



Information about the lottery for students with a foreign diploma

Introduction

In the Netherlands, sometimes the number of applications for a particular course is higher than the number of places available. These study courses or institutions have fixed quotas. In such cases, future students have to participate in a selection procedure that involves drawing lots. Every student who applies, receives notice in the beginning of May whether or not participation in this procedure is required. If so, DUO will send further information on the procedure. The final term to apply for a fixed quota course ends May 15. There are two kinds of fixed quota: a 'course quota' and an 'institution quota'. You are allowed to apply for only one course with a fixed quota.

Course quota

A course quota only occurs in academic education. If there are not enough places for all the students who wish to enrol for a specific course, a course quota is determined. If the course in question is taught at several educational institutions, the applicant must state his preference for the institution he wishes to attend. Medicine, veterinary medicine and dentistry are examples of study courses with a fixed quota.

Institution quota

There are institution quotas in both academic and higher vocational education. If the number of places for a study course at one or more institutions is not sufficient to accommodate all future students, a quota is established for the institution(s) in question. If you do not draw a place for the course of your first choice, you can take the course at another institution if there are no further limitations there. However, for some study courses there is an institution quota at all institutions, so it is not possible to follow the course at a different educational institution, unless some places are not filled and a second draw is held. In such cases, it is not possible to move to a different institution where the course is also taught, unless a second draw is arranged to fill all remaining vacant places, and you apply and are assigned a place in a subsequent selection procedure.

2 Admission criteria

In order to participate in the selection procedure for a fixed quota course, you must have followed certain recognised forms of (Dutch) education. However, if you have obtained a foreign diploma (and not a Dutch diploma that allows admission), you

can nevertheless participate in the selection procedure if your diploma has been recognised as being equal to the required Dutch preliminary education. Students who received their diploma before 2012 must send a certified copy of this to DUO before June 23rd 2012. Students who receive their diploma in 2012 and have sent a reply card 'late submission' to DUO before June 23rd 2012, are allowed to send their diploma before the first of August 2012. In addition, you must fulfil the particular requirements for the course in question and have sufficient knowledge of the Dutch language if necessary.

Dispensation (*Beschikking*)

If your preliminary education is not comparable to the required Dutch preliminary education qualifications, the educational institution in question will determine whether or not you can be admitted to the course on the basis of your current diploma. If you wish to participate in the selection procedure, you must have a letter from the educational institution in question, indicating that it is willing to accept you on the basis of your non-Dutch diploma. You must send this letter to DUO before June 23rd 2012. Dispensation is only valid for the educational institution that has issued it. If you wish to be admitted to a different institution, you must have your diploma assessed by the institution in question.

Colloquium Doctum

If the educational institution does not accept you on the basis of your (non-Dutch) diploma, there is also the possibility of taking an entrance exam (colloquium doctum). If you pass this exam, the educational institution will give you a Dispensation (*Beschikking*) that you must send to DUO before June 23rd 2012.

Declaration

If there are additional preliminary educational requirements for the study of your choice, you must be able to show that you have no unsatisfactory marks for the subjects essential to your study, or that you are going to take supplementary exams in order to remove any shortcomings. You must be able to prove this before 15 May 2012. If you no longer have any shortcomings, the educational institution will provide a Declaration (*15 mei verklaring*) that you must send to DUO before 15 May 2012.

Dutch language

If you have a non-Dutch diploma, the educational institution may ask you to prove that you have sufficient mastery of the Dutch language, in addition to meeting all other preliminary educational requirements. If you cannot prove before 1 September 2012 that you have sufficient mastery of the Dutch language, by means of a declaration from the educational institution or a diploma *Nederlands als Tweede taal (NT2)* (Dutch as a second language), you will receive, if you have drawn a place, a *Voorlopig bewijs van toelating* (Provisional statement of admission) from DUO. You can upgrade this to a *Bewijs van toelating* (Statement of admission) during the next study year if you can then prove that you have sufficient mastery of the Dutch language.

Please note: If you want to enroll in a Bachelor degree course at Delft University of Technology, you have to take the intensive Dutch course programme. For details on this Dutch language course, please visit the website of the Institute of Technology & Communication: the Centre for Languages and Academic Skills.

3 The selection procedure

If lots are drawn for the course or for your preferred educational institution, and you fulfil the preliminary education criteria, you can be admitted to the course in one of two ways:

- You are selected by the institution itself (decentralised selection)
- You are selected by means of the central selection procedure system.

Decentralised selection

Decentralised selection means that the educational institution selects a certain percentage of the applicants for the course, on the basis of certain selection criteria. These selection criteria are determined by the educational institution itself. Conditions for participating in the decentralised selection are that you have applied for the central selection procedure, that you fulfil the (subsequent) preliminary educational requirements, and that you also apply for the decentralised selection procedure in due time. The number of times that you can participate in the decentralised selection procedure is determined by the educational institution (once, twice or three times).

Central selection

Central selection refers to the (central) selection procedure. It is not allowed to participate in the selection procedure more than three times. If you decide to withdraw your application, this still means that you have used up one of your selection procedure opportunities. However, this does not apply if:

- you have enrolled for the central selection procedure but fail your final exams. In this case, you must send your final educational report to indicate that this is the reason why you are withdrawing your application.
- you withdraw your application before 30 June 2012. In addition, if you have also applied for the decentralised selection, you must be able to prove that you have not participated in the decentralised selection.

The 'central' selection procedure is a weighted system — in other words, the higher your average final exam results, the higher the chance of getting a place. On the basis of your preliminary education and/or your average final exam results, you are placed in one of the five specific selection procedure categories. But if you have a non-Dutch diploma, the results of your final exam are not taken into account; you will always be placed in category C.

Please note: If you have obtained a European Baccalaureate (final diploma of the European School) with Dutch as your first or second language, you will be placed in one of the five categories based on your average final exam results.

Course quota

You only participate in the selection procedure for your preferred course. If your second course of choice also has a fixed quota, you cannot participate in the selection procedure for this course.

Institution quota

You only participate in the selection procedure for your preferred educational institution. If your second choice of institution also has a fixed quota, you cannot participate in the selection procedure for this institution.

4 When do I receive the decision

If you have sent in all the required documents in due time, the results of the 'central' selection procedure will be sent to your correspondence home address around mid-July. If you have announced, in writing, that you are only able to send the required documents after the specified date, you will receive the results of the selection procedure after DUO has received the documents in question. If you have participated in the decentralised selection for a course, the institution in question will send you the results of the selection in writing before 15 June 2012. You always receive the actual *Bewijs van toelating* (Statement of admission) from DUO.

Please note: If you got selected decentralised it does not automatically mean that you will be placed decentralised. Placement depends on the number of available places at the given institution.

What are my chances?

In the various selection procedure categories, the chances of drawing a place have the following mutual relationship: B: C: D: E = 9: 6: 4: 3. For example: If 80 percent of the candidates in category B are assigned a place, then 53 percent of the applicants in category C will be assigned a place, 36 percent in category D, and 27 percent in category E.

5 You have been admitted – the next step

If you have been admitted to a course with a fixed quota, either by decentralised or by central selection, you can only enrol at the educational institution in question if DUO has sent you a *Bewijs van toelating* (Statement of admission) stating your name. With this *Bewijs van toelating*, you must enrol at the educational institution within four weeks of the date given on the *Bewijs*. If you do not do so within four weeks, the *Bewijs van toelating* is no longer valid. When you do not wish to make use of the *Bewijs van toelating*, please return it to DUO (write "Withdrawal" on it) as soon as possible. You may be entitled to a *Voorlopig bewijs van toelating* in the following situations:

- Mastery of the Dutch language

You have drawn a place on the basis of your non-Dutch diploma, you fulfil all other preliminary educational requirements, but the educational institution demands that you have sufficient mastery of the Dutch language. If you cannot prove, before 1 September, that you have sufficient mastery of the Dutch language, either by means of a declaration from the institution or by obtaining a *Diploma Nederlands als Tweede taal (NT2)*, you will receive a *Voorlopig bewijs van toelating* (Provisional statement of admission) from DUO. You can convert this to a *Bewijs van toelating* in the following year of study if you can show you do have sufficient mastery of the Dutch language.

- Circumstances beyond your control

You have been allocated a *Bewijs van toelating* but you cannot start the study course due to circumstances beyond your control. You can apply for a *Voorlopig bewijs van toelating*. The section on 'Special applications' provides more information on this topic.

You have drawn a study place but not at the educational institution of your choice

If you have drawn a study place, but not at the educational institution of your choice, you will receive a *Bewijs van toelating* for a different educational institution

that provides the same course. This is only possible if you fulfil the admission criteria that cover admission to that institution. DUO will take your specified order of choice into account as much as possible. The section on 'Special applications' provides more information on possibilities of gaining admission to the institution of your first choice.

6 You have not drawn a place – but you have the chance to study

You have not drawn a place for a fixed quota study course

If you have not drawn a place for a particular course, you cannot start the course of your first choice. DUO will send you a message informing you of this, the so called *Bericht van uitloting*. You can specify a second choice with unrestricted intake via www.studielink.nl.

You have not drawn a place at an educational institution with an institution quota. If you have not drawn a place at your preferred educational institution, DUO will send you a letter informing you of this (the *Bericht van uitloting*). It may be possible to follow the same course at one of the other specified institutions where there is no institution quota.

Second round (*tweede loting*)

Occasionally, after lots have been drawn for a fixed quota course, a number of places may remain. DUO announces these places in a separate appendix to the *Bericht van uitloting* (Statement of exclusion) that is sent to unsuccessful applicants. A so-called 'second round' may be held for these vacant places. If you wish to participate in this second round, you must inform DUO of your wishes within two weeks after receiving the *Bericht van uitloting* (Statement of exclusion) via www.studielink.nl. If you fail to do so, DUO can no longer process your application or change of application.

Subsequent placement

In the period August-September, DUO fills up the places that become available due to the withdrawal of students who have drawn a place but do not wish to take it. You participate automatically in these following rounds, the so-called 'subsequent placement', even if DUO is busy processing your second choice. If, having received a *Bericht van uitloting* (Statement of exclusion), you do not wish to participate in the subsequent placement, you must inform DUO of this immediately by withdrawing your subscription for this study course via www.studielink.nl.

7 Request for reconsideration under the hardship clause (*hardheidsclausule*), and exchange requests

You have not drawn a place for the study of your first choice

If you have not drawn a place for the course of your first choice, you can submit a request for a *Bewijs van toelating* (Statement of admission) outside the selection procedure. You must be able to demonstrate that not having drawn a place has produced 'an injustice of a paramount nature'. In a very limited number of cases, DUO can allocate places on the basis of requests for reconsideration under the hardship clause. If DUO then grants your request, you will be given a *Bewijs van toelating* for the study in question for the next study year. If DUO rejects your request, you can appeal against this decision. If you submit a request, the following

conditions must be met:

- you have not drawn a place for the course of your first choice
- you can demonstrate that you have sufficient mastery of the Dutch language (this applies to holders of non-Dutch diplomas).

'Injustice of a paramount nature'

It is impossible to provide a summary of all the cases in which DUO decides to grant or reject such requests. The request may be granted if there are specific, exceptional circumstances (or combinations of circumstances) that are not comparable to those of other applicants who have not drawn a place. These circumstances must be related to the exclusion. If you submit a request, you must provide a clear and convincing argument of why you think you ought to be assigned a place. The arguments you put forward or circumstances you mention, must always be supported by declarations by experts or by means of other official documents.

Examples of circumstances that DUO takes into account in assessing requests are:

- the medical or psychic problems of the applicant, which are not directly the result of not drawing a place, but which may make plausible that the allocation of a place would make a positive contribution to the recovery process
- refugees who have been forced to abandon a similar course in the country of origin
- employees who need the study course in order to proceed with academic research and who have a relationship with the institution that provides the study in question.

The relevance of one or more of the above-mentioned circumstances is certainly no guarantee for the granting of the request. Since the number of possible allocations is limited, the circumstances of all the (other) applicants will influence the decision as to whether the occurrence of certain circumstances will lead to the granting of a request. Examples of circumstances or arguments that DUO does not take into account in assessing requests are:

- all arguments that concern the motivation to attend a certain course
- family traditions
- the fact that the applicant does not agree with the selection procedure system
- psychological or medical complaints resulting purely and exclusively from not drawing a place
- study delay and the related financial arguments
- various problems of applicants who have started a study abroad
- the fact that the applicant has whole or partial dispensation for the first-year examination in the desired course.

When should you submit the request?

The request for reconsideration under the hardship clause must be submitted to DUO within six weeks after the date on the *Bericht van uitloting* (Statement of exclusion). DUO will not deal with requests that arrive too late. You should send the request to the address that is shown in the box on the following page. You should specify *hardheidsclausule - opleiding* (hardship clause — course) and your correspondence number on both the envelope and the request. Within two weeks, you will receive an acknowledgement that your letter has been received. The final decision will be sent to you within sixteen weeks after DUO has received your request.

You have not drawn a place at the institution of your first choice

You have received a *Bewijs van toelating* (Statement of admission) for the course of your first choice, but not for the institution of your first preference. In that case, you can submit a request for admission to the institution of your first choice. You

must be able to prove that not having drawn a place at the institution of your first choice signifies 'an injustice of a paramount nature'. DUO can allocate a maximum of 5 percent of the number of places per course at each institution. If DUO grants your request, you will receive a *Bewijs van toelating* (Statement of admission) for the institution of your first choice for the coming study year. If this request is rejected, you can lodge an appeal.

'Injustice of a paramount nature'

It is impossible to provide a summary of all the cases in which DUO decides to grant or reject such requests. Examples of circumstances that DUO takes into account in assessing requests are:

- medical: you can present a plausible case why you are not able to study elsewhere than the institution of your first choice. You must support your request with a declaration by a doctor.
- economic: in the past, you have accepted working circumstances upon which you are completely dependent because you are not entitled to a student grant. You must support your request with an employer's statement.
- social: the situation in your family is such that moving home will lead to demonstrable problems for yourself. You must support your request with a declaration by a social worker, for example.

When should you submit the request?

The request for reconsideration under the hardship clause must be submitted to DUO within two weeks after the date shown on the Statement of admission (*Bewijs van toelating*). DUO will not deal with requests that arrive too late. You should send the request to the address that is shown in the box below. You should specify *hardheidsclausuleinstelling* (hardship clause — institution) and your correspondence number on both the envelope and the request form. Within two weeks, you will receive acknowledgement that your letter has been received. The final decision will be sent to you within four weeks after DUO has received your request.

You can only start next year (Overmacht)

You can submit a request for a *Voorlopig bewijs van toelating* (Provisional statement of admission) for the following study year (a year later). A condition of this is that you must have drawn a place for the course. DUO can only honour such requests in exceptional circumstances. An exceptional circumstance may be: problems of a medical or psychic nature that prevent you to make use of your current *Bewijs van toelating*. You must support your request with a declaration by a doctor or psychologist.

When should you submit the request?

The request must be submitted to DUO within two weeks after the date shown on the *Bericht van toelating* (Statement of admission). You should send the request to the address that is shown on this page. You should specify *Voorlopig Bewijs van toelating* and your correspondence number on both the envelope and the request form. Within two weeks, you will receive acknowledgement that your letter has been received. The final decision will be sent to you within four weeks after DUO has received your request.

Address: Dienst Uitvoering Onderwijs
CBAP P.O. Box 30157
9700 LJ Groningen
The Netherlands

Exchanging Statement of admission (*Ruilen Bewijs van toelating*)

If you have received a *Bewijs van toelating* for a course, either by direct admission or by the central selection procedure, but you wish to do the course at an institution other than the one you have been assigned to, then you can submit a request to exchange the *Bewijs van toelating*. A condition of this is that you fulfil the enrolment criteria of the institution you wish to attend and you have not been given the *Bewijs van toelating* via decentralised selection (which involves personal selection). DUO compiles a list of students who wish to exchange places. The date on which DUO receives the exchange request determines your position on the list. If exchange turns out to be possible, you will be sent a new *Bewijs van toelating* as soon as possible. If you submit an exchange request, you should specify whether or not you still wish to make use of your current *Bewijs van toelating* if an exchange turns out to be impossible. If you do not intend to make use of it, please send your current *Bewijs van toelating* to DUO along with your exchange request. If you do intend to make use of it if an exchange turns out to be impossible, you should enrol with your current *Bewijs van toelating* at the allocated institution within four weeks of the date shown on the *Bewijs*. In both cases, DUO will continue to look for an 'exchange partner' for you.

When should you submit an exchange request?

You should submit the exchange request to DUO within two weeks after the date shown on the *Bewijs van toelating*. If you submit your exchange request too late, you will be assigned a position on the reserve list. This means that an exchange is only possible if DUO can find an 'exchange partner' and there are no other exchange candidates who have submitted a request on time. You can send the exchange request to the address shown above. You can send the exchange request via our website: www.duo.nl (go to *ruilbeurs*) or fax it to +31 (0)50 599 87 98.

Please note: The chance that you can exchange places is very small, because DUO has already taken the specified preferences into account when the *Bewijs van toelating* was issued.

8 Appeals

DUO takes all kinds of decisions in the procedure of central application and selection procedure, and on all further requests that are submitted. You can lodge an appeal against all of these decisions, as indicated above. If you submit a request to DUO and DUO rejects this request, you can lodge an appeal against this rejection.

When should you lodge an appeal?

Appeals must be lodged within two weeks after the date shown on the decision issued by DUO. There is one exception to this rule: appeals based on a request for reconsideration under the hardship clause, for students who have not drawn a place in the course of their first choice. These appeals must be lodged within six weeks of the date shown on the decision issued by DUO. Appeals should be sent to:

Dienst Uitvoering Onderwijs
Int. Antwoordnummer
I.B.R.S/C.C.R.I. Numéro 507
9700 WB Groningen
PAYS-BAS

Please write *Bezwaar* (appeal) on the upper left-hand corner of the envelope.

Useful tips

- When your educational diplomas are issued, you should immediately request an authorised copy of your final results, diploma or certificate. 'Authorised' means that the document should be signed or stamped by the school board or a comparable body.
- Ensure that the required documents arrive at the proper address in due time. Use the DUO reply envelopes for this purpose.
- Ensure that DUO can contact you at your correspondence address during the selection procedure. Do you intend to go on holiday in this period? Please ensure that someone is authorised to act on your behalf.