

Application and Selection Regulation Hotelschool The Hague

Preamble

This regulation contains a further elaboration of articles 6.7, 6.7a and 7.30b of the Dutch Higher Education and Scientific Research Act (WHW) as well as chapter 3 of the Student Charter of Hotelschool The Hague, chapter 3 of the Education and Examination Regulation Bachelor and chapter 2 of the Education and Exam Regulation Master.

Hotelschool The Hague received consent to select candidates for the Bachelor programme upon registration (article 6.7 WHW). In pursuance of article 6.7a WHW Hotelschool The Hague establishes a regulation for the selection procedure and selection criteria. In pursuance of article 7.30b WHW Hotelschool The Hague establishes a regulation for the qualitative admission requirements for the Master programme. This regulation serves the said purpose.

Chapter 1 General provisions

Article 1.1. Objective

This regulation has the objective of establishing the selection procedure and selection criteria for candidates who want to enrol for the Bachelor programme, of which the International Fast Track programme is part. In addition, this regulation has the objective, from a perspective of uniformity, of establishing the selection procedure and qualitative admission requirements for the Master programme of Hotelschool The Hague.

Article 1.2. Definitions

- a. Board of Directors: the Board of Directors of Hotelschool The Hague;
- b. Application: a request for participation in the selection procedure;
- c. Studielink: the web application for the benefit of registration with Dutch universities and universities of applied sciences (www.studielink.nl);
- d. Candidate: the person who wants to participate in the selection procedure;
- e. Selection Committee: a committee that decides, on behalf of the Board of Directors, on admission of a candidate to the Bachelor programme;
- f. Selection day: day on which the candidate is screened on suitability in conformity with the selection criteria for the Bachelor programme;
- g. Academic year: study year with a period that starts on 1 September and ends on 31 August of the subsequent year, as intended in article 1.1 under k of the Dutch Higher Education and Scientific Research Act;
- h. Skotel: student accommodation and hotel outlet (integral part of the education and the curriculum of Hotelschool The Hague).

Article 1.3. Selection Committee

1. The Board of Directors set up a Selection Committee and appointed the relevant members.
2. The Selection Committee consists of 4 members.
3. The members are all employed at Hotelschool The Hague.
4. The members are appointed for a term of 2 years.

Chapter 2 Participation in selection for the Bachelor programme and decision

Article 2.1 Application

1. To participate in the selection day of Hotelschool The Hague the candidate must apply via Studielink and comply with the statutory prior education requirements as well as the admission requirements of Hotelschool The Hague, as intended in the Education and Examination Regulation Bachelor.
2. After application via Studielink the candidate receives a direct link by email from Hotelschool The Hague for the Osiris registration system in order that he/she can submit the required documents.
3. The processing of the application takes, barring unforeseen circumstances, 3 to 4 weeks.
4. The candidate receives an official invitation for participation in a selection day.
5. With the invitation the candidate shall receive a programme and preparatory exercises.

Article 2.2 Obligations of the candidate on the selection day

1. The candidate must be present at the time mentioned in the invitation. If a candidate is not present in time then the participation for the relevant selection day is excluded, unless there is question of demonstrable force majeure, as determined in article 6.2.
2. The candidate is allowed to make notes during the selection day. These notes cannot be taken home.
3. The candidate is not allowed to use tools or rely on the assistance of other candidates during the digital tests.

Article 2.3 Decision on admission

1. The Selection Committee decides, on behalf of the Board of Directors, on the admission of candidates. The decision is based on the result of the cognitive and non-cognitive tests taken, as determined in article 3.2.
2. Candidates receive an email (from: admissions@hotelschool.nl) at the latest 14 days after the selection day with the result of the screening as well as the decision if the candidate is admitted or rejected.
3. The result of the screening includes an overview of all obtained results of the cognitive and non-cognitive tests taken.
4. Rejected candidates can apply again for participation in the selection procedure after 12 months.

Chapter 3 Selection criteria for the Bachelor programme

Article 3.1 Selection criteria

1. Candidates are selected on the following criteria:
 - motivation and suitability for a position as manager in the hospitality industry;
 - suitability to complete the programme;
 - suitability to participate in student life and ability to work and live in the Skotel;
 - English language proficiency of at least level B2;
 - Numerical proficiency at the minimum level of the numerical test of Hotelschool The Hague.

Article 3.2 The tests and the weighting

1. The candidates are assessed by means of several components. An interview, pitch, group assignment, English test, numerical test and a knowledge test about the homework and lecture.
2. The candidate must score at least 80% on the combined weighted scores of the interview and the pitch in order to qualify for participation provided that all cut-off criteria are met. These candidates are admitted as of September or February of an academic year, depending on the number of places available. Candidates with a score between 75% and 80% are conditionally rejected. These candidates are placed on a waiting list. Scores below 75% are rejected, regardless of the other results.
3. The candidate must score at least 50% on the combined and weighted scores of the group assignment in order to qualify for admission. A lower score implies rejection, regardless of the other results.
4. The candidate must score at least 60% on the numerical and the knowledge test in order to qualify for admission. A lower score implies rejection, regardless of the other results.
5. The candidate must score at least B2 for the English test in order to qualify for admission. In case of an insufficient score the timely submission (before the start of the academic year) of a language certificate at level B2 is mandatory.
6. The result of the tests is determined on the basis of the following table:

Type of assessment/ candidate	Bachelor minimum score	IFT minimum score	Form of decision	Outcome
Tests				Minimum score obtained / not obtained
Numerical and knowledge*	60	60	Cut-off ¹	Satisfactory / Rejected
English *	B2	B2	Cut-off, unless ²	Satisfactory / Improve / Rejected
Assessments				
Group assessment *	50	50	Cut-off	Satisfactory / Rejected
Interview + pitch *	80	75	Ranking ³	Ranking

¹ *Cut-off: To qualify for selection the candidate must have attained all minimum cut-off scores. An unsatisfactory score on one of these components implies exclusion from admission, regardless of the other scores.*

² *In case of an unsatisfactory score for the English test the candidate is held to demonstrate his/her language proficiency at level B2 through the timely submission (before the start of the academic year) of a valid language certificate at level B2.*

³ *Ranking: To qualify for admission the candidate must comply with the minimum score. Scores exceeding 80% receive the "admitted" status (provided that all cut-off criteria are met). These candidates are admitted as of September or February of an academic year, depending on the number of places available. Candidates with a score between 75% and 80% are conditionally rejected. These candidates are placed on a waiting list. Scores below 75% are rejected, regardless of the other results.*

** assessment criteria and standards are included in the Selection Guide.*

Chapter 4 Participation in selection for the Master programme and decision

Article 4.1 Application

1. To participate in the selection of Hotelschool The Hague the candidate must apply via Studielink and comply with the statutory prior education requirements and the admission requirements of Hotelschool The Hague, as described in the Education and Exam Regulation Master.
2. After application via Studielink the candidate receives a direct link by email from Hotelschool The Hague for the Osiris registration system in order that he/she can submit the required documents, including motivation letter, essay, marks list, diplomas, evidence of English language proficiency and evidence of professional work experience.
3. The processing of the application takes, barring unforeseen circumstances, 3 to 4 weeks.

Article 4.2 Preselection and selection

1. The selection procedure starts with a preselection of Hotelschool The Hague consisting of a personal advice to the candidate on the basis of an interview with the candidate.
2. After the preselection the candidate is invited for an interview. This interview is taken by an alumnus of the Master programme. The alumnus uses an assessment form with the assessment criteria and standards.
3. Then an admission interview takes place by the Applicant Advisor and the Programme Director. The interview takes between 50 and 75 minutes (live, on campus or via Skype or telephone in case of connectivity issues). The Applicant Advisor and Programme Director use an assessment form with the assessment criteria and standards.

Article 4.3 Decision on admission

1. The Programme Director decides, on behalf of the Board of Directors, on the admission or rejection of the candidate. The decision is based on the result of the taken interviews as determined in article 4.2.
2. Candidates receive an email with the result of the screening as well as the decision if the candidate is admitted or rejected at the latest 14 days after conclusion of the selection.

Chapter 5 Selection criteria for the Master programme

Article 5.1 Selection criteria

1. Candidates are selected on the following criteria:
 - motivation and suitability for a position as a manager/specialist in the hospitality industry;
 - suitability to complete the programme;
 - English language proficiency;
 - professional work experience.
2. The candidate must comply with the following English language level:
 - C1 level English proficiency must be proven at spoken, written, reading and hearing levels.

- IELTS, TOEFL and Cambridge level English tests are all acceptable as proof of English proficiency.
 - Minimum scores accepted for IELTS and/or TOEFL:
 - IELTS – Average Band Score of 6.5, no individual band below 6.0.
 - TOEFL – 85 points on the IBT, no individual section below 21 points.
3. Requirements for compliance with the professional work experience are:
- a minimum of 12 months of full-time work experience in a service-related industry. The work experience may be cumulative and not continuous;
 - academic internships are admissible as work experience, provided they take place in a service-related industry;
 - given that the programme's curriculum is designed for professionals not exceeding mid-level managerial experience, there is a recommended threshold of 7 years of working experience, when at least 3 of them are managerial in nature. Candidates that surpass this threshold must be informed of the possible 'limited contributions' the MBA Programme might have to their learning and development before they apply.

Chapter 6 Closing provisions

Article 6.1 Objection and appeal

1. The candidate can object to decisions by or on behalf of the Board of Directors with regard to the selection within six weeks after the decision by submitting a notice of objection by email to Legal Protection (legalprotection@hotelschool.nl).
2. The submission of a notice of objection does not suspend the decision.
3. The candidate can appeal to the decision on the objection with the Higher Education Appeals Tribunal.
4. If the objection or appeal is declared to be well-founded after 31 August of an academic year and it is established that the candidate must be offered a place then this place concerns the subsequent study year. The Bachelor candidate also has the possibility of entering in February of the same academic year.
5. Decisions and messages with regard to the selection are sent to the candidate digitally by email to the email address that the candidate entered in Studielink.

Article 6.2 Force majeure

1. The candidate is allowed to rely on force majeure in respect of participation in the selection day.
2. Force majeure includes sickness, deaths in the first or second line, serious demonstrable traffic disruptions.
3. Other forms of force majeure are at the discretion of the Selection Committee of Hotelschool The Hague.
4. Force majeure must be demonstrated by the candidate with evidence.

Article 6.3 Unforeseen instances

In all instances not foreseen, or insufficiently, by this regulation the Board of Directors decides. In case of obscurity or a discrepancy between this regulation and the applicable statutory provisions in pursuance of the WHW, the legislative text shall prevail.

Article 6.4 Entry into force

1. This regulation was adopted by the Board of Directors, after having obtained an opinion from the Representative Advisory Council dated 1 February 2018, and takes effect on 6 February 2018 and has retroactive effect up to 1 September 2017.
2. From the date of entry into force this regulation replaces articles 3.6, 3.7, 3.8, 3.9, 3.10 and 3.11 of the Education and Examination Regulation Bachelor and article 3.2 paragraph 2 of the Student Charter and articles 2.3, 2.4 and 2.5 of the Education and Exam Regulation Master.