

Executive Board

Via e-mail

Date

28 February 2020

Subject

Intake restriction and Decentral Selection
for Criminology

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ESL-014225/PS/dl

Your reference
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Dear members of the Executive Board,

I hereby request that the Executive Board continue the intake restriction for the Criminology bachelor programme for the academic year 2021/2022. Currently, the Criminology bachelor degree has an intake restriction of 135 available places per annum.

The Board of the Erasmus School of Law wants to maintain the intake restriction for the Criminology bachelor degree for the following reasons.

The Criminology section is equipped to offer good education to a student influx of approximately 130 students. Moreover, it is important that since the introduction of the intake restriction, there has been intensive coordination with the sister faculties at the VU University Amsterdam and Leiden University, which also offer a Criminology study programme. It would not be desirable if Rotterdam were the only one of the three partners to drop the intake restriction.

Both these reasons led to the wish to maintain the intake restriction in Rotterdam. Erasmus School of Law again proposes 135 places as the number available.

Decentral selection must take place on the basis of at least two criteria, of which at least one is a non-cognitive criterion. Erasmus School of Law wants the best possible selection procedure at the lowest possible effort for the study programme and the supporting services. The system of decentral selection for the Criminology bachelor degree consists of:

Cognitive criterion

The average of the marks of the transition from year 5 to 6 in pre-university education (or the final exam marks of senior general secondary education (HAVO) for higher professional education P entrants).

Non-cognitive criterion

A personal statement. The programme organisers will indicate which points must in any event be covered in the personal statement.

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The set-up and details of the decentral selection as implemented have been laid down in the attached *Protocol* (Appendix).

You also receive the report of the selection and admission in respect of bachelor programmes with additional requirements (Dutch Higher Education Act 'WHW', Section 7.26) and with limited educational capacity (WHW Section 7.53) for the academic year.

I am happy to provide the Executive Board with further information if required.

Kind regards,



Prof. W.S.R. Stoter
Dean

Cc Programme Director of Criminology bachelor degree
Criminology Programme Committee
Faculty Council
Education Board
Development

Appendices:

1. Protocol Decentral Selection for Criminology bachelor programme (2016).
2. Report on the selection for and admission to bachelor programmes with additional requirements and with limited educational capacity for the academic year.

Protocol

**Decentral Selection for
Criminology**

2016
v0.7

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1. Background

The Criminology programme currently has an intake restriction (further herein: 'IR') of 134 available places. From the academic year 2017/2018 onwards, the IR will continue to exist, with a number of 135 available places. From that year onwards these places will no longer be distributed by the Education Executive Agency (Dienst Uitvoering Onderwijs: 'DUO') by means of a random draw, but by 100% decentral selection.

2. Selection criteria

By law the selection procedure must take place on the basis of at least two selection criteria of which at least one is a non-cognitive criterion. ESL has chosen the following two criteria:

- Cognitive criterion: transition marks from year 5 to 6 of pre-university education, or, in connection with another prior education, the most recent available list of marks of the final exams or transition. This has been detailed in point 3 below;
- Non-cognitive criterion: a personal statement in which the candidate presents his or her reasons for wishing to follow the Criminology programme in Rotterdam. See point 4 for this.

These criteria have been chosen in connection with the research into selection instruments presented on the VSNU study day (Association of Universities) (on 11 November 2015) about decentral selection. When selecting the selection instruments, an optimum balance has been made between instruments with the greatest possible predictive value for study success and the most efficient selection procedure. ESL will monitor this system closely.

Students from the Caribbean are not allowed to be disadvantaged by the selection procedure. Study programmes should ensure equal opportunities for these students too. Because ESL opted for submission of list of marks and a personal statement, these students are not disadvantaged. After all, they don't have to be physically present in the Netherlands for the selection.

3. Average mark

The average marks of pupils form a good prediction of study success in the first years of higher education. Because selection will take place before the marks of the final exams are known, the transition report is the best available overview of marks to use. The average of all subjects is taken into account. The highest average generates the highest score.

For the student influx from higher professional education, submission of transfer marks from year 5 to 6 in pre-university education is not possible. That is why the students who want to move on from the higher professional education propaedeutic are asked for the exam marks of their senior general secondary education. The students who want to start their study after a completed higher professional education course are asked for the most recent list of marks of all their results obtained at higher professional education until that moment (in January the final marks are not yet known).

4. Personal statement

It appears from research that useful study success-predictive non-cognitive criteria constitute a problem. Demonstrably good predictors such as gender cannot be applied. However, applicable criteria that are allowed are less good predictors. A personal statement has been chosen as the non-cognitive criterion in which statement the candidate sets out his or her reasons for wanting to follow the study programme. Apart from the assessment of the personal statement itself, self-selection occurs: candidates lacking motivation do not submit a personal statement.

The candidates receive a list of questions in advance which they have to answer in that personal statement. It can be deduced from the personal statement whether the student has made a well-considered choice for the Criminology programme and whether he/she knows what the study entails. The willingness of a candidate, which is established as important for study success, is demonstrated by working on and sending in the personal statement.

In the personal statement the candidate must cover the following subjects:

1. Why did you choose the Criminology programme?
2. Why did you choose the Criminology programme in Rotterdam?
3. Mention a profession that appears to be interesting to you and explain why you think the Criminology programme may result in you being able to work in that profession.¹
4. What subject(s) are you looking forward to and why?
5. Describe your study choice process and include the information activities of the Criminology programme in Rotterdam.

With regard to the formal requirements, the following criteria apply to the personal statement:

- The candidate puts his/her name and BSN (citizen service number) at the top;
- The candidate uses the 11pt Calibri font;
- The candidate uses standard margins;
- The personal statement may not comprise more than 2 A4 sheets;
- The candidate uses correct and faultless Dutch.

5. Assessment

To realise the ranking, candidates are assessed according to a combination of two criteria. So-called z scores are used to formulate the ranking. A z score is calculated using the raw score (x) on a variable of a research unit and the average (xgem) and the standard deviation (sd) (of all research units on that variable ($z = (x-x_{gem}) / sd$)). A z score is the number of standard deviations that a score is away from the average. A variable that is converted into a z score always has an arithmetic mean of 0 and a standard deviation of 1. Z scores of various variables can therefore immediately be compared with each other.

The weighing of the criteria is *cognitive* stands to *non-cognitive* as 50:50. For the 'average mark' criterion, the average mark that the candidate has attained applies as raw score (x) in determining the z score. The assessment of the personal statement takes place in accordance with a ten-point scale. For each of the five subjects covered in the personal statement, the student can earn 0, 1 or 2 points. Taking insufficient note of the format requirements for the personal statement can result in 1 or 2 points being deducted from the personal statement. This concerns up to 20% of the maximum points that can be achieved. The points achieved for the personal statement are the raw score (x) for the z score.

The ranking for the selection is determined by the z scores that the candidate obtains on the two criteria. The average of the two z scores thus determines the place on the ranking.

The z scores are also communicated to the candidate as substantiation of a place on the ranking list.

6. Timeline of the selection procedure

This schedule relates to the academic year 2016/2017, as a preparation for the student influx of the academic year 2017/2018.

¹ Comment of 21 March 2018: Question no. 3 has been changed for the 2018 round (= decentral selection for the academic year 2018-2019). The new text of question 3 has been included in this protocol, as put forward to the candidates at the beginning of 2018.

1 October	Commencement of registration of candidates for the programme via Studielink
15 January	Deadline of registration for candidates via Studielink
16 January	Letter to candidates with the personal statement 'assignment' and submission of lists of marks
15 February	Deadline for candidates for the submission of list of marks and personal statement
20 February until 5 April	Taking care of and formulating preliminary reports (preadviezen) by the Criminology programme organisers
5 April until 13 April	Calculation of z scores and composition of ranking list
13 April	Approval of the ranking list by the Criminology programme organisers
14 April	Deadline sending ranking list to Studielink
15 April	Announcement of places on the ranking list by Studielink to students
?	Letter from the programme organisers to the candidate with the result
From 15 April onwards	Studielink granting the written admission confirmation to candidates.
28 May	Last day on which candidates may lodge a written objection to their place on the ranking list.
28 May until 6 August	Handling of objections by the Advisory Committee of Erasmus University Rotterdam. The Committee first examines the possibility of a settlement, otherwise a hearing will be organised (please note: someone from the Criminology programme who deals with the selection procedure must be available at the hearing)
6 August	Deadline by which a decision on the objection must have been taken by the Executive Board (CvB) (if the candidate lodged the objection on the last possible day)

7. Communication of the selection results

On 15 April the candidates will receive their position on the ranking list from Studielink and, depending on their place on the list, a written admission confirmation. Candidates have two weeks to accept the written admission confirmation, otherwise it lapses and the place will be offered to the next person on the list.

Studielink only sends the candidate his/her place on the ranking list. The place on the ranking list is a decision within the sense of the Dutch General Administrative Law Act (Awb) and must be substantiated. The programme organisers must notify the candidate what his/her z scores are, as substantiation for the decision. In addition, it must be indicated in the same notice how the candidate may lodge an objection to the decision.

8. The Course and Examination Regulations ('OER')

This regulation must be incorporated in the OER Criminology bachelor degree. Please find below the draft article as will be incorporated in the OER Criminology bachelor degree for the academic year 2016/2017:

Article 7# Admission

Paragra ph 1 With regard to the preliminary education requirements, the provisions in Articles 7.24, 7.28 and 7.29 of the law will apply, as well as further requirements as specified in Articles 8 (Admission assessment) and 9 (Command of the Dutch language) of these Regulations.

Paragra ph 2 The study programme shall be accessible to a maximum number of students. Students who want to commence the study before or on 1 September 2016 must register via Studielink at the latest before 15 May. The admission procedure is described on:

<http://www.eur.nl/bachelor/opleidingen/criminologie/toelating/>

Paragrap h 3 Students who want to commence the study on or after 1 September 2017 must register via Studielink at the latest before 15 January 2017. A decentral selection procedure will apply to them. The decentral admission procedure is described on: [link].

Paragrap h 4 Students without a pre-university education certificate but with a completed propaedeutic exam from an accredited higher professional education course have access to the study programme. Students registering for the first time for this bachelor programme may join the study choice activity offered for this study programme. In connection with the study choice activity, the student will receive study guidance.

9. Emergency procedure

If the number of registrations on 16 January is less than the number of places available, all candidates will be admitted and there will be no selection. In the event that the undercapacity is at least 10% of the available places (in the event of 121 registrations for Criminology or less), there is a possibility to apply to the Minister for an emergency procedure.

In the case of undercapacity, the educational institution assigns students a ranking number in the order of enrolment and passes this ranking list on to Studielink. The programme organisers then inform the candidates that no selection will take place, that the candidates will be offered a place on the programme on 15 April, and that they can/must participate in the study choice check.

If the programme organisers do not accept the undercapacity, the institution will request the emergency procedure from the Minister as quickly as possible, but at the latest by 1 February. If the request is granted, the educational institution will choose the new deadline for enrolment to be either 1 May or 1 July, and will pass this on to Studielink. Subsequently, the educational institution must inform prospective candidates of the renewed possibility to register. After this deadline the programme organisers will consider whether there are more enrolments than places available and if this is the case, a selection of candidates from the second registration round will take place. The programme organisers continue to award ranking numbers from the first number that has not been awarded in the first registration round.

Timeline of emergency procedure

16 January	Will there be an undercapacity of at least 10%? If so, do the programme organisers accept this or will the emergency procedure be requested?
16 January	Informing candidates that there will be no selection, that they will be offered a place by Studielink on 15 April and informing the possibility (or obligation) to participate in a study choice check.
16 January - 14 April at the latest	Passing on to Studielink the ranking numbers in order of registration
1 February	Deadline for requesting the emergency procedure from the Minister
1 May	Deadline of 2 nd registration round
2 May	Letter to candidates with the personal statement 'assignment' and submission of lists of marks
15 May	Deadline for candidates for the submission of list of marks and personal statement
15 May until 29 May	Formulating preliminary reports (<i>preadviezen</i>) by the supporting staff with regard to the personal statements
29 May until 12 June	Taking care of and formulating preliminary reports (<i>preadviezen</i>) by the Criminology programme organisers
12 June until 17 June	Calculation of z scores and composition of ranking list
18 June	Approval of the ranking list by the Criminology programme organisers

not yet known ²	Deadline sending ranking list to Studielink
not yet known	Announcement of places on the ranking list by the programme organisers to students
From not yet known	Studielink granting the written admission confirmation to candidates.
not yet known	Last day on which candidates may lodge a written objection to their place on the ranking list.
not yet known	Handling of objections by the Advisory Committee of Erasmus University Rotterdam. The Committee first examines the possibility of a settlement, otherwise a hearing will be organised (please note: someone from the Criminology programme who deals with the selection procedure must be available at the hearing)
not yet known	Deadline by which a decision on the objection must have been taken by the Executive Board (CvB) (if the candidate lodged the objection on the last possible day)

10. Process from registration to the start of the academic year

Decentral selection for the Criminology programme will take place for the first time for the academic year 2017/2018. That is why it is difficult to predict how many registrations are necessary to be able to start with 135 students in September 2017. Students may enrol for two programmes with an IR and therefore may also receive two written admission confirmations. It is impossible to predict how many candidates will receive two written admission confirmations and how many candidates will accept the place at ESL. Because this is uncertain, the communication with candidates will be strengthened.

To increase the bond between the students and the study programme, meetings will be organised for the students between the time of registration and the start of the academic year. This will help students to consciously choose the Criminology programme in Rotterdam. A greater bond will make it more likely that all the candidates who are offered a place based on the ranking list will actually accept it. In the end, candidates may be offered a place for two study programmes because they can register for two programmes with an IR.

In this process two extra mini open days will be organised, one evening at the beginning of October and one evening in November, where doubters can once again familiarise themselves with the study programme and which pupils who missed the open day in autumn can visit. Because the registration deadline is shifting to January, the students from pre-university education (VWO) 6 have one less open day to obtain information about the study programme compared to other years. This can be remedied by this extra option.

In addition, a contact moment will be organised in the period between registration and the result of the selection. What exactly this will be has yet to be determined. This meeting can give the candidate confirmation of his or her choice, strengthen the bond with the study programme and provide a first introduction to (possible) fellow students.

After the selection, a meeting will be organised for the prospective students who have received a written admission confirmation. This is on the one hand an opportunity to congratulate them on the fact that they have been selected and on the other hand a moment when they get to know their future fellow students.

² It is not yet known when these data will be known.

Report on selection for and admission to the bachelor programmes with additional requirements (Netherlands Higher Education and Research Act ('WHW') Section 7.26) and with limited educational capacity (WHW Section 7.53) for the academic year.

1. Information about the selection criteria applied and the selection procedure followed.

By law the selection procedure must take place on the basis of at least two selection criteria of which at least one is a non-cognitive criterion. For the academic year 2018-2019, ESL laid down the selection procedure in the 'Decentral Selection for Criminology Protocol' of 17 October 2016. ESL opted for the following two criteria, each counting for 50%:

- a) **Cognitive criterion:** transition marks from year 5 to 6 of pre-university education, or, in connection with another prior education, the most recent available list of marks of the final exams or transition.
- The average marks of pupils form a good prediction of study success in the first years of higher education. Because selection will take place before the marks of the final exams are known, the transition report is the best available overview of marks to use. The average of the subjects of Dutch, English and Maths are included. If this is not possible, the average will be calculated on the basis of all subjects examined. The highest average generates the highest score.
- For the influx from higher professional education, submission of transfer marks from year 5 to 6 in pre-university education is obviously not possible. That is why the students who want to move on from the higher professional education propaedeutic are asked for the exam marks of their senior general secondary education. The students who want to start their study after a completed higher professional education course are asked for the most recent list of marks of all their results obtained at higher professional education until that moment (in January the final marks are not yet known).
- b) **Non-cognitive criterion:** a personal statement in which the candidate presents his or her reasons for wishing to follow the Criminology programme in Rotterdam.
- It appears from research that useful study success-predictive non-cognitive criteria constitute a problem. Demonstrably good predictors such as gender cannot be applied. However, applicable criteria that are allowed are less good predictors. As the non-cognitive criterion a personal statement has been chosen in which the candidate sets out his or her reasons for wanting to follow the study programme. Apart from the assessment of the personal statement itself, self-selection occurs: candidates lacking motivation do not submit a personal statement.
- The candidates receive a list of questions in advance which they have to answer in that personal statement. It can be deduced from the personal statement whether the student has made a well-considered choice for the Criminology programme and whether he/she knows what the study entails. The willingness of a candidate, which is established as important for study success, is demonstrated by working on and sending in the personal statement. In the personal statement the candidate must cover five subjects specified in advance, which may generate each 2 of the 10 points. In addition, certain formal requirements apply to the personal statement. For the academic year 2018-2019, the questions are as follows:

1. Why did you choose the Criminology programme?
2. Why did you choose the Criminology programme in Rotterdam?

3. Mention a profession that appears to be interesting to you and explain why you think the Criminology programme may result in you being able to work in that profession.
4. What subject(s) are you looking forward to and why?
5. Describe your study choice process and include the information activities of the Criminology programme in Rotterdam.

With regard to the formal requirements, the following criteria apply to the personal statement:

- The candidate puts his/her name and student number at the top;
- The candidate uses the 11pt Calibri font;
- The candidate uses the standard margins in Microsoft Word;
- The personal statement may not comprise more than 2 A4 sheets;
- The candidate uses correct and faultless Dutch.

Taking insufficient note of the formal requirements for the personal statement can result in 1 or 2 points being deducted from the personal statement. This involves up to 20% of the maximum points that can be achieved.

The ranking for the selection is determined by the z scores¹ that the candidate obtains on the two criteria. The sum total of the two z scores determines the place on the ranking list. The z scores are also communicated to the candidate as a motivation for a place on the ranking list.

Students from the Caribbean are not allowed to be disadvantaged by the selection procedure. Study programmes should ensure equal opportunities for these students too. Because ESL opted for submission of list of marks and a personal statement, these students are not disadvantaged. After all, they don't have to be physically present in the Netherlands for the selection.

2. *Assessment of whether the selection criteria and the selection procedure correspond with the purpose of the selection and whether or not there is or has been a reason for adjustment.*

After completion of the selection procedure and in the run-up to the procedure for admission to the following academic year, the selection that was made was reviewed by the programme organisers and the educational support. This resulted in two adjustments that were implemented in academic year 2018-2019. The first related to the marks of the preparatory course. Instead of calculating the average of all the marks, it was decided to act as follows: The average mark is calculated on the following subjects: Dutch, English and Maths. Should this not be possible, the average mark of all the subjects will be used. The second related to the questions for the personal statement, where question 3 was replaced by the following question: '3. Mention a profession that appears to be interesting to you and explain why you think the Criminology programme may result in you being able to work in that profession.'

The quality of the personal statements is generally good. Students spend time writing the statement and making enquiries about the programme so that they are able to answer the questions. So it appears that the students are better prepared to start their studies. The personal statements will also give an insight into the image the students have of the programme and what sources of

¹ A z score is calculated using the raw score (x) on a variable of a research unit and the average (xgem) and the standard deviation (sd) (of all research units on that variable ($z = (x-xgem) / sd$)). A z score is the number of standard deviations that a score is away from the average. A variable that is converted into a z score always has an arithmetical mean of 0 and a standard deviation of 1. Z scores of various variables can therefore immediately be compared with each other.

information they use. This helps in coordinating the information sessions (open days, brochures, website) for the experience of students interested in the Criminology programme.

3. Quantitative overview

Details of academic year 2019-2020

	Numbers	Percentage
Number of study places	135	
Registered before 15 January	446	
Documentary evidence submitted	328	74% (328 of 446)
Redeemed	129	39% (129 of 328)
Admitted up to and including ranking number	219	
Registered number of students according to the 1 October student count	126	
Number of students in the first 135	82	61% (82 of the 135)
Number of students beyond the first 135	47	35% (47 of the 135)
Number from the top 10	5	Numbers 1,2,3,7 and 9 did not start
Number from the top 25		Numbers 1,2,3,4,7,9, 11,14,15,18.
Number from the top 50		See above and numbers: 26,31,35,39,43,44en 50.

4. Appeals and objections (formal and informal)

No objections/appeals were submitted.

Rotterdam, 25 February 2020