SBE Matching Regulations

These regulations relate to the School of Business and Economics’ implementation of the university’s VU Matching policy and provide further guidelines for the procedure with regard to application before and after 1 May.

A. Definitions

1. Prospective student: interested person who wishes to register for the first time for the first academic year of a bachelor’s programme at the School of Business and Economics (SBE).
2. VU Matching: all of the activities offered by VU Amsterdam that are designed to help students choose the right study programme.

B. Recommendations for choosing a study

1. VU Matching consists of:
   i) a digital matching questionnaire and
   ii) a programme-specific matching activity.
2. A prospective student must apply through Studielink from 1 October prior to the start of the academic year until 1 September of the following year.
3. After his/her application in Studielink, the prospective student will receive the login details for VUnet. The digital matching questionnaire is in VUnet.
4. When the questionnaire is completed, a recommendation will be automatically generated and will immediately be sent to the prospective student by email.
5. These regulations do not apply to prospective students who:
   i) have applied for a numerus fixus programme
   ii) have applied after 1 May and have received a negative binding study advice (NBSA) for another programme after 1 May of the same calendar year.

C. Application before 1 May

1. A prospective student who has applied for a higher education programme before 1 May (i.e. no later than 30 April) has the right to be admitted to the bachelor’s programmes in Econometrics and Operations Research, Economics and Business Economics, International Business Administration and Bedrijfskunde, provided that he/she meets the admission requirements, has filled in the digital matching questionnaire and has participated in the mandatory, programme-specific matching activity. The recommendation resulting from the matching activity is non-binding.
2. If a prospective student has applied for the first time before 1 May and does not participate in the offered activity without a valid reason, the right to admission will not be granted.
3. A prospective student can only be exempted from participation in a matching activity if he/she, preferably prior to the matching activity, demonstrates to the admission committee that he/she has registered and:
   i) cannot participate in the activity due to personal circumstances
   ii) has educational obligations during the time(s) when the activity is offered
   iii) must take part in a compulsory matching activity of another institution or programme during the time(s) when the activity is offered.

D. Application after 1 May

1. If a prospective student, other than as referred to article 2 paragraph 5 under 2 of the Regulation for Application and Registration, applies for the first time for a higher education programme after 1 May, the School will determine whether the prospective student will obtain the right to admission for the relevant study programme.

2. A prospective student who applies for the first time after 1 May must take part in the matching activity of the programme. Based on the results, it will be determined whether the student will be admitted to the programme. The recommendation resulting from the matching activity will be binding.

3. The School will inform the prospective student by email, within two working weeks after participation in the matching activity, whether he/she will be admitted to the programme.

4. If a prospective student has applied for the first time after 1 May and does not participate in the offered activity without a valid reason, he/she will not be admitted to the programme.

5. A prospective student can only be exempted from participation in a matching activity if he/she, preferably prior to the matching activity, demonstrates to the admission committee that he/she has applied and:
   i) cannot participate in the activity due to personal circumstances
   ii) has educational obligations during the time(s) when the activity is offered
   iii) must take part in a compulsory matching activity of another institution or programme during the time(s) when the activity is offered.

E. Special exemptions

1. If a prospective student cancels his/her application and applies again within the same academic year, the questionnaire and/or the recommendation of the School matching activity will remain. The prospective student does not have to go through the procedure again for the same programme.

2. If a prospective student drops out before 1 February during the first year of the bachelor’s programme and applies for the next academic year, he/she does not have to go through the matching process again.

F. Programme-specific matching activity

1. Each programme offers an activity at least once per academic year.

2. The matching activity gives the prospective students insights into the requirements of the study programme.
3. The School maintains a webpage that indicates the date(s) of the matching activities, as well as further explanations of the activities.

G. Appeal

A prospective student can appeal the rejection of his/her admission by filing a notice of appeal with the Executive Board within six weeks of the announcement of this decision. The notice of appeal should contain a justification and should include supporting documentation where available.

H. Hardship clause

If the application of these regulations leads to an exceptional case that is clearly unfair, the School may deviate from these regulations in favour of the prospective student. The prospective student must submit a substantiated request to the School at least three weeks prior to the activity (via: matching.sbe@vu.nl). The School—on behalf of the Executive Board—will decide within three weeks whether the request will be honoured.

I. Implementation

These regulations are in force as of 30 March 2018 and apply to the 2017-2018 academic year. They were established by the board of the School of Business and Economics on 30 March 2018.

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1 Mailing address: BJZ, De Boelelaan 1105, 1081 HV Amsterdam. If necessary, the petitioner will be heard by the Disputes Advisory Committee, after which the Executive Board will take a decision.