

HAN – protocol for dyslexia

Preface

This protocol was first adopted in October 2007 and consequently included in the HAN policy plan for students 'studying with a chronic illness or disability'¹. The protocol specifies which HAN facilities students with dyslexia are entitled to and how students can apply for such facilities. The present protocol is the version that was revised in August 2022.

The exact number of HAN students with dyslexia is unknown, but a realistic estimation is about 2 to 3% of the student population.

Basic principles

1. If a student requests the course department to make specific modifications with respect to his or her dyslexia, he or she must submit an official dyslexia diagnosis.
2. A dyslexia diagnosis is valid only if it has been issued by a certified specialist (see later in the text).
3. Diagnoses issued by other professionals must be verified by a certified specialist. A verification is also required if there is any doubt about the validity of a diagnosis.
4. The dyslexia diagnosis must specify which difficulties the student encounters in their studies and which modifications would be helpful.
5. A dyslexia diagnosis has an unlimited period of validity. According to the Dutch foundation for dyslexia, Stichting Dyslexie Nederland, dyslexia is for life.
6. Students with dyslexia must notify HAN themselves if they wish to use the facilities that HAN offers.

Facilities

1. Students from all HAN degree courses are eligible for the following if they have a dyslexia diagnosis:
 - extra time during exams (25% of the exam time);
 - exams printed in A3 format.
2. In some cases, students may receive additional types of support. The dyslexia diagnosis must contain instructions for such further support. The board of examiners (or the director of the relevant school) will decide whether such facilities can actually be offered.
3. Students can also use tools such as a reading pen, daisy player or a text to voice program (e.g. Claroread or ReadSpeaker) for extra support. Students who want to use ClaroRead can request this as an exam facility. They can also use ClaroRead at home through the website: woordhelder.nl/school. For questions about ClaroRead, students can send an email to ask@han.nl.

Procedure

1. If a student wishes to make use of the above-mentioned facilities, they must submit his or her dyslexia diagnosis to the personal tutor or senior tutor at the start of the academic year².
2. The personal tutor or senior tutor assesses whether the diagnosis meets the set criteria.
3. If the diagnosis is approved, the personal tutor or senior tutor discusses with the student whether he or she wishes to use the HAN facilities available for students with dyslexia. The personal or senior tutor will record this in the student's file by means of a study contract.
4. The personal tutor or senior tutor will discuss with the student which steps the student needs to take to be able to use the granted facilities.

¹ For the HAN policy plan: <https://www1.han.nl/insite/medewerkers/onderwijs/studentbegeleiding-studentenwelzijn/beleid-en-regelingen-studentbegeleiding-en-welzijn/>. Only available in Dutch – please refer to the Student Counselling Office.

² Different terms are sometimes used to refer to **senior tutors**, such as student supervisor, student adviser, personal tutoring task team or personal tutoring coordinator.

5. If the student requests additional facilities, the personal tutor or senior tutor will discuss with the student the procedure for submitting an application for additional facilities with the board of examiners or the director of the school.
6. If the dyslexia diagnosis is not approved, the personal or senior tutor will refer the student to a certified specialist or to the student counsellors for further information.
7. In principle, the agreements made regarding the facilities apply for the duration of the degree course.

Dyslexia test

1. A student with poor language skills who wishes to be tested for dyslexia will be referred to a certified specialist.
2. The student in question will be referred to a certified specialist if there is any doubt about the validity of a diagnosis.

Certified specialist

1. A person is deemed to be an expert on dyslexia testing if, in addition to a university degree, he or she has specialised knowledge in the area of learning disabilities, special educational needs and psychodiagnostics, and who, for example, works as a child or youth psychologist, a special education generalist or Doctor of Psychology.
2. A student can apply for a dyslexia test with any certified specialist. These tests are generally quite costly (between 500 and 1000 euros).

Financial support

1. The student counsellor will help the student search for internal (HAN) or external sources for financial support to cover the costs of purchasing supplementary tools.
2. If the student falls behind in his or her studies as a result of the dyslexia, the student can apply for an extra one-year student grant with the DUO Education Executive Authority. Students can contact the student counsellor for more information.

For more information:

For more information, you can visit <https://www1.han.nl/insite/en/students/help-support-training/help-with-special-circumstances/dyslexia/>.

A wealth of information about dyslexia can be found on the website Stichting Dyslexie Nederland: www.stichtingdyslexienederland.nl.