



**PThU**

**Student Regulations**

**2014-2015**

**Enacted by the Executive Board on 26 August 2014**

## **Introduction**

These student regulations convey to students of the Protestant Theological University what they may expect from the university and what the university expects from them. The regulations sum up the rights and duties of students and of the university's facilities.

### *Design*

These regulations consist of two parts. This part is the institutional part, which is the same for all students. The educational part can be found in the tuition and examination regulations of the educational trajectory concerned.

### *Range*

The student regulations exclusively concern students of the PThU.

### *Enactment and availability*

The institutional part of the student regulations and the tuition and examination regulations are determined or adapted annually by the Executive Board of the university, after advice by the curriculum committee and the examination committee and after approval by the university council. The student regulations and the tuition and examination regulations are published before 1 September on the university's internet site.

Students, staff and supporting staff are expected to be aware of the contents of the regulations. These regulations will be operational as of 1 September 2014.

## 1. General conditions

### 1.1 Notions

These regulations understand by:

<b>Law:</b>	the Act on Higher Education and Academic Research (official gazette 1992, 593 and adaptations since then);
<b>Student Regulations:</b>	the regulations consisting of a. the institutional part with rights and duties of students as intended in article 7.59 of the Act on Higher Education and b. the educational part as described for each educational trajectory in the tuition and examination regulations;
<b>University:</b>	the Protestant Theological University;
<b>Education:</b>	an educational trajectory of the PThU included in CROHO (the central register for trajectories in higher education);
<b>Academic year:</b>	period from 1 September up to and including 31 August of the next calendar year;
<b>Student:</b>	person registered at the PThU as full-time or part-time student;
<b>Executive Board:</b>	the Executive Board of the PThU;
<b>University Council:</b>	the university council of the PThU.

### 1.2 Abbreviations

These regulations use the following abbreviations:

<b>Art.:</b>	article
<b>EB:</b>	Executive Board
<b>EC:</b>	Examination Committee
<b>ERS:</b>	Education Realisation Service (Dutch term DUO), previously known as Information Management group
<b>ECTS:</b>	European Credit Transfer System
<b>CC:</b>	Curriculum Committee
<b>TER:</b>	Tuition and Examination Regulations
<b>PCN:</b>	Protestant Church in the Netherlands
<b>PThU:</b>	Protestant Theological University
<b>UC:</b>	University Council
<b>ACT:</b>	Act on Higher Education and Academic research (official gazette 1992, 593 and adaptations since then)

### 1.3 She/he

Where these regulations mention he/him, this should be read to include she/her as well.

### 1.4 Survey of university regulations on which these regulations are based

The university regulations may be consulted on the internet site and the intranet and student-net of the PThU.

#### Registration

- Tuition and Examination fees decree 2014-2015
- Procedure regulations for registration

#### Admission

- Regulations for the Admission Committee
- Doctoral Dissertation regulations

#### Finance

- Regulations for the financial support of students by the profiling fund
- Regulations on compensation of student members in administrative bodies and committees

#### Participation and influence

- Management and Administration regulations
- Electoral regulations UC

- UC regulations

#### Legal protection

- Objection and appeal regulations EC
- Regulations Board of Appeal for the Examinations
- Regulations Complaints Executive Board
- Regulations Objections Executive Board
- Complaint regulations (sexual) intimidation, aggression, violence and discrimination

#### Other

- Code of conduct staff and students in ICT and education
- Plagiarism regulations
- Protocol Judicium Abeundi
- Code of conduct language of instruction
- Regulations protection of personal data PThU

## 2. Registration and tuition fee

### 2.1 Registration

1. To enrol in courses and to make use of the university's facilities students need to register as students of the university annually.
2. Registration is possible as student of full-time education or part-time education. It is also possible to register as external student and for particular courses by contract or as a student of a subsidiary subject.

### 2.2 Registration procedure

1. Students register at the university each year in conformity with the procedural rules and regulations for a period of one academic year.
2. The academic year commences on 1 September and ends on the following 31 August. Registration at the PThU is governed by the relevant conditions of the law. Registration in higher education is valid for each particular academic year and is therefore required each year again.
3. Only registered students can use the university's services and receive proof of registration from the Central Student Administration.
4. Cancellation of registration is not possible after the academic year has commenced.
5. Registration in an educational trajectory is only possible if the registering student has received an admission decision for the trajectory concerned. An admission decision may be requested from the admission committee in conformity with the regulations for the admission committee.
5. Students who wish to register for an academic year need to submit a formal request for registration before 1 September of that year via *Studielink* and pay the tuition or examination fee that is due either at once or in six instalments through submitting a digital authorisation in *Studielink*.
6. Registered students of an educational trajectory at the PThU automatically receive notice via *Studielink* to remind them of renewing their registration for the coming year. However, students who have suspended their studies in the course of the academic year must submit a new registration request via *Studielink*.
7. Students who wish to discontinue or suspend their studies after an academic year, can do this this by not using the registration option in *Studielink*.
8. It is not possible to register for an academic year after 1 September for the remaining part of the academic year.

### 2.3 Rights according to registration

1. Registration as a student for one of the educational trajectories of the university yields the right to take part in the initial tuition of the university and the right to take tests and exams for the educational units relating to the trajectory for which the student has registered.
2. The further specification of these rights is described in the TER of the trajectory concerned. If a student wishes to take exams of another trajectory than the one for which he has registered, he requires permission from the EC in advance. Consultation with the student dean is highly recommended in this case. Students furthermore have access to and may make use of the buildings, grounds, collections, student facilities of the university itself or educational institutions with which arrangements have been made. Improper use ( e.g. intentional damage) may result in denial of access to the facility.
3. Students are entitled to educational guidance.
4. Students also have adequate information at their disposal with respect to their educational trajectory, which may be found in, amongst others, the study guide and the education catalogue.
5. Students have active and passive electoral rights within the framework of participation and influence.
6. If the Executive Board discontinues an educational trajectory, students have the right to complete the trajectory within a reasonable amount of time.
7. Students have a right to protection of personal data by the university.
8. If students make use of the rights mentioned above, they need to be able to show their proof of registration when requested.

### 2.4 Duties according to registration

The following duties ensue for the student after registration as a student:

- a. active participation in education (observing obligations, attendance requirements for courses where appropriate);
- b. passing on study results from elsewhere to the student dean for courses that are included in the curriculum;
- c. full-time availability for study requirements in case of registration as a full-time student;
- d. registration on time for courses, tests and exams;
- e. taking note of the student statute and adhering to its ensuing obligations for students;
- f. taking note of the information that students receive in their university e-mail and via university information sources;
- g. mentioning special circumstances on time to the student dean when these circumstances present themselves, in connection with possible study delays.

## 2.5 Registration and deregistration during the academic year

### *Discontinuation of registration during the academic year*

1. Registration will be discontinued as of the month following the request of the registered student in question.
2. A request to discontinue registration may be submitted via *Studielink*.
3. In case registration is discontinued during the academic year, 1/12<sup>th</sup> part of the tuition fee that has been paid, will be reimbursed for each remaining month of the academic year, unless the student has registered for one or more other educational trajectories, or has been exempted from the obligation to pay tuition fee.
4. If the student discontinues his registration per 1 July, reimbursement for July and August will be restricted to 1/12<sup>th</sup> part of the tuition fee that has been paid.

## 2.6 Tuition fee

1. For the academic year 2014-2015 tuition fee has been legally determined at € 1,906 for full-time students. This also holds for distance learners.
2. For registration as part-time student or external student the legal tuition or examination fee has been determined at € 1,678. Registration as part-time student is only possible for the part-time trajectories, including brief educational trajectories.
3. If the student who registers does not meet the requirements for payment of the legal tuition fee, registration is possible by paying the institutional tuition fee of € 2,800 for bachelor registration or for the one-year In-depth Master. Registration for the three-year Master for students who do not meet the requirements for payment of the legal tuition fee, is possible by paying the institutional fee of € 3,584 as a full-time student or of € 3,136 as a part-time student.
4. In a few cases the institutional tuition fee is the same as the legal tuition fee. This concerns situations to which the transitional arrangement of the EC apply. The transitional arrangement may be consulted on the university's internet site.
5. For all types of registration and their tuition fees specific conditions apply. Further information on the conditions in specific cases may be obtained from one of the student deans of the PThU.
6. Generally speaking payment is due prior to the year of registration. Payment is made through authorisation for collection, exceptions disregarded. If the student pays the amount in instalments, € 12 will be charged for administration, to be collected simultaneously with the first instalment. Authorisation forms must be made available by 1 September at the latest to the Central Student Administration (CSA) of the university. The authorisation cannot be withdrawn.
7. Students who wish to register for a second field of studies or some of its components at another institution for academic or tertiary education, may obtain evidence that they have paid their tuition fee from the CSA. In Dutch this is a 'Bewijs Betaald Collegegeld (BBC)'. The other institution will on the basis of the BBC reduce the legal tuition fee if the tuition fee is higher, or exempt the student from legal tuition fee if the tuition fee is lower or equal.
8. Students at other institutions for Higher Education may follow an educational trajectory at the PThU by means of a second registration. This second registration leads to a reduction or exemption of tuition fee if the second registration of the student at the PThU is in accordance with the requirements for payment of the legal tuition fee.
9. A request to take up educational courses (separate components of programmes) as a subsidiary student or on the basis of a contract may be submitted to the EC.

## 2.7 Compensation for damages or late payment

1. If it appears after the date of registration, but on 1 March at the latest, from the CRIHO (Central Register for Higher Education Registrations) that the person who has registered and is under the obligation to pay the legal tuition fee, has obtained a degree in the period prior to the date of registration on the basis of which in retrospect per the date of registration an obligation exists to pay institutional tuition fee, then the person who registers is required to pay institutional tuition fee for the remaining months of the academic year, as from the month appearing from CRIHO's data when payment of institutional tuition fee was due.
2. The difference between the institutional fee based on the number of months that the person has been registered and the sum of legal tuition fee paid based on the number of months that the person has been registered, will be charged to him.
3. If a registered person, who did not meet the legal criteria on the date of registration for the obligation to pay legal tuition fee, and on that basis is obliged to pay institutional tuition fee, if that person at any moment during the academic year will have met the legal criteria for the obligation to pay legal tuition fee, he may request the EC to change the obligation to pay institutional tuition fee to legal tuition fee based on the remaining months of the academic year, as of the first month following this moment.
4. If institutional tuition fee has already been paid per the date when the obligation to pay legal tuition fee has come into effect, it will be reimbursed to the registered student if the institutional fee transcends the legal fee.
5. If it is established that a student has not been registered, but has nevertheless taken educational courses or tests or exams, the student will have to pay the tuition fee or examination fee for the period in question. Furthermore the student pays damages, determined by the EC at € 100 per ects.

## 2.8 Education by contract

1. It is possible to take separate courses from the bachelor and master programmes of the PThU by contract. The costs are dependent on the size of the course in terms of ects credit points. Each ects costs € 100.
2. It is only possible to take a course in its entirety. If the student takes part in regular testing of the course, he will receive a certificate after completion, if the results are satisfactory.
3. Alumni students of the PThU and of institutions that have been incorporated into the PThU, are given the opportunity to take a course on a contract basis once a year at € 50 per ects.
4. All types of registrations have conditions attached, such as admission requirements and informing the teaching staff. For further information on the conditions in specific cases please refer to one of the student deans of the PThU.

### **3. Student financial support**

#### 3.1 Financial support based on study delays through force majeure or special circumstances

1. It is possible to apply to the Profiling fund of the PThU. This regulation may be applicable if the student cannot make use of the ERS regulations with respect to study delays.
2. Students may be eligible for funds from the profiling fund in case of illness, functional disorders, pregnancy or special family circumstances.
3. The Profiling Fund Regulations can be found on the PTHU internet site.
4. If a person wishes to make use of this fund, he will need to contact one of the student deans in case any of the circumstances mentioned is applicable.

#### 3.2 Management grants and subsidies student organisations

##### *3.2.1 Management grants*

1. Student members of the University Council, the Curriculum Committees (the university management and policymaking bodies), the Examination Board of Appeals, the complaints advisory committee and the controversy advisory committee may receive financial compensation: a management grant.
2. Students who are members of a Board of a study society or student society included in appendix 2 of the Profiling Fund regulations of the University of Groningen 2010-2013 may be awarded a management grant from the Profiling Fund by the Executive Board.
3. Student members of a Board of a study society or student society may be awarded a management grant from the Profiling Fund by the EC, for members of societies which may be awarded a management grant of VU university Amsterdam according to its regulations for financial support of students ex article 7.51 WHW (Act on Higher Education and Academic Research).
4. The height of the allowance depends on the average weekly time investment and is determined by the EC.

##### *3.2.2 Subsidies student organisations*

In order to stimulate and support student activities (organisations, debating societies) the EC may donate subsidies for activities. Student organisations may submit applications for a subsidy with a budget estimate to the EC.

#### 3.3 Grants for a stay abroad

The PThU values international experience for its students. The composition of the curriculum reflects this. The curricula of the new bachelor and master programmes have been built up in such a way that studying abroad is possible without incurring delays. Students who will study abroad in an exchange programme may apply for an Erasmus grant.

#### 3.4 Private funding

In many cases students can appeal to private funds. In the majority of cases this is a single allowance of limited means.

## **4. Management and Participation**

### 4.1 Management of the university

The Executive Board is responsible for management and administration of the PThU. The EB has established management and administration regulations which determine the main issues of management and the set-up of the university. Several bodies participate to assist the EB in its tasks.

### 4.2 University Council

The UC is organised as an undivided system of participation, in which students and staff are represented with an equal number of seats. The UC has endorsement rights in a number of cases and advisory rights in others. The competences of the UC are laid down in the law and in the UC regulations.

### 4.3 Curriculum Committees

1. It is the Curriculum Committees' tasks to advise on the Tuition and Examination Regulations (TER), the annual assessment of the execution of these regulations and to advise the EC on any business relating to education.
2. There are three Curriculum Committees in the PThU: one for the master programmes of the university's Amsterdam and Groningen locations, one for the bachelor programme Theology joint degree, offered together with VU Amsterdam university, and one for permanent education of ministers of the PCN and post-academic education.
3. Half of the total number of members of the Curriculum Committees of the Amsterdam and Groningen locations consist of registered students who take part in the educational programmes concerned.
4. The composition of the CC for the bachelor Theology joint degree has been regulated in the regulations for this bachelor programme.

## 5. Student facilities

### 5.1 Education related student facilities

The student deans at Amsterdam and Groningen are the first contacts for students. Questions about or problems with study progress, financial matters, procedures of appeal, registration of study delays, financial support from the Profiling Fund, late registration, deregistration, for all of these the student can contact the student deans. They also assist with personal issues, refer to a student psychologist, a career officer, a coach or the confidential mediator.

#### *Disability/functional restriction*

By disability/functional restriction the PThU means a disability or chronic illness which may have a delaying effect on study progress. It is important for students with a disability or functional restriction to contact the student dean at the start of their studies or illness, so as to be aware of all possibilities and facilities.

### 5.2 University student facilities

The general university facilities are:

- University library of the PThU in Amsterdam and Groningen
- Internationalisation  
For information on studying abroad and for making contact with foreign partner universities please contact the internationalisation officer.
- Academy pastor  
The academy pastor of the university is available for anybody who is a registered student of the PThU and anybody who is registered in the Ecclesiastic Book. She is available for anybody who feels the need for a private conversation. She is in no way connected to the assessment of a student's capacity to function as a minister. She may therefore also be approached in cases where capacity to function as a minister has become an issue.

Next to this all PThU students have access to the facilities for which the PThU has made cooperation arrangements with VU Amsterdam University and Groningen University, such as:

- University libraries
- Study selection and career service
- Student psychologists
- Studium Generale Office
- Student organisations

## **6. Rules of conduct**

### 6.1 General

Students are bound by the customary norms and rules of decency in their relations with other members of the university community and the use of university facilities. Every student is supposed to take part in education in a manner that shows respect to other students, teaching and supporting staff. Students are obliged to adhere to the instructions and directives of the teaching staff and of employees who are responsible for maintenance and care of the university's facilities and buildings.

Next to this the following rules apply:

- It is not allowed to smoke in any PThU building, nor in buildings that the PThU uses.
- Pets are not allowed in the PThU buildings, nor in buildings that the PThU uses, with the exception of guide dogs for the blind.

Trespassing these rules may result in total or partial denial of access to buildings and grounds by the EB. This includes access to the computer network as well.

### 6.2 Undesirable behaviour

The university has a code of conduct for preventing undesirable behaviour. All employees and students of the university are bound by this code in their behaviour towards other employees, students and visitors of the university. By undesirable behaviour is meant: (sexual) intimidation, violence, aggression and discrimination.

Students may contact the confidential mediator (see internet site for contacting details) when they experience undesirable behaviour. In a confidential setting the problem and possible solutions can be discussed to put an end to this. There is also the possibility of lodging a complaint with the complaints committee, which has been established for this purpose.

The PThU has a Complaints regulation (sexual) intimidation, aggression, violence and discrimination.

### 6.3 Privacy

1. Students have the right to peruse the details included in the PThU administration with respect to their personal data and/or study progress. These details are next to the person in question only accessible by those employees of the institution who need to be able to have access to them on the basis of their working capacity.
2. Students have the right to request that details should be corrected, completed or deleted if they are incorrect or incomplete, not relevant for the purpose of registration or included in the registration conflicting with a legal directive.
3. Details from the administration will only be supplied to others in case this follows from the purpose of the registration, or in case this is mandatory on the basis of a legal directive, or in case of permission by the person whose details are requested.
4. The student needs to grant permission for sending information other than related to his studies to his email address, e.g. enquiries for educational quality research, such as NSE (national student enquiry). It is not permissible without the student's consent to send around random mail messages, such as requests to participate in graduation research projects.

## 5. Legal protection

In these regulations and the regulation underlying them, it has been established what rights students have and how the university has arranged this. In spite of all efforts to apply the regulations well and to deal with each other properly, there may be conflicting situations. This chapter informs the student of possible actions in such cases.

### *Informal*

When a student has a complaint or a suggestion, various approaches are possible. The student may try and approach this informally by asking the student office to resolve the complaints, suggestions and criticism about educational and related affairs. If this turns out to be impossible at short notice, the employees of the student office will forward the complaint to the right person. Another possibility is for the student to approach the person who has caused the problem in an attempt at resolving the issue satisfactorily between them.

### *Formal*

The student who feels that his interests are disadvantaged, has various legal protection rights. The student can lodge a complaint and an objection or appeal because of a decision made by a university body or lack of such a decision on the basis of the Act on Higher Education and Academic research and the ensuing regulations. The legislator has determined which body is authorized to deal with the complaint, objection or appeal.

In order to prevent that a student should determine by himself on the basis of applicable law and rules which body is authorized to deal with his complaint, objection or appeal, the legislator has instructed the institutions of higher education to create an accessible and unequivocal facility, where the student may submit his complaint, objection or appeal. This facility will forward the complaint, objection or appeal to the relevant body.

The student's legal protection consists of an internal and an external route. Internal means that the student lodges a complaint or controversy with an authorized body within the university. The student can use an external procedure of appeal by the board of appeals for higher education or the board of appeals special education.

#### I. Internal legal protection

##### *Complaint*

A student's complaint will be dealt with by the executive board. The board does not make a decision until it has received advice from the complaints committee.

##### *Controversy*

Depending on the nature and content, a controversy will be dealt with by the examination board, the board of appeals for the examinations, or the executive board. In case the controversy has been assigned to the executive board as authorized body, the executive board does not make a decision until it has received advice from the advisory controversy committee.

Controversies need to be discerned in those relating to an assessment of the qualities of the student and other controversies of a more general nature. The former category comprises amongst others controversies relating to a decision of the examination committee or an examiner, whereas the latter category relates to e.g. a controversy about the tuition fee.

The former category will be forwarded by the facility to the board of appeals for the examinations, while the latter will be sent to the advisory controversy committee.

The board of appeals for the examinations is authorized to decide the following issues:

- A decision relating to binding study advice (art. 7.8b sub 3 and 5 ACT);
- A decision relating to a reference in the post-propaedeutic phase (art. 7.9 ACT);
- A decision of the institution's board relating to checking if study progress is in line with what is required from students who receive financial support (art. 7.9a ACT)
- A decision of the institution's board to the Information Management group that the student has passed the final exam successfully (art. 7.9d ACT)
- A decision, not being decisions of a general nature, relating to requirements of prior education and admission requirements made on the basis of title 2 of chapter 7 of the ACT, with a view to admission to examinations;
- A decision based on additional investigation, on the basis of which the institution's board may determine that the owner of a diploma of secondary education who does not satisfy

the requirements for registration in an educational PThU trajectory will nevertheless be registered, under the condition that the investigation indicates that comparable requirements have been met (art. 7.25 sub 4 ACT);

- Decisions of examination boards and examiners;
- Decisions of a committee established by the institution's board with regard to the colloquium doctum (art. 7.29 sub 1 ACT);
- Decisions made on the basis of art. 7.30a and art. 7.30b ACT, relating to the admission of bachelors to the master programmes.

The examination committee is authorized to make the following decisions on the basis of the law and the regulations for the examination committee:

- A decision relating to satisfying the conditions of education and the examination regulations with respect to knowledge, insight and skills that are necessary for obtaining a degree;
- A decision relating to the request of a person who is entitled to receiving a diploma to withhold it for the time being;
- A decision relating to granting exemptions for one or more tests and exams;
- A decision relating to the request of a student to approve an educational trajectory compiled by the student himself, consisting of courses on offer by the university, including an examination which leads to obtaining a degree, and a decision by the committee with respect to which traditional educational trajectory the self-compiled trajectory is considered to belong;
- In case of fraud by a student or external student, a decision relating to denying the person the right to take one or more exams for the duration of a period of one year at the most, to be decided and determined by the committee;

The student may object to these decisions with the examination committee or appeal decisions with the board of appeals for the examinations.

The executive board is authorized by law and the management regulations to make decisions relating to the following:

- Reduction of and exemption from tuition fees;
- Registration and deregistration;
- Financial support;
- Trespassing of home rules and measures relating to order.

The student may object to these decisions with the executive board. The board forwards the complaint to the advisory complaints committee. The board does not make a final decision until it has received the committee's advice. This final decision may be appealed with the board of appeals for higher education or the board of appeals special education.

## II. External legal protection

The board of appeals for higher education is authorised to pronounce verdict in all controversies relating to student-institution issues based on the ACT or regulations based on the ACT. However, all internal legal protection right procedures must be explored first. As long as a student can appeal to the board of appeals for the examinations with respect to a controversy with the institution, the board of appeals for higher education will not deal with appeals that have been filed with respect to this controversy until the board of appeals for the examinations has made a decision.

### **DISCLAIMER**

*Although every care has been taken to translate the texts of the Dutch regulations accurately, the original texts in Dutch are binding in case of differences in interpretation*