

Education and Examination Regulations

Language and Preparatory Program Tilburg University

Language Center 2023–2024

Chapter 1: General Provisions

Article 1.1 Applicability of these Regulations

These Regulations apply to the Language and Preparatory Program as provided by the Tilburg University Language Center in the context of the Civic Integration Act of 2021. These Regulations apply to persons integrating who, based on the comprehensive intake by the municipality, qualify for a Language and Preparatory Program aimed at higher education (university of applied sciences or university) and covers all elements of the relevant Language and Preparatory Program provided by the Tilburg University Language Center, namely:

- Dutch as a second language: Beginners;
- Dutch as a second language: Intermediate;
- Dutch as a second language: Advanced;
- academic pre-Bachelor's program;
- mentoring.

Article 1.2 Definitions

For the purposes of these Regulations, the following definitions apply:

- A. Participant: the person who has been enrolled by the municipality for and is participating in the Language and Preparatory Program at the Tilburg University Language Center.
- B. Employee: employee employed by TiU.
- C. Examination Board: independent board that ensures the quality of the examinations and awards diplomas.
- D. Examination: the assessment of the examinee's knowledge and/or skill in relation to a component within the Language and Preparatory Program.
- E. Progress test: the assessment of the examinee's knowledge and/or skill to determine his/her progress on a component within the Language and Preparatory Program.
- F. External examination: an examination administered by an independent institute, namely: State Examination NT2, Program I and II, exam Knowledge of Dutch Society, IELTS exam, James Boswell exam, and CCVX.
- G. Coordinator: any of the coordinators of the Dutch Section and the academic pre-Bachelor's program within the Tilburg University Language Center.
- H. Academic year: period beginning on August 1 and ending on July 31 of the following year.
- I. Trimester: period of approximately 4 months, starting in late August, early December, and early April.

- J. Block: educational period of one quarter of an academic year within the academic year.
- K. Mentor: lecturer who monitors the study progress of the participants and discusses it with the respective participant, lecturers, project coordinator, and/or municipality, as necessary.
- L. Municipality: municipality where the participant lives and with which agreements have been made about the Language and Preparatory Program.
- M. PIP: Personal Integration Plan drawn up by the municipality in consultation with the participant on the basis of the comprehensive intake.
- N. Comprehensive intake: intake procedure that took place at the municipality and on the basis of which the PIP was established.
- O. Preliminary track: the language route from 0 to B1, which consists of two separate courses (0-A2 and A2-B1).
- P. Academic pre-Bachelor's program: the Language and Preparatory Program aimed at entering university, provided by the Tilburg University Language Center, which lasts one academic year and consists of the core courses Dutch, English, and Mathematics, supplemented by study skills, people & society (*Mens&Maatschappij*), mentor hour, and, if necessary, history as an elective.
- Q. Fontys pre-Bachelor's program: the Language and Preparatory Program aimed at entry into a university of applied sciences provided by Fontys University of Applied Sciences.
- R. Profile MEI: Profile Society, Economics, and Information Technology.
- S. Education Executive Agency (*Dienst Uitvoering Onderwijs (DUO)*): service that, by order of the ministries, among other things, implements the Civic Integration Act.
- T. State Examination NT2, Program I: Dutch as a second language exam at B1 level that can be taken at DUO.
- U. State Examination NT2, Program II: Dutch as a second language exam at B2 level that can be taken at DUO.
- V. Knowledge of Dutch Society exam (*Kennis van de Nederlandse Maatschappij (KNM)*): exam that must be taken at DUO as a mandatory part of the civic integration process.
- W. James Boswell exam: exam in the various science subjects equivalent to the relevant preuniversity education exam (*VWO*) that can be taken at Boswell Beta.
- X. CCVX: official preliminary exam in the various science subjects that can be taken at the Universities of the Netherlands and that is equivalent to the relevant preuniversity education exam (*VWO*).
- Y. IELTS: English level assessment administered by the British Council in Amsterdam.
- Z. Examiner: the person who administers an examination.
- AA. Examinee: the person who takes an examination,
- BB. Practicum: educational learning activity aimed at achieving certain skills.
- CC. Pre-Bachelor's Admissions Committee: a committee consisting of one or two members of the pre-Bachelor's project management, supplemented by up to one NT2 lecturer.
- DD. Examinations Appeals Board: independent appeals board, established by Tilburg University to which students may apply to appeal decisions made by the Examination Board.

Chapter 2: Organization of education within the Language and Preparatory Program of the Tilburg University Language Center

Article 2.1 Purpose of the education within the Language and Preparatory Program

1. The preliminary track aims to bring participants up to level B1 in the Dutch language and gives them the opportunity to advance to a pre-Bachelor's program at university of applied sciences or university level.
2. The academic pre-Bachelor's program aims to enable participants to obtain their integration diploma and to qualify for advanced studies in science education.

Article 2.2 Components

The Language and Preparatory Program at the Tilburg University Language Center consists of the following components:

1. Preliminary track
 - a. Dutch as a Second Language: Beginners: 105 contact hours
 - b. Dutch as a Second Language: Intermediate: 105 contact hours
2. Supplemental intake
3. Academic pre-Bachelor's program
 - a. Dutch as a Second Language (pre-Bachelor's), including Knowledge of Dutch Society: 144 contact hours
 - b. English (pre-Bachelor's): 144 contact hours
 - c. Mathematics (pre-Bachelor's): 198 contact hours
 - d. Study Skills (pre-Bachelor's): 16 contact hours
 - e. People & Society (pre-Bachelor's): 36 contact hours
 - f. Mentoring hours (pre-Bachelor's program's): 54 contact hours
 - g. Skills for Study and Career Choice (pre-Bachelor's): 30 contact hours
 - h. Customized course in History: 20 contact hours
4. Mentoring

Article 2.3 Content and structure of the education

1. The content of each course and the structure of the education is published in the digital study guide Osiris before the start of the academic year.
2. Any changes will be communicated in a timely manner via the digital learning environment.
3. The courses in the preliminary track last one trimester each. Enrollment is possible every trimester.
4. The academic pre-Bachelor's program covers one academic year, divided into four blocks. Enrollment is only possible at the start of the academic year.
5. Within the foundation year, it is possible to take the profile course History (profile MEI).
6. The courses of the preliminary and academic pre-Bachelor's program consist of a fixed program for all participants. In some cases it is possible to request an exemption for attending classes and/or taking exams with the Examination Board. However, within the pre-Bachelor's program from Block 2 onwards, at the indication of the program coordinator, differences in emphasis may arise for specific participants, and it is possible to add the customized course in History.
7. The language of instruction is Dutch, with the exception of the English course, for which the language of instruction is English, and People and Society, for which part of the instruction may be given in English.

Article 2.4 Study load

1. The study load of the preliminary track covers 20-40 hours per week for at least two twelve-week periods.
2. The academic pre-Bachelor's course load covers 40 hours per week for a full academic year (period late August–early July).

Article 2.5 Guidance

1. Throughout the Language and Preparatory Program, participants are guided by a mentor. In principle, this is a mentor from Tilburg University. As soon as it has been established that a participant will continue his or her course at Fontys University of Applied Sciences, the mentorship can also be transferred to a mentor from the institution in question during the preliminary track.
2. During the academic pre-Bachelor's program, participants also receive support from a dean of students. The dean of students, supported by the mentor, helps participants to make an appropriate study choice and in the application and selection process for the subsequent study program.

Article 2.6 Studying with a disability

1. Participants with a disability, impairment, or chronic illness will be given the opportunity to adapt their program, as much as reasonably possible, to the limitations imposed by the disability, impairment, or chronic illness.
2. To be considered for examination facilities, students must submit a request to the Examination Board. For further explanation, see the Rules and Guidelines of the Language and Preparatory Program.

Chapter 3: Examinations

Article 3.1 Periods and frequency of preliminary track examinations

1. An opportunity to take the examinations for the courses listed in Article 2.2 paragraphs 1 and 3c through 3h will be provided twice after the course is completed.
2. An exam may consist of subtests or a portfolio. When this is the case, it is indicated in the course's study guide, including the weighting.
3. Participants who have met all requirements for exam participation are automatically registered for the exam, unless the lecturer determines otherwise.
4. A participant who has passed the first examination opportunity, but wishes to improve his/her final grade, may participate in the resit opportunity associated with the course in question. The highest result obtained will be considered the final grade.

Article 3.2 Form of the examinations and progress tests

1. The examinations of the courses referred to in Article 2.2 paragraphs 1, 3c, and 3h and the progress tests of the courses referred to in Article 2.2 paragraphs 3a and 3b (hereafter also referred to as: examinations) are taken in writing (including digital) and/or orally, as indicated in the corresponding course description.
2. Admission to taking the examination may be subject to conditions. For courses designated as practicals, attendance of 80% of the lessons is in any case a condition for admission to the examination.
3. The exact method of assessment as well as any entry requirements for participation in the exams will be announced no later than the first week of instruction via Osiris.

Article 3.3 Assessment by means of a portfolio and oral examination

1. The components referred to in Article 2.2 paragraph 3d through f are concluded by means of a *Learning Skills* portfolio and an oral examination.
2. The component referred to in Article 2.2 paragraph 3g is concluded by means of a *Skills* portfolio *for educational and vocational purposes* and an oral examination..
3. To pass these components, all assignments (written and oral) that are part of the relevant portfolio must be handed in on time in a first and, if requested, second version and the oral examination must have been passed.

Article 3.4 Determination and publication of examination results and right of inspection

1. The examiner determines the result of an examination within 15 working days after the day on which the examination or last part of the examination was taken. The result will be announced via the TiU digital learning environment and/or via an e-mail sent to the TiU address of the candidate.
2. The Rules and Guidelines of the Tilburg School of Humanities and Digital Sciences (TSHD) apply to all internal exams of the Language and Preparatory Program. These include provisions on the proceedings during exams, procedures and sanctions in the case of fraud, grading of exams, follow-up discussions, and possibilities of appeal.

Article 3.5 Period of validity

1. The validity period of courses obtained in the preliminary track is in principle 1 year.
2. The validity period of a level measurement is in principle 1 year.
3. The validity of courses obtained within the academic pre-Bachelor's program is limited to September 1 following the academic year in which the courses were taken.
4. The validity period of external examinations is in accordance with the conditions of the respective examination institutions.

Article 3.6 Exemptions and customization

1. The Examination Board may, at the request of the participant [having heard the examiner concerned] grant exemption from an examination component that is concluded by means of an institutional examination if the participant can demonstrate that he/she has already mastered the learning outcomes for this component. The request must be accompanied by supporting documents and reasons and must be submitted to the Examination Board's secretaries' office.
2. The Examination Board may, at the request of the participant [having heard the program coordinator], grant permission to follow a tailor-made program that—in addition to the preliminary program—consists of NT2 Advanced, KNM, a module Skills for Education and Vocational Choice tailored to the participant, and taking the IELTS exam if the participant can demonstrate that he/she has a diploma that has been evaluated by a Dutch authority as a Bachelor's degree and if it appears from the intake tests that the participant has the desired level of English. In that case, the participant is exempted from the math and learning skills exams on the basis of his/her Bachelor's degree.

Chapter 4: Official Examinations

Article 4.1 Form of the examinations

1. The component referred to in Article 2.2 paragraph 3a is concluded with the State Examination NT2, Program I or Program II and the examination Knowledge of Dutch Society, both of which are taken at *DUO* under the responsibility of the Tests and Examinations Board (*College voor Toetsen en Examens (CvTE)*).
2. The component mentioned in Article 2.2 paragraph 3b is concluded with an IELTS examination taken at the British Council in Amsterdam.
3. The component referred to in Article 2.2 paragraph 3c is concluded with an examination conducted by the Tilburg University Language Center. Only for participants who wish to qualify for a technical or biomedical study program will it be possible to take an official examination at Boswell Bèta or the CCVX within the pre-Bachelor's program.

Article 4.2 Registration for examinations

1. For all exams listed in Article 4.1, participants must register themselves with the appropriate body at a time designated by the lecturer or mentor.
2. As far as examination fees are due to the external body, these will be invoiced to the Tilburg University Language Center at the first attempt, with the exception of the State Examination NT2, of which the first two attempts for asylum migrants are paid by the municipality where they live. Other participants must bear the costs of the NT2 State Examination themselves.

Article 4.3 Examination regulations external examinations

1. The NT2 State Examination is subject to the regulations as communicated at <https://www.staatsexamensnt2.nl/item/state-exams-dutch-as-a-second>.
2. The examination Knowledge of Dutch Society is subject to the regulations as communicated at <https://www.inburgeren.nl/en/index.jsp>.
3. The IELTS exam is subject to the regulations as communicated at <https://www.britishcouncil.nl/>.
4. The James Boswell exam is subject to the regulations as communicated at <https://www.boswell-beta.nl/examens> (in Dutch)
5. CCVX exams are subject to the regulations as communicated at <https://www.ccvx.nl/index%20-%20EN.html>

Chapter 5: Admission preliminary track

Article 5.1 Admission

1. Admission to a course from the preliminary track is open to participants who have been assigned by their municipality to the Language and Preparatory Program aimed at higher education based on their PIP.
2. Participants must meet the following requirements:
 - a. at least 12 years of education;
 - b. sufficient command of English (A2);
 - c. satisfactory score on language learning ability;
 - d. motivation for accelerated program;

- e. ample time and space to study;
 - f. computer literacy;
 - g. availability of PC with internet.
3. The admission is only final after an intake test and an intake interview with one of the NT2 lecturers at the Tilburg University Language Center and possibly a level test.
 4. After completing the NT2 Beginners course, a participant can move on to NT2 Intermediate after a positive recommendation from the mentor.
 5. If a participant did not achieve the required final level in a previous course, the participant may retake the course after a positive recommendation from the mentor and an agreement from the municipality.
 6. If, during the preliminary track, a participant turns out not to be suitable for the Language and Preparatory Program at higher professional education level, the participant is referred, in consultation with the municipality, to a program at senior secondary vocational education (*MBO*) level or to the B1 route. This referral is binding to the extent that it is not possible in that case to continue the Language and Preparatory Program at the Tilburg University Language Center.

Article 5.2 Exemption from specific entry conditions

1. A coordinator or Language Center lecturer designated by him/her may, at the participant's request, waive the specific entry requirements applicable to a course.
2. The coordinator or designated lecturer will base his/her decision on written evidence and/or a placement test.
3. A decision not to grant the exemption will be justified.

Chapter 6: Admission academic pre-Bachelor's program

Article 6.1 Admission

1. Admission to the academic pre-Bachelor's program is open to participants who have been assigned by their municipality to the Language and Preparatory Program aimed at higher education.
2. Participants must meet the following requirements:
 - a. diploma at least senior general secondary education (*HAVO*) level or equivalent cognitive level;
 - b. Dutch at B1;
 - c. English at B1;
 - d. basic mathematics;
 - e. ambition for a university study program;
 - f. full-time availability;
 - g. computer literacy;
 - h. availability of PC with internet.
3. Each participant who successfully completes the pre-Bachelor's program and/or who is registered for a pre-Bachelor's program by his or her municipality will be invited by the project management of the pre-Bachelor's program for the intake procedure.
4. As part of the pre-Bachelor's program's intake procedure, consisting of a document check, admission tests, a selection interview, and possibly a capacity test, participants are assessed whether they meet the specified requirements.
5. The final decision on admission to the academic pre-Bachelor's program lies with the Admissions Committee of the Tilburg University Language and Preparatory Program.

6. If a student does not meet the requirements for the academic pre-Bachelor's program, it will be examined in consultation with Fontys University of Applied Sciences, whether the student is eligible for a pre-Bachelor's program aimed at graduating at a university of applied sciences, in accordance with the requirements of Fontys University of Applied Sciences.
7. If, after completing the preliminary track, a participant turns out to be ineligible for a pre-Bachelor's program at higher education level, the participant will be referred, in consultation with the municipality, to a pathway at senior secondary vocational education (*MBO*) level or to the B1 route.
8. A referral to the educational track at university of applied sciences (*HBO*) or senior secondary vocational education (*MBO*) level or the B1 route is binding to the extent that it is not possible in that case to continue the route at the Tilburg University Language Center.

Chapter 7: Recording of the results

Article 7.1 Student progress administration

1. The Language Center records class attendance and participant results.
2. Participants receive a digital certificate upon completion of a preliminary track.
3. Participants receive one or more of the following upon completion of the academic pre-Bachelor's program's:
 - a. A Language and Preparatory Program diploma;
 - b. a pre-Bachelor's certificate;
 - c. a certificate of attendance.
4. In order to be able to issue the participants with the relevant documents, the Examination Board of the Tilburg University Language Center requests the results of external exams from the relevant body and/or from the participant.

Article 7.2 Conditions for obtaining an integration diploma and pre-Bachelor's certificate

1. Participants of the academic pre-Bachelor's program at Tilburg University receive an Language and Preparatory Program diploma if, within the statutory period, they have met the final requirements of the Language and Preparatory Program as described in Appendix 9 of the Regulations on Attainment Levels 2013 (*Regeling eindtermen 2013*) under the Language and Preparatory Program university education profile Society, Economics and Information Technology (Dutch/English) in combination with the successful completion of the State Examination NT2, program I or II and the *KNM* exam.
2. Participants of the academic pre-Bachelor's program at Tilburg University receive a pre-Bachelor's certificate if they have met the final requirements of the academic pre-Bachelor's program by September 1 of the year following the start of the pre-Bachelor's program:
 - a. State Examination NT2, PII passed;
 - b. IELTS score of at least 5.5;
 - c. pass the pre-Bachelor's program's mathematics course and/or James Boswell or CCVX mathematics exam;
 - d. pass for the learning skills portfolio;
 - e. pass for the skills portfolio for educational and vocational choices.
3. If participants have not met the requirements as mentioned in article 7.2 paragraph 2 but have been sufficiently present in the pre-Bachelor's program and have shown sufficient commitment, they will receive a certificate of attendance.

Article 7.3 Validity of pre-Bachelor's certificate

1. The pre-Bachelor's certificate without customized courses gives access to all Bachelor's programs at Tilburg University as long as the program in question has not established additional requirements.
2. If a participant wishes to gain admission to another program within Tilburg University or another institute of higher education, the program in question decides whether to accept the pre-Bachelor's certificate.
3. A certificate of attendance or an integration diploma does not guarantee admission to further education.

Chapter 8: Final Provisions

Article 8.1. Amendments

1. Amendments to these regulations are adopted by the Head of the Language Center.
2. An amendment to these Regulation does not affect the current academic year unless it is not reasonably detrimental to the interests of the participants.
3. Furthermore, an amendment cannot affect, to the detriment of the participants, any other decision taken under these Regulation regarding a participant.

Article 8.2. Publication

1. The Language Center ensures appropriate publicity of these Regulation, as well as any amendments thereto.
2. These Regulations are published on the Language Center website.

Article 8.3. Entry into force

These Regulations enter into force on September 1, 2023.

Thus, established on behalf of the Executive Board by the Head of the Language Center,



T. Roselaar, MA

Tilburg, augustus 2023