

Document 3 cover

Education and Examination Regulations

Language and Prep Program, university of applied sciences profile Nature, Technology and Health 2022-2023 academic year

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 participants in the program, 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 Dutch 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, Technology
and Health
2022-2023 academic year**

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1 Introduction and guide for the reader

1.1 Introduction

These Education and Examination Regulations (EER) present the rules for education and examination under HAN's LPP. 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 during that program. Their enrollment with HAN will then be canceled, and they will enroll with Radboud University instead. As soon as they make that switch to Radboud University, they will no longer fall under these EER, but instead under Radboud University's EER.

The reader guide below explains which chapters to see for the various rules. The glossary presented in Chapter 1 explains what the most important concepts used in the EER mean.

Participants fall not only under the EER, but also under the Participants' Charter for HAN's LPP, which describes what rights and obligations participants in the LPP have. Participants who switch to Radboud University come under the Participants' Charter at Radboud University as soon as they make the switch.

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 **Examination** provides details of the assessments: format, sequence, how many times each test may be sat, rules for how tests are administered, how the tests are graded, how to review a test and what accommodations are made for participants with disability. This chapter also explains the rules on plagiarism and fraud, and how HAN deals with plagiarism and fraud.

Chapter 4 **Progress advice** explains what advice participants can be given on their progress.

Chapter 5 **Final assessment and certificate** presents the rules on graduation: what it takes to complete the LPP and be awarded a certificate.

Chapter 6 contains details about **the Complaints Committee, the Board of Examiners and the Examination Appeals Board**. It explains what to do if you have a complaint, and in what situations you can lodge an appeal with the Examination Appeals Board.

Chapter 7 **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 8 **Relevant sources of information** explains some key notions from the wording of the EER.

The appendices accompanying this document provide further details on all these courses.

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 establishing to what extent the participant meets the requirements that have been defined for a particular course or component.
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.
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:
	a. completing the participation statement process;
	b. completing the Labor Market & Participation Module; and c. passing the civic integration exam, completing the education pathway (including the State Exam for Dutch as a Second Language (NT2) 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.
Education pathway	The learning pathway within the meaning of article 8 of the Dutch Civic Integration Act 2021 (<i>Wet inburgering 2021</i>), consisting of the LPP, including passing the State Exam for Dutch as a Second Language (NT2) 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	The process of deciding on the substance and level of final assessment for a professional training program, the procedures and terms for administering final assessments and the process of establishing the outcome of final assessments.
Examination Appeals Board	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	The explicit and concrete goals in terms of knowledge, understanding and skills, and in some cases attitude, that a student should have acquired by the time of completing the program.
HAN	HAN University of Applied Sciences. This abbreviation is used in internal documents to make them easier to read.
IDW, the International Credential Evaluation	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 credential 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.
Institution-administered exam	An exam or exam component that is made up of tests that are established and administered by or at the instructions of the institution.
Integrating participant	A person who is under a civic integration obligation under the Dutch 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 (NT2) and the Knowledge of Dutch Society module) or the self-reliance pathway.
LPP	Language and Prep Program This abbreviation is used in internal documents to make them easier to read.
Mentor	A staff member responsible for coaching one or more students.
OSIRIS	HAN's digital study information system.
Participant	Someone who is enrolled in HAN's LPP.
Participation statement process	A pathway in which the participant learns the meaning of the core Dutch values of freedom, equality, solidarity and participation. The pathway is completed when the participant signs their participation statement, confirming that they understand the values and rules of Dutch society, that they respect them and that they wish to make an active contribution to society.
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.
Radboud University	Radboud University. This abbreviation is used in internal documents to make them easier to read.
Recognition of Prior Learning	Recognition of prior learning gained outside the program that leads to a Certificate of Prior Learning from Nationaal Kenniscentrum EVC, the Dutch research center for recognition of prior learning.
Specific 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 the competent authority believes is necessary for the participant to be admitted to their further studies.
State Exam	A centrally administered exam or component, consisting of tests that have been established by the Dutch Board of Tests and Examinations (<i>College voor Toetsen en Examens</i>), within the meaning of article 2, paragraph 1, of the Dutch 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.

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 that the program sets and that the participant must meet in order to receive positive progress advice.
WEB	The Dutch Adult and Vocational Education Act (<i>Wet op Educatie en Beroepsonderwijs</i>).

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 the Dutch higher education system. The LPP teaches you 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 Exams for Knowledge of Dutch Society and Dutch as a Second Language (NT2), level B2.

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

- A non-Dutch credential rated as equivalent to MBO4¹ or HAVO5² 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 MBO4 or HAVO5 or better. You can apply for an International Credential Evaluation or an Indication of Educational Level at www.idw.nl.
- Sufficient capability to learn and motivation to complete a higher education program in the Netherlands.
- A basic command of English.

In some situations it is possible, by way of an exception, for someone who has nearly completed their secondary education at HAVO5 level to qualify for participating in the LPP. In those cases, admission is based on motivation, the results of the intake interview and, where relevant, the grades for the intake tests for English and Mathematics B at HAVO 3 level.

2.2 LPP profiles

1. HAN's LPP offers one graduation profile:
 - a. University of applied sciences profile Nature, Technology and Health.
2. Radboud University's LPP offers 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 phases that each take 1 year. Each phase is made up of 4 periods. In Phase 1 and in periods 1 and 2 of Phase 2, all participants will follow classes at HAN and be enrolled in HAN's LPP. In Period 2 of Phase 2, a decision will be made about whether the participant will continue their studies at HAN or at Radboud University, based on the participant's preference plus the binding progress advice issued by HAN and Radboud University in mutual consultation. The participant chooses one of the graduation profiles. During Period 2 of Phase 2, the participant will then either remain enrolled with HAN, or else they will enroll with Radboud University, to complete their preferred graduation profile.

¹ MBO4 = secondary vocational education level 4

² HAVO5 = senior general secondary education level 5

4. All profiles require the same basic courses: Dutch, English, Mathematics, Knowledge of Dutch Society, Study Skills, and Education and Career Orientation.
5. If the participant is preparing for a Dutch study program, the basic courses include English B1. If the participant is preparing for an English-language program and/or for a research university program, the basic courses include English B2.
6. If the participant is preparing for a science, technology, engineering or mathematics program, the basic courses include Mathematics B. If the participant is preparing for another program, the basic courses include Mathematics A or (optionally) Mathematics B.
7. 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 research university profile Society, Economics and Information Technology is History.
 - The specific courses for the research university profile Nature, Technology and Health are Biology, Chemistry and Physics.

2.3 Structure of the LPP

The LPP works with periods of approximately 10 weeks of classes per period, following the same timetable as HAN's bachelor programs. The timing of tests for the LPP does not necessarily coincide with the ends of those periods. Periods should be seen as blocks of class timetables, not as exam blocks.

The diagram below shows how the program is structured, with a short explanation. For more details about the content and tests for the various courses, see the descriptions of the courses in Appendix 1.

Before a period starts, you will be sent your timetable showing when and where your classes will be taught, and when the tests take place.

Phase 1 2 intake moments: September, February Duration: 12 months, spread across 4 periods of 3 months	
Periods 1 and 2 1 course: NT2 (A0-A2) 20 weeks of classes 800 hours study load 240 contact hours	Periods 3 and 4 3 courses: <ol style="list-style-type: none"> 1. NT2 (A2-B1) 2. Knowledge of Dutch Society 3. Education and Career Orientation 20 weeks of classes 800 hours study load 240 contact hours
Assessment NT2 progress tests	Assessment 1. NT2 progress tests, NT2 B1 final test

	2. State Exam for Knowledge of Dutch Society 3. Portfolio assignment: Education and Career Orientation
<p style="text-align: center;">Bridging period (for participants who began in January and who have to wait for Phase 2 to start in September) Duration: 5 months</p> <p>1 course: NT2 refresher classes for repeating B1 and beginning with B2 16 weeks of classes 128 hours study load 64 contact hours No assessment</p>	
<p style="text-align: center;">Phase 2 1 intake date: September Duration: 12 months, spread across 4 periods of 3 months After Period 1: possibility of switching to Radboud University</p>	
<p>Period 1 Basic courses:</p> <ul style="list-style-type: none"> • NT2 at B2 level • Mathematics A or B • English B1 or English B2 • Education and Career Orientation • Study skills <p>10 weeks of classes 400 hours study load 240 contact hours</p>	<p>Periods 2 to 4 Basic courses (continued):</p> <ul style="list-style-type: none"> • NT2 B2 • Mathematics A or B • English B1 or English B2 • Study skills • Education and Career Orientation <p>Specific courses, depending on your choice of profile:</p> <ul style="list-style-type: none"> – University of applied sciences profile Nature, Technology and Health: Biology, Physics, Chemistry – Research university profile Nature, Technology and Health: Biology, Physics, Chemistry – Research university profile Society, Economics and Information Technology: History <p>30 weeks of classes 1200 hours study load 720 contact hours</p>
<p><u>Assessment for Period 1</u></p> <p>Education and Career Orientation: Progress interview based on portfolio</p> <p>Education and Career Orientation: progress interview, based on portfolio, to decide on the choice of profile. This interview is conducted with the coach (who helps you decide on your further studies) and the coordinator for Radboud University's LPP.</p> <p>English B1 or B2:</p>	<p><u>Assessment for Periods 2 to 4</u></p> <p>Study skills: Portfolio assessment based on progress report</p> <p>Education and Career Orientation: Portfolio assessment based on progress report</p> <p>English B1: Test of B1 reading and listening skills</p> <p>English B2: Cambridge B2 test for reading, listening, speaking and writing skills.</p>

Practice test NT2: Practice tests Mathematics A: Practice test Mathematics B: Practice test	NT2: State Exam for Dutch as a Second Language (NT2), Program II for the components Reading, Writing, Listening and Speaking Mathematics A: 1 mid-term test and 1 final test Mathematics B: 1 mid-term test and 1 final test Specific courses Chemistry, Biology and Physics: 1 mid-term test and 1 final test
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Do you want to prepare for a program at Radboud University? You will need to demonstrate sufficient progress in your study skills and your education and career orientation during Period 2 of Phase 2, and you will need to have passed the mid-term test for Mathematics (A or B). On top of this, during the first half of Period 2 of Phase 2, you will need to take Radboud University's selection tests, and demonstrate that your NT2 (Dutch as a Second Language) level is B2 and your English level is B1, for all skills (reading, writing, speaking and listening). See also section 2.7, article 6 on the progress advice.

2.4 Structure of the education

1. The basic premise for the education in the LPP is that you should become a successful student. This requires developing your language skills, knowledge in specific subjects, insight into education and career paths, study skills and knowledge of Dutch society.
2. Contact hours means classes, tests, mentoring sessions, tutorials, group assignments and excursions (although participation in excursions is not a factor in the decision whether or not to award you a certificate).
3. Study skills are developed not only during the Study Skills course, but in all your classes: you will learn to work as part of a team or project group, give presentations, master ICT skills and write reports. You are expected to come to class properly prepared, to be actively involved, to handle scheduling and deadlines and to reflect on your own progress. You will thoroughly research a suitable choice of education, and during the pathway you will learn about your future studies and meet other future students (Dutch and international) during taster session and student-for-a-day events.
4. With the exception of the English course, all courses are taught in Dutch.
5. Developing Dutch language skills is a permanent focus point in every educational activity. The specific courses also cover the terminology of the relevant profession.
6. The Appendix with descriptions of courses (Appendix 1) describes the courses individually, including exit qualifications, methods, study resources, contact hours, study loads, assessment, possibilities to resit tests and attendance requirements.

2.5 Evaluation of the education

1. At the end of each period, participants will be asked to complete an anonymous written evaluation, for rating the quality of the education 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. Two panel sessions are held each year with participants to discuss the quality of the education and possible improvements. Written records are prepared of those panel discussions. These records 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.
3. The LPP coordinators at HAN and Radboud University will be in contact with each other at least once every 3 months to monitor the latest developments in the LPP and to discuss and address any problem areas. They will discuss and agree on the outcomes and any adjustments that need to be made to how the program is taught or organized. Written records are made of these 3-monthly discussions. If this is necessary based on your progress, for example if it is uncertain or unclear whether you will continue to a degree program at a university of applied sciences or research university, the LPP coordinators at HAN and Radboud University will contact each other as soon as possible to discuss the situation and eliminate any confusion.

2.6 Coaching and support

1. The LPP is all about you as the participant. It is important for you to feel seen and heard, and we urge you to talk about your personal circumstances and how they affect your studies. We will treat everything you share with us with the greatest care. 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 Radboud University 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. Each LPP participant is assigned a mentor, who will discuss the participant's progress with them every calendar quarter. Radboud University's LPP coordinator will also be part of those progress interviews. Additional progress interviews with your mentor can be scheduled if necessary or if you want. You are also assigned a coach to help you decide on your further studies, particularly in Period 4 of Phase 1 and Period 1 of Phase 2.
3. The LPP includes facilities to help you study, for example:
 - facilities for participants with disability or chronic illness;
 - facilities for participants who are pregnant and informal care givers;
 - facilities for participants from refugee backgrounds.

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 Radboud University in mutual consultation.

2. You will be given progress advice at 3 moments: at the end of Period 2 of Phase 1, at the end of Period 4 of Phase 1, and lastly at the end of Period 1 of Phase 2. For a summary of the phases and their various periods, 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 pathway. You will be given this advice if you have passed all your exams, if your attendance was satisfactory, and if you get a pass grade for the portfolio showing the development of your study skills and your education and career orientation.
 - b. Continue with a different civic integration pathway. You might be given this advice if you failed one or more courses in two consecutive periods, and/or if your attendance was not satisfactory (less than 80% attendance without your mentor's permission), and/or if your portfolio receives a fail grade.
 - c. Choose a different profile, possibly in the LPP for MBO. You might be given this advice based on your grades for the courses in English, Dutch and/or Mathematics and/or for the portfolio that tracks the development of your study skills.
4. The advice described at b. and c. in paragraph 3. above is binding, which means that you are required to act accordingly.
5. You will only be given progress advice as described at b. or c. in paragraph 3. following an interview between yourself and your mentor where your mentor explains that your results for one of the courses and/or your attendance and/or the development of your study skills are not good enough and that you might be given binding advice as a result.
6. Participants wishing to study at a research university will receive additional advice in Period 2, after the first 12 weeks of classes in Phase 2, about whether or not they should switch to the further preparations for enrolling in a degree program at a research university. This advice is binding, and based on the following criteria:
 - the participant's progress in their study skills and their education and career orientation;
 - a pass grade for the first Mathematics (A or B) test;
 - Radboud University's selection tests for Dutch as a Second Language (NT2) and English. Participants must be at B2 level for NT2 (Dutch as a Second Language), and at B1 level for English, across all four skills (reading, listening, writing, speaking);
 - the advice given by the participant's mentor.
7. 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.
8. Your mentor or the LPP coordinator will email a written copy of your progress advice to you and to the municipality, making due allowance for your personal circumstances. The advice is determined by the LPP coordinators of HAN and Radboud University in mutual consultation.
9. If any circumstances exist that will 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. Exams

3.1 Format, order, number of opportunities

1. The descriptions of the courses (Appendix 1) explain the format (assignment, portfolio, written or oral exam etc.), order, progression and number of opportunities of each test or exam.
2. The Board of Examiners may deviate from this format in special cases, on request or at their own initiative.
3. Institution-administered exams are subject to the rules of the LPP examination regulations (Appendix 2), unless other regulations apply.

3.2 Awarding and announcing grades for institution-administered exams

1. The institution is responsible for administering the exams for Dutch as a Second Language (NT2) at B1 level, English, Mathematics, Biology, Chemistry and Physics. The institution is also responsible for assessing the courses Study Skills and Education and Career Orientation, which is based on a review of the participant's portfolio.
2. The examiner gives the result of an exam as a grade.
3. The result of an exam is expressed in one of the following grades: 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. You fail the exam if you earn a grade of 5 or lower.
5. The State Exam for Dutch as a Second Language (NT2) is not administered by the educational institution, but by DUO. The participant is responsible for signing up, via DUO's website, subject to prior discussing with, and permission from, their NT2 teacher. The teacher will assist the participant with the sign-up process.
6. The exam for Knowledge of Dutch Society is not administered by the educational institution, but by DUO. The participant is responsible for signing up, via DUO's website, in consultation with their teacher.

3.3 Irregularities, fraud and plagiarism

1. Any act or omission that is incompatible with the examination regulations, 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 a test (by using a device or otherwise); seeing or showing exam questions before the exam; pretending to be someone else during the test. 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. Confirmation or a suspicion of an irregularity and/or fraud may arise before, during or after the test.
5. The Regulations of the Board of Examiners for the LPP describes what action the Board of Examiners will take if an irregularity and/or fraud is suspected or confirmed (annex 3).

4. Certificate and transfer on completion of the LPP

4.1 How to earn your certificate

You pass your LPP exam by:

- a. achieving a final grade of 6 or better, or a «pass» or better, for all basic courses and for your chosen specific courses;
- b. achieving a final grade of a «pass» or better for the components Study Skills and Education and Career Orientation;
- c. passing all four components of the State Exam for Dutch as a Second Language (NT2), Program II (reading, listening, speaking and writing);
- d. passing 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 certificate for the LPP, university of applied sciences profile Nature, Technology and Health, with an accompanying grades list.
2. If you do not qualify for being awarded the certificate, you will be issued a credential for the exam components that you passed.
3. If you pass the State Exams for Dutch as a Second Language (NT2) and Knowledge of Dutch Society, the relevant certificates will be issued by DUO. The results of your State Exams will also appear on your LPP grades list.

4.3 Transferring from the LPP to your further studies

1. With your LPP certificate from HAN, you can enroll in a degree program at HAN. With your LPP certificate from Radboud University, you can enroll in a program at Radboud University. Admittance into a program depends on the requirements of that program. You might also be admitted to an program at a different university of applied sciences or research university. Some programs have additional requirements, or only admit limited numbers of students.
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 that govern the work of the Board of Examiners are presented in Appendix 3.
2. The Board of Examiners decides whether you have met the requirements for being awarded your certificate.
3. You can also contact the Board of Examiners for the other matters, including:
 - a. a request for exemption for a specific exam component;
 - b. a request for modified examination conditions;
 - c. a complaint about a test, how it was administered and/or the outcome.
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 (NT2), Program II and Knowledge of Dutch Society.

5.2 How to bring an appeal to the Examination Appeals Board

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 Board. You must do this within two weeks after you receive 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.

Appeals are governed by the Regulations on legal protection of decisions concerning education (COBEX) (Appendix 4), where all references to Examination Appeals Board should be replaced by Appeals Board, and with the Appeals Board applying the regulations with due observance of the differences resulting from the legal rules. The Appeals Board will guide the participant through the procedure.

If the participant's complaint concerns the State Exam for Dutch as a Second Language (NT2), Program II, it may be submitted until 3 weeks after the exam, addressed to the Board of Tests and Examinations (*College voor Toetsen en Examens*) and emailed to nt2@duo.nl.

If the complaint concerns the Knowledge of Dutch Society exam, you should fill out the DUO complaints form on www.inburgereren.nl/contact.klacht. DUO is required to reply within 6 weeks.

6. Applicability of the Education and Examination Regulations

6.1 Scope of application

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 every year by the Board of Examiners, with input from the coordinator for the LPP and the Legal Affairs department.

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 2022.

7. Other rules and information

The most important source for studying at HAN is the *OnderwijsOnline* program, which is HAN's digital learning environment. It contains all the information about programs, for example prospectuses, details of the courses and the plans for tests.

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

- **Participants' Charter:** describes what your rights and obligations are as a participant in the LPP.
- [Privacy Regulations](#): sets out what measures HAN has taken in connection with the General Data Protection Regulation and the Dutch Personal Data Protection Act (*Wet Bescherming Persoonsgegevens*).
- [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.

8. Contact details

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E: onderwijsroute@han.nl T: 024-3530304.

LPP coordinator at Radboud University

E: lia.kleuskens@ru.nl, T : 06-31132610

Board of Examiners:

E: Examencommissie.TGLO@han.nl

Complaints and Disputes Office

E: Bureau.klachtengeschil@han.nl

T: 026-3691504

A: Verlengde Groenestraat 75 Nijmegen / Postbus 6960, 6503 CD NIJMEGEN

9. Appendices

Appendix 1: Descriptions of courses

Appendix 2: Examination Regulations

Appendix 3: Regulations of the Board of Examiners

**Appendix 4: Regulations for Legal Protection of Decisions Concerning
Education (COBEX)**