

COLLOQUIUM DOCTUM REGULATIONS

FACULTY OF LAW

2023

Regulations for the admission exam under Article 7.29 of the Wet op het hoger onderwijs en wetenschappelijk onderzoek (WHW) (Dutch Higher Education and Research Act, hereinafter ‘the Act’) for Maastricht University’s Law degree programme

Article 1 Conditions for participation

Eligibility for participation in an admission exam as referred to in Article 7.29 of the Act, hereinafter to be referred to as: ‘Colloquium Doctum’, depends on the following, cumulative requirements:

- The candidate does not satisfy the education requirements for immediate admission as stated in Article 7.24 of the Act, nor the requirements for exemption under Article 7.28 of the Act;
- The candidate has reached the age of 21 or will reach that age before 1 September of the calendar year of participation in the Colloquium Doctum;
- The candidate’s application for participation in the Colloquium Doctum has been approved and the registration fee of the exam has been paid.

Article 2 Colloquium Doctum Committee

The Colloquium Doctum shall be administered by a Maastricht University Law Colloquium Doctum Committee established by the faculty board, hereinafter to be referred to as: ‘the Committee’.

Article 3 Application

1. An application to take a Colloquium Doctum may be submitted to the Maastricht University Faculty of Law Colloquium Doctum Committee, by means of the designated registration form.
2. The application must be submitted **before 15 April** prior to the academic year for which the person concerned wishes to enrol.
3. The application shall at least include:
 - a concise curriculum vitae;
 - a copy of a valid ID;
 - copies of lists of marks and diplomas. The Committee may require these copies to be certified;
 - a copy of bank or giro statements showing that the registration fee has been paid.

Article 4 Registration fee

1. A registration fee of EUR 100 shall be paid to participate in the Colloquium Doctum.
2. Information regarding the payment method will be announced later.
3. In the event of cancellation until one month before the Colloquium Doctum, the registration fee already paid shall be refunded. After this date there will be no refund.
4. The registration fee of EUR 100 shall have to be paid again to participate in any written or oral resit.

Article 5 The examination

1. The Colloquium Doctum shall include (1) an examination of the candidate's suitability for enrolment in Maastricht University's English-taught undergraduate law degree programmes (European Law School) and (2) an examination to establish whether the candidate has a sufficient command of English to successfully follow the degree programme and sufficient skills in other foreign languages.
2. At the discretion of the Colloquium Doctum Committee, the examination takes place either on-site at a specified location or, wholly or in part, remotely through digital means.

Article 6 Components

1. The Colloquium Doctum shall include the following components:
 - an exam of the candidate's oral and written command of the English language;
 - an exam of the candidate's receptive command of two of the other languages referred to in article 6 of the Education and Examination Regulations of the bachelor's programmes in Dutch Law, Tax Law, and European Law School of the Faculty of Law;
 - an exam of the candidate's knowledge of European history, with special regard to analytical thinking.
2. The Maastricht University Law Colloquium Doctum Assessment Regulations, hereinafter to be referred to as: 'the Assessment Regulations', contains a further description of the required level of knowledge. The Assessment Regulations shall constitute part of these regulations.

Article 7 Exemptions / exceptions

1. Given the exceptional nature of the Colloquium Doctum procedure, exemptions shall in principle **not** be granted. The granting of an exemption from one or more components of the Colloquium Doctum examination in cases of particular hardship or exceptional circumstances, as well as the decision, in exceptional circumstances, to grant a language exam in another foreign language than those mentioned in the Colloquium Doctum Assessment Regulations under no. 2, is at the discretion of the Colloquium Doctum Committee.
2. An application for an exemption shall, if possible, be submitted simultaneously with the application to take the Colloquium Doctum and in any event **before 15 April** prior to the academic year for which the person concerned wishes to enrol. The application shall include a statement of reasons and written supporting documentation enabling a decision to be taken. The Committee shall decide **before 15 May** whether the exemption shall be granted.
3. The Committee may grant an exemption which is conditional on a ground occurring after 1 May and before the start of the academic year. In that instance, the Committee may grant the exemption subject to the condition that this ground does indeed arise before the start of the academic year. The Committee shall then determine the result as soon as possible after this condition has been fulfilled.
4. Non-participation in a component for which a conditional exemption has been granted shall be at the candidate's risk.

5. By way of derogation from the provisions of these regulations, the successful completion of Maastricht University's [*Foundations Programme*](#), in conjunction with the approval of the Faculty of Law, also leads to an award of the Colloquium Doctum certificate.

Article 8 Arriving late in the examination room

1. The student shall be granted access to the room where the exam is being administered up to 30 minutes after the official starting time of the examination, but the candidate shall not be given any extra time by default. During the exam, the Committee or one of its members shall be asked to decide whether extra time for the examination shall be given, based on the reason why the candidate was late.
2. Where the exam takes place remotely at a specified time and, as the case may be, during a virtual meeting, the provisions of subsection 1 above apply *mutatis mutandis*.

Article 9 Use of examination room

1. Before the exam starts, any jackets and bags shall be placed under the table or at a spot designated by staff.
2. The devices mentioned in Article 16(c) (including communication devices and other information carriers) must be stored in the bag and turned off. Unless the Board of Examiners has stated otherwise, these devices may not be used during the examination. These forbidden devices may not be taken out of the bag until the candidate has left the examination room.
3. The student may not wear a watch during the exam. The watch must be stored in the student's bag before the exam starts. The watch may not be taken out of the bag until the student leaves the exam room.
4. The student may not leave the room until 30 minutes after the official exam starting time.
5. Where the exam takes place online and/or through a virtual meeting application, no communication devices or information carriers may be used during the exam with the exception of the device through which the candidate takes part in the online exam. On that device, the candidate shall not, for the duration of the exam, access any information, run any application, or visit any website other than information, applications, or websites explicitly indicated as part of the exam or of the online exam environment.

Article 10 Inspection of the examination

The candidate may send an application to inspect a written component of the exam to colloquiumdoctum@maastrichtuniversity.nl. In case of a handwritten exam component, a scan of the exam shall be sent to the candidate; in case of an electronic exam, the candidate shall receive a copy of the relevant electronic document. Upon receipt of the inspection copy, the candidate is invited to respond with comments or observations not exceeding one A4 page. The corrector shall then complete the exam inspection procedure with the candidate.

Article 11 Result

1. The result of the Colloquium Doctum shall be expressed in the assessment 'eligible for admission' or 'non-eligible for admission'. The method of assessing the separate components has been laid down in the Assessment Regulations.

2. Unless Article 7.3 applies, the result shall be determined within four weeks after the Colloquium Doctum or resit is taken. The participant shall be notified in writing. The result must be appealed within 30 days after the result is received. Appeals must be directed to the following address:

Maastricht University
Student Service Centre
Complaints Service Point (CSP)
PO box 616
6200 MD MAASTRICHT

or

Via e-mail: complaintsservice@maastrichtuniversity.nl (document has to be signed)

Article 12 Resit

The Committee may decide that a candidate is eligible to resit one or more components of the Colloquium Doctum. The Assessment Regulations include further rules on this. The candidate may not resit more than one exam within one component. Thus, further participation in the Colloquium Doctum shall no longer be possible if the candidate failed more than one exam within one component. The resit shall take place within four weeks after the Colloquium Doctum was taken.

Article 13 Illness

Illness shall be considered a ‘lost opportunity’ for both the written and oral exam component. Candidates may request an extra opportunity to take the exam; permission for such opportunity is at the discretion of the Committee. The candidate should preferably submit a doctor’s note to prove the illness.

Article 14 Access to the bachelor’s phase

Subject to the rules concerning registration and enrolment, a candidate who has passed the Colloquium Doctum shall be entitled to participate in the bachelor’s phase of Maastricht University’s Law programme.

The CD certificate remains valid for 2 years. After this term, a candidate seeking admission to one of the Faculty’s bachelor programmes via Colloquium Doctum has to take the entrance exam again.

Article 15 Effective date

These regulations shall take effect from 1 September 2014.

Adopted by the Maastricht University Law Colloquium Doctum Committee in its meeting on 2 October 2014 and adapted in the meeting of October 5, 2022.

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Colloquium Doctum Assessment Regulations

Maastricht University Faculty of Law

2023

1. Command of English

The candidate's command of English and English writing skills shall be examined by asking the candidate to write an essay in reaction to a text of pre-university level. A dictionary may not be used.

2. Command of foreign languages

The candidate's receptive command of the foreign language shall be examined through two foreign language tests using French, German, or Dutch text at the pre-university education level about which the candidate must answer questions. The text on which this exam is based shall be non-specialist in nature and shall be selected from such newspapers and magazines as *Frankfurter Allgemeine*, *The Times*, *The International Herald Tribune*, and *Le Monde*, or another relevant periodical.

Candidates shall be expected to understand all the information contained in the text at such a level that the 'comprehension factor' is not an impediment to using the information. A dictionary may not be used.

3. Knowledge of history

The exam for the history component shall involve an assessment of the candidate's responses to questions about Dutch history and general history from the French Revolution (1789) to the present, with special regard for the candidate's analytical thinking skills. The history component shall be examined orally by minimal 2 examiners after the candidate has passed the written components of the Colloquium Doctum or received an exemption for these components.

4. Assessment of separate components

The written components English together with the first and second foreign language and the oral exam 'history' shall be assessed separately. The assessment for each component shall be expressed with the mark 'pass' or 'fail'. Only those candidates who have received passing marks for all essays shall be allowed to take the history exam component. The history exam component shall be administered orally by at least two members of the Faculty of Law's academic staff. If the candidate does not pass, the Committee may allow him/her to resit one exam within one component. In making its assessment, the Committee shall receive advice from the persons who drafted the questions or other experts.

5. Result

The Colloquium Doctum shall be considered to have been passed if all components have been marked as 'pass'. The result shall read 'eligible for admission' in that case. In all other cases, the result shall be 'non-eligible for admission'. Within four weeks after taking the Colloquium Doctum, the participants shall be notified of the results achieved by them. Pursuant to Article 7.61 of the Act, the person concerned may lodge an objection within four weeks of the date that the result has been sent to the following address:

Maastricht University
Student Service Centre
Complaints Service Point (CSP)
PO box 616
6200 MD MAASTRICHT

or

Via e-mail complaintsservice@maastrichtuniversity.nl (document has to be signed)

6. Resit

If the result is ‘non-eligible for admission’, the candidate shall no longer be eligible to resit the components assessed as ‘fail’.

7. Exemption

An exemption granted for a component shall be deemed a ‘pass’.

8. Exam dates

Written exams:	Exam date:	Time:
Dutch or English essay	17 May 2023	09.30 am – 12.00 pm
Language exam I	17 May 2023	01.00 pm – 02.30 pm
Language exam II	17 May 2023	02.45 pm – 04.15 pm
Resits:	Exam date:	Time:
Dutch or English essay	24 May 2023	Time will be determined later
Language exam I	24 May 2023	Time will be determined later
Language exam II	24 May 2023	Time will be determined later

Oral exam:	Exam date:	Time:
History	13 June 2023	Time will be determined later
Resit:	27 June 2023	Time will be determined later

Exam dates shall be set through www.maastrichtuniversity.nl in October prior to the academic year for which the person concerned wishes to enroll.

9. Effective date

These regulations shall take effect from 1 September 2014.

Adopted by the Maastricht University Law Colloquium Doctum Committee in its meeting on 2 October 2014 and changed in the meeting of October 5, 2022.

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