Policy framework Study Choice Check

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Approved: **September 5, 2023, by the Board**

                    Procedure rejecting applicants approved on June 4, 2024

Preliminary note. In the Higher Education and Research Act (WHW) the term 'study choice activity' is used. Within HZ this may cause confusion because of the study choice activities that are organized for prospective students by the Department of Marketing, Communication and Internationalization. The study choice check is an activity that takes place after the study choice activities - when a prospective student has applied for a programme at HZ. This is why we use the term study choice check.

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1. Purpose of the study choice check

1.1   The study choice check is an activity that is used to investigate, before an applicant starts with their studies, whether there is a match between the applicant and the programme.

1.2   The study choice check attributes to academic and social bonding. Through the study choice check the applicants get to know each other and a few teachers of the programme before the programme starts.

2. Place of the study choice check

2.1   The study choice check takes place after an applicant has registered for one (or more) programmes at HZ.

2.2   The study choice check is seen as a transitional activity from making a study choice to the start of the programme.

2.3   The output of the study choice check is taken as input for study guidance counselling.

3. For who is the study choice check

3.1   Every applicant who registers for the first year of a programme (all programme variants AD, BA, MA, FT and PT) at HZ who is eligible for admission to the programme in question, based on the entry requirements set by the programme, is invited to the study choice check. For applicants for MA programmes, an intake interview serves as the study choice check.

3.2   When an applicant registers for several HZ study programmes, the applicant will receive an invitation for the study choice check from each programme.

4. Rights and obligations for the student

4.1   Every applicant who has registered for one or more programmes by May 1 at the latest and is eligible for admission to the programme based on the admission requirements set by the programme has the right to participate in the study choice check (in accordance with Article 7.31b, paragraph 1).

4.2   Every applicant who has registered for one or more programmes at HZ is obliged to complete the study choice check assignment. Completion of this assignment is conditional for admission to the programme. Completion of a study choice check in one programme cannot be used as admission to another programme.

4.3   Every applicant who has registered for one or more programmes after May 1 is required, in addition to completing the study choice check assignment, to have an individual study choice interview with a teacher from the programme.

4.4   For applicants who have registered for one or more programmes after May 1, the institutional board may refuse the applicant's admission in the event of a negative study advice (advice follows from the individual study choice interview).

4.5   The study choice check must be completed before the start of the first study day. When the applicant has enrolled in the programme after the first study day the study guidance counsellor, the study choice check (SCC) coordinator or core teacher and the student will agree upon when the study choice check will be completed. The OLC will be notified.

5. Organization of the study choice check

5.1   Each program appoints an SCC coordinator. The SCC coordinator is responsible for the SCC process within the programme. For full-time programmes, the SCC coordinator is also a study guidance counsellor in the first year of study, the SCC coordinator for part-time programmes is the core teacher.

5.2   Every HZ programme offers every prospective student a study choice check via the HZ Learn page (in accordance with Article 7.31b, paragraph 1). This page contains **at least:**
- The invitation to make the assignment (Who am I) including a description of the conditionality of making this assignment;
- The offer, to each applicant, to request an individual study interview with a teacher from the programme. This interview preferably takes place in person, if this is not possible given the distance between home or residence and the place where the study choice activity takes place the programme will provide a digital alternative (in accordance with Article 7.31b, paragraph 2));
- The contact details of the programme, of the SSC coordinator, core teacher or of another teacher involved in the SKC and working in the first year of study.
- Description of the consequences of the outcome of the study choice check in case of application after May 1.

5.3   The programme determines how to further design the study choice check. This may, for example, be an individual study choice interview by invitation or request and/or a group meeting (in accordance with Article 7.31b, paragraph 5 under a).

5.4   The activities offered by the programme outside the requirements as included in 5.2 contribute to the social and academic bonding of prospective students. The activities are aimed at getting acquainted (student-student, student-teacher, teacher-student) and contribute to the preparation for the start of the study. These activities are explicitly not recruitment activities or repetitions of the open day (in accordance with Article 7.31b, paragraph 5 under a).

5.5   The programme is obliged to provide every applicant with feedback on the study choice check assignment via the HZ Learn page.

5.6   When an individual study choice interview has taken place, the teacher who conducted the interview with the applicant will provide a study choice advice (in accordance with Article 7.31b, paragraph 3). This advice is communicated verbally back to the applicant at the end of the interview based on the format included in HZ Learn. The advice is registered within 5 working days in HZ Learn and contains a substantiation of the advice. After registration there is automatic feedback to the applicant via e-mail (in accordance with Article 7.31b, paragraph 5 under c).

5.7   Completion of the study choice check assignment is a prerequisite for admission to the programme. For applicants after May 1, the completion of an individual study choice interview and a positive study choice advice are conditional for admission to the programme.

5.8   If the applicant does not complete the study choice check before the first study day, the SLC will investigate the reason for this and make agreements with the applicant about the follow-up. This may include, for example, that the applicant still completes the study choice check or that an alternative assignment must be delivered by a deadline set by the study guidance counsellor (in consultation with the SSC coordinator or core teacher) (in accordance with Article 7.31b, Paragraph 5(e)).

5.9   When an applicant has valid reasons for not partaking in the study choice check, the SCC coordinator or core teacher, together with the study guidance counsellor and OLC, may drop the conditionality of the study choice check for admission. This is assessed on an individual basis. Valid reasons may include personal circumstances such as illness or pregnancy of the individual or special family circumstances. The personal circumstances are of a temporary nature (in accordance with Article 7.31b(5)(d)).

The process described below is the time path for programmes starting in September

6. Preparation and time path full-time		Preparation and time path flexible part-time	
6.1	Department of Education, Research and Quality Assurance copies the SSC Learn-page from the previous year and notifies the SSC coordinator.	6.1.1	The educational advisor from the part-time academy readies the SSC Learn-pages for each part-time programme for the new cohorts to enter.
6.2	SSC coordinator gets time to actualize the page (within the communicated deadline)	6.2.1	Core teacher gets time to, together with the educational adviser of the part-time academy, actualize the page (within the communicated deadline)
6.3	Department of Education, Research and Quality Assurance performs a final check on accuracy and completeness of the page for the full-time programmes.	6.3.1	The educational advisor of the part-time academy performs a final check on accuracy and completeness of the page for the part-time programmes.
6.4	Department of Education, Research and Quality Assurance assigns groups from Osiris to the Learn-page. Which groups are assigned is discussed with the SCC	6.4.1	The educational advisor of the part-time academy asks the Department of Education, Research and Quality Assurance to assign groups from Osiris to the Learn-page. Which

|	coordinator. Think about FT, PT, AD, Dutch and English tracks. The groups that can be assigned are the same as the registration possibilities in Studielink.		groups are assigned is discussed with the core teacher. The groups that can be assigned are the same as the registration possibilities in Studielink.
6.5	The Department of Education, Research and Quality Assurance informs the SCC coordinator that the students are assigned and asks the programme to check whether the right groups are there.	6.5.1	The educational advisor of the part-time academy informs the core teacher that the students are assigned and asks the core teacher to check whether the right groups are there.
See figure 1 for a schematic overview		*See figure 2 for a schematic overview*	
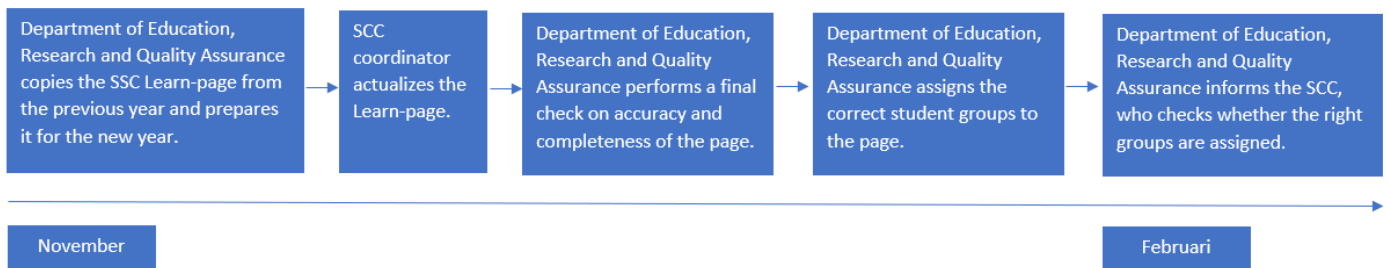
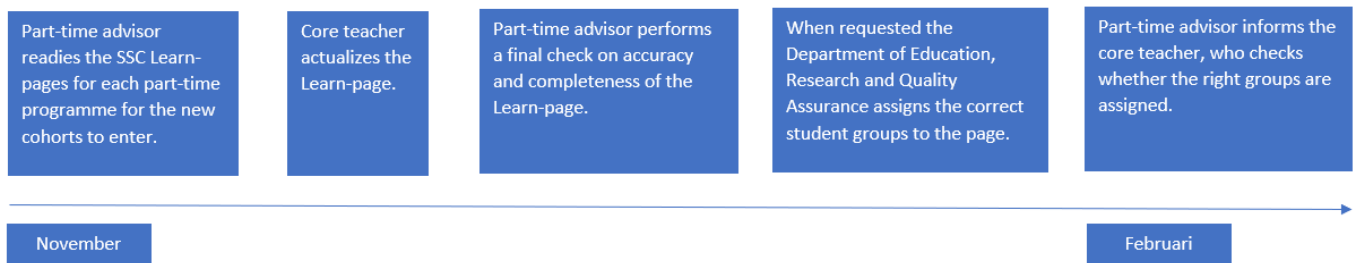Figure 1: Time path preparation study choice check full-time, part-time, AD and B programmes.

Figure 2: Time path preparation study choice check for flexible part-time programmes.

7. During the study choice check - programme

7.1   The SCC coordinator or core teacher regularly monitors the Learn page and sends students occasional updates. Examples of this are keeping the forum updated, posting in the announcements to invite students to make the Who am I assignment and sharing fun facts about the programme.

7.2   The SCC coordinator or core teacher (unless otherwise agreed upon within the team) monitors whether every student has made the Who am I assignment and, if necessary, invites students to do so. Feedback is provided to the student on the assignments via HZ Learn.

7.3 The SCC coordinator or core teacher conducts individual study choice interviews with students (note that submission of the Who am I assignment is conditional to have an interview) and provides a study choice advice via the Learn page.

7.4 The SCC coordinator or core teacher informs students of any group meeting and organizes it (preferably with current students).

7.5 The SCC coordinator or core teacher is available for questions from students.

8. Process of study check for applicant (see figure 2)

8.1 The applicant registers for a study programme at HZ via Studielink. When the student is admissible based on the admission requirements set by the study programme and when, in the case of an international applicant, a letter of acceptance (LOA) has been issued, the applicant receives HZ log-in data in his/her private mailbox.

8.2 Applicant receives personal HZ login codes via private mail from the helpdesk@hz.nl mailbox.

8.3 From the beginning of February, the applicant receives an invitation from HZ Learn for the study choice check for the programme(s) the applicant has registered for. This mail is sent to the student's private mailbox.

8.4 From the SKC Learn page the applicant receives an invitation to complete the study choice check.

8.5 Once the applicant has had an individual study choice interview with a teacher from the programme, the applicant receives a study choice advice within 5 working days. This advice is processed in HZ Learn. The applicant automatically receives feedback about this via an e-mail in his/her private mailbox.
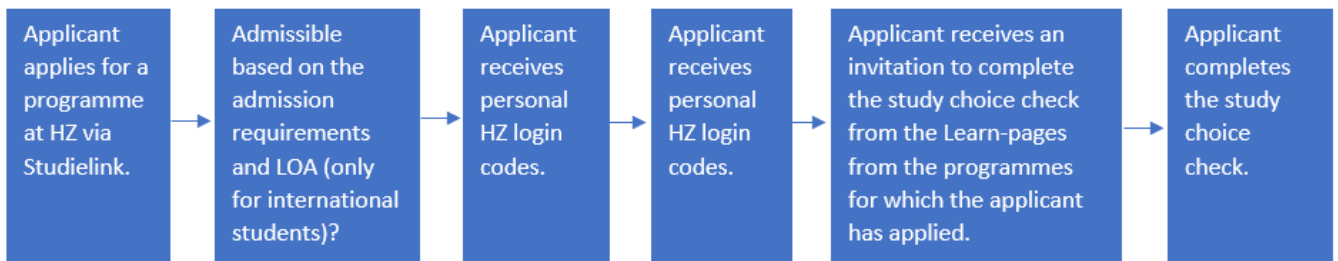

Figure 3: Process of the study choice check for an applicant (when a programme starts in September)

Procedure for rejecting applicants after May 1ˢᵗ

Additional to the approved HZ Policy framework Study Choice Check (approved on May 30th 2023)

Version: 14-05-2024
Auteur: Department of Education, Research and Quality Assurance
Approved: 04-06-2024

Preliminary note: This additional policy framework only applies to applicants who registered for a programme at HZ after May 1st. For these applicants, a negative study choice advice can lead to a rejection for admission to the programme as mentioned in Article 7.1, paragraph 4 of the Course and Examination Regulations (CER)

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1. **Process study choice check**
   As described in the policy framework study choice check, paragraphs 4.3 and 4.4, every applicant who registers after May 1st for one or more programmes at HZ is required to complete the study choice check assignment and may be required to have a study choice interview with a teacher from the programme. Based on this interview the applicant may be admitted or the Institutional Board may issue a negative study choice advice, which will result in the applicant being denied admission (Article 7.31d of the Higher Education and Scientific Research Act).

2. **Position HZ**
   HZ's position is that all applicants after May 1st, provided they meet the admission requirements set by the programme, are welcome at HZ. In exceptional cases, a programme may have reasons to wish to reject an applicant, this has to substantiated by the SCC coordinator, the programme manager and the dean. The following process applies to applicants after May 1ˢᵗ:

3. **Process**
   3.1 Applicant after 1ˢᵗ of May fills out the study choice check questionnaire 'Who Am I''.
   3.2 Applicant after 1ˢᵗ of May can be required to participate in an individual study choice conversation with a teacher from the programme. This individual study choice conversation can lead to a refusal of admission to the programme.
   3.3 When after a study choice conversation the programme wants to deny admission, the programme does two things:
      3.3.1 The programme contacts the dean from the programme for a consult.
      3.3.2 The programme manager sends the personalized Appendix 1 to the applicant on behalf of the programme with a motivated negative study choice advice and a request for a second conversation.
   3.4 The applicant receives an invitation for a second interview. If this invitation is not responded to or if the applicant is not present at the second conversation without providing reason, it is expected that the applicant accepts the negative study choice advice, which leads to refusal of admission to the programme.
   3.5 After the second conversation the programme decides, based on what was discussed, to maintain the negative study choice advice. This results in one of the following actions:

3.5.1   If the programme decides to admit the applicant to the programme, it registers an advice on the SCC Learn page with recommendations for the upcoming study. This recommendation will be used by the future study career coach in study career guidance.

3.5.2   If the programme decides to proceed with the negative study choice advice, the domain director informs the Institutional Board of this using Appendix 2 'Proposal to reject applicants after May 1st.' The domain director provides the Institutional Board with Appendix 2, which includes recommendations from the programme and the HZ legal advisor. The Institutional Board decides on the admission. The Institutional Board communicates its decision to the domain director. The domain director notifies the applicant of the decision in writing. This should also include a recommendation from the programme with advice on next steps to take for the professional development of the individual concerned.

3.6 If an applicant is rejected by the Institutional Board or if the applicant accepts the negative recommendation from the programme after the first study choice interview, a note of this is always sent to the Student Office.