

**Avans University of Applied  
Sciences' Admissions  
Committee Regulations**

## **Article 1      POWERS AND COMPOSITION**

1. The Executive Board Admissions Committee has given a mandate to an Admissions Committee to take decisions on behalf of the Board regarding admission and enrolment of applicants who have submitted a request for enrolment and who do not meet the conditions set out in the Avans University of Applied Sciences Terms of Enrolment.
2. The Admissions Committee comprises a chair and two members.

The Committee is formed by the following people:

the Student Administration Coordinator	(chair)
the dean of the Finance and Student Administration Unit	(deputy chair)
the head of Student Services	(member)
the assistant dean of the Marketing, Communication and Student Relations Unit	(deputy member)
a school dean	(member)
a school dean	(deputy member)

The Committee is assisted by an administrative secretary.

3. The Committee makes an annual evaluation and report of its activities.

## **Article 2      PURPOSE AND WORKING PROCEDURE**

1. The Committee takes a decision regarding admission and enrolment if one of the following situations arises:
  - a. The applicant has made a request for enrolment after 1 May or 31 August, as the case may be. The dates for the part-time study programmes and the associate degree study programmes are 1 May and 1 August, respectively.
  - b. The applicant has not met their payment obligations and/or has not submitted complete enrolment documentation by 31 August.<sup>1</sup>
  - c. The applicant has not undergone the obligatory intake as part of the study choice test.
2. In this context, the Committee assesses only substantiated written requests from applicants who rely on extraordinary circumstances that were beyond their control, as provided for in Article 3 of these Regulations. The person concerned must submit any request of this nature to the Committee within one week after the relevant date (either 1 May, 31 August, or the date of the planned intake).

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<sup>1</sup> For study programmes where enrolment normally takes place in February, 31 January is used instead of 31 August. For part-time study programmes the date used is 15 December instead of 31 January; for the dual associate degree and bachelor's degree programme ORM the date used is 1 December.

3. In connection with the performance of its duties, the Committee is authorised:
  - a. to obtain more detailed information about a request from the student counsellor, the designated contact person on behalf of the study programme or, after the applicant has given permission, from a parent or guardian or another institution (educational or otherwise)
  - b. to carry out all monitoring activities deemed necessary for the purposes of assessing an application correctly.
4. The Committee takes a decision about the request within five working days after receipt. The decision may consist of permission to enrol as a student, permission to take part in the intake or rejection of the request, stating reasons.
5. Permission to enrol implies that the enrolment will take effect on 1 September or 1 February of the academic year for which enrolment has been requested. Permission to take part in the intake implies that the applicant may take part once only in this activity with respect to the study programme to which it relates.
6. The decision, stating reasons, is communicated to the applicant by e-mail at the e-mail address known to Avans University of Applied Sciences. The decision mentions that the applicant may make a written objection to the decision, stating reasons, in accordance with the provisions of Article 5 of these Regulations.

### **Article 3 SPECIAL CIRCUMSTANCES**

1. An enrolment may be allowed on the basis of the following special circumstances:
  - a. an incorrect or late registration of the applicant's enrolment documentation, for reasons not attributable to the applicant
  - b. an enrolment procedure that has been carried out contrary to the provisions of the terms of enrolment, for reasons not attributable to the applicant
  - c. a written request made after 31 August to convert a second enrolment at Avans University of Applied Sciences into a first enrolment
  - d. not being in possession, after 31 August, of a secondary vocational education (MBO) certificate or statement showing admissibility to higher professional education (HBO)
  - e. the inability of the applicant, through no fault of their own, to comply earlier with the enrolment obligations in another way.
2. Participation in a study choice test may be allowed on the basis of the following special circumstances:
  - a. illness, including a visit to a doctor
  - b. exceptional family circumstances such as the death of a close relative
  - c. educational commitments at another institution
  - d. participation in study choice activities for another study programme
  - e. other circumstances that impede the applicant and that cannot reasonably lead to a refusal of their request to take part.
3. If so requested, the applicant has to submit written evidence of the aforementioned circumstances to the Committee.

#### **Article 4      SUSPENSORY EFFECT**

The processing of a request has a suspensory effect. The application or enrolment procedure cannot be terminated while it is being processed.

For requests regarding the application or enrolment procedure, any account previously granted is frozen during the processing and the person concerned cannot register for tests and exams.

#### **Article 5. OBJECTION AND APPEAL**

1. A written objection, stating reasons, to the decision of the Admissions Committee may be made to the Executive Board within six weeks after the date of the decision, as provided for in Article 2.
2. The notice of objection must be addressed to the Disputes Advisory Committee, PO Box 90.116, 4800 RA Breda, The Netherlands.  
See the Avans Student Appeals Procedure for further information.
3. The objection does not suspend the effect of the decision against which it is directed. This means that while the objection is being examined, the applicant is not entitled to take part in a study choice test and/or has no access to teaching and that any account previously granted remains frozen.
4. The person concerned may appeal against the decision regarding the notice of objection to the Netherlands Appeals Tribunal for Higher Education in The Hague, in accordance with the provisions of the Avans Student Appeals Procedure.