

ANNEX 3: UT REGULATIONS FOR MATCHING

These regulations have been adopted by the Executive Board, with positive advice of the student section of the University Council on d.d. 7 July 2025.

This regulation lays down institution-wide rules about matching. Matching is the final piece of the study information and is therefore a final check of the study choice made by the student. The advice that is issued is not binding.

With its UT Regulations for Matching, the UT is implementing the legal obligation under WHW 7.31b

This regulation sets out further rules regarding:

- the nature and content of the matching activities
- the period within which the matching activities take place
- the period within which and the manner in which the matching advice is issued
- the valid reasons for not participating in matching activities
- the consequences of not participating in the activities without a valid reason;
- the facilities for students for whom physical participation is an obstacle (e.g. due to travel distance)

The regulations will be added to the Enrolment Regulations as the UT Regulations for Matching.

TABLE OF CONTENTS

Chapter 1	:	general rules regarding notification and implementation.....	18
Chapter 2	:	programmes with non-mandatory Matching.....	20
Chapter 3	:	programmes with mandatory Matching.....	21
Annex 1	:	procedure for transition to mandatory Matching.....	22

CHAPTER 1. GENERAL RULES REGARDING NOTIFICATION AND IMPLEMENTATION

ART. 1 APPLICATION IN STUDIELINK

1. A request for enrolment via Studielink by 1 May at the latest entitles a student to matching, in the following situations:
 - a. the applicant is a prospective student who is applying for the first time for the propaedeutic phase of a bachelor's programme or a student who wants to transfer to another programme within the UT and is applying for the propaedeutic phase of this other programme; And
 - b. The study programme is not a study programme with a Enrolment Quota that selects on the basis of qualitative selection criteria. In that case, the procedure of the programme replaces the matching activities as this procedure gives the student a representative picture of the suitability for the study programme
 - i. When a study programme with an Enrolment Quota selects on the basis of an unweighted lottery, Matching will be offered.
 - ii. If a study programme does not carry out the selection on the basis of qualitative selection criteria due to insufficient applications, Matching will be offered as a replacement.

ART. 2 CONTENT AND DATES MATCHING

2. Every (prospective) student who is eligible to participate in the UT Matching will be notified about the matching activities within two weeks after (conditional) admission.
3. Information about the period in which the matching activities take place can be found on a central page about matching, where the programme-specific information can also be found. This will be announced in advance by the study programme via the website: www.utwente.nl/matching.

ART. 3 REQUEST TO DEVIATE FROM MATCHING ACTIVITY

4. A student who is unable to participate in the matching activity due to personal circumstances can submit a substantiated request to the relevant study programme to determine his suitability for the programme in a different way
5. As soon as reasonably possible, but no later than the last working day before the start of the programme-specific matching activity, it must be made known that the student is unable to participate fully in the matching activity or wants to participate online in the event of personal circumstances.
6. Grounds for exception that apply at least are: illness, pregnancy or childbirth, special family circumstances, top-level sport or 'top-class culture', educational obligations or other circumstances that prevented the prospective student from participating in the opinion of the study programme.
7. In the event that bridging the distance between the student's place of residence or residence and the place where the matching activities take place leads to major objections, the programme will make such arrangements that the student can participate in a form of matching activity(ies) without his physical presence at the institution being required. At the very least, physical presence at matching activity(ies) is required if the (prospective) student has a place of residence or residence within a radius of 200 kilometres from where the matching activities take place.

8. At the request of the student, an online option is also offered in the case of recognized personal circumstances as included in this article.
9. In cases not provided for in the regulations or if a strict application of the regulations would lead to serious unfairness, the Programme Director decides whether the prospective student will be offered an alternative matching activity.

ART. 4 THE MATCHING ADVICE

1. If the (prospective) student has completed the entire matching process, he or she will receive a matching advice by email within two weeks of completing the last matching activity.
2. The matching advice to be received is based on the completed questionnaire and (where applicable) participation in programme-specific matching activities and can be a 'positive advice', 'positive with points of attention' or a 'reconsideration advice'.
3. A matching advice is not binding: it is an important indicator of study success, but cannot be a reason for rejection. No rights with regard to admissibility to a study programme can be derived from the outcome of the matching activities. All admission requirements must be met.

CHAPTER 2. ADDITIONAL INFORMATION FOR PROGRAMMES WITHOUT MANDATORY MATCHING

ART. 5 APPLICATION AFTER MAY 1

If a student applies via Studielink after 1 May, the study programme will determine whether participation in matching is still possible.

ART. 6 CONTENTS

1. At least one questionnaire is offered to the (prospective) student.
2. The student will receive at least one reminder to complete the questionnaire.
3. If additional matching activities take place, this will be communicated to the (prospective) student as soon as reasonably possible after (conditional) admission.

CHAPTER 3. ADDITIONAL INFORMATION FOR PROGRAMMES WITH MANDATORY MATCHING

ART. 7 APPLICATION AFTER MAY 1

1. You are only entitled to guaranteed participation if the registration via Studielink is submitted within the deadline set by the study programme. These deadlines can be found on the website: www.utwente.nl/matching.
2. Exceptions to the assessment of the study programme are applicable.

ART. 8 CONTENTS

1. If mandatory participation in UT Matching applies, at least two matching activities will be organised and offered to the (prospective) student.
2. Information about the period in which the matching activities take place will be communicated to the (prospective) student as soon as reasonably possible after (conditional) admission.

ART. 9 CONSEQUENCES OF NO OR INCOMPLETE PARTICIPATION IN MANDATORY MATCHING

1. Enrolment for the programmes with a compulsory matching is only possible if the programme has issued a matching advice.
2. This advice is issued when the (prospective) student has fully participated in (all parts of) matching of the study programme and adheres to the deadlines and obligations in the process.
3. If the (prospective) student has not participated in the mandatory matching activities without a valid reason, enrolment may be refused.
4. In cases not provided for in the regulations or when a strict application of the regulations would lead to serious unfairness, the Programme Director decides whether the prospective student will be exempted from participation.

ART. 10 OBJECTION TO REFUSAL OF REGISTRATION

1. If the prospective student is refused enrolment because he or she does not (fully) participate in the compulsory matching procedure, he or she can first apply to the head of SAS. The latter will then assess whether the scheme has been implemented correctly.
2. If no satisfactory outcome is reached for the prospective student, he or she can submit an objection to the Complaints Desk within 6 weeks of the date of the decision. The objection must be motivated and a copy of the decision must be sent as an attachment. The objection procedure is described on the webpage of the Complaints Desk.

ANNEX 1: PROCEDURE FOR TRANSITION TO MANDATORY MATCHING

The study programme in question has not yet made it mandatory to participate in the UT Matching that has already been offered. If the UT Matching is made mandatory, it is expressly intended to guarantee a thorough orientation on the chosen study programme, not as an instrument to steer on intake (capacity).

STEP 1: APPLICATION PREPARATION

For the introduction of mandatory matching, a number of matters must be taken into account that are included in the Enrolment Regulations and the legally applicable frameworks. The study programme is requested at an early stage, in preparation for the request to the Executive Board, to enter into discussions with CES about the implementation of these (legal) frameworks. This concerns a number of aspects that must already be globally coordinated for permission from the Executive Board. The study programme can contact CES about this via the email address process-design-ces@utwente.nl.

STEP 2: SUBMISSION AND PROCESSING OF EB DECISION

The study programme is responsible for submitting an official request to the Executive Board. In order to switch to mandatory matching for the intake as of September year x, it is necessary that the decision of the Executive Board is obtained no later than 1 April year x-1.

For the decision-making process with the EB, the request must be accompanied by a proposal with a positive advice by the Programme Committee in which the following additional points are elaborated:

1. Explanation of the instruments chosen, so that it is clear in decision-making:
 - Which factors a programme wants to include when issuing advice
 - That there is orientation and referral for prospective students, not selection.
2. Overall description of the structure of the matching activities so that it is clear that there are no improper barriers to participation that could disadvantage specific groups.

S&P and CES advise the Executive Board on the proposal using the agenda form. In order to formulate advice, the services must receive the prepared documents no later than one week before the intended agenda.

The University Council will be informed about the decision.

STEP 3: IMPLEMENTATION OF MANDATORY MATCHING

As of 1 October, year x-1, application will open in Studielink and the systems and processes must be set up correctly. Furthermore, the Enrolment Regulations must also be adjusted and the central website about matching at the UT has been supplemented with the programme-specific information. In order to be able to process these changes in a timely manner, it is important that as soon as possible after the decision from the Executive Board, CES can coordinate with the study programme on the design of processes, systems and communication. To do this, CES needs the following information from the study programme:

- Name of a contact person
- In which academic year the mandatory matching will be introduced
- Which application deadlines will be used. The following options exist:
 - Or: May 1 for all applicants

- Or: The regular deadlines (1 May N-EEA, 1 July EEA, 1 August NL)

During implementation, the study programme is responsible for the design of the matching system and the actual implementation of the matching procedure, taking into account the contents of the Annex UT Regulations on Matching, of the Enrolment Regulations UT. The study programme is also responsible for adapting its own web pages.