



Regulations Admission Committee PThU

Article 1 – Notions

These regulations understand by:

- a. Committee: the Admission Committee appointed by the Executive Board for executing the authority vested in the committee by the Executive Board to decide on a request to be admitted to an educational trajectory of the university.
- b. Management Regulations: the Management Regulations of the university, as approved by the Supervisory Council on 10 January 2013.
- c. University: the Protestant Theological University.
- d. Teaching staff: a professor of the university, not being an extraordinary professor, or a (senior) lecturer of the university.
- e. Applicant: the person who requests to be admitted to a master programme of the university.
- f. Graduation statement: a signed letter by or on behalf of the Examination Committee of the university, showing that the requirements have been met for the exam in accordance with the Tuition and Examination regulations on the basis of which admission is requested.

Article 2 – Composition and appointment members

1. The committee consists of four members, amongst whom the president and the secretary.
2. Appointed to the committee are:
 - a. The student dean for the master programmes of the university, Amsterdam location,
 - b. The student dean for the master programmes of the university, Groningen location,
 - c. The course coordinator for the master programmes of the university, Amsterdam location,
 - d. The course coordinator for the master programme of the university, Groningen location.
3. The members of the committee are appointed by the Executive Board. The Executive Board assigns one of the members as secretary of the committee. The committee chooses a president from its midst, not being the member assigned as secretary by the Executive Board. The president is a teacher in one of the master programmes offered by the university.
4. The term of appointment starts on the date of appointment as student dean or course coordinator.
5. The term of appointment terminates on the date when employment at the university has been ended, or when the appointment as student dean or course coordinator has been ended.
6. The appointment as member of the committee may be terminated ad interim if urgent reasons so require.

Article 3 – Task committee

1. The committee has as its task to decide on the admissibility of the applicant for the master programme of the university for which the applicant wishes to register.
2. With a view to admission to the programme the admission committee investigates the applicant's knowledge, insight and skills. The investigation includes a check on the applicant's command of the language used in the programme.
3. The conditions for admission to the programme and the desired graduation trajectory for which the applicant wishes to register, are specified in the Tuition and Examination Regulations that apply to the programme.
4. The committee may decide on the basis of its investigation as intended sub 2, that the applicant is admissible, inadmissible, or conditionally admissible.

Article 4 – Admissible, inadmissible, conditionally admissible

1. An applicant is admissible if the committee establishes that he has met the demands for admission at the time of application on the basis of earlier diplomas, taking into account the applicable Tuition and Examination Regulations, subject to application of sub 4 .
2. An applicant is not admissible if the committee establishes that he has not met the demands for admission at the time of application on the basis of earlier diplomas, taking into account the applicable Tuition and Examination Regulations.
3. An applicant is conditionally admissible if the committee establishes that he has not yet met the demands for admission at the time of application on the basis of earlier diplomas, taking into account the applicable Tuition and Examination Regulations, but that it may reasonably be expected on the basis of the application that the applicant will meet the intended requirements on 31 August at the latest of the year in which the trajectory for which the applicant wishes to register starts on 1 September.
4. An applicant is also conditionally admissible if the applicant has met the demands for admission, taking into account the applicable Tuition and Examination Regulations, but sends a graduation statement or a certified copy of the list of grades instead of the diploma with his application according to Article 5 sub 10.
5. A decision of conditional admission is only converted to a decision of unconditional admission if the committee receives the required documents from the applicant by 15 July at the latest, so as to be able to send a written confirmation of the decision of unconditional admission by the committee to the applicant by 31 August at the latest of the year in which the trajectory which the applicant wishes to register for starts on 1 September.
6. A decision of the committee is valid until 31 August of the year in which the trajectory which the applicant wishes to register for starts on 1 September.

Article 5 – The application

1. The committee decides on the admissibility of the applicant on the basis of a request submitted by him in writing.
2. The request to assess admissibility for the educational and graduation trajectory for which the applicant wishes to register, is submitted to the secretary of the committee.
3. A request to assess admissibility should be received by the secretary of the committee by 1 May at the latest of the year in which the applicant wishes to commence the trajectory on 1 September. Only in case the committee establishes that applicant may rightfully claim special circumstances, as intended in the Tuition and Examination regulations of the trajectory, does the committee deal with a request to assess admissibility received after 1 May. A request to assess admissibility received after 15 July of the year in which the applicant wishes to commence the trajectory on 1 September, will not be considered.
4. The committee decides within three weeks on an application. If the committee is not able to decide within a term of three weeks, the secretary notifies the applicant without delay of the term within which the committee will make a decision.
5. After receipt of the request as intended sub 2, the secretary assesses it on completeness and admissibility. The secretary provides the applicant with a confirmation of receipt of the application.
6. If the secretary concludes that the application does not satisfy the demands of completeness and admissibility, he allows the applicant to complement the application within a reasonable period of time, but with a maximum of two weeks, so that the application may still be considered.
7. In case complementation as described sub 6 is required, the term of treatment, as intended sub 4, is extended with two weeks.
8. After receipt of a complete and admissible application, the secretary puts the application to the committee for assessment and a decision.
9. An application is complete and admissible if it consists of the following documents:
 - a. The application, in which name, address and domicile of the applicant are mentioned and which specifies for which trajectory the applicant requests admission;
 - b. A certified copy of the diploma on the basis of which the applicant requests admission;
 - c. A certified copy of the list of grades of the results of examination components on the basis of which the diploma as intended sub b has been issued.
10. If the applicant at the time of the application for admission does not yet have a diploma at his disposal to provide evidence of the successful completion of examination components of the programme concerned, the applicant submits a graduation statement instead of a certified copy of the diploma.
11. If the applicant at the time of the application for admission does not have a diploma at his disposal nor a graduation statement, but expects to have a diploma at his disposal within the term as intended in Article 4 sub 5, he submits with his application a certified copy of the list of grades as intended sub 9c. If an applicant

requests admission on the basis of a graduation statement or certified copy of the list of grades, Article 4 sub 5 applies.

12. After the secretary has put an application for admission to the committee, the committee checks if the applicant satisfies the requirements for admission for the trajectory which the applicant wishes to register for on the based on the applicable Tuition and Examination regulations for admission to this programme. On the basis of this assessment the committee makes a decision in accordance with Article 4.
13. The secretary of the committee informs the applicant of the committee's decision in writing. The decision specifies if the applicant is admissible, not admissible or conditionally admissible. The decision specifies for which curricular programme the applicant is admissible and for which graduation trajectory in this programme. If Article 4 sub 5 applies, the decision specifies at least the term within which the required documents for conversion to an unconditional admission must have been received by the committee.
14. The secretary sends a copy of the decision, including the files of the applicant that lie at the base of the committee's decision, to the registrations coordinator.

Article 6 – Registration

1. Applicant can only register for a curricular programme if he possesses a decision of admission to that particular programme.
2. If a registered student wishes to change to a different graduation route of the programme during the course of his studies, then this change can only be effectuated after the committee has made a decision on an admission request for the desired graduation route. A request for a change to a graduation trajectory different from the one to which the student had earlier been admitted, is submitted and will be dealt with under Articles 4 and 5 of these regulations.

Article 7 – Objection and appeal

1. If the applicant disagrees with the committee's decision, he can object to the decision with the committee within a period of six weeks.
2. The objection is treated in accordance with the Objection Regulations of the university.

Article 8 – Other provisions

1. Annually, on 31 August at the latest, the committee issues a report of its activities and decisions to the Executive Board concerning requests of applicants for admission by 1 September to curricular programmes which the applicants wish to commence by that date.

2. The Executive Board reserves the right on the basis of its discretionary authority to decide differently on admissibility than the committee has done.

Enacted by the Executive Board on 3 July 2015

DISCLAIMER

Although every care has been taken to translate the texts of the Dutch regulations accurately, the original texts in Dutch are binding in case of differences in interpretation.