

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

Article 1 POWERS AND COMPOSITION

1. The Executive Board has authorised an admissions committee to take decisions on the Board's behalf regarding the admission and enrolment of applicants who have submitted a request for enrolment and who do not meet the conditions that apply to such enrolment as set out in the Avans University of Applied Sciences Terms of Enrolment.
2. The admissions committee consists of a chairman and 2 members.

The following people serve on the committee:

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| - the Student Administration Coordinator | (Chairman) |
| - the Dean of the Finance & Student Administration Unit (DFS) | (Deputy Chairman) |
| - the Head of Student Affairs | (Member) |
| - the Vice Dean of the Marketing, Communication and Student Relations Unit (DMCS) | (Deputy Member) |
| - a Dean of a School | (Member) |
| - a Dean of a School | (Deputy Member) |

The committee is assisted by an official secretary.

3. The committee is responsible for conducting an annual review and reporting on its activities.

Article 2 TASK AND WORKING PROCEDURE

1. The committee will take a decision regarding the admission and enrolment if one of the following situations applies:
 - a. The applicant has submitted a request for enrolment after 1 May or 31 August respectively.
 - b. The applicant has not yet met his payment obligations and/or has not yet submitted a complete enrolment file by 31 August.¹
 - c. The applicant has not taken part in the study choice test for the purposes of the compulsory intake.
2. In this context, the committee exclusively reviews written requests, supported by reasons, from applicants who are invoking exceptional circumstances that are beyond their control, as referred to in Article 3 of these regulations. Such a request must be submitted by the person in question within 1 week after the date referred to (1 May, 31 August, or date of scheduled intake) to the committee.
3. In connection with the performance of its task, the committee is authorised to:
 - a. obtain more detailed information about a request from the student counsellor, the designated contact person on behalf of the study programme or, once consent has been granted by the applicant, from a parent or guardian or from another institution, including any educational institution.
 - b. carry out all monitoring activities deemed necessary for the purposes of assessing a request correctly.

¹ For study programmes with a regular February intake, 31 August can also be read as 31 January where appropriate.

4. The committee will reach a decision on the request within 5 working days of receipt. The decision can consist of permission to enrol as a student, permission to take part in the intake, or the refusal of the request, stating reasons.
5. Permission to enrol means that the enrolment will be implemented with effect from 1 September or 1 February respectively of the academic year for which enrolment is being requested. Permission to take part in the intake means that the applicant will have a one-off opportunity to take part in this activity for the study programme for which it is being carried out.
6. The applicant will be notified of the decision, stating reasons, via an email sent to the email address known to Avans University of Applied Sciences. He will be informed in the decision that he is entitled to file a written, substantiated complaint against the decision in accordance with the provisions of Article 5 of these regulations.

Article 3 EXCEPTIONAL CIRCUMSTANCES

1. Exceptional circumstances on the basis of which enrolment can still be permitted are:
 - a. failure by the applicant to register his enrolment file correctly or in time for reasons beyond his control;
 - b. an enrolment procedure that is inconsistent with the provisions of the terms of enrolment for reasons beyond the applicant's control;
 - c. a written request submitted after 31 August to convert a second enrolment at Avans University of Applied Sciences to a first enrolment;
 - d. the applicant has not yet received an intermediate vocational education (mbo) certificate or statement demonstrating his admissibility for higher professional education by 31 August;
 - e. failure by the applicant to meet his enrolment obligations for other reasons beyond his control.
2. Exceptional circumstances on the basis of which participation in the study choice test can still be permitted are:
 - a. illness, including a visit to a doctor;
 - b. exceptional family circumstances such as the death of a close relative;
 - c. study commitments at another institution;
 - d. participation in study choice activities for another study programme;
 - e. other circumstances that prevent the applicant from attending, and that cannot reasonably lead to a refusal of his request for participation.
3. The applicant must provide the committee with written evidence of the aforementioned circumstances upon request.

Article 4 SUSPENSIVE EFFECT

If a request is accepted for processing, this has a suspensive effect. The application or enrolment procedure cannot be terminated while the request is being processed.

In the case of requests relating to the application and/or enrolment procedure, any previously assigned account will remain blocked while the request is being processed, and the person in question cannot register for tests and preliminary examinations.

1. A written complaint, stating reasons, can be filed with the Executive Board against the decision of the admissions committee within 6 weeks of the date of the decision as referred to in Article 2.
2. The notice of complaint must be sent to the Disputes Advisory Committee, Postbus 90116, 4800 RA Breda, the Netherlands.
For more information, see the Avans University of Applied Sciences Student Appeals Procedure.
3. The complaint does not suspend the effect of the decision to which it relates. This means that, while the complaint is being processed, the applicant is not entitled to take part in the study choice test and/or to access the education, and any previously assigned account will remain blocked.
4. The applicant may lodge an appeal against the decision taken on the notice of complaint with the Appeals Tribunal for Higher Education, in accordance with the provisions of the Avans University of Applied Sciences Student Appeals Procedure.