

HAN REGULATIONS FOR SPECIAL STUDENT FACILITIES

of HAN University of Applied Sciences

Subject	HAN regulations for special student facilities	Part of the Student Charter
Executive Board decision no.	2025/2918	
Adopted on	26 August 2025	

The Regulations for Special Student Facilities deals with facilities for all students and facilities for students who need extra support during their studies due to special circumstances. This could include students with disability, chronic illness, caregiving responsibilities, language acquisition delay, elite sport career or top entrepreneurship. Finally, there is also a provision for students in full-time administrative positions and for tuition-fees exemption for board activities.

Article 1 General student facilities

All HAN students:

- are entitled to:
 - coaching in the degree programme by a study coach / senior study coach;
 - specialised counselling and training (HAN wide) that is offered by the Student Support Centre, among others. This includes, for example, guidance from student counsellors, student psychologists and study and career guidance coaches and training courses in personal development, study skills and language skills. Fees are charged for some facilities, such as the student psychologist¹;

The offerings and costs can be found on the HAN website; ²
- can use the HAN Libraries in Nijmegen and Arnhem and the University Library of Radboud University in Nijmegen;
- can purchase a sports card, giving them access to the facilities at Seneca (the HAN expertise centre for sports and health), the sports venues in Arnhem or the sports facilities at Radboud University in Nijmegen.

Article 2 Facilities for students studying with special circumstances

1. What are special circumstances?

Students studying with special circumstances are eligible for additional support and facilities. Special circumstances include the following situations:

- disability³ including chronic illness and psychological complaints,
- temporary medical conditions,
- pregnancy,
- young parenthood,
- a language acquisition delay,
- gender transition,
- special family circumstances (such as caregiving responsibilities),

¹ Note: all students are entitled to request help and support from the student psychologist, but they must pay a one-off fee of € 25 to start a treatment plan. The number of sessions depends on the student psychologist's indication.

² <https://www1.han.nl/institute/en/students/panelnav.xml/help-support-training/>

³ A disability means any condition or impairment that may interfere with a person's ability to function. These can range from visual and hearing impairments to chronic illnesses and mental disorders.

- h) combining studies with elite sport or entrepreneurship,
 - i) combining studies with work as a board member or student representative,
 - j) other circumstances that significantly affect the student's study progress.
2. The goal of support for studying with special circumstances is:
- a) optimise access to education;
 - b) limit study delays; and
 - c) use resources efficiently and effectively.

Article 3 Application procedure for students studying with special circumstances

1. **Contact person: study coach / senior study coach**
Students studying with special circumstances use the regular study coaching available within their degree programme and at HAN. The study coach is and remains the first point of contact for study-related aspects. The study coach refers students to the senior study coach if additional expertise and/or facilities are needed. For independent advice on special circumstances, students may contact the student counsellor.
2. **Procedure during application and throughout the academic year**
 - a. All students who apply to study at HAN receive an email with information about registering of special circumstances. When they apply in Studielink, prospective students are asked if there are any circumstances that may affect their studies. If this is the case, they may request an initial interview with a senior study coach from the degree programme. This initial interview, at the request of the applicant, will take place before or at the start of the degree programme. It does not in any way affect an applicant's right to enrolment.
 - b. Students who have already started their studies and have not previously registered the special circumstances, or for whom the special circumstances arise during their studies, schedule an interview with the senior study coach in consultation with the study coach. This interview explores whether and which facilities are needed.
3. **Initial interview**
The initial interview aims to:
 - a. Assess the support needs of the current or prospective student and identify the necessary facilities to minimise barriers as much as possible.
 - b. Provide information on:
 - the procedure for requesting facilities.
 - studying with special circumstances, as outlined on Insite.
 - how the coaching is organised within the degree programme.
 - second-line student support from the Student Support Centre.
 - c. Provide insight to the current or prospective student about the nature of the degree programme, the expected course of study, and the support options.
 - d. Provide insight into the degree programme on how special circumstances may affect the course of study and related activities, such as internship.
 - e. To determine the options for the current or prospective student and for the degree programme in terms of the study track, facilities needed, internship and/or employment prospects (entry, progression and graduation) and to set out agreements on these.
4. **Application procedure after the initial interview**
 - a. After enrolling in the degree programme, the current or prospective student must submit an application to the authorised person or the board of examiners:
 - i. *Educational facilities*: applications are submitted to the dean. In some degree programmes, the school manager decides.
 - ii. *Special exam facilities* and *standard facilities* (for dyslexia or a language acquisition delay): requests are submitted to the board of examiners through Osiris with a recommendation from the senior study coach.
 - iii. *Financial facilities*: applications, after advice from the student counsellor, are submitted through or by the student counsellor to the authorised body that decides on such matters.
5. **Assessment of the application**

- a. The professional assessing the application conducts a reasonableness test. This involves determining whether the requested educational or exam facility is organisationally aligned with the degree programme and is practical and financially feasible.
 - b. This assessment also considers whether the requested facility is appropriate⁴, effective⁵ and necessary⁶ to improve the student's learning conditions. The goal is to increase the likelihood of study success and avoid unnecessary study delays. It is also assessed whether the facility does not place a disproportionate burden on the degree programme and/or HAN. Finally, the facility is checked to see whether it suits the learning objectives, competences, learning outcomes and exit qualifications of the programme, so that the required level of the exam or final assessment is guaranteed.
6. **Approval and review**
- a. Upon approval, the senior study coach records the approved educational facilities in Osiris. For exam facilities, this is done automatically in Osiris.
 - b. The student and the study coach meet once a year to discuss whether the facilities are still suitable. If needed, adjustments can be made. The student may also request a meeting at an earlier time.
7. **Financial Support Fund**
- Students who are studying with special circumstances and, as a result of those special circumstances, are unable to pass the final assessment of the degree programme within the performance-related grant period (extended or not) can apply for financial support from the HAN Financial Support Fund.⁷ There must be a causal link between the delay and the special circumstances.

Article 4 Standard facilities for students with a dyslexia statement

1. Students with a dyslexia statement may be eligible for additional support and facilities as mentioned in paragraph 4 of this article. For reasons of efficiency, HAN provides standard pre-arranged facilities for all students studying with dyslexia.
2. Students are required to disclose their dyslexia as a special circumstance either at the time of application or after enrolment with the study coach. To explore, request and approve or disapprove facilities, the student follows the procedure described above in Article 3 paragraph 2-4.
3. A student is classified as having dyslexia if the student can provide an official dyslexia statement. Conditions are:
 - a. a dyslexia statement is valid if it is issued by a certified expert.⁸
 - b. statements by other professionals or statements for which there is doubt about the validity must be reviewed by a recognised expert.
 - c. the dyslexia statement should state the barriers that the student encounters in their education and the adjustments that are desirable in this context.
 - d. a dyslexia statement has an unlimited validity.
4. In all HAN degree programmes, students with an approved dyslexia statement are eligible for the following facilities:
 - a. extended exam time (25% time extension);
 - b. exams printed on A3 format.
5. The initial interview between student and senior study coach explores whether these standard pre-arranged facilities are sufficient to reduce or prevent the barriers experienced by the student.

⁴ Appropriateness means that the facility matches the nature and severity of the barrier. The greater the impact on studying, the more extensive or invasive the facility may be. The assessment considers whether the facility is a logical fit for the barrier.

⁵ Effectiveness means that the facility truly contributes to student success. The question is not only whether the facility alleviates the barrier but also whether it leads to better study outcomes.

⁶ Necessity means that the facility is genuinely needed and that there are no equivalent, less invasive or more cost-effective alternatives. If a simpler measure achieves the same effect, that option is preferred.

⁷ <https://www1.han.nl/insite/en/students/money-matters/scholarships-funds/financial-support-fund/>

⁸ A person is deemed to be an expert on dyslexia testing if, in addition to having a university degree, they have specialised knowledge in the field of learning disabilities, educational barriers and psychodiagnostics (for example a child or youth psychologist, general educationalist or healthcare psychologist).

Article 5 Standard facilities for students from refugee backgrounds or with language acquisition delay

1. HAN provides additional language support for all students from refugee backgrounds or with language acquisition delay. This article describes the criteria students must meet to qualify for these standard pre-arranged facilities.
2. A student is considered to be a student with a refugee background if all of the following criteria are met:
 1. the student has a refugee status, which forms the basis for an ongoing or completed asylum procedure; and
 2. the student has undertaken prior education (secondary school) abroad in a foreign language; and
 3. the student has a diploma that was awarded in a country other than the Netherlands that allowed them to be admitted to the HAN degree programme based on (Nuffic) credential evaluation *and* the student has passed the State Exam for Dutch as a Second Language, programme II, or the HAN degree programme's own Dutch B2 test; or the student has been admitted to the HAN degree programme based on a 21+ exam and has passed the State Exam for Dutch as a Second Language, programme II, or the HAN degree programme's own Dutch B2 test.
3. A student is considered a student with a language acquisition delay if all of the following criteria are met:
 1. the student recently arrived in the Netherlands for reasons other than asylum;
 2. Dutch is not their native language; and
 3. the student has earned a diploma in a country other than the Netherlands that grants access to a HAN degree programme, or the student has completed prior education in the Netherlands but has been living in the Netherlands for less than 3 years.
4. A student as referred to in paragraphs 2 and 3 of this article who wishes to use the standard pre-arranged facilities may, in consultation with the study coach, request an initial interview with the senior study coach for this purpose.
5. The senior study coach for the degree programme determines whether the student meets the criteria in paragraphs 2 or 3 of this article and provides the student with a statement of language acquisition delay.
6. Students with a declaration of language acquisition delay are entitled to:
 - 25% extra exam time and the use of (unmarked) bilingual dictionaries from Dutch into another language or vice versa during exams in at least their first two years of study in a Dutch-taught degree programme at a university of applied sciences;
7. The initial interview between student and senior study coach explores whether these standard pre-arranged facilities are sufficient to reduce or prevent the barriers experienced by the student.

Article 6 Facilities for students with athletic careers (Elite Sports)

1. Paragraphs 2 to 10 of this article apply to:
 - a. Current or prospective HAN students who have a recognised NOC*NSF elite sports status or talent status and practice a sport classified by NOC*NSF as a recognised elite sports discipline in category 1.
 - b. Current or prospective HAN students regarded as elite athletes by the HAN elite sport coordinator⁹.
2. When applying in Studielink, a prospective student as referred to in paragraph 1 of this article indicates that they will be studying with special circumstances and that they are an elite athlete. If this is the case, the student may request an initial interview with a senior study coach and a HAN elite sport coordinator. This initial interview (requested by the applicant) takes place before or at the start of degree programme. It does not in any way affect an applicant's right to enrolment.
3. A student as referred to in paragraph 1 of this article who wishes to use the facilities mentioned in paragraph 6 of this article consults with their study coach about registering for an initial interview with the senior study coach for the degree programme and the HAN elite sport coordinator.

⁹ The HAN elite sport coordinator role falls under the HAN Elite Sport Academy. The HAN Elite Sport Academy works closely with Topsport Gelderland, which has been appointed by the NOC*NSF to coach and support elite athletes and talented athletes with a recognised NOC*NSF status. Topsport Gelderland supports HAN in determining whether a student is eligible for the HAN Elite Athletes Scheme.

4. The student who is considered a HAN elite athlete as referred to in paragraph 1 of this article receives a HAN elite athlete declaration and information about the Elite Athletes Scheme from the HAN elite sport coordinator.
5. If a student as referred to in paragraph 1 of this article is eligible for facilities provided by NOC*NSF and/or their own sports association, the student must first use those facilities before using the HAN facilities as referred to in paragraph 5c of this article.
6. The following facilities apply to students as referred to in paragraph 1 of this article:
 - a. HAN has committed to the FLOT action plan, which obliges the HAN schools to make every reasonable effort to offer flexible education, including personalised agreements between the HAN elite athlete and the relevant degree programme. Arrangements that can be made are: timetables suited to training schedules, spacing or rescheduling exams or exam venues during competitions and training camps, alternative assignments if the student is absent from mandatory lectures, facilities for distance education (e.g. recordings of lectures), tutorials/lectures with other groups, etc. Students may submit a request to the board of examiners for a different exam format or to take exams digitally.
 - b. Students meet with the HAN elite sport coordinator once a year and have the opportunity to participate in a number of training courses about how to balance their sports career with their studies.
 - c. Students who are unable to pass the final assessment of their degree programme within the performance-related grant period (extended or not) can apply for financial support from the HAN Financial Support Fund. They can apply through the student counsellor.
 - d. Students have free use of the fitness facilities offered by the Seneca Sports Medical Centre at the Kapittelweg in Nijmegen. They can request access through the HAN elite sport coordinator.
7. All actions resulting from the implementation of paragraph 6 of this article fall under the responsibility of the relevant degree programme and are therefore primarily the responsibility of the student's senior study coach. If the student wishes to use facilities that are not arranged as standard, the student submits an application for these facilities to the dean (or school manager if authorised) and attaches a recommendation from the senior study coach. When it comes to exams and assessment, the student requests the facility from the board of examiners in Osiris along with a recommendation from the senior study coach. The dean, school manager or the board of examiners will decide on a student's request.
8. Each year, the HAN elite sport coordinator determines whether the student still qualifies for the status of elite athlete. The student takes the initiative for these meetings. The HAN elite athlete declaration is valid for one academic year.
9. In the case of problems stemming from the elite sport, the degree programme and/or student can contact the HAN elite sport coordinator.
10. If desired, a meeting can be held between the HAN elite sport coordinator and the senior study coach about structuring the degree programme with their training/competition schedule in mind.
11. A student who uses the provisions described in paragraph 6 of this article agrees to be available for promotional HAN activities at least once a year. The exact nature of those activities will be decided in consultation with the student and the HAN elite sport coordinator. The HAN elite sport coordinator may mediate between the requesting party and the student and offer advice on relevant promotional matters.

Article 7 Facilities for students with a top enterprise

1. HAN has a Top Entrepreneurs Scheme for students who have been awarded the status of 'Top Entrepreneur' by the Top Entrepreneurs Committee.
2. A student wishing to use the Top Entrepreneurs Scheme reports to the HAN top entrepreneurs coordinator.
3. Top Entrepreneurs status is available to students who have applied for HAN Starters Guidance from the Centre for Entrepreneurship and who meet the following criteria and submit the necessary documents; see the HAN website.³
 - a. registration with the Chamber of Commerce;
 - b. a VAT number or other proof of registration with the Tax and Customs Administration;
 - c. if applicable (depending on the legal form), the articles of association for the enterprise in the form of a notarial deed or the contracts for the establishment of the enterprise;
 - d. the enterprise must have existed for at least 12 months (subject to proof);
 - e. a solid business plan; and

- f. an existing customer portfolio consisting of at least three paying customers or, in the case of product development, the presence of investments or credit facilities of at least € 2,500.00.
4. The student with top entrepreneur status receives a HAN Top Entrepreneur certificate and information about the Top Entrepreneurs Scheme from the top entrepreneurs coordinator.
 5. If a student with a top entrepreneur status earns income from their enterprise, they must first draw upon this income before appealing to HAN facilities as referred to in paragraph 6c of this article.
 6. The following provisions apply to students with top entrepreneur status:
 - a. Schools have the obligation to make every reasonable effort to offer flexible education, including personalised agreements between the student and the relevant degree programme. Arrangements that can be made are: alternative assignments or changes to timetables if the student is absent from mandatory lectures or misses exams, changes in the organisation and planning for group assignments, following tutorials/lectures with other groups, interning or partly interning in the student's own company provided their company ties in with their chosen specialisation, etc.
 - b. Students can, if possible, receive guidance from a business coach from the HAN Centre for Entrepreneurship.
 - c. Students who are unable to pass the final assessment of their degree programme within the performance-related grant period can apply for financial support from the HAN Financial Support Fund. They can apply through the student counsellor.
 7. All actions resulting from the implementation of paragraph 6 of this article fall under the responsibility of the relevant degree programme and are therefore primarily the responsibility of the senior study coach from the degree programme. If the student with top entrepreneur status wishes to use facilities that are not arranged as standard, the student submits an application for these facilities to the dean (or school manager if authorised) and attaches a recommendation from the senior study coach. When it comes to exams and assessment, the student requests the facility from the board of examiners in Osiris along with a recommendation from the senior study coach. The dean, school manager or the board of examiners will decide on a student's request.
 8. Each year, the Top Entrepreneur coordinator determines whether the student still qualifies for top entrepreneur status. The student takes the initiative for these meetings. The HAN Top Entrepreneur declaration is valid for one year of study.
 9. In the case of problems stemming from the business activities, the degree programme and/or student can contact the top entrepreneurs coordinator.

³ <https://www1.han.nl/insite/en/students/help-support-training/help-and-support-in-special-circumstances/study-with-a-business/>

Article 8 Provision for tuition-fees exemption for board activities

1. If a student is enrolled in a government-funded degree programme and engages in full-time board or public interest activities, they can submit an application to the Executive Board for exemption from paying the statutory tuition fees for a period of one full academic year (maximum). The application must be submitted by 1 September of the relevant academic year and must meet the following criteria:
 - a. the student organisation where the activities take place is regarded as an approved student organisation according to the Financial Support Fund Scheme (Part II Provisions concerning board activities), and;
 - b. the student organisation has at least 400 members who are enrolled as students at an institution for higher education, or in the case of a foundation, shows that the actual activities are for the benefit of at least 400 students enrolled at an institution of higher education, or in the case of an umbrella organisation, has at least 4 members whose organisations have a combined number of at least 400 members who are enrolled as students at an institution for higher education, and;
 - c. the student submits a task description demonstrating they have a board position that takes at least 40 hours a week.
2. During the entire academic year, the student may not follow any education or take any exams or final assessments at HAN or at any other government-funded educational institution.
3. Within 20 days, the Executive Board makes a written decision concerning the request for exemption from paying the statutory tuition fees.
4. A copy of the decision is sent to the dean of the school that houses the degree programme in which the student is enrolled.

Artikel 9 Effective date

This Scheme will enter into force on 1 September 2025.

Terms and definitions

Academic year	The period starting on 1 September and ending on 31 August of the following calendar year.
Board of examiners	A board of examiners at HAN responsible for monitoring the quality and organisation of examinations. It verifies whether students meet the requirements of the education and examination regulations in terms of knowledge, understanding and skills needed to earn a degree.
Dean	The director of a school.
Degree programme	An associate degree, bachelor or master programme offered at HAN.
Disability	A disability refers to any condition or impairment that may interfere with a person's ability to function. These can range from visual and hearing impairments to chronic illnesses and mental disorders.
Dyslexia	A specific learning disability characterised by persistent difficulties in learning to read and/or spell accurately and fluently.
Elite athlete declaration	An official document confirming that a student competes in sport at an elite level and is eligible for special arrangements and support within the educational institution.
Elite sport	Students who play sports at a high level and participate in national or international competitions with a recognised NOC*NSF elite sports status or talent status.
Elite sport coordinators	Officers within an educational institution who are responsible for the support and guidance of elite athletes. They help find a balance between study and sport and offer practical support.
Exam time	The time allowed for the student to complete an exam or assessment.
Facilities:	Educational or special exam facilities, financial facilities. Further: Resources and facilities available to support students, such as study rooms, ICT facilities, and adapted workstations for students with disability.
HAN	Hogeschool van Arnhem en Nijmegen, HAN University of Applied Sciences. The abbreviation "HAN" is used in internal documents for readability..
Informal care tasks	Unpaid care provided to a family member, friend or neighbour because of illness, disability or old age.
Language acquisition delay	A delay in language development, often due to having a different mother tongue or limited exposure to the language of instruction. This can affect study performance and understanding of learning materials.
Prospective student, or applicant	A person who has applied for enrolment in a full-time, work-study, or part-time degree programme at HAN via Studielink and is not yet enrolled in the programme in question.
psychological complaints	Problems related to mental health, such as anxiety, depression, stress or burnout. These symptoms can affect students' daily functioning and academic performance.
Standard facility	A predetermined set of facilities available by default to all HAN students with a dyslexia statement or a language acquisition delay.
Student	An individual enrolled as a student in a degree programme at HAN with the aim of participating in education, exams and modular exams.
Student coaching	The support students receive during their studies, ranging from study advice and career guidance to psychological help and financial support.
Student counsellor	An individual appointed by the institution to inform and advise applicants, student counsellor, degree programme management teams, and boards of examiners on student matters, and to assist students, upon request, with personal issues. The student counsellor specialises in laws and regulations in higher education (Higher Education and Research Act, Student Finance Act, social legislation and internal HAN regulations) and financial schemes, and plays an advisory role in

	conflicts, complaints, objections and appeals, and in cases of circumstances hindering or advancing students' studies.
Studielink	The joint application and enrolment application used by universities of applied sciences, universities and DUO.
Study delay	Failure to complete a study programme on time, often due to personal circumstances, health problems or other barriers. Study delay may result in additional study costs and longer study duration.
Top entrepreneur coordinator	An officer within an educational institution who is responsible for the support and coaching of students who run their own business alongside their studies.
Top Entrepreneurs Scheme	A scheme specifically designed to support students running their own business.
Top entrepreneurship	Students who run their own business or are engaged in entrepreneurial activities alongside their studies.