

Regulation Additional Requirements - for registration academic year 2023-2024

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1 Definitions

HBS	Saxion's Hospitality Business School, which offers the Bachelor degree programme Hotel Management.
Confirmation of admission	A document issued by Saxion in the name of the applicant which demonstrates that the applicant has successfully completed the selection procedure and has been admitted to the Hotel Management programme.
EB	Saxion's Executive Board.
DUO	The Education Executive Agency, a governmental organisation.
IO	Saxion's International Office.
Applicant	A person who wishes to apply for or enrol in the first year of a programme. Referred to in the masculine singular. The term covers both student and extraneous applicants.
Ratho	The government's application and admission to higher education regulations, Staatscourant 2015/40984, 19 November 2015.
Saxion	Saxion University of Applied Sciences (government-funded higher education institution, article 1.8 WHW).
SIS	The Student Information System.
Studielink	The application and enrolment application for all higher education institutions and universities governed by DUO.
WHW	The Higher Education and Research Act.

2 Additional requirements research

- Pursuant to government regulations, the Hotel Management programme has been designated as a programme with specific knowledge or skills requirements regarding professional practice, organisation and/or teaching which have not been covered adequately or at all by the applicant's preliminary study. By consequence, admission to the Hotel Management programme is subject to an **additional requirements research** on top of the general entry requirements (articles 7.24 and 7.26 WHW).
- The EB has delegated its authority to administer the additional requirements research for the Hotel Management programme (pursuant to article 7.26 WHW) to the dean of the HBS.
- These regulations apply to the qualitative selection criteria and the selection procedure.
- These regulations are based on the principles laid down by the EB on 15 November 2016 (resolution number 2016003260).
- Pursuant to article 10.20a WHW, the student section of the Academy Council has exercised its right of advice, following which the dean of the HBS formally introduced the regulations on 9 February 2017.

3 Application

- Applicants must apply for the research for Saxion's Bachelor degree programme Hotel Management by 15 August of the year preceding the relevant academic year. International applicants must apply through the IO, Dutch applicants through Studielink. If an international applicant meets the relevant entry requirements (e.g. English IELTS or TOEFL), the IO alerts the HBS administration office through the SIS.
- If an applicant applies after 15 August, he will be refused permission to sit the additional requirements research, unless the dean of the HBS determines that such a refusal would be unreasonable.
- Applicants are personally responsible for acting on instructions and information supplied by Saxion and the government in a timely manner.

4. Information, announcements and decisions made during the additional requirements research procedure will be communicated to applicants through the address details (email address) kept on file by the IO and the administration office. Applicants are personally responsible for ensuring that the email address kept on file by Saxion is correct, up to date and in working order.
5. Applicants who wish to make use of special facilities due to a functional impediment should notify Saxion at the time of application and supply supporting documents (medical proof).
6. Applicants who apply too late will be informed that the deadline for sitting the additional requirements research has passed and they will be unable to participate.

4 Selection and selection committee

1. After applying, applicants will receive a formal invitation to take part in the selection procedure.
2. The selection procedure will take place at various times. Applicants must meet all the requirements (assessment, CV, letter of motivation and video task) before they are invited for an interview (on location or through Skype or MS-Teams). In the situation the applicant is not able to participate the selection procedure on the last date as scheduled on the website of Saxion, it is not possible to start the programme.
3. Lecturers will assess whether applicants meet the selection criteria (see under 5) and issue a substantiated decision. Applicants will receive the results of the additional requirements research no later than 5 working days after completion of the last part of the selection procedure.

5 Selection criteria

1. Applicants for the Bachelor degree programme Hotel Management will be selected on the basis of the following criteria:
 - Cognitive capabilities, e.g. numeracy, language and logic skills
 - (Inter)personal skills, e.g. confidence, orderliness, thoughtfulness, communication skills and hospitable attitudeAfter applying, applicants will receive an invitation to complete a START assessment online. This assessment must have been completed within four working weeks after receiving the invitation.
2. At the end of the START assessment, applicants must upload a letter of motivation and a CV and send a video by email, in which they address a number of predetermined topics. Applicants must identify themselves through Skype or MS-Teams.

6 Personal data

1. Applicants' personal data, including selection details, will be used for the selection procedure as described in article 7.26a WHW.
2. The personal data and selection details of applicants who complete the additional requirements research successfully and enrol at Saxion will be kept in their student dossiers for 10 years, treated confidentially and not passed on to third parties. This applies to the following personal data:
 - Name, gender and date of birth
 - The year when the applicant sat the additional requirements research and their application numbers in both the SIS and Studielink
 - Details of their preliminary study and assessment scores

7 Confirmation of admission

1. Based on their additional requirements research results, applicants will be notified by email whether they have been admitted to the programme.

8 (Additional) preliminary study requirements

1. Once applicants have received confirmation of admission, they must demonstrate by 1 September that they meet the preliminary study requirements (article 7.24 WHW) and/or the additional preliminary study requirements (article 7.25 WHW). If they fail to do so by 1 September, their confirmation of admission will be forfeited.
2. If an applicant knows that he will not be able to provide evidence that he meets the (additional) preliminary study requirements by 1 September, he may appeal to the dean of the HBS for a postponement. The dean will determine a new date by which the applicant must meet the requirements.

9 Objection

1. Applicants who do not receive confirmation of admission may lodge a notice of objection.
2. The notice of objection should be addressed to the Complaints and Disputes Office, which will forward the objection to Saxion's Disputes Arbitration Committee.
3. The notice of objection must be lodged within six weeks from the day after the day on which the decision was announced, i.e. the decision was sent to the applicant.
4. If the notice of objection has not been lodged in time, the notice will not be deemed inadmissible on these grounds if the applicant cannot reasonably be deemed at fault.
5. If the subject of the notice of objection is the failure to announce a decision in a timely manner, there is no deadline for lodging the notice. The notice of objection may be lodged as soon as the committee is deemed to have failed to announce the decision in a timely manner. However, if the notice of objection is lodged unreasonably late, it will be deemed inadmissible.
6. If the applicant considers the matter to be urgent, he may request an accelerated procedure pursuant to article 7.63a WHW. Such a request will only be honoured if the applicant can provide sufficient evidence that the matter is urgent.