

## Study Choice Check Rules

The higher education sector offers prospective students various activities to support them in their study orientation and study choice process. After the introduction of the Higher Education (Quality in Diversity) Act (Wet Kwaliteit in verscheidenheid hoger onderwijs), the Study Choice Check (Studiekeuzecheck) was made available in addition. On the basis of participation in the Study Choice Check, the institution will issue a study choice advice (Studiekeuzeadvies), on the basis of which the prospective student can make a final choice. After the introduction of the Higher Education and Research (Promotion of Internationalisation) Act (Wet bevordering internationalisering hoger onderwijs en wetenschappelijk onderzoek), the Study Choice Check also applies to students applying for admission on the basis of an international diploma. For these students, provisions will have to be made for them to participate in study choice activities without their physical presence being required. Fontys has a variety of activities related to study choice.

The course of events surrounding the Study Choice Check and the study choice advice (Studiekeuzeadvies) are detailed in these regulations, as are the criteria on the basis of which the study choice advice is issued. Specific details for each study programme are included in the Teaching and Examination Regulations (Onderwijs- en Examenregeling) of the study programme concerned.

### Article 1. Definitions

Application	Submission of an application for enrolment via Studielink.
Prospective student	Person applying for enrolment in the propaedeutic year of a Bachelor's programme or the first year of an Associate Degree programme.
Contact moment	The contact moment consists of at least one individual interview and preferably several admission components. In exceptional cases and for international students referred to in these rules, the contact moment may consist of e.g. contact by phone or video conversation.
International student	Prospective student requesting enrolment on the basis of an international diploma.
Study programme	Associate Degree or Bachelor's programme.
Study choice activity	Activity offered by Fontys to support prospective students in their study orientation and study choice process.
Study Choice Check	The activity offered by Fontys on the basis of which prospective students are issued advice on their study choice. The Study Choice Check consists of at least the following two components: <ol style="list-style-type: none"><li>1) digital questionnaire;</li><li>2) contact moment with a staff member of the study programme.</li></ol> A digital questionnaire is available for international students as referred to in these rules. The Teaching and Examination Regulations of the study programme specify whether this questionnaire is used for the Study Choice Check.
Study choice advice	Advice issued to prospective students who have participated in the Study Choice Check in respect of their choice for a specific Associate Degree or Bachelor's programme.

### Article 2. Enrolment no later than 1 May preceding the academic year for which enrolment is required

1. Every prospective student, with the exception of the categories mentioned under Paragraph 2, who enrolls no later than 1 May is entitled to a Study Choice Check. Participation in the Study Choice Check is mandatory for full-time students and this obligation applies to every study

programme in which the full-time student enrolls.<sup>1</sup> Such participation in the Study Choice Check is not compulsory for students in a part-time or dual programme and for international students as referred to in these rules. If prospective students apply to more than one study programme, they may take part in the Study Choice Check for each study programme.

2. Prospective students who wish to enrol in a study programme that is subject to a selection procedure (in the context of an investigation into the additional requirements applicable to a programme or in the context of a decentralised selection for a programme that is subject to an enrolment restriction) are not entitled to participate in a Study Choice Check for the study programme concerned.

### **Article 3. Enrolment after 1 May preceding the academic year for which enrolment is required**

1. A prospective student who enrolls in a part-time or dual study programme after 1 May or an international student as referred to in these rules is not obliged to take part in a Study Choice Check. These prospective students can be enrolled if they meet all enrolment conditions.
2. A prospective student who enrolls in a full-time programme later than 1 May and who is not an international student as referred to in these rules is obliged to take part in a Study Choice Check.<sup>1</sup>
3. The director shall refuse the application for enrolment of a prospective student as referred to under Paragraph 2 above, unless there is a situation as referred to in Article 2, Paragraph 2, or unless one of the following situations applies:
  - a. There are personal circumstances as a result of which the prospective student was unable to register by 1 May at the latest.
  - b. The student did not register until after 1 May because of a binding negative study advice received in the academic year prior to the academic year for which the application was made.
  - c. The student has registered with another study programme at Fontys University of Applied Sciences or another institution no later than 1 May.
  - d. The student has received a positive study choice advice after the Study Choice Check.
4. If the application for enrolment is refused, the student will be informed by means of a written and reasoned decision. In this decision, the student will be informed of the possibility to submit an objection with reasons, as described in Article 48 of the Students' Charter.
5. The prospective student can lodge an objection within six weeks from the date of the decision by submitting a statement of objection via [Studentenloket-beroep-bezwaar-klacht@fontys.nl](mailto:Studentenloket-beroep-bezwaar-klacht@fontys.nl). Students must indicate in the objection why they disagree with the decision and attach a copy of the decision.

### **Article 4. Content and period of study choice activities**

1. Fontys offers a range of activities related to study choice, including the Study Choice Check. Within four weeks from the date of registration, the prospective student will receive a link to the digital questionnaire, unless in the case of a student as referred to under Paragraph 2. Within four working weeks after completing the questionnaire, the prospective student will receive an invitation for a contact moment with a staff member of the programme. For each study programme, the Teaching and Examination Regulations of the programme describes which activities are offered and during which period. The Teaching and Examination Regulations also include the different criteria for each study choice advice. This information is also available on the website.

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<sup>1</sup> The Study Choice Check is not mandatory for students of the Postgraduate Teacher Training Course (Kopopleiding). For more information, please consult the website of the institutes that offer teacher training programmes.

2. The Teaching and Examination Regulations of the study programme specify which study choice activities are offered for international students as referred to in these rules. In this specification, provisions are made for students to whom bridging the distance between the permanent or temporary address prior to enrolment and the location where the study choice activities take place presents serious difficulties.

#### **Article 5. Criteria for study choice advice**

1. The student's position on the below scales is determined during an advisory meeting. This position is based on the student's answers to the questions from the digital questionnaire (1), the picture that has emerged from any additional activities in which the student has participated (2) and the findings during the meeting. The scales are:
  - orientation on the study programme (from superficial to thorough);
  - reflection on the study choice (from low to high);
  - expectations on the part of the prospective student (from unrealistic to realistic).These positions are substantiated in the advisory report.
2. Action items might be imposed on the prospective student as a result of the findings during the meeting. These action items are included in the advisory report.
3. A prospective student who does not score less than neutral on all three scales will be issued a positive study choice advice. The study choice advice is included in the advisory report.
4. A prospective student who scores less than neutral on all three scales will be issued a negative study choice advice. This negative study choice advice will result in an enrolment refusal if the prospective student has enrolled in a full-time study programme after 1 May and none of the exceptional situations as referred to in Article 3(3)(a–d) apply. The study choice advice is included in the advisory report.

#### **Article 6. Procedure**

1. Any prospective student who is eligible for a Study Choice Check will receive a link to the digital questionnaire. If specified in the Teaching and Examination Regulations of their study programme, this link will be sent to international students as referred to in these rules. After completing the questionnaire, prospective students will receive an email invitation to a contact moment with a staff member from the programme of their choice. In the email, they will be informed of the place and time of this contact moment.

The Teaching and Examination Regulations specify how and when international students will be invited for study choice activities.
2. If prospective students apply to more than one study programme, they will receive a questionnaire for each study programme. The prospective student will then be invited separately by each programme for each contact moment.
3. After the contact moment with the study programme, the prospective student will be sent the study choice advice by email within ten working days.
4. Any prospective student who wishes to opt for another study programme on the basis of the study choice advice must submit a new application for enrolment to the other programme of their choice and cancel his application for enrolment with the first study programme.
5. Prospective students who have made a final choice based on the study choice advice of different programmes must cancel their application for enrolment with any study programmes which they do not intend to take.

#### **Article 7. Refusal to participate in a compulsory Study Choice Check**

1. Any prospective student who does not participate in the Study Choice Check of the study programme without deregistration and/or without a valid reason may be refused enrolment, if there is no situation as referred to under Paragraph 3 of this Article.

2. A prospective student who is prevented from taking part in the contact moment within the framework of the Study Choice Check at the proposed time and who has deregistered prior to the scheduled contact moment must contact the study programme within one week after the contact moment to arrange a new time.
3. If prospective students have a valid reason why they were unable to participate in the Study Choice Check, their application for enrolment will not be refused. The following circumstances are considered valid reasons for not being able to participate in the Study Choice Check:
  - doctor's and hospital visits;
  - special family circumstances such as the death of a close family member, partner, etc.;
  - academic requirements;
  - other circumstances preventing the prospective student from attending of which it is unreasonable that they should lead to a refusal of the application for enrolment.Upon request, the prospective student must provide written proof of these circumstances to the contact person specified in the invitation to complete the digital questionnaire or in the invitation to the contact moment.
4. If the application for enrolment is refused, the student will be informed by means of a written and reasoned decision. In this decision, the student will be informed of the possibility to submit an objection with reasons, as described in Article 48 of the Students' Charter.
5. The prospective student can lodge an objection within six weeks from the date of the decision by submitting an objection via [Studentenloket-beroep-bezwaar-klacht@fontys.nl](mailto:Studentenloket-beroep-bezwaar-klacht@fontys.nl). Students must indicate in the objection why they disagree with the decision and attach a copy of the decision.

#### **Article 8. Entry into force**

These Rules, which concern applications and enrolments for the academic year 2020 - 2021 and later academic years, enter into force on 1 December 2019 following their adoption by the Executive Board on 10 September 2019 and following a positive advice from the Central Participation Council (Centrale Medezeggenschapsraad) on 7 November 2019.