max 10 points of 100)
Motivation is evaluated based on student's motivation with regard to the program itself (why IBA) and the choice of university (why VU-FEWEB). Motivations can be substantiated by experiences and interests directly related to the program and/or choice of university. References can be provided to support the personal statement.

\(^2\) Penultimate year=the year before your final year
\(^3\) VWO applicants who do not receive an official 5 VWO report card (rapport) are to present a clear overview (layout of an official rapport) of their 5 VWO unrounded grades, signed and stamped by their school.
1. SELECTION AND PLACEMENT IMPLEMENTING RULES
VRIJE UNIVERSITEIT AMSTERDAM

Article 1  Determination of selection criteria

1.1. On the recommendation of the Faculty Board the Executive Board determines the selection criteria for a programme with limited capacity each year, after the relevant advice has been obtained from the University Student Council.

1.2. The selection criteria for the Bachelor’s degree programmes with limited capacity and the Selection and Placement implementing rules jointly make up the Selection and Placement Rules of Vrije Universiteit Amsterdam.

1.3. The Executive Board determines how many times a candidate may participate in the selection procedure for a programme, up to a maximum of three times.

Article 2  Selection and placement mandate

The director of the Student & Educational Affairs (SEA) department is entrusted with the selection and placement of students on behalf of the Executive Board.

Article 3  Enrolment deadline

3.1. A candidate who wishes to take part in the selection procedure must submit an enrolment request via Studielink no later than 15 January prior to the academic year in which he/she wishes to start the programme.

3.2. A candidate who has not submitted an enrolment request via Studielink by 15 January and still wishes to participate in a selection procedure for a programme at VU must submit a request to the SEA director. This request must be sent by email to studentenbalie@vu.nl.

3.3. The SEA director will decide whether the candidate who has submitted such a request will be admitted to the selection procedure after 15 January. In order to be permitted to participate in a selection procedure after 15 January, all of the following conditions must in any event have been met:
   a. the candidate was demonstrably not in a position to submit the enrolment request in time;
   b. the candidate submitted the request as soon as possible after 15 January;
   c. the selection for the programme which the candidate wishes to enrol in has not yet begun;
   d. it would be extremely unfair if participation in the selection were refused.

3.4. A request as referred to in paragraph 2 must be accompanied by one or more supporting documents whereby the candidate demonstrates that he/she was not in a position to submit an enrolment request via Studielink in time.
Article 4 Participation in selection procedure

4.1. A candidate who on 16 January has an active enrolment request for a programme with a selection procedure or who has been admitted to the selection procedure following a request as referred to in article 3, paragraph 2, uses one participation opportunity.

4.2. A candidate who does not participate or participate fully in the selection procedure receives no ranking. The SEA director will reject the candidate’s enrolment request. In this case the candidate will have used one participation opportunity.

4.3. The candidate will not use a national participation opportunity if:
   a. The enrolment request for the programme with a selection procedure is withdrawn via Studielink no later than 15 January;
   b. The candidate fails to obtain his/her degree certificate and submits a request in time for the participation opportunity/opportunities to be cancelled, as referred to in article 12 of these Rules.

Article 5 Decentralized counting of historical participation

On the recommendation of the Faculty Board, the Executive Board may decide in respect of a programme as a whole that the selection attempt by a candidate who fails to obtain his/her degree certificate will count as a participation opportunity for the number of selection attempts which the candidate is permitted to make for the respective programme at VU.

Article 6 Verification of personal data

A candidate taking part in a selection procedure must ensure that his/her correct personal data are supplied no later than 31 January, on the basis of which his/her identity can be verified. If the candidate does not comply with this obligation in time, his/her participation in the selection procedure will end. The SEA director will reject the candidate’s enrolment request. The candidate will then have used one participation opportunity.

Article 7 Selection procedure

7.1. If on 16 January the number of enrolments exceeds the number of available places, selection will take place. The selection procedure will be completed no later than 14 April.

7.2. If on 16 January the number of enrolments is equal to or lower than the number of available places, matching will take place rather than selection. In this case VU Matching, as described in the current Application and Registration Rules, will apply.
Article 8  Selection procedure: result and confirmation of admission

8.1. Each candidate who took part in the full selection procedure will be notified by the Executive Board of his/her ranking via Studielink on 15 April. In the case of candidates who are eligible for this on the basis of their ranking, the Executive Board will issue confirmation of admission.

8.2. The candidate must accept the confirmation of admission via Studielink no later than two weeks after the date of receipt. A confirmation of admission not accepted within two weeks after the date of receipt will lapse automatically.

8.3. If an issued confirmation of admission lapses, the Executive Board will issue a confirmation of admission to the next candidate who is eligible on the basis of his/her ranking and has not yet received a confirmation of admission.

8.4. If a candidate has not accepted a confirmation of admission in time and still wishes to participate in the respective programme, he/she must submit a request to the SEA director without delay. This request must be sent by email to studentenbalie@vu.nl.

8.5. The SEA director will take a decision on behalf of the Executive Board on a request as referred to in paragraph 8.4. A request as referred to in paragraph 8.4 may be granted if in any event all of the following conditions have been met:
   a. the candidate was demonstrably not in a position to accept the confirmation of admission in time;
   b. the candidate submitted the request as soon as possible after the end of the acceptance period;
   c. it would be extremely unfair if the request were refused.

8.6. If a request as referred to in paragraph 8.4 is approved, the candidate will receive confirmation of admission for the academic year following the academic year to which the enrolment request related. The SEA director may derogate from this and decide to issue a confirmation of admission to this candidate for the academic year to which the original enrolment request related.

Article 9  Issuing of confirmations of admission

9.1. The Executive Board will not issue more confirmations of admission than there are places available in the programme with limited capacity.

9.2. The Executive Board will issue confirmations of admission until such time as all available confirmations of admission have been accepted and all candidates have demonstrated that they meet the prerequisites and more detailed prerequisites, as referred to in article 10, or by 15 August at the latest.

9.3. On 15 April the Executive Board will issue ninety-five per cent of the available confirmations of admission for a programme with limited capacity. The remaining five per cent of the available confirmations of admission will be issued at a time to be determined by the SEA director, between 16 April and 15 August.
Article 10  Date of demonstration of prerequisites

10.1. A candidate who is in possession of a confirmation of admission must demonstrate no later than 15 July that he/she meets the prerequisites and more detailed prerequisites. If the candidate does not comply with this obligation, the confirmation of admission will lapse.

10.2. By derogation from paragraph 10.1, the Executive Board may decide at the request of the Faculty Board with regard to a programme with limited capacity that candidates who have a confirmation of admission for this programme must have demonstrated by a later date that they meet the prerequisites and more detailed prerequisites. This date will not be later than 15 August.

10.3. A candidate who receives a confirmation of admission after 15 July must demonstrate no later than two weeks after the date of receipt of the confirmation that he/she meets the prerequisites and more detailed prerequisites. If the candidate does not comply with this obligation, the confirmation of admission will lapse.

10.4. If a candidate cannot comply by 15 July with the obligation to demonstrate that he/she meets the prerequisites and more detailed prerequisites, he/she may submit a substantiated request for deferral to the SEA director. This request must be submitted no later than 15 July. It must be sent by email to studentenbalie@vu.nl. The SEA director may grant the candidate deferral until 31 August at the latest. If the candidate does not demonstrate within the specified period that he/she meets the prerequisites and more detailed prerequisites, the confirmation of admission will lapse.

Article 11  Payment obligation

A candidate who is in possession of a confirmation of admission must comply with the payment obligation via Studielink no later than 15 July. If the candidate does not comply with this obligation, the confirmation of admission will lapse.

Article 12  Candidate fails to obtain degree certificate

12.1. A candidate who fails to obtain his/her degree certificate can submit a request to the SEA director to cancel the participation opportunity/opportunities used in a selection procedure. This request must be sent by email to studentenbalie@vu.nl.

12.2. The candidate must submit a request as referred to in paragraph 1 before 1 September. The request will be dealt with no later than 1 October.

12.3. A candidate who submits a request as referred to in paragraph 1 must at the same time supply documentary evidence showing that he/she has failed.

Article 13  Intake in a higher year
13.1. A candidate who terminates enrolment in a programme after accepting a confirmation of admission and completing the enrolment can enrol in this programme in a higher year in a subsequent academic year.

13.2. A candidate who has accepted a confirmation of admission elsewhere can submit a request to enrol in a higher year in a subsequent academic year. The request must be accompanied by one or more supporting documents showing that the candidate has at least met the requirements for a positive recommendation on continuation of studies for the same or a related programme elsewhere.

**Article 14 Legal protection**

14.1. The candidate may lodge objections to selection decisions with the Executive Board. The objection period is six weeks.

14.2. If the objection is upheld and it is decided that a confirmation of admission will be issued to the candidate, this confirmation of admission will relate to the academic year for which the enrolment request had been submitted.

14.3. A candidate to whom a confirmation of admission is issued after an objection has been upheld may, by derogation from paragraph 14.2, be issued with a confirmation of admission for the following academic year if:
   a. no further confirmations of admission are or become available for the academic year to which the enrolment request related;
   b. a decision is taken on the statement of objection after the start of the academic year, i.e. after 1 September;
   c. the candidate himself requests a confirmation of admission for the following academic year.