

Education and Examination Regulations

2025-2026 Language and Prep Program, university of applied sciences profile: Nature, Technology and Health

The present document including appendices describes the Education and Examination Regulations for the Language and Prep Program (LPP) at HAN University of Applied Sciences (HAN). This document, which is intended for the program participants, contains the study program, practical information and the rules for the LPP.

This document was drafted in accordance with the Policy Guideline issued by the Dutch Minister of Education, Culture and Science on 25 May 2021, no. MBO/25782734, for existing institutions without an official program for other education, specifically statutory requirement 4 under article 7.4.8 of the Adult and Vocational Education Act (*Wet Educatie en Beroepsonderwijs*, WEB).



Education and Examination Regulations for the Language and Prep Program

**University of applied sciences profile: Nature,
Engineering and Health for the 2025-2026 academic
year**

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1. Introduction and guide for the reader

1.1 Introduction

In these Education and Examination Regulations (EER) you will find the rules about the courses, tests and exams of the Language and Prep Program (LPP) at HAN. The EER apply to every participant who is enrolled with HAN and who is following HAN's LPP. Some of those participants will switch to Radboud University (RU) during the program. Their enrollment with HAN will then be canceled, and they will enroll with Radboud University instead. From the moment a participant transfers to the RU, this EER no longer applies to them. Instead the EER of the RU will apply.

The reader guide below explains which chapters to see for the various rules. The [glossary](#) explains the meaning of the most important terms.

Participants fall not only under the EER, but also under the Participants' Charter for HAN's LPP, which describes the rights and responsibilities of participants in the LPP. Participants who transfer to RU come under the Participants' Charter at RU as soon as they transfer.

1.2 Reader guide

[Chapter 2 Education](#) describes the goals and exit qualifications for the LPP, how the program is taught and what is provided in terms of coaching and support.

[Chapter 3 Assessment](#) provides information on exams and assessment: form, sequence, number of opportunities, rules for the administration of tests and exams, grading, exam review and adjustments for participants with disability. This chapter also explains the rules on plagiarism and fraud, and how HAN deals with this.

[Chapter 4 Diploma and transfer after conclusion of LPP](#) contains the rules on graduation. What does it take to complete the LPP and be awarded a diploma?

[Chapter 5](#) contains details on the **Board of Examiners and the Examination Appeals Committee**. It explains what to do if you have a complaint, and in what situations you can lodge an appeal with the Examination Appeals Committee.

[Chapter 6 Applicability of the Education and Examination Regulations](#) describes who and what is covered by the EER, when they are in effect and how they are adopted.

[Chapter 7 Other regulations and information](#) briefly discusses important regulations applicable to the Education and Examination Regulations.

[Chapter 8](#) contains **contact details** for the HAN and RU program coordinators, the HAN Board of Examiners and the Complaints and Disputes Office.

In the [appendix](#) you will find the **examination regulations**.

To supplement this EER, read the [Course Descriptions](#) of the Language and Prep Program.

1.3 Glossary (key definitions listed in alphabetical order)

The following definitions are used in the EER:

Academic year	A period starting on 1 September and ending on 31 August of the following year.
Assessment	The process of deciding on the substance and level of final assessment for a professional training program, the procedures and terms for administering exams and the process of establishing the outcome of exams.
Basic course	A component of a Language and Prep Program for which exit qualifications have been established by Ministerial Decree under article 7.3.3, paragraph 1, of the WEB and that is a requirement for the participant to be admitted to their further studies.
Brightspace	Brightspace is an online learning environment used by many educational institutions, including HAN. It is a digital platform where students and teachers can access information about the courses they are taking, submit assignments, and communicate.
Centrally administered exam or state exam	A centrally administered exam or exam component, consisting of tests and exams that have been established by the Board of Tests and Examinations (<i>College voor Toetsen en Examens</i>), within the meaning of article 2, paragraph 1, of the Board of Tests and Examinations Act (<i>Wet College voor toetsen en examens</i>), and that is administered by or on behalf of the institution in accordance with the relevant requirements established by or pursuant to an order in council.
Civic integration obligation	The obligation to integrate within the meaning of article 6 of the Dutch Civic Integration Act 2021 (<i>Wet inburgering 2021</i>), consisting of: completing the participation statement process completing the Labor Market & Participation module and passing the civic integration exam, completing the education pathway (including the State Exam for Dutch as a Second Language, Program II and the Knowledge of Dutch Society module) or completing the self-reliance pathway.
Civic integration options	The available options provided by the municipality for an integrating participant to comply with the learning pathway established for them based on the broad intake.
Contact hours	The number of hours of actual contact between a participant or group of participants and one or more members of a didactic team (class hours, project hours, mentoring hours, group assignments).
Education pathway	The learning pathway within the meaning of article 8 of the Civic Integration Act 2021 (<i>Wet inburgering 2021</i>), consisting of the LPP, including passing the State Exam for Dutch as a Second Language and completing the Knowledge of Dutch Society module.
Enroll	OSIRIS uses the term "enroll" for registering for courses, exams and modular exams.
Exam component	A component of an exam for a Language and Prep Program.
Examination Appeals Committee	The Board, within the meaning of article 7.5.1 of the WEB, that reviews a participant's appeal against a specific decision made by HAN or by Radboud University.
Exemption	A decision made by the Board of Examiners that a participant does not have to take exams relating to one or more specific units of study. This decision is based on the Board's opinion that the participant has already mastered the required knowledge, understanding, competences and/or skills and (if relevant) attitude.
Exit qualifications	Clear and concrete objectives in terms of knowledge, understanding and skills and possibly attitudes that a participant should have mastered by the time the program is completed.
Grading	The process of establishing to what extent the participant meets the requirements that have been defined for a particular course or course component.
HAN	HAN University of Applied Sciences. This abbreviation is used in internal documents to make them easier to read.
IDW	The Dutch organization responsible for international credential evaluation. You can obtain your international credential evaluation on www.idw.nl . To find out more, visit https://www.idw.nl/en/inburgering/
Indication of Educational Level	If you no longer have any of the paperwork documenting your previous education, you can still apply for an international credential evaluation. After you answer a series of additional

	questions about your educational background, an Indication of Educational Level will be drawn up. The Indication of Educational Level explains what level of Dutch education your educational background compares with. This is based on an estimate.
Insite	HAN's internal computer network, accessible only to staff and students.
Institution-administered exam	Exams or assessments administered by the institution (HAN Language Center or RU).
Integrating participant	A person who is under a civic integration obligation under the Civic Integration Act 2021 (<i>Wet inburgering 2021</i>), and accordingly is required to complete the participation pathway and the Labor Market & Participation module, the education pathway (including the State Exam for Dutch as a Second Language, Program II and the Knowledge of Dutch Society module) or the self-reliance pathway.
Knowledge of Dutch Society	Knowledge of Dutch Society is a mandatory, civic integration exam, which is centrally administered by DUO.
LPP	Language and Prep Program This abbreviation is used in internal documents to make them easier to read.
Mentor	A teacher who supervises one or more participants.
Osiris	HAN's digital study information system.
Participant	Someone who is enrolled in HAN's LPP.
Portfolio	A folder (hardcopy or digital) for gathering evidence that the participant has developed their study skills and explored their choice of education and career path, for example reflection and project reports, reports of mentoring sessions, presentations and assignments.
RU	Radboud University. This abbreviation is used in internal documents to make them easier to read.
Specific course	A component of the Language and Prep Program for which exit qualifications have been established by Ministerial Decree under article 7.3.3 paragraph 1 of the WEB and that the competent authority believes is necessary for the participant to be admitted to their further studies.
Study load in hours	A unit of 60 minutes that is spent on study and that is used to measure the study load of each unit of study.
Study progress requirement	The standard set by the program that the participant must meet in order to receive a positive progress recommendation.
WEB	Adult and Vocational Education Act (WEB).

2. Education

2.1 Purpose of the Language and Prep Program

The Language and Prep Program (also: LPP) is intended for anyone who is taking part in a civic integration program and who wishes to prepare for studies in Dutch higher education. In the LPP you acquire knowledge and skills in preparation for admission to a degree program at a university of applied sciences or research university. You will also work on mastering a study attitude that will help you to successfully complete your studies. At the same time, you will prepare for the civic integration State Exam for Knowledge of Dutch Society and the State Exam for Dutch as a Second Language, Program II.

Admission to the LPP is subject to the following entry requirements:

- A non-Dutch credential rated as equivalent to MBO-4 or HAVO-5 or better, or (if you were unable to bring your credentials with you or cannot request a copy from your country of origin) an Indication of Educational Level issued by IDW at MBO-4 or HAVO-5 or better. An International Credential Evaluation or an Indication of Educational Level can be requested from www.idw.nl.
- Sufficient capability to learn and motivation to complete a higher education program in the Netherlands.
- A2-level English.
- Basic mathematical knowledge (comparable to HAVO-3 level).

In some situations it is possible, by way of an exception, for someone who has nearly completed their secondary education at HAVO-5 level to qualify for participating in the LPP. In those cases, admission is based on motivation, the results of the intake interview and the grades for the intake tests for English and Mathematics.

2.2 LPP profiles HAN and RU

1. HAN's LPP offers one graduation profile:
 - a. University of applied sciences profile Nature, Technology and Health.
2. The LPP at RU has two graduation profiles:
 - a. Research university profile Society, Economics and Information Technology
 - b. Research university profile Nature, Technology and Health.
3. The LPP consists of two parts of one year each. Each part has two semesters¹. All participants start the LPP at HAN and are enrolled at HAN. At the end of Part 1, the RU determines whether participants may continue the LPP at RU, based on the participant's own choice, selection assessments in Mathematics and English and the joint, binding progress recommendation of HAN and RU. Participants who transfer to RU choose one of the graduation profiles and are enrolled at RU for the graduation profile of their choice. The remaining participants complete the LPP at HAN.
4. All profiles require the same basic courses: Dutch as a Second Language, English B1 and possibly B2, Mathematics A or B, Knowledge of Dutch Society, Study Skills, and Education and Career Orientation.
If the participant is preparing for a Dutch study program, the basic courses include English B1. In preparation for an English-taught program and/or preparation for university study,

¹ For participants from cohorts starting in February, Part 2 takes one and a half years (3 semesters) if they take one of the following subjects: Mathematics A, Biology, Physics, Chemistry.

English B2 is a basic course.

If the participant is preparing for a science, technology, engineering or mathematics program, Mathematics B is included as a basic course. In preparation for other programs, Mathematics A or Mathematics B is a basic course.

5. The profiles also include specific courses that vary from one profile to the next:
- The specific courses for the university of applied sciences profile Nature, Technology and Health are Biology, Chemistry and Physics.
 - The specific courses for the university profile Society, Economics and Information Technology is History.
 - The specific courses for the university profile Nature, Technology and Health are Biology, Physics and Chemistry.

2.3 Structure of the LPP

The LPP works with semesters, following the same timetable as HAN's bachelor programs.

Before the start of each semester, you will receive a schedule of class times, classrooms, and exams.

The diagram below shows how the program is structured. For a detailed description of content and

Part 1 – 40 class weeks – 3 half-days of classes per week – 2 starting dates per year

Contact hours: 364

Study load in hours: 880

Semester 1 - 20 class weeks	
Basic courses:	Tests and exams
Dutch as a Second Language, from A0 to A2	Progress tests Dutch as a Second Language A2 Exam
Semester 2 - 20 class weeks	
Basic courses:	Tests and exams
Dutch as a Second Language, from A2 to B1	Progress tests Dutch as a Second Language B1 Exam
Knowledge of Dutch Society	-
Selection for transfer to LPP at RU	Selection tests English B1 and Mathematics comparable to VWO-4 level

exams/assessment for each course, please refer to the Course Descriptions for the Language and Prep Program.

Part 2 – 40 class weeks – full-time schedule – 2 starting dates per year**Contact hours: 425 minimum, 710 maximum (depending on choice of courses)****Study load in hours: 906 minimum, 1432 maximum (depending on choice of courses)**

Semester 1 – 20 class weeks	
Basic courses:	Tests and exams
Dutch as a Second Language, from B1 to B2	Progress tests
Knowledge of Dutch Society	State Exam for Knowledge of Dutch Society
Mathematics B	Exam 1
English at B1 level	English B1 Exam
Skills for Education and Career Orientation	Portfolio
Study Skills	Portfolio
Semester 2 – 20 class weeks	
Basic courses:	Tests and exams
Dutch as a Second Language, from B1 to B2	Progress tests State Exam for Dutch as a Second Language, Program II
Knowledge of Dutch Society	State Exam for Knowledge of Dutch Society
Mathematics B	Exam 2
English at B2 level	IELTS Exam
Skills for Education and Career Orientation	Portfolio
Study Skills	Portfolio
Mathematics A	Exam 1 and Exam 2
Specific courses:	
Biology	Exam 1 and Exam 2
Chemistry	Exam 1 and Exam 2
Physics	Exam 1 and Exam 2

Note: For the February intake, the subjects Mathematics A, Biology, Chemistry and Physics will be taught one semester later. These courses are offered only between January and July.

2.4 Structure of the education

1. With the exception of the English course, all courses are taught in Dutch.
2. Developing Dutch language skills is a permanent focus point in every educational activity. The specific courses also cover the terminology of the relevant profession.
3. The Course Descriptions for the Language and Prep Program gives a description of each course. It contains the exit qualifications of the course, teaching methods, learning resources, contact hours, course load, exams and assessment, retake opportunities and attendance requirement.

2.5 Evaluation of the education

1. At the end of each course, participants are asked to anonymously fill out a digital evaluation to evaluate the quality of the education offered and the quality of the teachers. These evaluations of the courses are important input for the teachers to identify areas where their classes need to be adjusted or improved, and for the educational institution to identify where to improve the

program's organization and the support given to participants.

2. Twice a year there are panel discussions with participants about the quality of education and possible improvements. Written reports are prepared of those panel discussions. These reports are important input for the teachers to identify areas where their classes need to be adjusted or improved, and for the educational institution to identify where to improve the program's organization and the support given to participants.

2.6 Supervision

1. The LPP is all about you as the participant. It is important for you to feel seen and heard. In the mentor meetings, we invite you to talk about your personal circumstances affecting your studies. What you discuss with us is kept confidential. If necessary, you have an entire support chain to draw on: from student counselors, student psychologists and the student chaplaincy to the options that HAN and RU provide for students to work on their self-management and personal development. The Participants' Charter provides more details about the various forms of coaching and support and how to access them.
2. As a participant in the LPP, you will have a mentor, with whom you will have regular progress meetings. Your mentor will invite you to these meetings. If you need to talk earlier or more often, you can also approach your mentor yourself. From Part 2, you will also have a guidance counselor who will help you to decide on your further studies. If your study progress gives reason to do so, for example in case of doubt or ambiguity about the level of higher education, the LPP coordinators of HAN and RU will contact each other as soon as possible to discuss this. If you have any questions during Part 1 about transferring to RU, please contact the secretarial office. They will then put you in touch with the guidance counselor.
3. The LPP includes facilities to help you study, for example:
 - a. facilities for participants with disability or chronic illness;
 - b. facilities for participants who are pregnant and informal care givers;Would you like to take advantage of these facilities? If so, contact your mentor.

2.7 Progress advice

1. Progress advice is the educational institution's recommendation to you about continuing your education pathway, based on the progress you have made at that point. The progress advice is given by HAN and RU in mutual consultation.
2. You will receive a progress recommendation at two times: at the end of semester 1 of phase 1 and at the end of semester 2 of Part 1. For an overview of the different semesters and parts, see the table in article 2.3.
3. At each of those progress advice moments, you will be advised one of the following:
 - a. Continue with the program. You will receive this advice if you passed all exams and your class attendance rate is at least 80%;
 - b. Withdraw from this pathway and move to an educational pathway to prepare for MBO education; This advice follows if you have not passed the exams and/or attendance is insufficient (less than 80% attendance without permission of the mentor) and the mentor believes that studying at MBO level is more appropriate;
 - c. Withdraw from this pathway and switch to the B1 pathway. This advice follows if you fail the exams and/or attendance is insufficient (less than 80% attendance without the mentor's permission). The B1 route will be advised if guidance towards work is more appropriate for you and you no longer wish to study.
 - d. Repeat. You will receive this advice only in exceptional cases, namely if you did not pass your exams, there are exceptional personal circumstances (such as serious illness or pregnancy,

for which the mentor can ask for a doctor's statement), but you have shown commitment to and motivation for studying, the mentor believes that you have the capacity to study at university of applied sciences level and the municipality agrees.

The advice described at b. and c. in paragraph 3. above is binding, which means that you are required to act accordingly.

4. If your results are affected by your personal circumstances, you should report this to your mentor as soon as possible, meaning as soon as the circumstances arise, or else immediately afterwards.
5. The LPP coordinator will issue progress advice in writing to you and your municipality by email.
6. You will only be given progress advice, as described at b. or c. in paragraph 3, following an interview at least four weeks earlier between yourself and your mentor where your mentor explains that your study results are insufficient and/or your attendance is too low and that you might be given binding advice as a result.
7. Do you want to prepare for university studies? Then additional advice will follow in semester 2 of Part 1. This advice is binding and based on the following criteria:
 - a. Selection test from Radboud University to demonstrate English B1 level
 - b. Selection test from Radboud University to demonstrate mathematics level comparable to VWO-4 mathematics level
 - c. Dutch B1 exams
 - d. Study wishes
 - e. Advice from the teaching team.
8. If any circumstances prevent you from completing the LPP within the given time, the educational institution will consult the municipality to determine how to proceed. The decision will be made by the municipality. Any additional costs that arise will be paid by the municipality.

3. Assessment

3.1 Format, order, number of opportunities

1. The Course Descriptions for the Language and Prep Program includes the format (assignment, portfolio, written or oral test or exam, etc.), the order, sequencing, standardization and number of opportunities per exam.
2. The Board of Examiners, upon request or otherwise, may deviate from this format in special cases.
3. Institution-administered exams are subject to the rules of the LPP Examination Regulations (Appendix), unless other regulations apply.
4. If completing the LPP depends on passing one (and only one) of the subjects English B1, Mathematics A or Mathematics B, the participant may request a third exam opportunity from the Board of Examiners.

3.2 Awarding and announcing grades for institution-administered exams

1. The institution is responsible for the exams Dutch B1, English B1 and B2, Mathematics A and B, Biology, Chemistry and Physics. The institution is also responsible for the assessment of the courses Study Skills, and Education and Career Orientation. That assessment is based on the participant's portfolio.

2. The result of an exam is expressed as a grade or with the qualification satisfactory/unsatisfactory.
3. If the result of an exam is expressed as a grade, it will be one of the following: 1, 2, 3, 4, 5, 6, 7, 8, 9 or 10. If the calculated result is not a round number, the number will be rounded up (if the first decimal is 5 or higher) or down (if the first decimal is 4 or lower).
4. You pass the exam if you earn a grade of 6 or higher (after rounding off). You fail the exam if you earn a grade of 5 or lower.
5. The State Exam for Dutch as a Second Language, Program II and the State Exam in Knowledge of Dutch Society are not administered by the educational institution, but by DUO. You must register for these exams yourself on the website of DUO. We advise you to check with your Dutch teacher about whether you are sufficiently prepared to successfully complete the State Exam before applying for it.
6. As soon as you have your results for the State Exam for Dutch as a Second Language, Program II and for the State Exam in Knowledge of Dutch Society, send the documentation to the LPP secretarial office by email (onderwijsroute@han.nl) so that these results can be included with your LPP Diploma.

3.3 Irregularities, fraud and plagiarism

1. Any act or omission that is incompatible with the Examination Regulations (Appendix), or with other rules that apply to the exam, will be treated as an irregularity and/or fraud.
2. Fraud also includes any act or omission that, whether deliberately or not, creates or could create an unwarranted impression of a participant's knowledge, understanding, skills and/or study attitude. An act does not need to be intentional to be treated as fraud.
3. Examples of fraud include exchanging information during exams or assessment, with or without the use of equipment; inspecting or allowing exam papers to be inspected in advance; impersonating someone else during the test or exam. Other acts may also be treated as fraud, depending on the circumstances. Plagiarism (i.e. presenting someone else's work as your own) is always treated as fraud.
4. The Board of Examiners will determine on a case-by-case basis whether the situation constitutes an irregularity and/or fraud. An irregularity and/or fraud (or a suspicion thereof) may be detected before, during or after the test or exam.
5. The LPP Regulations of the Board of Examiners describe how the Board of Examiners acts in case of irregularity and/or fraud (or a suspicion thereof).

4. Diploma and transfer on completion of the LPP

4.1 How to earn your diploma

You earn your certificate for the LPP if:

- a. you obtained a final grade of at least 6 (after rounding off) or at least «satisfactory» for all basic courses;
- b. you passed all four parts of the State Exam for Dutch as a Second Language, Program II (reading, listening, speaking and writing);
- c. you passed the State Exam for Knowledge of Dutch Society.

4.2 Graduation ceremony

1. Once you have passed all the components of the LPP, the Board of Examiners will award you a diploma for the LPP, university of applied sciences profile Nature, Technology and Health, with an accompanying grades list, including any successfully completed specific courses.
2. If you are not eligible to be awarded the diploma, you will receive a certificate for the exam components that you did pass.
3. For passing the State Exams for Dutch as a Second Language, Program II and Knowledge of Dutch Society, you will receive certificates from DUO. These results are also listed on the LPP grades list.

4.3 Transferring from the LPP to your further studies

1. You can use your HAN LPP Diploma to apply for a degree program at HAN or another funded university of applied sciences affiliated with the Netherlands Association of Universities of Applied Sciences. Admittance into a program depends on the requirements of that program. This depends on the specific courses you have passed. Some degree programs also use selection criteria.
2. If you have previous qualifications and/or qualifications that you achieved elsewhere, the Board of Examiners for the program in question will decide whether you are eligible for any exemptions, and if so for which components.

5. Board of Examiners and Appeals Board

5.1 Board of Examiners

1. The LPP has a Board of Examiners. The [Regulations of the Board of Examiners](#) can be found on Insite.
2. The Board of Examiners decides whether you have met the requirements for being awarded your diploma.
3. You can also contact the Board of Examiners for the other matters, including:
 - a. A request for exemption for a specific exam or entire course;
 - b. A request for modified exam conditions, if there are circumstances as described in article 2.6.3.a;
 - c. A request for a third exam opportunity, if there is a situation as described in article 3.1.4;
 - d. A complaint about a test or exam, its administration and/or result.
4. The Board of Examiners has the authority to take steps in response to irregularities or fraud.
5. The Board of Examiners is not responsible for the State Exams for Dutch as a Second Language, Program II and Knowledge of Dutch Society.

5.2 How to bring an appeal to the Examination Appeals Committee

If you have a complaint or if you want to bring an appeal, the first step is to try to work it out together, possibly with help from your mentor and/or the LPP coordinator. If this fails, you can submit a complaint to the Complaints and Disputes Office, by sending an email to: bureau.klachtengeschil@han.nl.

If you disagree with a decision by the Board of Examiners, you can bring an appeal to the Examination Appeals Committee. You must do this within two weeks of receiving that decision. All complaints are handled in accordance with the Complaints Regulations. See the Participants' Charter for details.

The Complaints and Disputes Office also handles the secretarial functions of the Examination Appeals Board, and passes complaints and appeals on to that Board.

If you have a complaint about the State Exam for Dutch as a Second Language, Program II and/or the State Exam for Knowledge of Dutch Society, please contact DUO.

6. Applicability of the Education and Examination Regulations

6.1 Applicability

1. These Education and Examination Regulations apply to all participants enrolled with HAN's LPP.
2. Where the Education and Examination Regulations do not make provision for a particular situation, the person with the authority to adopt the Education and Examination Regulations will decide how to proceed.

6.2 Adoption

The Education and Examination Regulations are adopted by the management of the LPP after obtaining advice from the LPP Board of Examiners.

6.3 Validity and effective date

1. The Education and Examination Regulations may only be amended during the course of the academic year in cases of force majeure, and only if the amendment does not cause any disproportionate disadvantage to participants.
2. These Education and Examination Regulations came into force on 1 September 2025.

7. Other regulations and information

The most important source for studying at HAN is *Brightspace*, which is HAN's digital learning environment. Here you can find all the information about the program, for example, about the different courses and exam scheduling. You will also find a lot of information about the program on the program page on HAN Insite.

Other regulations that apply to participants of HAN's LPP:

- [Participants' Charter](#): describes what your rights and responsibilities are as a participant in the LPP.
- [Regulations of the Board of Examiners](#): this contains the duties and powers of the Board of Examiners.
- [Regulations for Legal Protection of Decisions Concerning Education \(COBEX\)](#).
- [Privacy Regulations](#): sets out what measures HAN has taken in connection with the General Data Protection Regulation (GDPR).
- [Student Code of Conduct](#): explains what rules and guidelines you are required to follow on HAN's premises, in its buildings and in its online environment.

These underlined documents are linked and available to the participant on Brightspace and/or on HAN Insite.

8. Contact details

LPP coordinator at HAN: Sabine Maresch

E: onderwijsroute@han.nl

T: 024-3530304

LPP coordinator at Radboud University: Iris Poelen

E: iris.poelen@ru.nl

Board of Examiners:

E: Examencommissie.TST@han.nl

Complaints and Disputes Office

E: bureau.klachtengeschil@han.nl

T: 026-3530530

Appendix: Examination Regulations for Language and Prep Program

These examination regulations apply to the examinations for which the educational institution is responsible. That includes all exams except the State Exam for Dutch as a Second Language, Program II and the State Exam in Knowledge of Dutch Society. For the exam regulations of these state exams, please refer to the DUO website www.inburgeren.nl/examen-doen/regels-voor-het-examen.jsp.

Article 1. Purpose of regulations

For the purpose of proper conduct during institution-administrated exams of the Language and Prep Program, the following rules apply.

Article 2. Conduct

The participant:

1. must follow the instructions given by the supervisor and treat the supervisor with respect;
2. must speak Dutch or English at the exam venue;
3. must behave in such a way that they do not disturb other participants at any time during the exam or when entering or leaving the exam venue. The participant must be silent before, during and after the exam when in and near the room where the exam is being held;
4. must contact the supervisor asap if anything is unclear before and/or during the exam.

Article 3. Identification and admission

The participant:

1. must report to the supervisor at the exam room at least 15 minutes before the start of the exam;
2. will only be admitted to the exam if they can identify themselves with a valid form of identity. This includes:
 - a passport;
 - an identity document;
 - a driver's license;
 - a residence permit.

Article 4. Before the start of the exam

The participant:

1. must put only those items needed to take the exam on/next to the desk;
2. may – unless explicitly stated otherwise – not be in possession of the following during the exam:
 - a. digital data carriers or devices with integrated digital data carrier(s), such as a USB stick, calculator, watch, (smart) devices and/or wearables;
 - b. watch; a clock is available in the exam room;
 - c. other aids: paper version(s) of dictionary(s), law book(s), (hand) book(s) etc. When these aids are allowed, they may be checked by the supervisors.
3. must place coats, bags and the like in the place designated by the supervisor;
4. must turn off any devices they have with them, including watches, laptops, tablets, phones and any other (smart) devices and/or wearables before putting them away.

Article 5. During the exam

The participant:

1. who arrives late to the exam room will be given the opportunity to be admitted 20 minutes after the start of the exam and to participate in the exam for the remaining exam time, with the exception of the Dutch listening and speaking exams and the English listening exam, in which lateness is not allowed. Participants must strictly observe the instructions given by the supervisors regarding where they are allowed to sit and they may not disturb participants who have already started the exam;
2. may use the restroom during the exam only if the participant is entitled to do so for medical reasons and only under the guidance of a supervisor;
3. may not leave the exam room and/or hand in work during the first 30 minutes after the exam begins (to prevent commotion and/or irregularities);
4. may eat and drink in the exam room, unless this prevents the supervisor from properly supervising the exam and/or keeping the necessary order and quiet;
5. may not in any way copy an exam or parts thereof or otherwise take the content of an exam outside the exam venue.

Article 6. Resources

The participant:

1. may not use resources other than those permitted. The permitted resources will be announced in advance and will be listed on the exam cover sheet;
2. must ensure that resources do not have notes, etc. on them unless the exam cover sheet states that this is permitted.

Article 7. Handing in exam documents

The participant:

1. is required to submit all exam documents including used and unused scrap paper to the supervisor at the end of the exam and sign for this in confirmation;
2. must make sure everything is left neat and tidy before leaving the exam venue;

Article 8. Unforeseen circumstances

In exceptional situations and cases not provided for by these regulations and in which an immediate decision is necessary, this decision will be taken by:

- a) the examiner (in so far as this is within their powers);
- b) the Board of Examiners or the chair of that Board (in so far as this is within their powers);
- c) if it is not possible to wait until one of the above authorized persons is present: the supervisor.

The interested parties will be informed of the decision as soon as possible.

Article 9. Publication

These regulations are added as an appendix to the Education and Examination Regulations (EER).