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Framework for Compulsory Matching at Leiden University

Regulations for Leiden Matching

Higher Education and Research Act (WHW)

If a prospective student applies for a study programme on or before 1 May, this applicant is entitled to participate in study choice activities (Articles 7.31a and 7.31b(1) WHW). Article 7.31b(5) WHW stipulates that more detailed rules must be provided for how the study choice activities (hereafter: 'SCA'), such as compulsory matching, are implemented. These rules must cover the following aspects: the nature and content of the SCA; the period within which the SCA will take place; the period within which the advice on the study choice will be issued; the valid reasons for being unable to participate in the SCA; the consequences of not participating in the SCA without a valid reason; and the provisions made for remote participation in the SCA. An applicant who has applied for a study programme at a higher education institution on or before 1 May is entitled to change that study programme after 1 May (Articles 7.31c(1) and 7.31a(1) and (3) WHW). After making this change, it must be possible for the applicant to participate in the matching procedure.

This Framework Document is the elaboration of the obligation to provide more detailed rules, pursuant to Article 7.31b(5) WHW.

Leiden University Regulations for Student Registration

The Leiden University Regulations for Student Registration specify which study programmes will participate in compulsory matching, and from which academic year. They also stipulate that prospective students must have completed their application in Studielink on or before 1 May. This requirement has also been fulfilled if a prospective student has applied for another study programme (at any other higher education institution) on or before 1 May. Finally, the Regulations for Student Registration stipulate that applicants must complete all the elements of the compulsory matching procedure, and failure to do so can be a reason for refusing an applicant's enrolment in that study programme; see point 7 below. The elements of the compulsory matching are specified by the study programme; see point 1 below. The decision to refuse enrolment is a decision of the Executive Board; see point 8 below.

Participation in Compulsory Matching at Leiden University (in short, and hereafter: Leiden Matching) is a requirement for all prospective students who apply as first-year students for a Leiden University bachelor's programme designated in the Regulations for Student Registration as a study programme that is subject to a matching procedure. A prospective student may submit no more than four first-enrolment applications per academic year via Studielink. Participation in matching is not compulsory for prospective students applying



as first-year students for a study programme that uses a selection procedure in consequence of having a *numerus fixus* (fixed quota) (Article 7.31b(1) WHW).

Studielink

Decisions and communications about the compulsory matching procedure will be sent electronically to the prospective student, to the e-mail address specified by the applicant in Studielink.

Privacy

An explanation of how the personal data of applicants are used, and for how long they are retained, is given in a Privacy Notice. Applicants are offered the opportunity to read this Privacy Notice in Brightspace before completing the online module in the context of the matching activity.

The text of the Privacy Notice relating to the use of personal data for the compulsory matching procedure can be found on the website of the university.

Implementation of Leiden Matching

1. Nature and content of the elements of the compulsory matching procedure

Each study programme is free to choose the content of the assignments and online lectures, and how the assignments must be completed (whether or not the applicant must be physically present). For example: applicants might follow a lecture either online or physically, watch info clips, or complete an online test.

Study programmes must decide and announce, step by step:

- what activities / assignments are involved in the matching procedure;
- how the activities / assignments will be performed;
- where the activities / assignments will be performed; and
- when the activities / assignments must be submitted.

These steps must be announced no later than 1 October via the University website and the website of the study programme.

The matching activity performed by an applicant for a bachelor's programme will also remain valid for the subsequent academic year. If the prospective student fails his/her final high school examination, or for any other reason does not start the study programme in the September immediately following the matching activity, then he/she is not required to participate again in the matching procedure for the same study programme the next year; also if a student ends his/her enrolment before 1 February, and enrolls again for the same study programme the next academic year, he/she is not required to participate in this procedure again. This means that successful participation in a matching activity in a specific academic year, with a view to enrolling for the



immediately following academic year, in the above circumstances also remains valid for enrolment for the same bachelor's programme in a subsequent academic year.

Establishing the validity period of this participation is a key principle. The validity period runs from the academic year in which the application is made to 1 additional academic year. This validity period is recorded in uSis.

2. The period within which the elements of the compulsory matching procedure take place

After prospective students have applied via Studielink (on or before 1 May), they automatically receive an email with information about their matching procedure at Leiden University <link to the relevant study programme in email>.

The faculty (in consultation with the study programme concerned) is free to choose when the elements of the matching procedure will take place. The dates of the period within which the matching procedure will take place must be announced, and published on the University website and the website of the relevant study programme, no later than 1 October of the academic year concerned.

A last matching activity must be offered in August. This is needed, in any case, for applicants who wish to change their choice of study programme (and who applied for a study programme on or before 1 May) and also for applicants who wish to apply for a different study programme after receiving a negative Binding Study Advice (BSA); it is mandatory to offer one more matching procedure for these groups (Articles 7.31a(5), 7.31b(1) and 7.31c(1) WHW). A last round of matching activities for all study programmes that are subject to a matching procedure will take place in the penultimate full week of August. Applications to participate must be received no later than the day preceding that week in August. After this, prospective students will no longer be able to participate in the matching procedure and will hence also not be able to enrol. The only exceptions to this are non-Leiden University students who receive a negative BSA decision, of which they are only informed after this last round of matching activities. These prospective students can still apply to the relevant study programme via email.

3. The period within which the advice on the matching is issued
Advice

The study programme must issue advice to all participants, even if they have already participated in the SCA for another study programme (Article 7.31b(3) WHW). The Minister of Education, Culture and Science can set a limit for the number of instances of advice that can be issued, by means of a ministerial



regulation; at present, however, a ministerial regulation has not been adopted (Article 7.31b(3) WHW).

The feedback that applicants receive from the study programme during the matching procedure is not binding advice or selection; each applicant must decide for him/herself, regardless of the outcome of the matching advice, whether or not to enrol for the study programme.

Time period

The date on which the advice will be issued (in person or otherwise) to the applicants must be announced in due time by the study programme via the University website and the website of the relevant study programme. Information will also be given there about the possibility of discussing the advice.

4. Force majeure that prevents participation in the compulsory matching procedure

If *force majeure* prevents prospective students from participating in the compulsory matching activities, they must withdraw their application as soon as possible. 'As soon as possible' means, in any case, before the start of the matching activities.

If *force majeure* prevents prospective students from participating, they can submit a request to perform the matching activities on an alternative date. An explanation of how to submit this request is given in the email inviting applications to participate in the matching activity, which is sent by the study programmes. The programme director of the bachelor's programme will decide whether to grant a request, and whether an applicant's reason for being unable to participate is valid.

If the request is granted, the prospective student will be invited to participate in the matching activities at another time.

If the request is not granted, the study programme will expect the applicant to attend the matching activity to which he/she was invited. If the applicant is absent, the study programme will reject the enrolment application, and the applicant will not be able to start that study programme in the immediately following academic year.

The following reasons **may** constitute *force majeure*:

- Long-term stay abroad (gap year) and an online assignment is not possible;
- Illness on the day or in the period of the matching activity;
- Death in the applicant's immediate family (first degree) on the day or in the period of the matching activity;
- Applicant's marriage on the day or in the period of the matching activity.



The basic principle is to take a generous approach to a candidate's inability to participate in the matching activities at a specific time, and to offer an alternative time. Another valid reason can also be a holiday that was planned a long time in advance.

5. Provisions for remote participation in the compulsory matching procedure

It is mandatory to offer provisions for remote participation to applicants who would be seriously inconvenienced by having to participate at the location specified by the study programme, because of the distance between their home and that location. This obligation has been fulfilled if activities are offered online and the advisory discussion is also held online.

6. Valid participation in the compulsory matching procedure

Participation in the compulsory matching procedure is only valid if the prospective student has fully participated in all the elements of the study programme's matching activities and has also met the deadlines and obligations in the process.

7. Consequences of late application and non-participation without a valid reason

If a prospective student (I) does not participate in the compulsory matching procedure and does not have a valid reason (see point 4), (II) submits his/her application for the first time after 1 May (apart from the statutory exceptions, such as a negative BSA) or (III) has not fully completed all the elements of the compulsory matching (see point 6), then this can be a reason for refusing that prospective student's enrolment.

The decision to refuse enrolment will be taken on behalf of the Executive Board by the Director of Student and Educational Affairs (SEA); see point 8.

8. Mandated decision to refuse enrolment

A decision to refuse enrolment will be made if valid participation in the compulsory matching activities has not taken place (see point 6) or if the application was submitted after 1 May (apart from the permitted exceptions for prospective students who change their choice ['switchers'] and those with a negative BSA).

The authority to refuse a prospective student's enrolment is assigned by the Higher Education and Research Act to the Executive Board (Article 7.31b(4) WHW). The Board mandates this power to the Director of Student and Educational Affairs (SEA) and lays down this mandate in the Leiden University Regulations for Student Registration.

The Director of Student and Educational Affairs (SEA) will base this decision on the information supplied by the study programme, together with the



accompanying 'dossier'. If the prospective student lodges an objection, the defence will be conducted by the Director of Student and Educational Affairs (SEA). Generally speaking, the reason to refuse enrolment will be that the prospective student did not complete all of the matching activity, which primarily requires a procedural judgement.

This procedure will be evaluated after a year in terms of its practicability for Student and Educational Affairs (SEA) and the study programmes concerned.

9. *Objection and appeal*

1. Prospective students can lodge an objection against decisions relating to refusal of enrolment within six weeks, to the Appeals and Objections Committee (*Commissie voor Beroep- en Bezwaarschriften*, hereafter: CBB), Executive Board of Leiden University, P.O. Box 9500, 2300 RA Leiden. The objection must be lodged by means of a letter of objection, stating why you disagree with the refusal of enrolment and accompanied by a copy of the contested decision.

2. The CBB will issue advice on the objection. After receiving the advice of the CBB, the Executive Board will take a decision about the objection as soon as possible. If necessary, a prospective student can lodge an appeal against the decision on the objection, to the Appeals Tribunal for Higher Education (*College van Beroep voor het Hoger Onderwijs*, hereafter: CBHO) in The Hague.

3. If a prospective student's objection or appeal to the CBHO is declared well-founded before 1 September of the current academic year, and it is decided that the prospective student, on the basis of the advice relating to participation in the matching procedure, can enrol for the study programme, this enrolment will relate to the immediately following academic year.

4. If a prospective student's objection or appeal to the CBHO is declared well-founded after 1 September of the current academic year, and it is decided that the prospective student, on the basis of the advice relating to participation in the matching procedure, can enrol for the study programme, this enrolment will relate to the academic year after the immediately following academic year (a waiting period of one academic year).

10 *Final provisions*

This document may be cited as: Framework for Compulsory Matching at Leiden University (in short: Framework for Leiden Matching). The Dutch title of this document is *Kader Verplichte Matching Universiteit Leiden* (in short: *Kader Leiden Matching*).



Adopted by the Executive Board on 8 October 2019.

The obligation to establish more detailed rules (Article 7:31b(5) WHW) has been fulfilled with the adopted Framework for Leiden Matching, together with the required rules in the Leiden University Regulations for Student Registration, Tuition Fees and Examination Fees.