

Student Charter 2026-2027

Approved by the Executive Board on 4 June 2026



Protestantse Theologische **Universiteit**

Introduction

This Student Charter has been drawn up on the basis of Article 7.59 of the Dutch Higher Education and Research Act (Dutch: *Wet op het hoger onderwijs en wetenschappelijk onderzoek* (WHW)). It informs students of the Protestant Theological University (PThU) about their rights and obligations, as well as what they may expect from the university – and what the university expects of its students.

Please note: this is a translation. In the event of a conflict between the Dutch and English versions: the Dutch version will take precedence.

Structure and content

The Student Charter consists of two sections:

- The **institutional section**, which applies to all students of the PThU and which is the same for every PThU student. This section sets out the rights and obligations derived from national legislation and university regulations. It also includes references to procedures and support services available to students.
- The **educational section**, which is intended for students who are enrolled in a particular study programme. This section is set out in the Teaching and Examination Regulations of the relevant programme.

Scope

This Student Charter applies exclusively to students enrolled at the PThU.

Validity

Students, lecturers and staff are expected to be familiar with and to comply with the content of this Student Charter.

In the event of any conflict between the provisions of this Student Charter and applicable national legislation, the latter shall prevail.

Adoption and Publication

Each year, the Executive Board adopts the Student Charter and Teaching and Examination Regulations after advice of the Board of Examiners and approval by the University Council and Programme Committee.

Both documents are published on the PThU website before 1 September.

Effective date

This Student Charter takes effect on **1 September 2026** and applies to the **2026-2027 academic year**.

1. General provisions

1.1 Definitions

For the purposes of this Student Charter, the following definitions apply:

- **Act:** the Dutch Higher Education and Research Act (Dutch: *Wet op het hoger onderwijs en wetenschappelijk onderzoek*) (WHW) (Stb. 1992, 593, as amended);
- **Student Charter:** the document referred to in Article 7.59 of the WHW, consisting of:
 - a. the institutional section setting out the rights and obligations of students, and
 - b. the educational section, included in the Teaching and Examination Regulations of a particular study programme;
- **University:** the Protestant Theological University (PThU);
- **Programme:** a degree programme offered by the PThU and registered in the Register of Institutions and Programmes (Dutch: *Register Instellingen and Opleidingen*) (RIO);
- **Academic year:** the period from 1 September until 31 August of the following calendar year;
- **Student:** a person enrolled at the PThU as a full-time or part-time student and, as such, entitled to the rights referred to in Article 7.34 (1) of the WHW;
- **Extraneus:** a person enrolled at the PThU with the right to take examinations only, for the programme for which they are enrolled. In addition, the external student has access to the University's buildings and collections in accordance with Article 7.36 of the WHW, unless further restrictions are provided for in the Teaching and Examination Regulations of the programme concerned;
- **Executive Board:** the governing board of the PThU;
- **University Council:** the representative body for staff and students at the PThU;
- **RIO:** the Register of Institutions and Programmes containing all accredited programmes offered by publicly funded higher education institutions in the Netherlands.

1.2 Abbreviations

The following abbreviations are used in this Student Charter:

Art. Article

CvB Executive Board

RIO Register of Institutions and Programmes

DUO Education Executive Agency

ECTS European Credit Transfer and Accumulation System

OC Programme Committee

OER Teaching and Examination Regulations

PKN Protestant Church in the Netherlands

PThU Protestant Theological University

UR University Council

1.3 Regulations underlying this Student Charter

The institutional section of this Student Charter is based on a number of university regulations and procedures.

Where a student seeks to exercise rights vis-à-vis the university, those rights will be assessed on the basis of the applicable regulations. Likewise, the university's rights and expectations in relation to students are derived from those same regulations.

The regulations referred to below are available on the PThU website and online portal Studentnet. At a minimum, the following regulations govern the rights and obligations of students, *extranei* and non-degree students.

Admission and Enrolment

- Regulations Enrolment, Admission, Registration, Deregistration and Tuition Fees

Admission Committee

- Regulations for the Admission Committee

Finance

- Regeling financiële ondersteuning studenten (studentenondersteuningsfonds) (only available in Dutch)
- Regulations on compensation of student members in administrative bodies and committees

Participation and Representation

- Bestuurs- en beheersreglement (only available in Dutch)
- University Council Regulations
- University Council Election Regulations
- Reglement Opleidingscommissie (only available in Dutch)
- Kiesreglement Opleidingscommissies (only available in Dutch)

Legal Protection

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

Other Regulations

- Gedragscode relaties op de werkvloer (only available in Dutch)
- Code of conduct staff and students in ICT and education
- Fraud regulations (see Appendix 6 of the Teaching and Examination Regulations)
- Regulations *Judicium Abeundi* (see Appendix 5 of the Teaching and Examination Regulations)
- Regulations protection of personal data PThU
- Meldcode huiselijk geweld en kindermishandeling (only available in Dutch)
- Whistleblowers Regulations

2. Admission, Enrolment and Tuition Fees

2.1 Admission

To follow a programme at the Protestant Theological University (PThU) and make use of the University's facilities, a student must enrol each academic year. Depending on the programme concerned, the following forms of enrolment are available:

- full-time student;
- part-time student;
- extraneus;
- non-degree student;
- elective-course student.

Enrolment as a full-time student, part-time student or extraneus requires a decision granting unconditional admission. The admission requirements are set out in the Teaching and Examination Regulations of the particular study programme. Students who do not yet meet the admission requirements for a master's programme may be eligible for a pre-master's programme. Upon successful completion of that programme, they may apply to the Admissions Committee for admission to the master's programme.

2.2 Enrolment

Enrolment at the university takes place in accordance with the procedure described in the *Regulations Enrolment, Admission, Registration, Deregistration and Tuition Fees*. Enrolment covers one academic year only (1 September to 31 August) and must be renewed annually.

A student may be enrolled only if:

- the applicable admission requirements have been met; and
- the tuition fees have been paid, or a valid debit authorisation has been provided.

Following enrolment, the student will receive proof of enrolment. Once the academic year has commenced, enrolment can no longer be cancelled.

Enrolment following admission

For the bachelor's programme, enrolment is only possible if the student has been granted admission. For the master's programme, the Admissions Committee must have issued a decision granting unconditional admission. This procedure is described in the Regulations of the Admissions Committee of the PThU.

Enrolment through Studielink

Anyone wishing to enrol in a bachelor's or master's programme at the PThU must submit an enrolment request through Studielink no later than May 1st. Applicants who have been granted admission may proceed with enrolment; in the case of conditional admission, all admission requirements must be met no later than 31 August. Before the start of the academic year, the tuition fees must have been paid or a debit authorization must have been registered.

Enrolment in a pre-master's programme

Students who are required to complete a pre-master's programme as part of the admission process for a master's programme may enrol in the pre-master's programme through the Student Affairs office.

Re-enrolment

Students enrolled in bachelor's or master's programme will automatically receive an invitation through Studielink to re-enrol for the following academic year. Pre-master's students will receive a request for re-enrolment through the Student Affairs office. Students who de-registered in an earlier academic year and wish to enrol again must obtain a new decision about their admission before enrolment can be completed. Students are responsible for ensuring that re-enrolment is completed before the start of the academic year.

Interruption or termination of studies

Students who wish to interrupt or terminate their studies may submit a request for deregistration through Studielink. Students who do not re-enrol for the following academic year will be deregistered automatically.

Enrolment after 1 September

The application and enrolment procedure must be completed before 1 September. As a rule, enrolment after 1 September is not possible. Only in exceptional circumstances may the Executive Board decide, on the basis of the hardship clause, to permit enrolment after that date.

Students with a nationality other than Dutch, Surinamese or EEA nationality

In addition to meeting the admission requirements and fulfilling their financial obligations, students who do not hold Dutch, Surinamese or EEA nationality must demonstrate that they possess a valid residence permit entitling them to reside in the Netherlands lawfully.

2.3 Rights of students

A valid enrolment at the PThU entitles students to participate in education, to take examinations and make use of university facilities.

Students are entitled to:

- participate in the regular courses of their own study programme and, if permitted, in courses from other programmes at the PThU;
- take examinations of the programme in which they are enrolled, as written in the Teaching and Examination Regulations;
- access to university buildings, study facilities, library collections and other services of the university. Improper use (for example causing damage) may result in withdrawal of access to the facility concerned;
- academic guidance and support, including support for students with a disability or chronic health condition;
- reasonable adjustments to teaching or assessments where justified;
- clear information about their study programme;
- the right to vote and be elected to the university's representative bodies;
- complete their study programme within a reasonable period if the programme is discontinued;
- protection of their personal data by the university.

Students must be able to provide valid proof of enrolment upon request when exercising these rights.

2.4 Obligations of students

Enrolment at the PThU also entails certain responsibilities. Students are expected to:

- participate actively in their studies and comply with any attendance requirements;
- behave appropriately in university buildings of the PThU and partner institutions;
- comply with the university's safety regulations and codes of conduct;
- report, in a timely manner, any study results obtained elsewhere that form part of their study programme to the Student Affairs office;
- be available for full-time study when enrolled as a full-time student;

- register for courses and examinations by the applicable deadlines;
- familiarise themselves with this Student Charter and the obligations described in it;
- regularly check their PThU email account and other official university communications;
- report special circumstances, such as illness, family circumstances or force majeure, to the student advisor as soon as possible, particularly where such circumstances may result in study delay.

2.5 Rights and obligations of extranei

An extraneus is a person enrolled at the PThU solely for the purpose of taking examinations. An extraneus is not entitled to participate in courses or to receive academic guidance, but can make use of university facilities, unless the Executive Board imposes restrictions for academic or organisational reasons.

Like regular students, extranei are expected to comply with the university's rules of conduct, observe the provisions of this Student Charter, and regularly check the university's official communication channels. They are also required to register for examinations by the applicable deadlines.

2.6 Termination of enrolment

Enrolment at the PThU automatically ends on 31 August of each year. Students may apply for deregistration through Studielink before that date. Deregistration takes effect on the first day of the following month.

Where a student requests deregistration before the end of the academic year, tuition fees will be refunded on a pro rata basis. One twelfth of the tuition fee paid will be refunded for each unused month, with the exception of July and August in the case of deregistration with effect from 1 July or later. Following graduation, students may also apply for a refund with retrospective effect, subject to the same exception (months July and August).

The Executive Board may also decide to terminate a student's enrolment in a number of exceptional circumstances:

- where tuition fees remain unpaid or collection of tuition fees proves impossible;

- where a student is deemed unsuitable for the profession for which the programme prepares them, following a recommendation from the Board of Examiners or the Rector;
- in cases of serious fraud;
- in cases of serious misconduct towards students or staff
- in cases of serious breaches of the PThU's code of conduct.

Re-enrolment is possible only after all outstanding debts and any compensation for damages have been paid. In cases of misconduct, the Executive Board may decide that re-enrolment is permanently excluded

3. Tuition Fees and Examination Fees

3.1 General

Payment of the applicable tuition fees is required for enrolment as a student at the PThU. Extranei are required to pay examination fees. Under the Dutch Higher Education and Research Act (WHW), a distinction is made between two types of tuition fees:

- statutory tuition fees;
- institutional tuition fees.

The applicable tuition fees and examination fees are determined annually by the Executive Board and published in the Tuition and Examination Fees Decision (Dutch: *Besluit College- en examengelden*). The amount of the statutory tuition fee is determined by the Ministry of Education, Culture and Science (Dutch: *Ministerie van OCW*)

3.2 Types of tuition fees and examination fees

Statutory tuition fees

Students are required to pay statutory tuition fees if they meet the following conditions:

- since 1 September 1991, they have not previously obtained a bachelor's degree (for enrolment in a bachelor's programme) or a master's degree (for enrolment in a master's programme) in Dutch higher education;
- they hold Dutch, Surinamese or another EEA nationality.

Institutional tuition fees

Students who do not meet the conditions listed above are required to pay institutional tuition fees. These fees are higher than the statutory tuition fee.

Examination fees (extraneus)

An extraneus – who does not participate in courses or receive academic guidance, but only takes examinations and final examinations – is required to pay examination fees.

Non-degree student fee

A non-degree student follows individual courses without being enrolled as a student. The fee is €176 per ECTS credit. Courses are offered only as complete course units.

PThU alumni and alumni of the university's predecessor institutions are eligible for a reduced fee of €50 per ECTS credit for participation in one course per academic year.¹

3.3 Payment of tuition fees or examination fees

Payment of tuition fees or examination fees must be arranged before the start of the enrolment year. In most cases, payment takes place through a (continuous) debit authorisation.

Students may choose:

- to pay in a single instalment; or
- to pay in ten instalments, in which case an administration fee of €12 will be charged with the first instalment.

Debit authorisation forms must be received by the Student Affairs office no later than 1 September. Once granted, a (continuous) debit authorisation cannot be withdrawn.

3.4 Exemption from or reduction of tuition fees

Students who pay statutory tuition fees at the PThU and who wish to enrol in a second programme (or part of a programme) at another university or university of applied sciences may obtain a *Proof of Tuition Fee Payment* (Dutch: *Bewijs Betaald Collegegeld*) through Studielink.

The other educational institution may then grant an exemption from, or reduction of, the tuition fees payable, depending on the amount already paid

The arrangement also applies in reverse: students enrolled at another educational institution may enrol in courses at the PThU, provided that they meet the admission requirements. Where a student is simultaneously enrolled in a first and second bachelor's or master's programme without interruption, the statutory tuition fee rate remains applicable to both programmes.

This arrangement also applies to pre-master's programmes. Students who are enrolled at another educational institution and pay statutory tuition fees there are not required to pay additional tuition fees for a pre-master's programme at the PThU. Proof of payment may be provided by means of a *Proof of Tuition Fee Payment* (Dutch: *Bewijs Betaald Collegegeld*).

¹ A PThU alumna or alumnus is a person who has successfully completed a degree programme at the PThU and has been awarded a diploma.

3.5 Recalculation and Additional Charges

Additional charges following a change in tuition fee status

If, after enrolment, it becomes apparent that a student did not meet the conditions for payment of the statutory tuition fee, the higher institutional tuition fee will be charged retrospectively. This may occur, for example, if a previously obtained degree was not correctly reported at the time of enrolment.

In that case, the student becomes liable for institutional tuition fees from the month in which the incorrect status is established. The difference between the statutory and institutional tuition fee rates will be calculated on a pro rata basis.

Refund following a change in status

If a student becomes eligible for the statutory tuition fee during the academic year, they may request the Executive Board to convert their institutional tuition fee status into a statutory tuition fee status.

The lower rate will apply from the first month following the change in status. Any institutional tuition fees paid in excess of the statutory tuition fee will be refunded.

3.6 Compensation in case of invalid enrolment

If a student has participated in courses or taken examinations without a valid enrolment, the applicable tuition fees or examination fees must still be paid for the period concerned.

In addition, compensation of €176 per ECTS credit will be charged, as determined by the Executive Board.

4. Financial support for students

4.1 Study funds and the Student Support Fund

Under certain circumstances, students may apply for financial support. Support may be available through private funds or through the university's internal Student Support Fund (Dutch: *studentenondersteuningsfonds*).

Private funds

In various situations, students may apply to private study funds. An overview of available funds is published on the university website.

In addition, the Protestant Church in the Netherlands (PKN) has established a specific fund for students enrolled in the three-year Master of Theology programme as a second master's degree and who are therefore required to pay institutional tuition fees rather than the statutory tuition fee. The conditions for this fund can be found on the PKN website.

In other cases, support usually consists of a one-off contribution of limited value.

Student Support Fund

The Student Support Fund (Dutch: *studentenondersteuningsfonds*) is intended for students who have experienced study delay or who are facing special circumstances. To qualify for support, the following conditions apply:

1. Special circumstances within the meaning of Art. 7.51 of the Higher Education and Research Act (WHW) include, for example:
 - participation in university governance or representative bodies (e.g. the University Council, Programme Committee or a student association);
 - social or governance activities that also serve the interests of the university or the study programme;
 - illness;
 - pregnancy or childbirth;
 - a disability or chronic illness;
 - exceptional family circumstances;
 - a study programme that is insufficiently feasible to complete;
 - other circumstances recognised by the Executive Board as special circumstances;

- circumstances so severe that rejection of the application would be unreasonable.
- 2. The circumstances must have occurred while the student was enrolled in a programme for which they were eligible for Dutch student financial support.
- 3. The student must have been enrolled at the time the special circumstances occurred.
- 4. The student must have paid the statutory tuition fee and must not have been exempt from payment on the basis of a Proof of Tuition Fee Payment (Dutch: *Bewijs Betaald Collegegeld*) issued by another institution.
- 5. The student must have reported the circumstances to the student advisor in a timely manner.

The Executive Board determines the amount, duration and timing of any financial support. Support is provided on a case-by-case basis. The law does not prescribe fixed amounts; as a guideline, the amount of a full-time performance grant (Dutch student financial support) may be used. Further provisions are set out in the *Regeling financiële ondersteuning studenten (studentenondersteuningsfonds)*.

The duration of support varies from student to student. For governance activities, the compensation may, for example, be linked to the duration of the position held. In cases of long-term illness or an insufficiently feasible study programme, the extent of study delay is often difficult to determine in advance.

A student may only make use of the fund once in relation to the same circumstance. However, a new application may be submitted if a different circumstance subsequently arises. For example, a student who first experiences study delay due to governance activities and later due to illness may apply separately for both situations. The same principle applies where the duration of entitlement differs.

4.2 Governance grants and subsidies for student organisations

Governance grants

Student members of university governing bodies and representative bodies may receive financial compensation in the form of a governance grant. This applies, for example, to

- members of the University Council;
- members of the Programme Committee;
- members of the Board of Appeal for Examinations.

Students serving on the boards of study associations or student organisations listed in Appendix 2 of the relevant regulations may also qualify for a governance grant. These grants are financed through the Student Support Fund (Dutch: *studentenondersteuningsfonds*).

The amount of the grant depends on the average weekly time commitment and is determined by the Executive Board.

Subsidies for student organisations

To encourage student activities, the Executive Board may, upon application, award a subsidy for incidental activities organised by, for example, associations, societies or committees.

Applications for a subsidy must be submitted to the Executive Board and must include a clear budget.

5. Education

5.1 Study programmes at the PThU

The Protestant Theological University offers the following study programmes:

- the Bachelor's programme Theology (joint degree), offered in cooperation with Vrije Universiteit Amsterdam;
- the Bachelor's programme Theology in Utrecht;
- the Master's programme Theologie (Gemeentepredikant) in Utrecht;
- the Master's programme Theologie (Predikantschap) in Groningen;
- the Master's programme Theology in Utrecht.

The content and structure of these programmes are set out in the Teaching and Examination Regulations for the relevant programme.

5.2 Study load

The study load of programmes is expressed in credits according to the European Credit Transfer and Accumulation System (ECTS). One ECTS credit represents 28 hours of study. A full academic year comprises 60 ECTS credits.

The programmes offered by the PThU have the following study load:

- Bachelor's programmes: 180 ECTS;
- Master's programmes Theologie (Gemeentepredikant) (Predikantschap): 180 ECTS each;
- Master's programme Theology: 60 ECTS.

The exact study load of each course is specified in the relevant Teaching and Examination Regulations.

5.3 Quality assurance

The quality of education at the PThU is ensured through both external and internal quality assurance.

External quality assurance

Every six years, the programmes are reviewed by an external assessment panel. The review is conducted in accordance with the accreditation framework of the Accreditation Organisation of the Netherlands and Flanders (NVAO)

Following a positive assessment, the NVAO renews the programme's accreditation for six years. The accreditation date is noted on the degree certificate issued upon graduation.

Internal quality assurance

The PThU also operates an internal quality assurance system. This includes guidelines relating to:

- contact hours;
- academic support and guidance;
- assessment and grading;
- academic staff development.

Students are actively involved in the evaluation of education through:

- written evaluation forms;
- student panels;
- feedback through the Programme Committee, which includes student members.

Lecturers are invited to respond to evaluations relating to their teaching. The Programme Committee discusses the evaluation results and advises (programme) management accordingly.

Quality assurance in cooperation with the University of Groningen (RUG)

The PThU has concluded a cooperation agreement with the Faculty of Religion, Culture and Society of the University of Groningen. Under this agreement, the PThU provides 45 ECTS credits of the University of Groningen's Bachelor's programme Theology.

The University of Groningen is responsible for evaluating the education provided within the PThU track. The results are shared with the Director of the Bachelor's Programme at the PThU.

5.4 Educational Accommodations

Students with a disability, chronic illness or mental health condition (including neurodivergence), are entitled to reasonable adjustments. This right is laid down in the

Higher Education and Research Act (WHW) and the United Nations Convention on the Rights of Persons with Disabilities.

Accommodations may be granted where they are:

- appropriate (in that they remove or reduce the barriers experienced by the student);
- necessary (in that no less burdensome alternative is available);
- proportionate (in that they do not place a disproportionate burden on the PThU).

Students who wish to request accommodations or obtain information about available support arrangements can contact the student advisor. Examples of such arrangements include alternative examination formats and additional examination time.

Reporting study delay

If a student experiences, or is at risk of experiencing, study delay as a result of:

- a disability (including, for example, ADHD, dyslexia, an autism spectrum condition or a physical impairment),
- a (chronic) illness,
- other special circumstances as referred to in Art. 7.51 of the Higher Education and Research Act (WHW),

then the student must report these circumstances to the student advisor **within three months** of their occurrence. Timely reporting is important in connection with any entitlement to financial support, for example through the Student Support Fund (Dutch: *studentenondersteuningsfonds*).

No-show at an examination with approved accommodations

If a student has registered for an examination for which adjustments have been approved and fails to attend without prior notice, the PThU may recover any costs incurred as a result. This does not apply where the student had a valid reason for their absence and it was not reasonably possible to give prior notice.

5.5 Study costs

Participation in education requires only the payment of tuition fees or examination fees. The PThU does not charge any additional fees for educational activities that form a compulsory part of the programme.

Students are responsible for the following costs:

- books and study materials;

- compulsory excursions or exposure activities;
- internship-related costs;
- other personal learning resources.

The Executive Board ensures that these costs remain proportionate to students' available spending budget.

5.6 Academic support and guidance

The PThU provides academic support and guidance throughout all stages of a student's studies, including the bachelor's programme, (pre)master's programme, internships, graduation and international exchange.

The student advisor is the first point of contact for students with academic or personal questions. The student advisor provides support with study planning, study-related difficulties and advice in special circumstances.

5.7 Monitoring study progress

Through the student information system OSIRIS students can monitor their study progress throughout the academic year.

If a student suspects that their study results or other information have been noted incorrectly, they should contact the Student Affairs office as soon as possible.

6. Examinations and degree examinations

6.1 Registration of results and degree certificates

Examinations that have been successfully completed are recorded in the student information system OSIRIS. Once all components of the final degree examination have been successfully completed, the student will be awarded a degree certificate.

The degree certificate is accompanied by a Diploma Supplement, which lists the programme elements completed and the results achieved. The degree certificate is awarded on behalf of the Board of Examiners.

If a student has not completed the entire programme but has successfully completed one or more programme elements, the Board of Examiners may, upon request, issue a statement listing the results obtained.

Any examinations taken without valid enrolment are invalid.

6.2 Examinations: structure and student rights

Each programme element is assessed by means of an examination and/or another form of assessment. Examinations and assessments are used to evaluate a student's knowledge, understanding and skills.

ECTS credits can only be obtained through successful completion of these examinations and assessments, unless the Board of Examiners grants an exemption.

Students have the right to:

- inspect an examination that has been assessed;
- have access to the assessment criteria applied.

Once all required examinations have been successfully completed, the degree examination is considered complete. In some cases, the Board of Examiners may decide that an additional final assessment is required. The Teaching and Examination Regulations specify which programme elements form part of the degree examination.

6.3 Individual degree programme

A student may submit a request to the Board of Examiners to follow an individual degree programme within their study programme. Such a programme must consist of programme elements offered by the university.

The Board of Examiners:

- assesses whether the proposed programme meets the applicable requirements;
- determines to which study programme the individual degree programme belongs.

Please note: An individual degree programme within a ministerial training programme does not automatically grant access to the colloquium of the Protestant Church in the Netherlands (civil effect).

6.4 Accommodations for Examinations

Students who experience barriers in taking examinations due to a disability, chronic illness or mental health condition are entitled to reasonable accommodations.

The following conditions apply when granting examination accommodations:

- the accommodation must be appropriate and capable of removing the barrier experienced by the student;
- the accommodation must be necessary; the intended purpose cannot reasonably be achieved in another way;
- the accommodation must be proportionate and must not place an unreasonable burden on the PThU.

To make use of examination accommodations:

1. the student must report the disability, illness or condition to the student advisor in a timely manner;
2. the student must submit a request to the Board of Examiners before registering for the examination.

If a student holds a statement entitling them to examination accommodations, they must present this statement to the examination invigilator upon request.

7. Teaching and examination regulations

7.1 Adoption of the Teaching and examination regulations

For each study programme, the Executive Board annually adopts the Teaching and Examination Regulations. These regulations contain provisions on the organisation of education and assessment within the relevant study programme.

Before the Executive Board adopts the Teaching and Examination Regulations:

- the Programme Committee provides advice and approves those parts for which it has approval rights;
- the Board of Examiners is given the opportunity to provide advice;
- the University Council approves those parts for which the Programme Committee does not have approval rights.

The adoption and amendment of the Teaching and Examination Regulations involve both consultation and approval by the relevant representative bodies.

7.2 Content of the Teaching and examinations regulations

Art. 7.13 of the Higher Education and Research Act (WHW) specifies which subjects must be included in the Teaching and Examination Regulations. These include:

- the content of the study programme and its degree examinations;
- how programme elements are organised across the academic years;
- the study load of the study programme and its individual programme elements;
- methods of assessment and opportunities for resits;
- assessment and completion requirements;
- the validity period of examination results;
- arrangements for academic support and guidance;
- the procedure by which students with a disability may request accommodations in education or assessment;
- provisions relating to exemptions, individual degree programmes and admission to the study programmes.

The current version of the Teaching and Examination Regulations is available on the PThU website and forms an integral part of the Student Charter.

8. Governance and participation

8.1 Executive Board

The Executive Board is responsible for the governance and management of the Protestant Theological University. The governance structure of the university is laid down in the *Bestuurs- en beheersreglement* (only available in Dutch).

In carrying out its responsibilities, the Executive Board consults various representative bodies, including the University Council and the Programme Committees.

8.2 University council

The PThU has a single representative participation body. This means that students and staff serve together on one University Council, with an equal number of seats allocated to each group.

The University Council has approval rights in certain matters and advisory rights in others. Its powers are laid down in the Higher Education and Research Act (WHW) and in the *University Council Regulations*.

8.3 Programme committee

The PThU has two Programme Committees: one for the bachelor's programme and one for the master's programmes. Both committees monitor and promote the quality of education. Students and lecturers both serve on the Programme Committees.

The Programme Committees have approval rights in certain matters and advisory rights in others. Their powers are laid down in the Higher Education and Research Act (WHW) and in the *Reglement Opleidingscommissie* (only available in Dutch).

For the Bachelor's programme in Theology (joint degree with Vrije Universiteit Amsterdam), the composition of the Programme Committee is governed by separate regulations for that programme.

9. Student facilities

9.1 Programme-specific support services

The first point of contact for students with study-related questions is the PThU student advisor.

Students may contact the student advisor with questions about or difficulties relating to:

- study progress;
- financial matters;
- appeal procedures;
- student financial support;
- study delay;
- enrolment or deregistration.

The student advisor can also provide support or referrals in relation to personal or spiritual matters, for example to a coach, confidential advisor or the university chaplain.

9.2 Disability, chronic illness or mental health condition

For the purposes of this Student Charter, a disability includes a physical, sensory, mental or cognitive disability, a chronic illness, or a mental health condition that may affect a student's progress in their studies. Neurodivergence is also included within this definition.

Students with a disability are encouraged to contact the student advisor as soon as possible, preferably at the start of their studies or as soon as the situation arises. This helps to ensure that appropriate support or accommodations can be arranged in a timely manner and, where applicable, that students can exercise the rights available to them under the Higher Education and Research Act (WHW) and the United Nations Convention on the Rights of Persons with Disabilities.

9.3 General university facilities

In addition to programme-specific support services, the PThU offers a range of general student facilities. Some of these are provided directly by the university, while others are offered in cooperation with partner institutions.

University library

Students enrolled in the study programmes referred to in Section 5.1 have access to the physical and digital collections of the PThU University Library. Access to the digital collections of the University of Groningen Library is available after the student has signed a hospitality agreement.

Internationalisation

Students with questions about studying abroad or about contacts with partner universities may contact the policy advisor for internationalisation.

University chaplain

The university chaplain is available to all PThU students. The chaplain offers a confidential space for conversation, including discussions about suitability for ministry. The university chaplain is not involved in any assessment or decision-making relating to such matters.

9.4 Access to facilities of partner institutions

Under the cooperation agreement with the University of Groningen, PThU students also have access to its digital and physical library facilities. To make use of these facilities, students must sign a hospitality agreement at the start of each academic year.

10. Code of conduct

The Protestant Theological University (PThU) is committed to providing a safe, respectful and academically responsible learning environment. All members of the university community – students, lecturers, staff and members of the Executive Board – contribute to this environment.

These rules apply on university premises, during educational activities, internships, events and in digital environments related to study activities.

10.1 General principles

Students are expected to:

- treat others with respect, regardless of religion, worldview, ethnic background, sex, gender identity, sexual orientation or other personal characteristics;
- contribute actively to a safe and inclusive learning environment;
- refrain from behaviour that may harm others or damage the reputation of the university.

The PThU seeks to foster openness, respect for diversity and attention to the personal and professional development of every member of the university community.

The following house rules also apply:

- smoking is prohibited in all buildings of the PThU and its partner institutions;
- pets are not permitted in PThU buildings, with the exception of assistance dogs.

Failure to comply with these rules may result in partial or complete denial of access to university buildings, premises or computer networks.

10.3 Code of conduct for the use of computers, networks, email and the internet

Students are expected to use the university's digital resources in accordance with the law, for educational purposes and with due care and respect for others.

When using ICT facilities, students must:

- use their PThU account and digital facilities only for study-related purposes;
- not send discriminatory, threatening or offensive messages;
- not distribute information or images without the consent of those concerned;

- not gain unauthorised access to security systems or the data of others;
- not install unauthorised software on university equipment.

In cases of suspected misuse or unacceptable use, the university may take appropriate measures, including temporary suspension of accounts or referral to the Board of Examiners or the Executive Board.

10.4 Attendance and conduct during classes

Students are expected to attend compulsory educational activities and to behave professionally during classes and other educational activities.

This includes:

- active participation in lectures, seminars and group assignments;
- allowing others the opportunity to express their views;
- refraining from disruptive or interruptive behaviour;
- not making audio or video recordings without permission.

Lecturers may establish additional rules regarding conduct, attendance, or the use of laptops and mobile phones during classes

10.5 Photographs, video and audio recordings

Making recordings during educational activities is permitted only under the following conditions:

- the student has obtained prior permission from the lecturer;
- other persons present, such as fellow students, have been informed and do not object.

The university may prohibit the making of recordings where this would be incompatible with privacy requirements or a proper learning environment. Unauthorised recordings may be regarded as undesirable behaviour or a violation of privacy.

10.6 Measures in the event of misconduct or disruption

If a student fails to comply with the rules of conduct, appropriate measures may be taken. The nature of the measure depends on the seriousness and frequency of the conduct.

Examples of possible measures include:

- an official warning;
- temporary denial of access to university buildings or digital environments;
- reporting the matter to the Board of Examiners;
- a recommendation to the Executive Board to impose a disciplinary measure.

Before any measure is imposed, the principle of hearing both sides shall be observed. Students will always be given the opportunity to respond before a decision is taken.

10.7 Undesirable behaviour and the confidential advisor

Undesirable behaviour includes, but is not limited to:

- (sexual) harassment;
- discrimination;
- bullying or aggression;
- abuse of a position of authority;
- other forms of inappropriate conduct.

Students who experience undesirable behaviour may contact a confidential advisor. The confidential advisor acts independently and is bound by confidentiality. Together with the student, the confidential advisor can discuss possible next steps, such as mediation or submitting a formal complaint.

See Chapter 12 for further information about the complaints procedure and the role of the confidential advisor

10.8 Privacy en CCTV surveillance

The PThU processes students' personal data in accordance with the General Data Protection Regulation (Dutch: *Algemene Verordening Gegevensbescherming (AVG)*).

Students are informed about the university's privacy policy through the online portal Studentnet.

The university does not retain personal data longer than necessary for the purposes for which it was collected. Students have the right to:

- access their personal data;
- request correction of inaccurate personal data;
- request deletion of their personal data, unless retention is required by law.

CCTV surveillance may be used on university premises for security purposes. The following principles apply:

- the use of CCTV is announced by means of clear signage;
- recorded images are used solely for security purposes;
- recorded images are not retained longer than strictly necessary.

11. Fraud and plagiarism

11.1 Definitions

The PThU places great importance on academic integrity. Students are expected to conduct their studies in an honest manner and to comply with the principles of academic and professional integrity.

Any form of fraud, including plagiarism, is regarded as a serious violation of academic integrity and may result in disciplinary measures.

Fraud means: any act or omission by a student, during or in connection with an examination or assessment, that is intended to hinder or prevent an accurate assessment of that student's (or another person's) knowledge, understanding and/or skills.

Plagiarism means: presenting all or part of another person's work as one's own without proper acknowledgement of the source.

Examples of fraud and plagiarism include:

- copying text without proper source acknowledgement (including the re-use of one's own previous work without appropriate reference);
- falsifying or fabricating research data;
- using unauthorised aid during an examination;
- collaborating or communicating with others during an individual examination or assignment;
- having assignments completed by another person, or completing assignments on behalf of another person;
- submitting the same work, in whole or in part, for multiple courses without prior permission.

Fraud and plagiarism may occur in relation to:

- examinations and assessments;
- written assignments, such as essays, papers and theses;
- presentations and oral examinations;
- research reports or internship assignments.

11.2 Measures in case of fraud or plagiarism

Where fraud or plagiarism is suspected, the examiner or the Board of Examiners will investigate the matter. The student will be given the opportunity to be heard before a decision is taken.

Where fraud or plagiarism has been established, the Board of Examiners may impose one or more of the following measures:

1. declaring the examination or assignment concerned invalid;
2. cancelling the grade awarded for the programme element concerned;
3. excluding the student from examinations or other programme elements for a specified period, up to a maximum of one year;
4. recommending to the Executive Board that the student's enrolment at the PThU be permanently terminated in cases of serious fraud or repeated offences.

In case of group assignments where fraud or plagiarism has been established, the Board of Examiners may decide that the measure applies only to the student responsible for the relevant part of the assignment, or to the entire group where collective responsibility can reasonably be assumed.

When determining which measure to impose, the Board of Examiners will take into account the seriousness of the offence, the intention of the student, the circumstances of the case and any previous warnings.

11.3 Registration and retention period

Decisions relating to fraud or plagiarism are recorded in writing and included in the student's dossier. The PThU retains such information only for as long as necessary for the provision of education, compliance with legal obligations and in accordance with the applicable retention periods.

Students have the right to access their personal data. They may request correction or deletion of their data, insofar as this is not incompatible with applicable legal retention requirements. These rights are governed by the PThU's privacy regulations.

Further information on the protection of personal data is available through the online portal Studentnet.

12. Complaints and appeals

The PThU is committed to providing an open and safe learning environment. At the same time, situations may arise in which students feel they have been treated unfairly or disagree with a decision affecting them. In such cases, the university offers a number of options for submitting a complaint or challenging a decision. A distinction is made between internal and external legal protection.

This chapter outlines the different procedures available to students.

12.1 Complaints

Students may submit a complaint about the conduct of another student, member of staff, lecturer or member of the Executive Board if they consider that conduct to be inappropriate or unjustified

Examples of complaints include:

- unprofessional or disrespectful behaviour;
- inadequate provision of information;
- unclear or careless assessment;
- undesirable behaviour.

Students are encouraged to discuss complaints with the person concerned first, unless this is not desirable or reasonably possible. If this does not resolve the issue, or if the nature of the situation makes such a discussion inappropriate, a formal complaint may be submitted.

Students may contact the student advisor regarding complaints about a study programme or the university. Complaints may only be submitted in relation to an individual decision or a specific situation. Concerns about general regulations or policies should be raised through the representative bodies, such as the University Council or the Programme Committees. Complaints cannot be submitted against decisions for which an objection or appeal procedure is available.

Anonymous complaints will generally not be considered.

12.2 Objections and appeals

Students may lodge an objection or appeal against decisions taken by university bodies. The following procedures are available:

a. Board of Appeal for Examinations

An appeal may be lodged with the Board of Appeal for Examinations against decisions of the Board of Examiners or examiners, including:

- the assessment of an examination or degree examination;
- the refusal to grant an exemption;
- the rejection of a request for an additional examination opportunity;
- disciplinary measures relating to fraud or plagiarism.

An appeal must be submitted to the Board of Appeal for Examinations within six weeks of the date on which the decision was communicated to the student.

b. Disputes advisory committee

The Disputes Advisory Committee advises the Executive Board on objections submitted by students against decisions affecting their legal position, insofar as those decisions cannot be appealed to the Board of Appeal for Examinations. This includes, for example, disputes concerning enrolment, deregistration, payment of tuition fees, or other decisions based on the Higher Education and Research Act (WHW) or this Student Charter.

The committee considers the dispute on the basis of the principle of hearing both sides. The student and the university body or official concerned are given the opportunity to explain their position. The committee may request additional information and subsequently issues a reasoned recommendation to the Executive Board.

Students may submit a written and reasoned objection to the Executive Board. The objection must be submitted within six weeks of the date on which the contested decision was communicated.

The Executive Board will decide on the objection, taking into account the recommendation of the Disputes Advisory Committee.

12.3 Competent bodies and rights of appeal

Students may appeal against various types of decisions affecting their legal position. Depending on the nature of the decision, different bodies are competent to decide the matter. The sections below explain which bodies are responsible for particular decisions and which rights of appeal are available to students.

Board of Appeal for Examinations

The Board of Appeal for Examinations has jurisdiction in relation to the following decisions:

- a referral in the post-propaedeutic phase (Art. 7.9 WHW);
- the notification to DUO that the student has successfully completed the final degree examination (Art. 7.9d WHW);
- decisions concerning prior education requirements and admission requirements taken pursuant to Title 2 of Chapter 7 WHW;
- decisions based on additional investigation where the Executive Board decides that a student holding a pre-university education diploma (VWO) who does not meet all admission requirements may nevertheless be admitted, provided that substantively equivalent requirements have been met (Article 7.25(4) WHW);
- decisions of the Board of Examiners and examiners;
- decisions of a committee administering a colloquium doctum (Article 7.29(1) WHW);
- decisions concerning admission to progression master's programmes (Articles 7.30a and 7.30b WHW).

Board of Examiners

The Board of Examiners is empowered to take decisions on the basis of the Higher Education and Research Act (WHW) and the Regulations of the Board of Examiners. This includes, among other things:

- determining whether a student has met the intended learning outcomes of the programme, as set out in the Teaching and Examination Regulations, in order to qualify for a degree;
- granting a student's request to postpone the awarding of a degree certificate;
- granting exemptions from one or more examinations;
- granting permission to follow an individual degree programme consisting of programme elements offered by the PThU that leads to a degree. The Board of Examiners also determines to which study programme the individual degree programme belongs;
- imposing measures in cases of fraud, such as temporarily denying the right to take examinations or degree examinations for a period of up to one year.

Students may lodge an appeal with the Board of Appeal for Examinations against decisions of the Board of Examiners.

Executive Board

The Executive Board is empowered to take decisions on the basis of the WHW and the *Bestuurs- en beheersreglement*, including decisions concerning:

- reduction of, or exemption from, tuition fees;
- the enrolment and deregistration of students;
- the granting of financial support;
- measures relating to breaches of house rules or disruption of order.

12.4 External legal protection

The Higher Education Appeals Tribunal (Dutch: *College van Beroep voor het Hoger Onderwijs* (CBHO)) has jurisdiction to decide disputes between students and the educational institution arising from the Higher Education and Research Act (WHW) or regulations based on that Act.

As a condition for submitting a dispute to the Higher Education Appeals Tribunal (CBHO), students must first have exhausted the available internal procedures for legal protection. As long as a student can still lodge an appeal with the Board of Appeal for Examinations in relation to the dispute concerned, the Higher Education Appeals Tribunal (CBHO) will not consider the case. Only after the Board of Appeal for Examinations has issued a decision may the student submit the dispute to the Higher Education Appeals Tribunal (CBHO).

13. Final provisions

13.1 Effective date

This Student Charter takes effect on **1 September 2026** and applies to the **2026–2027** academic year.

13.2 Amendments

Amendments to this Student Charter may only be made:

- following advice from the University Council; and
- following approval by the Executive Board.

If an amendment would adversely affect ongoing procedures or individual student rights, the version of the Student Charter that was in force when the relevant procedure or situation commenced shall continue to apply, unless otherwise provided.

13.3 Publication

The Student Charter is available digitally through the PThU website and the online portal Studentnet. Students are informed about the Student Charter at the start of their studies.

Students will be informed of significant amendments during the academic year in an appropriate manner, for example by email or through OSIRIS.

13.4 Questions

Students with questions about the application or interpretation of this Student Charter may contact:

- the student advisor; or
- the Executive Board, through the Student Affairs office.