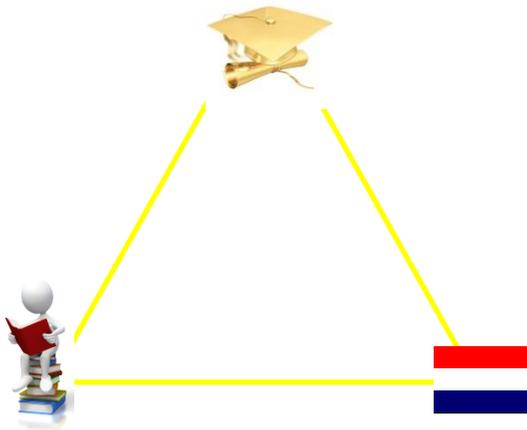




*Guidelines for allocating*

# Minister's Places



**Ministry of Education, Culture, Youth and Sports**

***Division of Examinations***

*This brochure is publication of:*

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## Dear students,

As you embark on this journey of preparing yourself for the challenges and excitement of further study, you will be called upon to diligently follow several application procedures and requirements.

One such procedural requirement will be your request for your application for consideration for the quota system that is applicable for admittance into several programs of study in higher education in universities in the Netherlands.

Each year a small number of admission places are reserved for students of St. Maarten for these particular courses of study in the Netherlands. This is sometimes referred to as “*numerus fixus*” or “*Minister’s Places*”. Places are awarded by a weighted lottery in which only “*the best students*” have “*the best chances*” to be selected. Sometimes an additional interview or entrance exam might be required.

I encourage you to inform yourselves of these processes and be aware of closing dates and procedures in this regard, so that your application can have a good chance of being selected for these restricted courses of study.

Further information can be requested from the Division of Exams of the Ministry of Education Culture, Youth and Sports, Brooks Tower Suite B2 , 1 Falcon Drive, Harbour View, St. Maarten

Finally, I would like to wish all of you much success with your current level of study and great success in your future endeavors in Higher education.

### **Patricia Lourens-Philips**

*Minister of Education, Culture, Youth and Sports*



## What are minister's places?

It happened before sometimes that:

- many students were pursuing the same studies;
- many students could not find employment after the termination of their studies, because the demand for persons with degrees in certain studies was less than the offer;
- besides that, the different graduate schools and universities could not place all the students.

In order to prevent all of the above, it was decided in The Netherlands to limit the amount of study places for certain studies. Therefore, student who register for those studies are subjected to a selection procedure. These registration limitations, also known as *numerus fixus* or *numerus clausus* or simply the drawing of lots, is also applicable to students originating from Sint Maarten, Sint Eustatius, Saba, Curaçao, Bonaire and Aruba.

For students from Sint Maarten, the Minister of Education, Culture, Youth and Sports Affairs of Sint Maarten, has reserved a number of places, the so called **Minister's Places**.

The Ministers's Places are (study)places which are reserved for future students of Sint Maarten, for graduate and university studies with registration restriction (numerous fixus or numerous clausus)

There are **three** Minister's Places reserved for students from Sint Maarten who wish to be placed in graduate (hbo) or university studies in The Netherlands, of which at least one is for a female candidate.

For university studies (wo) the number of Minister's Places reserved for future students originating from Sint Maarten is also **three**, of which at least one is for a female candidate.

## Why a limited group

It concerns a group that has a lasting bond with Sint Maarten, and of which may be assumed that in future they will be of value for the labour market. With this we hope to prevent Minister's Places being given to students who, because of not having ties with Sint Maarten, go and work elsewhere when they have completed their studies.

## Who can qualify for a Minister's Place?

1. In any case, at the time of the submission of your request, you are not older than 25 years of age. If you are younger than eighteen, then the request must also be signed by your parents or a guardian.
2. You have never before been considered for a Minister's Place.
3. **A.** You possess the Dutch nationality, you were born on Sint Maarten and you live there.  
**B.** Or you possess the Dutch nationality, were not born on Sint Maarten, but you reside on Sint Maarten. In this case at least one of your parents must have been born on Sint Maarten, or be authorized by law to reside here and you have followed five years of Secondary Education on Sint Maarten,  
**C.** Or you possess the Dutch nationality, you were born on Sint Maarten, but you do not reside here, with the understanding that you and your parents have not lived outside of Sint Maarten (also Aruba, Bonaire, Curacao, Saba, St. Eustatius en Nederland) for more than 2 years.  
**D.** Or you possess the Dutch nationality, you were born on Sint Maarten, but you do not reside here because you are already studying outside of Sint Maarten at a graduate college or university, with the understanding that the period does not exceed two years.

## Which documents must you submit?

If you want to have a chance at obtaining a Minister's Place, you must submit a (written) request to the Minister of Education, Culture, Youth and Sports, while mentioning the studies for which you are requesting a Minister's Place. Mention your contact information (address, e-mail address and telephone number) in the letter.

Address your letter to:  
 The Minister of ECYS  
 c/o The Head of the Division of Examinations  
 Falcon Drive #7  
 Brooks Towers Building, Philipsburg

Further, your letter must be accompanied by the following documents:

1. Proof of registration in the Civil Registry.
2. A statement issued by the management of the school (HAVO/VWO/CXC) or training institute (SBO) that you have participated in the final examinations, with mention of the subjects or
  - a statement issued by the management of the university or college that you have participated in the first year examination;
  - or
  - if you have already done the first year exam, a copy of the diploma with the accompanying grade list or if the IB-diploma has been obtained, an authenticated copy of the diploma with accompanying list of grades.
3. A copy of the confirmation of receipt of college or university registration from the Dienst Uitvoerend Onderwijs (DUO). Your application must be received by **Thursday, May 1<sup>st</sup>, 2014** by Studielink via DUO.
4. The results of the examinations, as soon as such is known, by submitting an authenticated copy of your list of grades and eventually also the diploma itself. An authenticated copy of the list of grades or an authenticated copy of the diploma is a copy of your list of grades or your diploma with a stamp issued by the school and signed by the director of the school.  
*Note: You may have your diplomas/list of grades authenticated (also) by the Division of Examinations.*
5. In case there are additional educational requirements for the studies of your choice, proof that you meet the training requirements on the latest date given.
6. Proof that (one of) your parents was born on Sint Maarten or proof of admission by way of Law and a school statement which shows that you

have followed at least five years of secondary education on Sint Maarten, if you fall under point 3B or:

- a statement indicating that your parents did not live outside of Sint Maarten for more than 2 years consecutively. The document must also mention their last country of residence if you fall under 3C, or:
- A declaration stating from which year you have been studying abroad, and that you have studied on Sint Maarten before the commencement of your study, if you fall under 3D.

Your request will be evaluated based on the criteria to be accepted for a Minister's Place. Within two weeks a confirmation letter will be sent to you or your parents (if you are younger than 18). If it is noticed that the request is not complete, then the lacking documents will be requested in the said notice. If the request does not meet the criteria, then a rejection letter will be sent to you.

**Note:**

Prospective students from the Sint Dominic High School, who receive their International Baccalaureate Diploma after the due date for the delivery of the results of the examination of 2014, will not be eligible for a Minister's Place. These student can then only participate in the central drawing of lots by DUO in The Netherlands.

## How does the allocation take place?

Allocation of Minister's Places will take place after all the exam results are known and follows a system whereby, based on their exam results, candidates can be classified in three possible groups. The Division of Exams bases its decision on the rounded marks indicated on the list of grades. The average graduation rate is calculated.

In case of a graduation diploma with a HAVO or VWO profile, the final grade average calculated by adding up all of the final exam results In the final grade average calculated by adding all of the common final exam results, all the final exams of the profile part and the highest grade of the free section and dividing them by the number of these examination results. Share certificates do not count towards the final grade average.

In the case of an application for a college education with an SBO or MBO diploma, the final grade average of the five highest grades of the transcript is calculated. in the case of an application for a university education with an

undergraduate diploma or a CXC-diploma, the prospective student will then fall in Group II.

## Groups

Sint Maarten has three Minister's Places for higher education and 3 for HBO. One person is selected from each group.

Schooltype /Diploma			
	Havo/Vwo	CXC CSEC	IB
Group I	Candidates with an average final exam grade lower than 8.00 but higher than or equal to 7.50	Candidates who have sat their exams in 8 subjects of which: <ul style="list-style-type: none"> <li>- at least 6 subjects with a score of 1</li> <li>AND</li> <li>- at most 2 subjects with a score of 2.</li> </ul>	Candidates with a total score lower than 39 but higher than or equal to 34
Group II	Candidates with an final examination average lower than 7.50 but higher than or equal to 7.00	Candidates who have sat the exams in 8 subjects of which: <ul style="list-style-type: none"> <li>- at least 5 subjects with a score of 1</li> <li>AND</li> <li>- at most 3 subjects with a score with a score of 2</li> </ul>	Candidates with a total score lower than 34 but higher than or equal to 30
Group III	Candidates with a final exam Grade less than 7.00	Candidates who have sat exams in 8 subjects of which: <ul style="list-style-type: none"> <li>- at least 4 subjects with A score of 1</li> <li>AND</li> <li>- With at most 2 subjects with a Score of 2</li> </ul>	Candidates with a total score lower than 30 but higher or equal to 27

If in group I there is but one candidate then one Minister's Place will be allocated to the person in question. If there are 2 or more candidates in group I then the Minister's Place will be allocated by drawing lots. The candidates who are not selected go automatically to group II and may be given a chance again in group II to qualify for a Minister's Place. If there are no candidates in Group I, this means that 2 places will be allocated in Group II instead of 2.

The same happens in group II: If there is one candidate in group II then one Minister's Place is allocated to that person. If there are 2 or more candidates in the group then the Minister's Place is allocated by drawing lots. If there were no candidates in group I then 2 Minister's Places will be allocated in Group II. The candidates who were not selected will be placed automatically in group III and are given a chance to obtain a minister's Place through the drawing of lots. If there are no candidates in group II then that Minister's Place will go to group III. The same happens in group III with the understanding that the remaining Minister's Places that cannot be filled in group III expire for Sint Maarten.

### **Allocation procedure**

The allocation is done publicly on Sint Maarten by the Minister of Education, Culture, Youth and Sports or by a civil servant designated by said Minister, in the presence of the candidates and their parents.

The Division of Exams from the Ministry of Education, Culture, Youth and Sports is responsible for the complete coordination and execution.

The Secretary General, or a person designated by him, the Head of the Division of Inspection, the head of the Division of Exams and staff member, the Head of Study Financing and or a staff member and a notary for the legalization of the whole process.

### **The result of the draw: The notification**

The result of the allocation c.q. the drawing of lots is made known to the DUO group in the Netherlands before at latest July 5th, 2014 by the Minister of Education, Culture, Youth and Sports on behalf of the Government of Sint Maarten. The applicants are informed of the results after July 5th, 2014 by the Division of Exams on behalf of the Minister of Education.

### **Objection Regulation**

If you do not agree with the allocation of the Minister's Place, then you have up to five days after the date on the results letter to lodge an appeal with the Minister of Education, Culture, Youth and Sports. A copy of the results letter should accompany the appeal and clearly substantiate your complaint.

Once you have lodged your complaint, you will receive an answer within five working days.

Please note:

There can be no objection against the system and / or the grouping format.

Appendix: key points and data in a row

- Candidates who meet the criteria and who would like to be considered for a Minister's Place must submit a written request at latest on Friday, May 16<sup>th</sup>, 2014 to:

The Minister of Education, Culture, Youth and Sports  
 c/o The Head of the Division of Examinations  
 Drs. Yvette J.C. Halley  
 Brooks towers, Suite B. Falcon Drive #7 – Harbor View

- The request must be submitted together with:
  - 1 A copy of a valid passport, identity card or excerpt of a birth certificate;
  2. A school or training certificate from the HAVO/VWO, CXC, SBO or college;
  3. If exams were sat already, an authenticated copy of the diploma and accompanying list of grades;
  4. A copy of the confirmation of receipt of registration from a college or university from the DUO for the continuation studies for the first choice;
  5. A copy of the proof of admission (admission decision) to the continuing studies in the case of an old style HAVO, VWO;
- The request must also mention the study of first choice for which there is a registration restriction (numerus fixus) and the place of study.
- Candidates with an old style HAVO/VWO diploma, must submit an admission decision ( or an answer card of Late Submission) from the college or University at latest on **June 14<sup>th</sup>, 2014** for which they are participating in the drawing of lots.
- Candidates with additional education requirements must submit a statement from the college or university for which they are participating in the drawing of lots, indicating that they have met the additional educational requirements.
- As soon as the exam results are known, though at latest on **Monday June 30<sup>th</sup>, 2014** at 12:00 hours, the candidate must submit an authenticated copy of the definitive list of grades and after the allocation, an authenticated copy of the diploma at the Division of Exams.
- The allocation meeting will take place on **Wednesday, July 2<sup>nd</sup>, 2014** by the Minister of Education, Culture, Youth and Sports. Parents will receive

a written invitation. Because of the strict planning from the DUO there will be absolutely no deviation from the aforementioned date.

- The results of the allocation is made known to the DUO by the Minister of Education, Culture, Youth and Sports at latest on **Friday, July 4<sup>th</sup>, 2014**. A list of names of the candidates who have been allocated a Minister's Place is sent to DUO together with a copy of the diplomas and the lists of grades.
- The results of the allocation is confirmed in writing to the candidates after **July 4<sup>th</sup>, 2014**.

The results will not be made known via the telephone.

### **Questions and other information.**

If after having read this brochure you still have questions, then please contact the Division of Examinations.

Contact details are elsewhere in this brochure.



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