

TIAS

SCHOOL FOR
BUSINESS AND SOCIETY

REGULATIONS ADMISSION BOARD

DEGREE-PROGRAMMA'S TIAS BUSINESS SCHOOL BV

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Chapter 1. The Admission Board

Article 1.1 Responsibility of the Admission Board

The Admission Board decides on behalf of the Executive Board with regard to an admission request for one of the degree programs of TIAS Business School BV.

Article 1.2 Composition of the Admission Board

1. The Admission Board consists of two or three members: The Academic Director and the Division Director. Should a program have more than one Academic Directors, they are all part of the Admission Board.
2. The Admission Board is supported by a secretary. The Program Manager or Program Adviser fills the position of secretary.

Article 1.3 Decisions of the Admission Board

1. The Admission Board takes decisions by an ordinary majority of votes.
2. The Division Director grants the power of decision to the Academic Director in case the applicant complies with all below mentioned criteria. In all other cases the Admission Board will act as stated above.
3. In the event of a tied vote, the Vice-Dean of Education will be consulted and he has the casting vote.
4. The secretary does not have voting rights. He/she formulates decisions on behalf of the Admission Board.
5. With regard to the day-to-day affairs, the Admission Board provides norms and preconditions.

Article 1.4 Time Limits

1. The Admission Board decides on a request on a request within 30 working days after the request is posted.
2. The period referred to in the first paragraph may be extended once for not more than 30 working days. The student is informed thereof and is given a period in which he/she can expect a decision before the end of the period referred to in the first paragraph of this article.
3. If a request to the Admission Board does not meet all the requirements, the student is given the opportunity to rectify the omission. The Admission Board informs the student in writing of the lacking documents and the period in which he/she can supply the deficiency. If the student does not supply the deficiency in time, the request is dismissed, of which the student will be informed.

Chapter 2. Application & admission

Article 2.1 Application and admission procedure

1. Candidates should apply by submitting a request for admission to the Program Adviser.
2. A request for admission consists of at least;
 - a. a curriculum vitae;
 - b. copies of diplomas obtained and list of marks.
3. The Program Adviser checks the credentials of the candidate. If a candidate is considered eligible by the Program Adviser, the Academic Director will conduct an intake interview.
4. The Academic Director can appoint another member of the Division to conduct an interview in the case of his absence.
5. Considering the admission, the Academic Director makes an inquiry into the knowledge, attitude and skills of the candidate. To complement written proof of the previous education of the candidate, the Academic Director may decide to have certain knowledge and skills tested by experts within or outside the school.
6. A request to be admitted to a program can be submitted to the Academic Director at any moment during the academic year.
7. The Admission Board takes a decision on an admission request within 30 working days after the completion of the application procedure. The decision will be communicated to the applicant by the Program Adviser.
8. Admission is granted subject to the condition that the candidate, at the latest on the starting date of the program, meets the requirements, referred to in Article 2.2, with respect to knowledge and skills as evidenced by the certificates of the previous education attended.
9. In the written statement with respect to admission, the participant is alerted to the possibility of appeal to the Academic Council of TIAS.
10. Admission to the program is upon completion of the admission process.
11. Under special circumstances the Admission Board can deviate from the statements of the previous paragraphs in favor of the participant.

Article 2.2 Eligibility criteria

1. A participant is admissible to a program when the participant has successfully completed at least a bachelor's or master's program that relates to the training domain on the basis of which he has been invited to an intake interview. The intake interview serves as an entrance test. To complement written proof of the previous education of the candidate, the Admission Board may decide to have certain knowledge and skills tested by experts within or outside the school.
2. For all NVAO-accredited degree programs of TIAS, for applicants with an HBO-degree the successful completion of the Pre-Master of TIAS is required before the start of the program for which the applicant requested submission. More information about the Pre-Master can be found in the Teaching and Examination Regulations, appendix 1.
3. Additional demands for submission to the following programs are:

- a. Since the TIAS EMFC program, next to its NVAO accreditation as WO-master program, is also accredited by the 'Vereniging van Register Controllers (VRC)' different admission criteria apply to participants of this program who hold an HBO degree. Article 2 of the Admission criteria of the VRC states that, contrary to applicants with a WO degree, participants with an HBO degree cannot be admitted directly to a, by the VRC acknowledged EMFC-program. Next to the HBO degree these participants need to have a post-HBO degree (Hofam, a professional master or a degree of a program of comparable level and weight). In addition, all participants of the EMFC program (WO en post-HBO) must have sufficiently completed the following nine subjects (in Dutch): Management Accounting, Financial Accounting, Financiering, Bestuurlijke Informatievoorziening (Administratieve Organisatie), Marketing, Organisatie (Strategisch Management), Boekhouden, Ondernemingsrecht, en Belastingrecht. Names of the subjects can differ per university. The Academic Director determines, during the admission procedure, whether these requirements are met on the basis of diplomas and grade lists. If not, additional (exam) requirements are imposed to eliminate the identified deficiencies. For any further details, please see the website of the VRC: <http://www.vrc.nl/word-rc/EMFC-RC-toelatingseisen.html>.
 - b. For the Full-Time International MSc in Business Administration, the Part-Time International MSc in Business Administration and the Executive Master in Business Administration taking the SHL Capacity test (minimum score 45) or a GMAT (Graduate Management Admission Test) (minimum score 550) is required. For applicants with a university background, the SHL test is not required when applying for the Executive Master in Business Administration.
 - c. For the International Full-Time MBA applicants must complete the GMAT (Graduate Management Admission Test) (minimum score 550). A minimum of three years of work experience is required.
 - d. A minimum of five years of relevant work experience is required, except for the Executive Master of IT-Auditing, the Executive Master of Real Estate, and the International Full-Time Master of Business Administration (three years of work relevant work experience), and the Executive Master of Finance & Control / Register Controller (two years of relevant work experience). For the EMBA program, a minimum of three years work experience is required, but preferably applicants have five years of work experience. For the Full-time and Part-time International MSc in Business Administration work experience is encouraged yet not required.
4. All TIAS programs that have English as the language of instruction require for the applicant to have an adequate knowledge of the English language. Adequate knowledge can be demonstrated by successful completion of a Bachelor's degree program conducted entirely in English. Bachelor's degrees obtained in Australia, Canada (except for Quebec), New Zealand, Ireland, United Kingdom or United States will be presumed to satisfy this criterion. Adequate knowledge can also be demonstrated with one of the following test results:
 - a. Test Of English as a Foreign Language (TOEFL-test) with a minimum score of 575 for the paper-based version or a minimum score of 90 for the internet version;
 - b. International English Language Testing System (IELTS-test) with an overall minimum score of 6.5;
 5. In specific cases, the Admissions Board can decide that the proficiency of the English language of a participant who asks admission, meets the standards that are required for the program, without the participant having submitted proof of such.

6. All TIAS programs that have Dutch as the language of instruction require for the applicant to have an adequate knowledge of the Dutch language. The minimum requirements are a successfully completed 'Staatsexamen Nederlands als tweede taal (Nt2)', program II. This level corresponds with level B2 of the Common European Framework of Reference (CEFR).

Entry into force

These rules and guidelines will enter into force on 1 September 2020.

As decreed by the Vice-Dean of Education of TIAS Business School on 1 September 2020.