

Application and Selection Regulation Hotelschool The Hague

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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.

Contents

Chapter 1 General provisions	2
Chapter 2 Participation in selection for the Bachelor programme in Hospitality Management (BA.HM) and decision	3
Chapter 3 Selection criteria for the Bachelor programme in Hospitality Management (BA.HM) including International Fast Track (IFT) programme	4
Chapter 4 Participation in selection for the Master's of Business Administration (MBA) programme and decision making.....	6
Chapter 5 Selection criteria for the Master's in Business Administration (MBA) programme.....	6
Chapter 6 Participation in the selection for the MA Leading Hotel Transformation and decision making	7
Chapter 7 Closing provisions	8

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 opportunity: moment in time during 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 (WHW);
- 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 sets up a Selection Committee and appointed the relevant members.
2. The Selection Committee consists of 4 members of which one member is appointed the chairperson.
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 in Hospitality Management (BA.HM) and decision

Article 2.1 Application

1. To participate in the selection opportunity 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. See appendix 1 for examples of international prior education degrees. For the temporary rules regarding prior education related to Covid-19, please refer to appendix 2.
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 opportunity.
5. With the invitation the candidate receives a programme and preparatory exercises.

Article 2.2 Obligations of the candidate on the selection opportunity

1. The candidate must be present at the time mentioned in the invitation. If a candidate is not present in time then he/she is excluded from participation for the relevant selection opportunity, 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 opportunity. 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. The chair of the committee communicates the decision to all applicants on behalf of the committee.
2. Candidates receive an email (from: admissions@hotelschool.nl) at the latest 14 days after the selection opportunity 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 in Hospitality Management (BA.HM) including International Fast Track (IFT) programme

Article 3.1 Selection criteria

1. Candidates are selected on the following criteria:
 - motivation and suitability for a position as a leader in the hospitality industry;
 - suitability to complete the programme;
 - suitability to participate in student life and to work/ live in Skotel (Skotel not applicable to IFT)
 - English language proficiency of at least level B2 on the Common European Framework of Modern Foreign Languages;
 - 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, case study based role-play, English language test, numerical test and a knowledge test.
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 60% on the numerical and the knowledge test in order to qualify for admission. A lower score implies rejection, regardless of the other results.
4. 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 an English language certificate at level B2 is mandatory. Candidates might be required to submit additional English language test results. Please refer to the Exam and Education Regulations (EER) Admissions chapter. For the temporary regulations regarding English language testing during Covid-19 restrictions, please see appendix 2.

5. The result of the tests is determined on the basis of the following table:

Type of assessment/ candidate	Bachelor or 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				
Case study based role-play *	50	50	Cut-off	Satisfactory / Rejected
Interview + pitch *	80	75	Ranking ³	Ranking

Based on the test outcomes, students with a score of over 80 are accepted whereas students with a score of between 60-80 are placed on a waiting list.

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 English language certificate at level B2. Candidates might be required to submit additional English language test results. Please refer to the Exam and Education Regulations (EER) Admissions chapter. For the temporary regulations regarding English language testing during Covid-19 restrictions, please see appendix 2.

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.

* Due to Covid-19 all selection moments are currently online. Should selection moments become on site again, the case study based role-play might be replaced by a guest lecture and a knowledge comprehension test based on said lecture Covid 19 measures allowing. Assessment criteria and standards are included in the Selection Guide.

Chapter 4 Participation in selection for the Master's of Business Administration (MBA) programme and decision making

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, grade 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 held by an alumnus of the Master programme. The alumnus uses an assessment form with the assessment criteria provided and standards.
3. Next 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's in Business Administration (MBA) 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 including sufficient prior knowledge of design based research;
 - English language proficiency;
 - professional work experience.

2. The candidate must comply with the following English language level:

- C1 level English proficiency on the Common European Framework of Modern Foreign Languages must be proven at spoken, written, reading and listening levels.
 - IELTS, TOEFL and Cambridge level English tests are all accepted 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.
 - Cambridge: Certificate C1 Advanced or C2 Proficiency in English¹.
- Please refer to appendix 2 for the temporary guidelines during Covid-19 restrictions.

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 curriculum of the Master's programme is designed for professionals not exceeding mid-level managerial experience, there is a recommended threshold of 7 years of working experience, provided 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 Participation in the selection for the MA Leading Hotel Transformation and decision making

Article 6.1 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 articles 2.1 and 2.2.
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, grade 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 6.2 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 the CV and the provided application documents via Studielink.
2. After the preselection the candidate is invited for an interview. This interview takes place with the Coordinator Master Programmes. The coordinator uses an evaluation form with the pre-determined criteria and standards.
3. If the candidate is considered eligible, in order to assess a candidate's motivation for the programme and the hotel industry that the programme educates for, a motivation essay will be requested from the

¹ Due to Covid-19 measures, not all languages tests are readily available. Please refer to appendix 2.
Page 7 of 12

candidate. The essay will be used as a global assessment of knowledge of the industry and programme focus, motivation and academic register.

4. The interview accounts for 80 per cent of the final selection outcome whereas the essay accounts for 20 per cent.

Article 6.3 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 6.2.

2. Candidates receive an email with the result of the pre-selection as well as the decision if the candidate is admitted or rejected at the latest 14 days after conclusion of the selection.

Article 6.4 Selection criteria

1. Candidates for the Master Programme Leading Hotel Transformation are selected on the following criteria:

- motivation and suitability for a position as leading, pro-active manager/specialist on hotel transformation and innovation in the broader hotel industry. Testing through motivation essay is part of the selection procedure.
- proven English language proficiency on C1 level at spoken, written, reading and listening levels;
- relevant proven professional work experience, preferably in the hotel industry. Academic internships are admissible as work experience, provided they take place in a service-related industry.

2. Candidates must note that;

- 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.
 - Cambridge Proficiency test (all pass levels) or Cambridge Advanced – minimum score 180 on Cambridge English Scale.

Chapter 7 Closing provisions

Article 7.1 Objection and appeal

1. The candidate can object to decisions by or on behalf of the Board of Directors by the selection committee 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 7.2 Force majeure

1. The candidate is allowed to rely on force majeure in respect of participation in the selection opportunity.
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 7.3 Unforeseen instances

In all instances not foreseen, or insufficiently foreseen by this regulation the Board of Directors makes the final decision. In case of obscurity or a discrepancy between this regulation and the applicable statutory provisions in pursuance of the WHW (Dutch Higher Education and Scientific Research Act), the legislative text shall prevail.

Article 7.4 Entry into force

This regulation was adopted by the Board of Directors, after having obtained the advice of Co-Determination Council on 25 June 2021 and takes effect on 25 June 2021 whereas addendum 2 has retroactive effect from 1 July 2020.

Appendix one:

Admission requirements international students Hotelschool The Hague 4-year programme Bachelor in Hospitality Management (BA.HM).

Candidates must have academic qualifications enabling them to follow Higher Professional Education, in accordance with the guidelines specified by an independent body. The following list is not exhaustive and the advice of NUFFIC is leading.

- International Baccalaureate (IB) (at least 24 points and diploma awarded, certificates are not accepted)
- European Baccalaureate (EB)-American High School Diploma (GPA average at least 3.0)-Two Advanced levels (relevant subjects e.g. Business Studies, Languages, Geography) combined with at least 4 GCSE subjects (A*, A, B or C) As a minimum requirement we request 6 different subjects in total. (UK)
- BTEC Level 3 National Extended Diploma (UK)
- Baccalauréat(France)
- Certificat d'enseignement secondaire supérieur / Diploma van Secundair Onderwijs (Belgium)
- Diplôme de fin d'études secondaires (Luxembourg)
- Zeugnis der Allgemeinen Hochschulreife / Fachhochschulreife (Germany)-Reifezeugnis or Reifeprüfungszeugnis (Austria)-Maturity Certificate / Maturitätszeugnis / Maturitätsausweis / Certificat de Maturité (Switzerland)
- Sluvtbetyg från Gymnasieskolan (Sweden)
- Vitnemål Videregående Opplaering (opnådd generell studiekompetanse) (Norway)
- Gymnasie eksamen eller Højere Handelseksamen (Denmark)
- Ylioppilastutkinto (Finland)
- Gimnáziumi Érettségi Bizonyítvány or possibly Szakközépiskolai Érettségi-Képesítő Bizonyítvány (Hungary)
- Swiadectwo Ukonczenia / Swiadectwo Dojrzalosci from Liceum Zawodowego/ Ogólnokształcącego or Technikum Zawodowego (Poland)
- Gümnaasiumi Lõputunnistus (Estonia)-Brandos Attestatas (Lithuania)
- Attestat o Srednem (Polnom) Obshchem Obrazovanii (Russia)
- Romanian Baccalaureate (Romania)
- Diploma za Zavarsheno Sredno Obrazovanie (Bulgaria)
- Titulo de Bachiller (Spain)
- Apolytirio GenikouLykeiou(Greece)
- Diploma di Superamento dell'Esame di Stato Conclusivo (Liceo Classico,Scientifico/Linguistico) (Italy)
- Diploma / Certificado / Certidão do Ensino Secundário (Portugal)
- Senior Certificate since 2008 (South Africa)
- Standard XII diploma (vocational stream) / Standard XII diploma (academic stream): All India Senior School Certificate with marks ranging from A (A1, A2)-B (B1) in 5 subjects (India)

Appendix two:

Deviations in admission requirements of proof of prior education related to Covid-19

Based on the Service Document Higher Education Corona Measures^{10.0}², article 2.4 the following temporary measures apply to the admissions process in terms of prior education:

Due to the Covid-19 measures some students have been unable to finish their studies in academic year 20-21 and in the transition to academic year 21-22, they cannot provide a diploma to ensure their acceptance at an institute of higher education.

Hotelschool The Hague will conditionally accept potential students who meet our selection criteria as described above but do not have a final or complete diploma for the prior education under the following circumstances:

- Higher Secondary Education (*voortgezet onderwijs* in Dutch) to Higher Education: Although no central exam has taken place, the diplomas awarded are final and therefore no special measures are required.
- Students from Higher Secondary Education studies (including special secondary education in Dutch *special voorgezet onderwijs*) who are pursuing their degree via a state exam in some cases need to pass one or two re-sit exams after 1 September, 2021. These students will be accepted provided they meet all other requirements and can deliver a final diploma by 1 January 2022. Should a student be unable to demonstrate they have obtained their diploma by this date, they will be disenrolled.
- Vocational Training students (*middelbaar beroepsonderwijs MBO* in Dutch): Students from vocational studies who have incurred a small study delay due to Covid-19, and have one subject or several small subjects open, or need to finish their practical education and meet all HTH requirements, will be admitted conditionally. The institute of vocational training will issue a so called “rounding off” advice by August 15 which will be taken into consideration by HTH. These students will need to demonstrate they have obtained their final diploma by 1 January 2022 or they will be disenrolled after this date.
- HBO (Higher Professional Education / Universities of Applied Sciences) to Master’s programme:
Students who wish to start a Master’s degree programme in academic year 2021/22 and have not obtained their Bachelor degree at the time of enrolment but meet all other HTH criteria, can be accepted conditionally onto the programme. The institute providing the Bachelor education will issue a “rounding off” advice which HTH will take into consideration. These students will need to meet all entry requirements no later than 14 February 2022.

Deviations in admissions requirements regarding English language testing due to Covid-19:

² Available at
<https://www.rijksoverheid.nl/documenten/publicaties/2020/07/10/servicedocument-ho---aanpak-coronavirus-covid-19>

Based on the guidelines the Code of Conduct for international students³ of July 22, 2020, the following exceptions exist with regard to English Language Testing.

During the period in which regular English language tests as described in article 4.2 of the code of conduct are not available, it is possible to make use of alternative tests provided by the suppliers mentioned in article 4.2 provided a sufficient level of quality can be guaranteed. An example of this is the TOEFL iBT @ home test. In addition, students in countries where this test is not available can take part in an alternative TOEFL test. Further details on which tests are available please refer to article 4.2 of the code of conduct.

This exemption applies to international students to be enrolled in academic year 21-22

³ Available at: <https://www.internationalstudy.nl/wp-content/uploads/2016/02/Tijdelijke-verruiming-16062020-artikel-4.2-Gedragscode.pdf>.