
REGULATIONS ON SELECTION FOR BACHELOR'S PROGRAMMES AT MAASTRICHT
UNIVERSITY WITH RESTRICTED INTAKE,
2019/2020 ACADEMIC YEAR

The Regulations were adopted by the Executive Board on 28-06-2018 after seeking advice from the University Council's student delegation on 27-06-2018¹

Higher Education and Research Act (Wet op het Hoger onderwijs en Wetenschappelijk onderzoek, WHW) Article 7.53 Restricted intake based on available teaching capacity

1. For each study programme the institutional management may, in connection with the available teaching capacity, determine the maximum number of students who can enrol for the first time for the propaedeutic phase of the programme in question. The maximum number is determined for an academic year.
2. The institutional management selects the prospective students in connection with the available teaching capacity solely on the basis of qualitative criteria. There are at least two different types of qualitative selection criteria.
3. The institutional management gives timely notice of the qualitative selection criteria and the selection procedure that will apply to admission in the event that the number of prospective students exceeds the maximum number referred to in paragraph one. The institutional management adopts regulations for this purpose. When adopting the regulations, the institutional management takes into account the interests of prospective students from the public bodies of Bonaire, Sint Eustatius, Saba, Aruba, Curaçao and Sint Maarten.
4. The institutional management does not enrol more students than the maximum number determined by the institutional management in connection with the available capacity.
5. If a ministerial regulation as referred to in Article 7.56 has been laid down in respect of a study programme, this article does not apply.
6. The institutional management notifies Our Minister of the restricted intake before 1 December of the calendar year prior to the academic year to which the first restriction applies. In the case of a study programme that is included in the register for the first time after this date, as referred to in Article 6.13, and for which teaching will commence with effect from the next academic year, Our Minister must be notified of the teaching capacity for this programme by 1 April.
7. In any event, rules may be laid down by ministerial regulation² in relation to:
 - a. The application date for selection; and
 - b. if a study programme is provided by more than one institution as referred to in Article 1.2(a), the number of selection procedures for a specific programme in which a candidate can take part in the same academic year.

¹ The relevant faculty boards determine the selection criteria and procedure after obtaining advice from the faculty council's student delegation and with due observance of the university-wide agreements on the design and implementation of the selection process for bachelor's programmes with restricted intake.

² These regulations, which constitute an amendment of the Regulations on Application and Admission for Higher Education (Regeling aanmelding en toelating hoger onderwijs, Ratho), were published in the Government Gazette (no. 40984) on 19 November 2015.

Article 1 Definitions

In these regulations, the following terms shall have the following meaning:

- a. Admission notification: document issued by Maastricht University in a candidate's name showing that he or she has gone through the selection process and has been granted a place within the teaching capacity determined by the Executive Board;
- b. CET: Central European Time
- c. Executive Board: the Executive Board of Maastricht University;
- d. Diploma:
 - i. diploma as referred to in Article 7.24, paragraphs one and two, of the Act, or a corresponding diploma obtained in Bonaire, Saba, Sint Eustatius, Curaçao, Sint Maarten, Aruba or Suriname, or the European baccalaureate diploma of the European School, referred to in the Statute of the European School (Treaty Series 1957, no. 246), insofar as the baccalaureate includes the subject of Dutch as a first or second language;
 - ii. diploma from pre-university education not referred to in Article 7.24 of the Act or a programme not referred to in Article 7.28, paragraph one, of the Act that grants the right of access to higher education in the Netherlands under an international agreement that applies to the Netherlands;
 - iii. certified declaration from the Executive Board stating that the candidate may be admitted to the programme of his or her choice in accordance with Article 7.25, paragraphs three or five, 7.28, paragraph 1a, paragraph 2, or 7.29, paragraphs one, three or four of the Act, without prejudice to Article 7.28, paragraph four, of the Act;
- e. Faculties: the UM faculties
- f. Numerus fixus programmes: bachelor's programme for which a limited number of students can be enrolled under Articles 7.53 or 7.56 of the Act;
- g. Certificate: certificate as referred to in Article 7.11, paragraph two, of the Act;
- h. Institution: Maastricht University;
- i. Candidate: an individual who wishes to apply or enrol for the propaedeutic phase of a specific programme;
- j. Additional prerequisites: requirements as referred to in Article 7.25, paragraphs one and two, of the Act;
- k. Study programme: programme as referred to in Article 7.3a, paragraph one, section a
- l. Selection: selection procedure as referred to in Article 7.53 of the Act;
- m. SSC: Maastricht University's Student Services Centre
- n. Academic year: time period starting on 1 September and ending on 31 August of the following year;
- o. Studielink: joint application and enrolment application of the universities of applied sciences and research universities;
- p. UM: Maastricht University;
- q. Prerequisites: requirements as referred to in Article 7.24 of the Act;
- r. Act: Higher Education and Research Act (Wet op het Hoger onderwijs en Wetenschappelijk onderzoek, WHW).

Article 2 Scope of application

These regulations apply to the application and admission of candidates for Maastricht University's programmes with restricted intake for the 2019/2020 academic year. Candidates can apply for programmes with restricted intake for the 2019/2020 academic year from 1 October 2018. If the number of applications on the application deadline of 15 January is less than or equal to the number of maximum available places, no selection will take place. In that case, the admissible candidates who have applied before the application deadline will receive a certificate of admission. The UM rules regarding matching apply to these candidates.

Article 3 Proof of identity, prerequisites and additional prerequisites

Candidates must submit proof of their identity, prerequisites and additional prerequisites by 15 January 2019 23:59 CET as part of their application. In addition, faculties may also require candidates to submit other documents as part of the application process (e.g. a portfolio or CV). The SSC/Admissions and Registration Office will process the proof of identity by 15 April 2019.

Article 4 Selection criteria and procedure

The faculties determine the selection criteria and procedure for programmes with restricted intake. The selection criteria and procedure for the 2019/2020 academic year form part of these regulations and can be found in appendices A, B and C.

Article 5 Certificate of Admission

The deadlines for issuing certificates of admission for the 2019/2020 academic year are:

- School of Business and Economics: 15 August 2019
- Faculty of Health, Medicine and Life Sciences: 14 September 2019
- Faculty of Psychology and Neuroscience: 14 September 2019

On receiving a certificate of admission, candidates have 14 days to accept the certificate of admission via Studielink.

Article 6 Applying for programmes with restricted intake

1. Candidates may apply for a programme with restricted intake a maximum of three times. The Executive Board can limit the maximum number of applications further for each study programme. The following applies to the 2019/2020 academic year:
 - B International Business: maximum of 3 applications
 - B Psychology: maximum of 3 applications
 - B Medicine: maximum of 2 applications.
2. If a candidate withdraws his or her application by 15 January 2019 23:59 CET, this will not count towards the maximum number of applications as referred to in paragraph one. A candidate may submit a request to the Executive Board to discount his or her application when calculating the maximum number of permitted applications as referred to in paragraph one, if he or she has failed to obtain the diploma or certificate required for admission.
3. The Executive Board will decide to discount a candidate's application if the candidate submits a request to the Executive Board to this effect prior to 1 September 2019. The Student Services Centre (SSC) will handle the request on the Executive Board's behalf prior to 1 October 2019.

Article 7 Emergency procedure

If fewer candidates have applied by 15 January than the established maximum number of available places, or if during the selection and placement procedure there are fewer candidates on the ranking list than the established maximum number of available places, the Executive Board may, subject to certain conditions, submit a request to the Minister of Education, Culture and Science asking for permission to apply the emergency procedure to provide an additional opportunity for candidates to apply, extending the application deadline to 1 May or 1 July.

Article 8 Fraud

In the event of fraud in the application and selection process (for example in the data specified in the online survey or while completing the tests), a candidate will be immediately excluded from further participation in the selection procedure for the relevant bachelor's programme at Maastricht University for the 2019/2020 academic year.

Article 9 Objections and appeals

Objections may be filed with the Executive Board against decisions relating to the selection procedure for a programme with restricted intake via the Complaints Service Point (CSP). The deadline for submitting a written objection is six weeks, starting on the day after the decision that is being objected to is announced. Candidates who disagree with a decision of the Executive Board in respect of the objection can file an appeal with the Board of Appeal for Higher Education.

Article 10 Hardship clause

The Director of the SSC may deviate from the provisions of these regulations in the candidate's favour in exceptional cases in which application of the selection and admission rules would lead to serious unfairness.

Article 11 Certificate of admission to the next year of study

In exceptional cases, Maastricht University may issue a certificate of admission to the next academic year. The candidate must accept this within 2 weeks by means of a written notification sent to the address provided by Maastricht University. A certificate of admission to the next academic year can only be issued if a candidate has successfully completed an objection or appeals procedure, or has successfully invoked the hardship clause and the procedure has only been completed after the commencement of the relevant academic year.

Article 12 Amendments

Any amendments to these regulations will be adopted by the Executive Board after seeking advice from the student delegation.

Article 13 Publication

The Executive Board will ensure that these regulations and any amendments to these regulations are published in an appropriate manner. These regulations will in any event be published via the UM website.

Article 14 Official title

These regulations will be cited as the Regulations on Selection for Programmes with Restricted Intake 201-2020.

Article 15 Entry into force

These regulations apply to the selection for the bachelor's programmes with restricted intake at Maastricht University listed in these regulations for the 2019-2020 academic year and enter into force on 1 October 2018.

Attachment A: Selection criteria for the Bachelor in Medicine at Maastricht University, academic year 2019-2020

During the selection procedure, candidates will be assessed on their cognitive and non-cognitive characteristics and skills, as well as on their affinity with, knowledge of and preparation for the bachelor's programme in Medicine at Maastricht University (UM). Candidates applying for the International Track in Medicine (ITM) will also be tested on their motivation for enrolling in the ITM and on their level of English.

The selection procedure consists of two rounds*:

- Round 1: a portfolio that must be completed online before a specific deadline, an addendum to the portfolio and a homework assignment.
- Round 2: participation in the selection day in Maastricht[#] and, if applicable, a 'Definitive time plan for the timely completion of (additional) prior education requirements for the bachelor's programme in Medicine'^{**}

Round 1: a portfolio that must be completed online before a specific deadline, an addendum to the portfolio and a homework assignment.

Candidates must have submitted a portfolio, the addendum to the portfolio and a homework assignment before 21 January 2019, 16.00 CET (Central European Time).

The portfolio contains a variety of questions asking for information about the candidates themselves and their previous education, any subject deficiencies^{**} and a plan of action for satisfying the lawful admission requirements and/or additional admission requirements for beginning the bachelor's programme in Medicine at Maastricht University on time for the 2019-2020 academic year. The questions also assess distinguishing skills, insights into and opinions on the medical education at Maastricht, and about the Problem-Based Learning approach (PBL) used at UM.

The candidate collects all addenda/evidence related to the portfolio in the 'Addendum to the portfolio 2019-2020'.

The homework assignment concerns the content and format of the bachelor's in Medicine's curriculum at UM. The assignment is completed at home. The assessment of the homework assignment will be carried out in the same manner for all candidates; special circumstances of the candidate, occurring either before or during the assignment, will not be taken into account. The homework assignment consists of several components and the study load is approximately 30 hours.

The portfolio, the addendum to the portfolio and the homework assignment are assessed according to predetermined criteria. The criteria are:

- The candidate is enrolled for the Bachelor in Medicine at Maastricht University through Studielink on time (= 15 January 2019 at the latest).
- The candidate's cognitive capabilities are sufficient.
- The candidate's non-cognitive capabilities are sufficient.
- The candidate has thoroughly prepared for admission to the bachelor's programme in Medicine in general and at Maastricht University in particular.
- The candidate has an affinity for and knowledge about learning within a PBL system.
- The candidate has an affinity for and knowledge about the medical curriculum at Maastricht University.
- The candidate has filled and submitted the online portfolio correctly and on time[&].
- The candidate has filled and submitted the addendum to the portfolio correctly and on time[&].
- The candidate has adequately executed the homework assignment and has submitted it correctly and on time^{&&}.

Additional criteria for candidates interested in enrolling for the ITM:

- The candidate has sufficient motivation for enrolling for this track (to be assessed based on the information in the portfolio).
- The candidate is sufficiently proficient in English. An additional language requirement applies hereto. The precise requirements are published on the webpages concerning the ITM, under 'English Language Proficiency ITM'. The candidate must have met the language requirements by 15 August 2019.

The 700* applicants who performed best in the first selection round will move on to the second round. Candidates will be notified by email of the results of the first round no later than 8 February

2019. If they have passed this round, an invitation to the second round will be included in this email.

Round 2: participation in the selection day in Maastricht[#] and, if applicable, a 'Definitive time plan for the timely completion of (additional) prior education requirements for the bachelor's programme in Medicine'^{**}, to be handed in timely online.

During the selection day, the candidates carry out a variety of tasks to assess the level of core skills that are important for successfully completing the medical studies and for later professional practice. These core skills are listed in the 'Framework Plan for Physician Training 2009' and in international scientific literature. How the candidates function in terms of these core skills is assessed according to predefined criteria. The criteria are:

- The candidate's cognitive capabilities are sufficient.
- The candidate's non-cognitive capabilities are sufficient.

Candidates for the ITM carry out the assignments on the selection day entirely in English.

Candidates who still have remaining subject deficiencies on 15 January 2019, must submit a complete 'Definitive time plan', including supporting documentation, by 16:00 CET (Central European Time) on 29 March 2019, for the timely completion of the statutory prior and/or additional education requirements for beginning the bachelor's programme in Medicine at Maastricht University in the academic year 2019-2020^{***}.

In addition to a detailed description of the time plan, the document (hereafter referred to as the 'Definitive time plan') must contain proof of certificates and/or preliminary examinations already obtained, proof of registration for accepted preliminary examinations, and/or sufficiency declarations issued or accepted by Maastricht University.

The 'Definitive time plan' is assessed according to predetermined criteria. The criteria are:

- The 'Definitive time plan' ensures the timely completion of the statutory prior and/or additional education requirements for beginning the bachelor's programme in Medicine at UM in the academic year 2019-2020.
- The 'Definitive time plan' contains all relevant supporting documentation.
- The 'Definitive time plan' is submitted correctly and on time.

Notes: #, *, **, ***, & and &&

Residents of the Caribbean part of the Kingdom of the Netherlands will have the opportunity to take part in the selection day on Curacao.

* Candidates with the highest scores in the first round of the selection will be proceed to the second round. In principle this will be 700 candidates, including a maximum of 133 candidates for the ITM. The maximum number of candidates for the ITM that is allowed to go into round 2 is a reflection of the maximum number of candidates allowed to enrol in ITM (n=60) Should the total number of portfolios completed on time be less than 750, the selection committee reserves the right to combine the first and second selection rounds into one and to invite all candidates for a selection day as described above for round two. The portfolio, the addendum to the portfolio and the homework assignment will then be assessed according to the predetermined procedure (see documents 'Procedure round 1' and 'Procedure round 2') and the criteria as described above.

** For admission to the bachelor's programme in Medicine, a candidate must have the proper diploma and subject combination/profile. The requirements for the diploma and subject combination/profile are referred to as the statutory prior and/or additional education requirements for beginning the bachelor's programme in Medicine. If a candidate does not completely satisfy these prior and/or additional education requirements with respect to the subject combination/profile, he or she is regarded as having one or more subject deficiencies. There are no such subject deficiencies when a first and full pre-university diploma (Dutch VWO or equivalent) that contains the appropriate subject combination (including mathematics, physics, chemistry and biology) is obtained mid-2019. The subjects mentioned above should be of the appropriate level in terms of content, scope and depth.

*** Candidates who have no remaining subject deficiencies as of 21 January 2019 are exempt from submitting the 'Definitive time plan' for the timely completion of the prior and/or additional education requirements for the bachelor's programme in Medicine and will receive the maximum score for this component of round 2 of the selection procedure.

& Should the portfolio or the addendum to the portfolio not be handed in correctly and on time, the candidate concerned will not be invited to the selection day*.

&& The homework assignment will be marked either sufficient or insufficient. Should a homework assignment not meet the requirements (submitted correctly, timely and adequately executed), it will be marked as insufficient and the candidate concerned will not be invited to the selection day*. The content of the homework assignment will be used as a basis for one of the assignments during the introduction day. Furthermore, should two or more candidates end up with the same total score for their assignments of the selection day and the 'Definite time plan', the final ranking order will be determined by a comparative assessment of their homework assignments.

Procedure round 1 of the selection for the bachelor's programme in Medicine, academic year 2019-2020

Round 1 consist of: a portfolio that must be submitted online before a specific deadline, an addendum to the portfolio and a homework assignment.

The portfolio contains a variety of questions concerning information about the candidates themselves and their previous education, any subject deficiencies** and a plan of action for satisfying the statutory prior and/or additional education requirements for beginning the bachelor's programme in Medicine at Maastricht University on time for the 2019-2020 academic year. The questions also assess the candidates' distinguishing skills, insights into and opinions on the medical education at Maastricht and the Problem-Based Learning approach (PBL) used at UM.

The candidate collects all addenda/evidence related to the portfolio in the 'Addendum to the portfolio 2019-2020'.

The homework assignment concerns the content and format of the bachelor's programme in Medicine's curriculum at UM. The assignment is completed at home. The assessment of the assignment is performed in the same manner for all candidates; special circumstances of the candidate, occurring either before or during the assignment, will not be taken into account. The homework assignment consists of several components and the study load is approximately 30 hours.

The portfolio, the addendum and the homework assignment are assessed according to predetermined criteria. The criteria are:

- The candidate is enrolled through Studielink on time (= 15 January 2019 at the latest).
- The candidate's cognitive capabilities are sufficient.
- The candidate's non-cognitive capabilities are sufficient.
- The candidate has thoroughly prepared for admission to the bachelor's programme in Medicine in general and at Maastricht University in particular.
- The candidate has an affinity for and knowledge about learning within the PBL system.
- The candidate has an affinity for and knowledge about the medical curriculum at Maastricht University.
- The candidate has filled and submitted the online portfolio correctly and on time[&].
- The candidate has filled and submitted the addendum to the portfolio correctly and on time[&].
- The candidate has adequately executed the homework assignment and has submitted it correctly and on time[&].

Additional criteria for candidates interested in enrolling in the ITM:

- The candidate has sufficient motivation for enrolling in this track (to be assessed based on the information in the portfolio).
- The candidate is sufficiently proficient in English. An additional language requirement applies hereto. The precise requirements are published on the webpages concerning the ITM, under 'English Language Proficiency ITM'. The candidate must have met the language requirements by 15 August 2019.

The overall score of each candidate is determined based on a weighted average of the different components of the portfolio. The portfolio's score is based on the various scale scores of the components 'Prior Education', 'Plan of action for removing any deficiencies', 'Distinguishing Skills', 'PBL' and 'The Medicine curriculum in Maastricht' and the content of the addendum to the portfolio. The average grade for the core subjects (Dutch, English, mathematics, physics, chemistry and biology) in the transitional report before commencing the final year of pre-university education will count towards the score for the 'Prior Education' component. For candidates with non-standard previous education (e.g. year 5 and 6 of pre-university done in 1 year or senior general secondary education + a bachelor's degree) or a transitional report before commencing the final year of a pre-university equivalent, an appropriate conversion table is made. In addition to the grades for the core subjects on the transitional report before the final year of pre-university education, taking final exams in any other subjects, following bilingual courses in the later years of the pre-university education and study success in any further education at the vocational or scientific level, also contribute to the final score for the 'Prior Education' component.

In cases where the candidates are interested in enrolling for the ITM, there will also be an assessment based on ITM-specific questions to see whether the candidate has specific skills/experience concerning global health. Furthermore, the sufficiency of the candidate's motivation for taking that track and the written skills in English is assessed. This last evaluation

does not add to the final score for the portfolio; however, the assessment needs to be marked as sufficient in order to continue to the second round and to be possibly admitted to the ITM.

All candidates will be ranked according to their score for the portfolio. The candidate with the highest score will be assigned rank number 1; the candidate with the lowest score will get the highest ranking number^{##}. Candidates with the highest scores for the portfolio will be invited to participate in the second round of the selection procedure. In principle this will be 700 candidates*.

The outcome of the first round will be sent by email to the candidates no later than 8 February 2019. If they passed this round, an invitation to the second round will be included in this email. When booking any trips to Maastricht, candidates should allow for the fact that they may be excluded from further participation in the selection day. They should ensure that they have passed on a valid and current email address with sufficient space and access to the mailbox, so that the outcome of the first round will reach them in good time.

Candidates who are invited to partake in the second round will receive further information about the selection day by no later than 8 February 2019; the selection day itself will be held on 23 February 2019 in Maastricht[#].

The selection procedure for the bachelor's in Medicine takes place only once a year. The obtained scores and ranks cannot be transferred to a subsequent academic year. Then the selection procedure must be entirely completed again.

Notes: #, ##, *, & and &&

Residents of the Caribbean part of the Kingdom of the Netherlands will have the opportunity to take part in the selection day on Curacao.

The ranking sequence of the candidates is based on their score as compared to the scores of their fellow candidates. Having a high ranking number therefore makes no statement whatsoever about a candidate's suitability or unsuitability for the bachelor's programme in Medicine. A low position in the ranking merely means that a large number of candidates achieved a higher score.

* Candidates with the highest scores in the first round of the selection will be invited to partake in the second round. In principle this will be 700 candidates, including a maximum of 133 candidates for the ITM. The maximum number of candidates for the ITM that is allowed to go into round 2 is a reflection of the maximum number of candidates allowed to enrol in ITM (n=60)

Should the total number of portfolios completed on time be less than 750, then the selection committee reserves the right to combine the first and second selection rounds into one and to invite all candidates for a selection day as described above for round two. The portfolio, the addendum to the portfolio and the homework assignment will then be assessed according to the predetermined procedure (see documents 'Procedure round 1' and 'Procedure round 2') and the criteria as described above.

& If the portfolio or the addendum to the portfolio is not submitted correctly and on time, the candidate will not be invited for the selection day[#].

&& The homework assignment will be marked either sufficient or insufficient. Should a homework assignment not meet the requirements (submitted correctly, timely and adequately executed), it will be marked as insufficient and the candidate concerned will not be invited to the selection day*. The content of the homework assignment will be used as the basis for one of the assignments during the selection day. Furthermore, should two or more candidates end up with the same total score for their assignments of the selection day, then the final ranking order will be determined by a comparative assessment of their homework assignments.

See next page

Procedure round 2 of the selection for the bachelor's programme in Medicine, academic year 2019-2020

The selection day will be held on 23 February 2019 in Maastricht. During the selection day, the candidates will carry out about 18 to 20 tasks, split into two tests: a written test and a computer-based test. These assignments look at the levels of a number of core skills that the selection committee deems important (based on the '2009 Framework for Undergraduate Medical Education in the Netherlands' and international academic literature) for successfully completing medical studies and for working as a professional in the field later. The content of the homework assignment will be used as the basis for one of the assignments during the selection day.

For a very limited group of students with valid and urgent reasons for being unable to attend on 23 February 2019, there will be opportunity to take part in the second selection day session, which will be held on an as yet unspecified weekday during the period from 25 February to 25 March 2019. For residents of the Caribbean part of the Kingdom of The Netherlands, there will also be an opportunity to carry out the assignments of the selection day on an as yet unspecified day during the period from 25 February to 25 March 2019 on Curacao.

The assignments are assessed according to predetermined criteria using a predefined procedure. The criteria are:

- The candidate's cognitive capabilities are sufficient.
- The candidate's non-cognitive capabilities are sufficient.

The overall score of each candidate is determined based on a weighted average of the scores of each of the approximately 18 to 20 assignments. The various core skills are usually represented in several of the assignments, and the individual assignments often look at multiple core skills.

When assessing the assignments, several different aspects of the answers given are evaluated and points are assigned for each component.

The 'Definitive time plan'*** for the timely completion of the (additional) prior education requirements for the bachelor's programme in Medicine is assessed according to the criteria:

- The 'Definitive time plan' ensures the timely completion of the statutory prior and/or additional education requirements for beginning the bachelor's programme in Medicine at UM in the academic year 2019-2020.
- The 'Definitive time plan' is submitted correctly and on time. In assessing the contents of the 'Definitive time plan', the core competency 'Organisation' is assessed.

The candidate's final score is a combination of their overall score for the assignments carried out on the selection day and their score for the 'Definitive time plan' for the timely completion of the prior and/or additional education requirements for the bachelor's programme in Medicine.

All candidates will be ranked according to their final scores****. The candidate with the highest score will be assigned rank number 1, the candidate with the lowest score will get the highest ranking number*****. Furthermore, should two or more candidates end up with the same total score, then the final ranking order will be determined by a comparative assessment of their homework assignments.

The selection procedure for the bachelor's in Medicine takes place only once a year. The obtained scores and ranks cannot be transferred to a subsequent academic year. Then the selection procedure must be entirely completed again.

Notes: ***, **** and *****

*** Candidates who have no remaining subject deficiencies as of 15 January 2019 are exempt from submitting the 'Definitive time plan' for the timely completion of the prior and/or additional education requirements for the bachelor's programme in Medicine and will receive the maximum score for this component of the selection procedure.

**** There is no opportunity to review completed assignments or other components of the second round of the selection procedure.

***** The ranking sequence of the candidates is based on their final score, as compared to the final scores of their fellow candidates. This therefore makes no statement whatsoever about the candidate's suitability or unsuitability for the bachelor's programme in Medicine. Candidates therefore do not pass or fail the selection day and/or the completion or content of the 'Definitive time plan' for the timely completion of the prior and/or additional education requirements for the bachelor's programme in Medicine; there is no absolute testing norm. A low position in the ranking merely means that a large number of candidates achieved a higher final score.

BIJLAGE B:

Selection criteria and procedure bachelor Psychology 2019/2020, Maastricht University

The criteria for the selection are: (1) grades of secondary education (of the penultimate year), (2) study attitude, (3) motivation and (4) content knowledge of psychology as a discipline. The selection for admission to the bachelor program of Psychology for the year 2019-2020 consists of several steps. After application via Studielink and the admissibility check of the UM Student Service Centre (SSC), the files of the admissible prospective students are forwarded to the Admission office of the Faculty of Psychology and Neuroscience (FPN) and they receive an invitation to participate in the selection procedure.

In an online survey applicants have to give information about their previous education (exact level, diploma, and grades in English, Biology and Mathematics of the penultimate year) (criterion 1), questions about study attitude and skills (criterion 2) and, a statement of motivation and of extracurricular activities (criterion 3). In total, about 50 items need to be answered.

After completing the online survey, prospective students are redirected to the material to be studied in preparation for the test and to the test itself. Prospective students have to study three topics for the exam by watching three taped fragments of lectures and reading 3 articles related to each of the topics of the lectures. Studying the material in preparation for the test takes approximately 4 to 6 hours. The material covers a subject in a way that resembles the methods used during a regular course of the Psychology Bachelor's program in Maastricht. The test is offered in both Dutch and English and consists solely of multiple choice questions. Both the survey and the exam are offered in English and Dutch. The material to be studied in preparation for the exam is in English, also for the Dutch track, as it is the case in the bachelor program.

It is possible to temporarily stop the survey and continue at a later time. You can change your answers before submitting the final version. Please note the exception: due to technical reasons, you cannot return to the question where you have to fill in your high school grades. Once you have submitted the survey and/or the exam, changing answers is not possible anymore.

The exam consists of 15 multiple choice questions (three choice items), 5 for every topic. The prospective student must take the exam on a pre-determined date (criterion 4).

The whole selection procedure is administered via Qualtrics in which is registered who completed the selection and in case of not yet completion (semi-automatic) reminders are sent. The results in Qualtrics are exported to SPSS to calculate a total score for every participant. The total score determines the final ranking. The division of the participants in either English or Dutch track takes place after the ranking. The ranking decides whether someone is offered a place or not. In case of identical scores the ranking will be based on the scores on the motivation questions in the survey within the subgroup of candidates with the same score. The number of candidates/prospective students (and ranking numbers) may be greater than the final number of places available through placement.

If a candidate is awarded a place through selection, this place cannot be swapped to a different university or deferred to the next academic year. This means that the candidate can only start the Psychology Bachelor's programme at the Faculty of Psychology and Neuroscience, Maastricht University in the academic year of 2019-2020.

There is no opportunity to review completed exams or other components of the selection procedure.

The selection procedure takes place only once a year. Scores and ranks of the selection cannot be transferred to a subsequent academic year. The selection procedure must then be completed again entirely.

BIJLAGE C:

Selection criteria and procedure bachelor International Business (IB) 2019/2020,
Maastricht University

International Business
Motivation (33,3 %)
For study choice For School (SBE)
C.V. (33,3 %)
International experience during secondary school Experience outside secondary school International profile Contribution to Diverse Classroom
School Grades (33,3 %)
Mathematics (50%) English and Mother Tongue
We use the grades of the last completed year (e.g. in the Netherlands class 5)

Motivation

This criteria looks at the motivation of the student and how well considered the choice is. More specifically we are interested why an applicant chooses for a certain study and why an applicant wants to study at SBE. In their motivation, students explain why they want to study International Business and why they chose our faculty or university to do this. They have to motivate how their experience and skills match with the special features of the curriculum and/or educational system. Moreover we use the motivation letter to assess the level of the English language abilities.

Personal Profile

Students will be required to fill out a standard CV, which will be available on the website. The information in the CV should support that of the motivation letter. All mentioned educational and working experiences, needs to be proven through formal documents (diploma's, testimonials, etc.) in order to be taken into account.

Given the international character of the school we aim for having people from many countries in our class room. But internationality is not only determined by origin but also by international experience. Next to international experience we also appreciate working experience (such as summer jobs).

School Grades

Applicants are asked to hand in a certified statement of grades with their school grades for mathematics, English and their mother tongue. The school grades are seen as a proxy for the analytical skills the student has. The score for mathematics will depend on two aspects: the grade for mathematics and the level of the mathematics education (e.g., wiskunde A en B in the Netherlands). For this purpose, a conversion table will be constructed. This table will also take differences between countries into account.

Business and economics is not just about numbers but it is also about the capability to express one's thoughts clearly. In most of our courses students have to write individual or group papers. Thus language capabilities are important as well. We have chosen to evaluate grades in English, as well as their mother tongue, for example German if a student comes from Germany. In case the student has English as mother tongue, the scores for English count twice. The reason to incorporate language grades is not to assess their English language speaking capabilities, but to assess to what extent they are able to interpret texts and to express thoughts in a structured way. School grades will be assessed based on the last available grade list (grade list of the 5th year for Dutch applicants), as applicants have to apply before they have completed school.

The selection procedure:

What is currently being communicated via the website is listed below:

1. Standard curriculum vitae: please find the format in link (here appendix 1.1). When you have finalised your cv, please convert it to PDF and upload it to My UM using the category 'Curriculum vitae'.

2. Motivation letter: please find the format in link (here appendix 1.2). When you have finalised your motivation questions, please convert the document to PDF and upload it to My UM using the category 'Motivation letter'.

3. Certified Statement of Grades for your level in Mathematics and languages: please find the format in link (here appendix 1.3). This form has to be filled out by a representative of your high school, such as a dean or a teacher. When they have finalised and certified the statement, please have them scan it and send it to you as a PDF-form. You can upload it to My UM using the category 'Other'. Please note that submitting your list of grades from the year before the final year is not sufficient, nor can we use your list of grades from the final year. We really need the standard format for the Certified Statement of Grades;

4. Supporting documents: to prove the experiences you have indicated in your curriculum vitae, you will need to submit additional documents, for example statements from your school, employers, voluntary organizations etc., certificates from language course etc. Please note that experiences that are mentioned in your cv but not supported by formal proof/supporting documents will not be considered in the evaluation. Consequently, this can lead to a lower ranking. Please find the format for the supporting documents in link (here appendix 1.4). You can list the documents, then insert them into the file. When you have finalised the supporting documents, please convert the Word-file to pdf. After you checked whether the converted pdf-file is easily readable, upload it to My UM using the category 'Other'.

5. You can inform us that your file is complete by submitting the disclaimer statement you can find in link (here appendix 1.5). Fill out the disclaimer statement, convert the Word-file to PDF and upload it to My UM using the category 'Disclaimer'. If you still need to gather documents, you shouldn't submit this form yet. However, if your file is complete well before the deadline, we can already present it to the committee and, depending on the outcome, may be able to already allocate a place to you by March 1st provided of course that you meet all requirements for registration at UM and DUO. PLEASE NOTE: Documents submitted after the submission of this form will no longer be taken into consideration and will not influence the outcome of the ranking.

SBE Admissions will inform you of the status of the decentralised selection file. We will start presenting complete files to the committee around 15 January and will include all complete files that arrive by 15 January at the latest. On 15 April your ranking number will be published via e-mail and in Studielink.

The assessment will be based on:

- Motivation (33%)
- Curriculum vitae (33%)
- Grades (33%)