



Theologische Universiteit Kampen | Utrecht

Part 2: Student Charter 2023-2024

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Determined by the Board of Directors: 09/05/2023

This is the English version of the Student Charter of the Theological University of Kampen | Utrecht.

It is a translation of the original Dutch version, which should be considered authoritative.

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Introduction

This is the Student Charter as referred to in Article 7.59 of the Higher Education and Research Act (WHW). The Student Charter informs students at the Theological University of Kampen|Utrecht of what can be expected of the University and what the University expects from them. The Charter contains a description of the rights and obligations of students and the university's facilities. The Education and Examination Regulations (OER) of the various faculties provide additional information and must be seen, according to aforementioned Article 7.59, as (part of) the degree programme-related section of the Student Charter.

Adoption and availability

The Board of Directors will ascertain annually whether and to what extent the charter requires revision according to current legislation. The Student Charter or amended Student Charter, as the case may be, will be published on the university website at the start of the academic year. The Board of Directors will communicate any significant interim changes in the TU Kampen|Utrecht newsletter. The Student Charter is determined by the Board of Directors with the consent of the University Representative Council and the Programme Committee. The regulations referred to in the Student Charter are published on the portal of the TU Kampen|Utrecht and/or on the website and the digital learning platform, as are the Education and Examination Regulations as referred to in Art. 7.13, sub. 1 (WHW).

This Student Charter is valid as of 1 September 2023.

1. General Information Theological University of Kampen|Utrecht

1.1 Mission and Vision

Our Narrative

The Theological University is conscious of its position and contribution to church and society. As an academic institution rooted in a Reformed tradition, it carries on this tradition unconcernedly in dialogue with other Christians and their traditions. The university serves the advancement of the Gospel, always seeking the glory of God. It promotes theology embedded in faith in the vivifying power of God's Word and the work of the Holy Spirit and practices theology with a view to church and culture and in the context of other sciences. The university prepares students and new generations of leaders for various fields of service in the Kingdom of God. While reaching out to the world to seek the conversation about what gives profound meaning and peace and how God's grace and the redemptive work of Jesus Christ take concrete shape, it also wishes to spread this message by being a warm and open community of Christians. In its teaching, research and valorisation, the University strives to provide high-quality, relevant academic work, both in-depth and in connection with today's world. In doing so, it focuses on issues of church, faith and science, humanity and society, politics and law, economics, nature and ecology. In this manner, the Theological University connects Bible and life.

Mission

Our mission is to study the Bible and the reality of God to shape new generations for their service in church and society. In line with the Reformed tradition, we do this by continuing to delve into this source, making it topical and connecting it to the world of today and tomorrow, in which Christ is working at His return.

Vision

We work at our mission from a deep awareness of our dependence on God, and therefore *spiritually, involved and profoundly*. In these three words, we explain our view on our religious engagement, our relation to God, His world and to each other, and the quality of our work.

Spiritual: We are academics of faith, living in Jesus Christ and with a love for God. Our orientation on God means that we are modestly, searching and praying – but also unconcernedly, openly and expectantly – underway. We wish to inspire one another and others and lead in the way of faith.

Involved: We are involved with God, his revelation, his church and his world in everything we do. In our work, we have an eye for our fellowman, for God's Creation, and feel strongly involved with each other as a university community. Our work has something to say for the world of today.

Profound: We do academic work. For us, this means honest and thorough reflection and not settling for easy answers. We relate to the state of the art in our field of study. We conduct high-quality, innovative and relevant research.

1.2 Degree Programmes at the TU Kampen|Utrecht

The TU Kampen|Utrecht offers three academic degrees, which are accredited and acknowledged by the Dutch government. The programmes offered are a Bachelor's Degree in Theology, a Master's Degree in Theology (general) and a Master's Degree in Theology (ministry). The latter is, although not exclusively) directed towards ministry within the Reformed Churches in the Netherlands

(Nederlandse Gereformeerde Kerken). The university also offers a theological research profile and supervision of a PhD programme. The University receives subsidies from the Dutch government.

The TU Kampen|Utrecht is an institution of the churches with a connection to the Reformed Churches in the Netherlands (Nederlandse Gereformeerde Kerken). One of the main functions of the university, therefore, is to train pastors to serve these churches. The university is a simplex-ordo institution, which means that the academic training and the spiritual and practical preparation for the office of ministry are integrated, not separated.

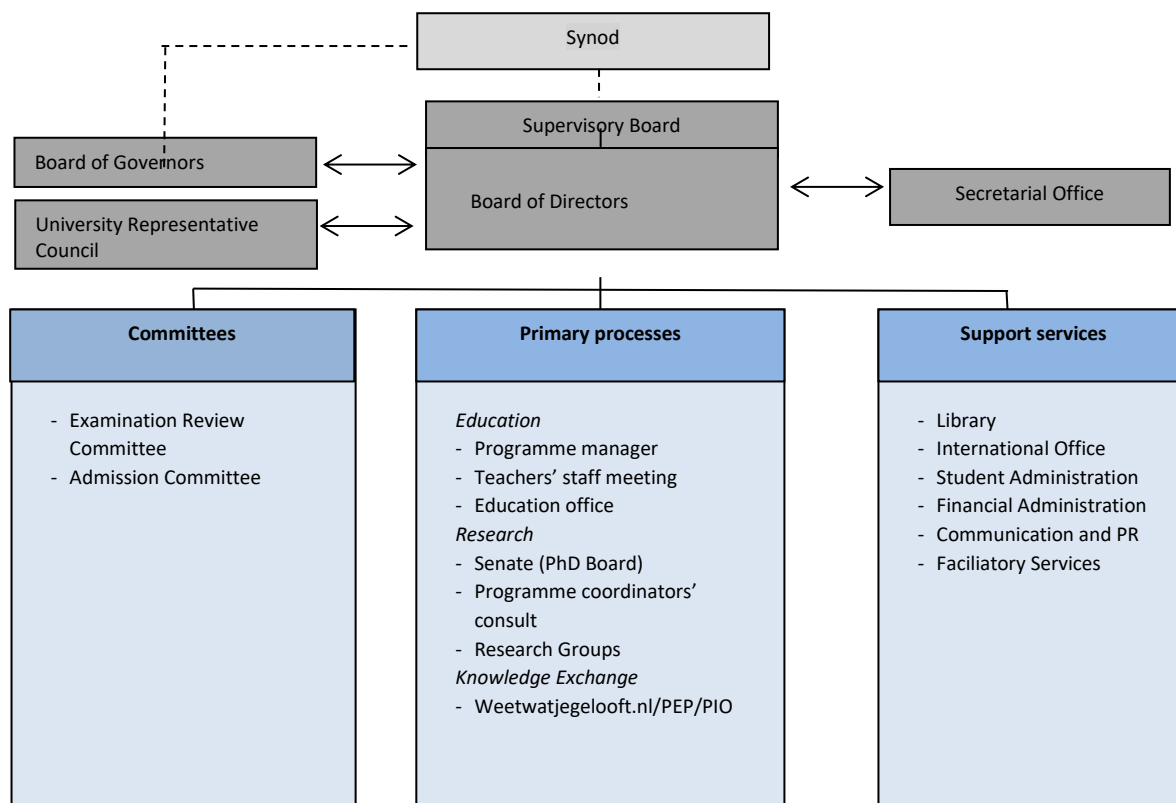
1.3 Identity of the TU Kampen|Utrecht

The TU Kampen|Utrecht operates from a reformed conviction of life as formulated in Chapter 1.1 of this charter.

A respectful attitude to the reformed character of the university is expected of students.

1.4 Organisation structure

The General Synod of the Reformed Churches in the Netherlands directs, for an important part, within the qualitative limits of the government policies, the identity and course of the university. The Supervisory Board, as well as the Board of Governors, which advises the Supervisory Board regarding the Reformed identity, are appointed by, or on authority of, the Synod, (which consists of the chosen representatives of the churches). The Organisation Structure of the university is as follows:



Both the Supervisory Board and the Board of Governors are closely involved in the ins and outs of the university. The Supervisory Board normally convenes six times a year and the Board of Governors four times a year. The Supervisory Board monitors general policy, personnel policy and finances. The Board of Governors concerns itself, in particular, with the identity and the ecclesiastical relevance of the work at the TU Kampen | Utrecht and advises the Board of Directors on this.

1.5. Location

The physical classroom lessons of the university's educational programmes are offered at the following locations:

Groenestraat 158-160 in Kampen; Plomperegracht 1-3 in Utrecht.

2. Application, Registration and Tuition fees

2.1 Application

A prospective student can apply for a course up until, at the latest, 1st September of the academic year involved. The application should be executed through *Studielink* unless the website indicates an alternative mode of application.

Those wishing to enrol for an educational programme must meet the educational requirements as described in the OER of the programme concerned.

A prospective student enrolling no later than 1st May for the first-year curriculum of a bachelor's degree education is allowed to participate in promotional activities and receive study choice advice. A prospective student applying in the period between 1st May and 1st September may only take part in promotional activities in so far as they are still being organized in the period following enrolment. After application through *Studielink*, a student will receive an invitation from the TU Kampen | Utrecht for a discussion regarding the choice of study.

Prospective students can enrol at a different bachelor's programme than the initial application up until 30th September at the latest, if they can demonstrate that the new application is the result of the termination of enrolment on the grounds of WHW Article 7.8b, fifth subsection, at a time such that they could not apply before 1st September before the academic year for which they wish to enrol.

2.2 Registration procedure and conditions

Registration per academic year

To take part in the education programme and make use of the university facilities, students must register anew each year as student at the university. Statutory conditions for Higher Education apply to the registration at the Theological University of Kampen|Utrecht. This entails, among others, that the registration takes place per academic year and therefore needs to be renewed each year. Only after the conditions of admission have been met will the definitive enrolment take place.

Students register each year, according to the university's procedures, for the length of one academic year. The registration year starts on 1st September and ends on 31st August following. The statutory conditions apply to the enrolment at the TU Kampen|Utrecht. Only students who are registered have a right to university facilities and receive proof of enrolment from the administration.

Cancellation of the enrolment is not possible. Refunding of tuition fees is possible only for those registered as a student and only in specific situations. To be ensured that you are enrolled at the start of the academic year, the student must enter an official application for registration before that year and payment of tuition fees must have been made in full, or a standing order submitted authorizing the collection of payment for payment in instalments.

To apply for enrolment at the university, you need to access the Dutch online application tool for higher education called *Studielink*, the online enrolment application for Dutch Higher education. In the following cases, the student must enrol using *Studielink*. The student:

- is a prospective bachelor's or master's student with a prior education in the Netherlands;
- is a prospective bachelor's or master's student with qualifications obtained outside the Netherlands;
- is already studying at the TU Kampen|Utrecht. Through *Studielink*, the student can renew his/her registration for the new academic year;
- has studied at the TU Kampen|Utrecht in the past and wishes to continue the study after an interruption;
- is a prospective pre-master student;
- is a prospective ecclesiastical route student;
- is a foreign student.

In the following cases, the enrolment will not take place through *Studielink*, but through the student administration desk. The student is a:

- subsidiary student taking a minor with a BBC;
- subsidiary student through *Kies op Maat*

It is possible to enrol in the course of the academic year for the remaining part of the year. However, this can only take place after consultation with the study adviser and with permission from the Admission Committee. Registration after the commencement date is only valid for the remaining part of the academic year. In such cases no course may be taken before the registration, no

supervision received, no examinations and/or exams be taken and no work be admitted for assessment.

Registrations are processed by the Admission Committee on behalf of the Board of Directors. No rights can be derived from communications, declarations, invitations and information from other staff.

Those who wish to enrol as students or external students at the TU Kampen|Utrecht are expected to respect the principles and objectives of the institution. Admission can be rejected or withdrawn should the student concerned not respect the principles and objectives of the institution.

Enrolment following a binding negative study recommendation

The enrolment of a student who has been given a binding negative study recommendation will be terminated for the programme concerned. The student cannot apply anew for this programme, or, in the case of a waiting period connected to this binding negative study advice, only after that period. Should the student appeal against the binding study advice, the student can make use of provisional admission to prevent a delay in the study progress.

The student must place a request for provisional admission before the Examination Review Committee. The provisional admission entails temporary admission to the buildings, the courses and other facilities during the appeal procedure with a view to study progress if the binding negative study advice is retracted. The student can place a request for provisional admission before the Examination Review Committee. The provisional admission expires if the binding negative study advice is not retracted and the student's appeal is declared invalid. Any results from the period of provisional admission are valid and can be used only if the negative study advice is retracted and the student is re-enrolled.

The request for appeal and the authorization for payment of tuition fees must be handed in at the start of the academic year. Should the binding negative study advice be retracted, the student (providing all other qualifications have been met) will be re-enrolled and the authorization used for payment of the fees. Should the binding negative study advice not be retracted, and the student's appeal is declared invalid, no use will be made of the authorization for payment of tuition fees.

2.3 Rights and obligations based on Enrolment

Enrolment as a student will confer the following rights:

- The right to participate in education at the university;
- Access to and use of the university's building, library, study facilities and student provisions. Improper use (e.g. causing damage) can lead to denial of admission to the facilities;
- The right to study supervision and participation in exams and examinations;
- The right to sufficient information on the programme followed, to be found, among others, in the Student Guide and on the TU Kampen|Utrecht website;
- Within the scope of student participation, students have active and passive voting rights;
- The right to complete the education programme within a reasonable period, should the Board of Directors terminate the education programme;
- The right to protection of personal data by the university.

Enrolment as a student will impose the following obligations:

- Active participation in the education (applying sufficient effort and attending lectures and tutorials);

- Passing on to the study adviser all relevant study results obtained elsewhere if these have been obtained for subjects within the curriculum;
- Being available for study obligations;
- Prompt application for subjects and exams;
- Familiarity with the Student Charter and compliance with the obligations for students ensuing from them;
- Familiarity with the information which you receive at your student's e-mail address and which is provided through university sources of information;
- Timely reporting to the study adviser of any special circumstances when they arise, in connection with possible delay in the studies.

2.4 Registration for Modules

Students need to register for all educational modules in which they participate. Registration takes place through the sign-up module in *Progress* (the student information system). From July 1st, the student can register for all modules of the academic year concerned. Registration is possible up to and including the first day of the period. At registration up to 14 days before the start of the period, the student will, 14 days before the start of the period, receive access to the digital learning platform *Sakai* and, where required, the MS Teams page of the module. Registrations from 14 days before the start of the period up to and including the start of the period will be processed after 48 hours.

Registration for the module confers the following rights:

- Access to the education and the digital learning platform of the module;
- Enrolment for the exam and three resit exams (once in the year in which the module is taken and twice in the following year).

De-registration from a module can be done up to 2 weeks after the start of a period. De-registration means:

- The student is removed from the digital learning platform;
- The student can no longer enrol for exams and resits

When a student has not de-registered for the module (on time) and has not taken the exam or met the deadline, an 'NB' (not achieved) will be noted in *Progress*.

2.5 Termination of enrolment in the course of the academic year

Your enrolment for the programme can only be terminated with effect from the first day of the month following your request for termination. If the student has not paid his or her statutory tuition fees or institution tuition fees, following a reminder, the Board of Directors may terminate the enrolment with effect from the second month following the date of the reminder.

A request to terminate the enrolment can be submitted to the student administration desk after this has been discussed with the study adviser. This discussion is not necessary if the student has passed the final examination. Bachelor's or master's students who have paid the statutory tuition fees have a right to partial restitution of tuition fees in the case of passing the examination (this does not apply to all other categories of students): after enrolment has been terminated, the tuition fees will be refunded for every month left of the academic year after your registration ends, except the months July and August.

2.6 Tuition fees

The tuition fees can be seen in the table below.

Type of Registration	Tuition Fee 2023-2024 in euros
Statutory tuition fees full-time	2314.00
Halved tuition fee <i>Students who are registering for the first time for the first year of a bachelor's degree programme at a subsidised WO-institution [Academic Education]</i>	1157.00
Statutory tuition fees part-time	1975.00
Institution tuition fees full-time	6535.00
Institution tuition fees part-time <i>Adapted fee for the nominal duration of the study</i>	3276.50
Foreign students (not EEA) full-time + part-time	4750.00
Preparatory phase Ecclesiastical Route	275,00
Ecclesiastical Route	2314.00
Pre-master	Min. 1095.00 to max 2595.00 with 60 ECTS credits
Preaching Competence Course (2 years part-time)	987.50
External students	1800.00
Certificate students	137.50 per ECTS credit
Pre-master (not EEA)	4750.00
Collection charge	24.00
Personal contribution	85.00

All registrations are subject to conditions. Further information about the conditions applicable to specific cases can be obtained from the student administration desk. For students taking the Degree programme in part-time, an adapted fee applies for the nominal duration of their registration (Bachelor: 5 years, Master Ministry: 6 years, Master General: 2 years). During the nominal study duration, part-time students are not allowed to obtain more than 30 ECTS credits per year, unless the regular tuition fee or, as the case may be, the institution tuition fee is paid. Students taking the Preaching Competence Course must, during these two years, pay half of the part-time tariff statutory tuition fee. In the case of exceeding the nominal study duration of two years, students of Preaching Competence will be charged the statutory tuition fee (part-time tariff).

In general, tuition fees are to be paid before the commencement of the enrolment year. Tuition fees will, as a rule, be paid to the university by debit order, an irrevocable authorization for collection of the fees by the university. In the case of collection in instalments, a collection charge will apply. The personal contribution will be collected together with the first instalment. Direct debit authorization forms are due at the university before the start of the academic year, at the latest. The authorization cannot be revoked after the commencement of the academic year.

Whoever wishes to enrol for a second study programme (or parts thereof) at another university or higher education institution, can obtain proof of payment of tuition fees in the form of a proof of payment called 'Bewijs Betaald Collegegeld' (BBC) or allow the enrolment to expire via *Kies op Maat*. *On the grounds of an obtained BBC, the other institution will apply a reduction from payment of tuition fees to this institution from the amount already paid (in the case of higher fees) or exemption from payment (in the case of lower or equal fees). Conversely, students from other higher education

institutions can also register for a second study programme at the TU Kampen|Utrecht. Only students who pay the statutory tuition fees to the TU Kampen|Utrecht can apply for a BBC.

* When applying for *Kies op Maat*, the enrolment is done through a learning agreement, to be applied for at <https://www.kiesopmaat.nl>. The payment takes place through an agreement between the institutions. Only students of the TU Kampen|Utrecht who pay the statutory tuition fee can register at *Kies op Maat*.

2.7 Premaster

Pre-master students pay an amount per study unit (ECTS credit). This is a once-off charge and allows students a maximum of 2 years to complete their pre-master.

No. of ECTS credits	Euro per ECTS credit	Maximum total in euros
up to 30 ECTS credits	36.50	1095.00
31-60 ECTS credits	1095.00 plus 50 per ECTS credit	2595.00
> 60 ECTS credits	2595.00 plus 50 per ECTS credit	

2.8 Certificate Students

Under certain conditions (conforming to the Certificate Student Regulations) it is possible to follow separate subjects from the TU Kampen|Utrecht curriculum as a certificate student. The fees depend on the extent of the subject. If the certificate student takes part in the regular assessments of the subject concerned and sufficient results are achieved, a certificate will be awarded after the subject has been completed.

2.9 External students

An external student is a student who may only take exams in the course to which the registration applies.

An external student has no right to attend lectures, take part in practice sessions, receive supervision or guidance, nor pass active or passive votes. There is also no right to study grants or subsidies. No restitution will take place for paid tuition fees. The external student does maintain the right to make use of the library and the ICT facilities (account/e-mail).

It is not possible to take an entire study programme as an external student: to graduate, you have to be registered as a student.

2.10 Additional costs

For bachelor's students in year 3 and students of the Ministry master's programme in year 3 an additional contribution of up to 150 Euro per student will be required for the compulsory week of retreat. In the case that the student lacks the means to pay this contribution, an application can be submitted to the Exceptional Circumstances Fund. It is also possible to do a substitute assignment (see also par. 4.3). The students are also required to take a short trajectory of "spiritual counselling" at their costs. For this trajectory a substitute assignment is available, if necessary.

2.11 Financial support

Exceptional Circumstances Fund

Under certain conditions it is possible to appeal to the TU Kampen|Utrecht Exceptional Circumstances Fund for financial support. Students who do not qualify for the DUO (*Dienst Uitvoering Onderwijs*) procedures regarding a delay in study progress may be eligible for support

from this fund. Students who are registered for a programme and pay the statutory tuition fees can qualify for an allowance from the Exceptional Circumstances Fund in case of the following:

- a. Illness, or pregnancy and giving birth, of the person concerned;
- b. Physical, sensory or other functional disorders of the person concerned;
- c. Exceptional family circumstances;
- d. Membership of the board of a student society of some magnitude and with full legal rights, such as Programme Committee or University Representative Council.
- e. activities of an administrative or social nature which, by the judgement of the Board, help serve the interests of the university or of the educational field in which the student is studying,
- f. study delay which is the consequence of the university's actual organization of the education, among which is the loss of accreditation of the degree programme in which the student is enrolled.

The regulations for the Exceptional Circumstances Fund (Profileringsfonds) can be found on the portal and/or website. Of the TU Kampen|Utrecht The student wishing to qualify for a grant from the Fund should report the exceptional circumstance to the Board of Directors as soon as possible, or in any case within five months after the circumstance mentioned has arisen.

Student and conferences

The Board of Directors wishes to encourage students to take part in theological conferences etc., both in The Netherlands and abroad. This occurs through:

- Bringing Theological conferences to the students' notice;
- Compensating the attendance of Theological Conferences with ECTS credits;
- Subsidizing the attendance thereof.

Applications for the subsidy must be presented in advance in writing to the financial administrator (to be submitted to the secretarial office), providing information on the nature, the content and the costs of the conference, as well as a positive recommendation by the study adviser (for bachelor's students) or the study coordinator (for master's students). The financial administrator will assess each application separately and provide a subsidy of up to 50% of the total amount of the costs (travel, housing and registration fees) to a maximum of 150 Euro. The amount of subsidy is stipulated, among others, by the budget and the total number of applications per conference per year.

Ecclesiastical study grant

Students lacking other financial resources or support during their study or a part thereof and being completely or partly dependent upon this ecclesiastical study financing for their livelihood, and who are enrolled with the explicit purpose, after their study, of availability to be called to serve in the ministry of one of the Reformed Churches in the Netherlands (Nederlandse Gereformeerde Kerken) or one of the churches abroad with which these Reformed Churches maintain church relations, are eligible for an interest-free loan. The regulation can be found on the website.

Travel expenses arrangement for students in Kampen

To keep the workload for teachers manageable and to create a good educational setting, from 1st September 2023, the clustered modules for Bachelor 2 and 3 will also take place in Utrecht. The same applies to the Common Course for MIRT students, modules that students of all years from the Ministry Master take together and the modules in which the specialization for the Ministry Master is integrated with modules from the Master General. Students from Bachelor 3, Ministry Master 2 and 3 and MIRT who incur extra travel expenses because they do not have a public transport student card for weekday use, can be reimbursed for these extra travel costs. They should check with the financial administration about this.

2.12 Studying Abroad

Given the increasing internationalization of education and research and the existing contacts between TU Kampen|Utrecht and several foreign theological institutions, the policy of the Board of Directors is to encourage - particularly master's - students wishing to fulfil part of their study abroad. This encouragement can result in limited financial compensation for costs.

Conditions for approval and support for spending time abroad are:

- a. It concerns students with a maximum delay of 30 ECTS credits and an average grade of 7;
- b. The student has studied for at least one year at TU Kampen|Utrecht;
- c. The student is in the minor year (2nd or 3rd study year) of the Bachelor of Theology programme, or the 2nd or 3rd year of the Master of Ministry or Master of Theology (General) programme;
- d. The foreign programme must be interchangeable with a component of the TU Kampen|Utrecht curriculum;
- e. The choice of the foreign institution must occur in consultation with the International Officer and the study coordinator of that subject.
- f. A programme proposal must be presented in good time to the Examination Review Committee for approval.
- g. All formalities must be arranged by the student himself (a step-by-step plan with an overview of funds from which grants can be applied for, is available).

Financial support:

- a. can take place after approval by the Board of Directors of the student's proposed budget;
- b. provided that one adheres to the agreed programme and
- c. consists of a compensation of a maximum of 50 % of the travelling costs.

Application

If the student wishes to apply, it is recommended that he consult the International Office and the educational coordinator first. After this, the official application will follow, consisting of a well-motivated request to the International Office, accompanied by an estimate of the costs. International Office will then decide on the application, in consultation with the Board of Directors. The student may submit the letter (written or digitally) to the International Office ([international@TU Kampen|Utrechtampen.nl](mailto:international@TU.Kampen|Utrechtampen.nl)). Applications must be submitted, at the latest, three months before the commencement of the study abroad.

Related universities abroad

On the website, you can find the full list of partner institutions.

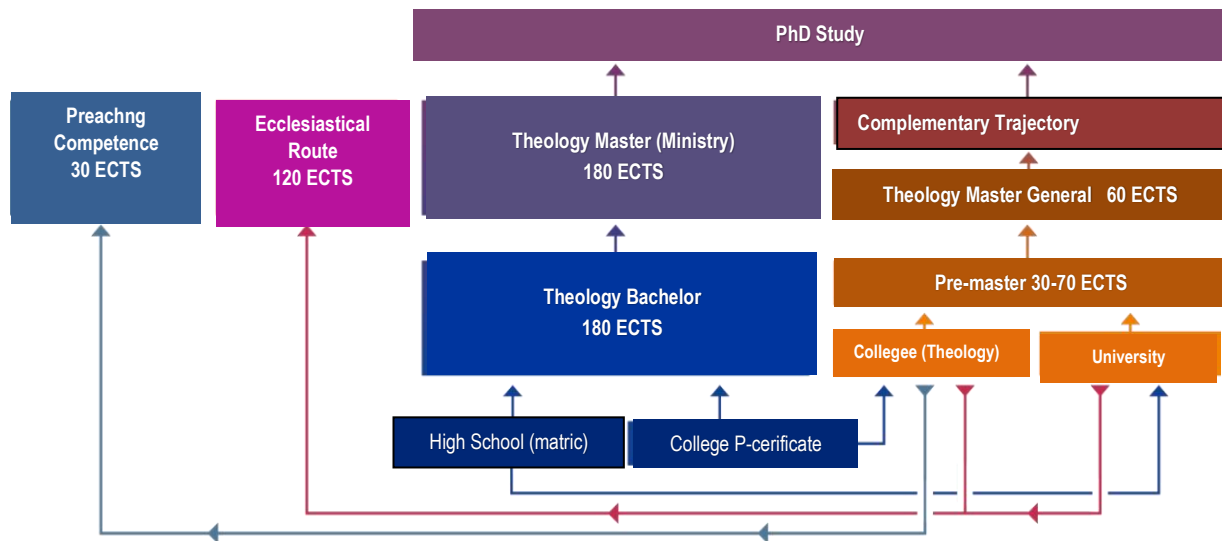
3. Degree Programmes at the TU Kampen|Utrecht

3.1 TU Kampen|Utrecht's profile

The TU Kampen|Utrecht offers three academic degree programmes, which are accredited and acknowledged by the Dutch government. The programmes offered are a bachelor's degree programme in Theology, a master's degree programme in General Theology and a master's degree programme in Theology with a view to ministry within the Reformed Churches in the Netherlands (Nederlandse Gereformeerde Kerken). The university is also able to offer a theological research profile and supervision of a PhD research programme and thesis. The university receives subsidies from the Dutch government and contributions from the Reformed Churches in the Netherlands. One of the main functions of the university is to equip ministers for serving these churches. That

being said, the university is also a simplex-ordo institution. This means that the academic training and the spiritual and practical (preparation for office) training are integrated, not separated.

3.2 Structure of the programmes



3.3 Bachelor's Degree in Theology

The Bachelor of Theology programme at the TU Kampen|Utrecht is directed towards everyone with an interest in questions revolving around Christian faith, religion, philosophy of life and society. The programme starts with a common propaedeutic year, comprising 60 ECTS credits. After this, the student can choose from two tracks: one is directed more towards the classical theological subjects and the context of the church, and the other more towards the connection between the Christian Faith and the society and culture of our times.

The first route includes a thorough knowledge of the Biblical languages, and the second limits itself to the language lessons in the first year.

Not only does the education offer independent subjects but it also demonstrates how all the subjects come together in dealing with concrete questions and practical issues.

Characteristics of the Bachelor of Theology programme at the TU Kampen|Utrecht are:

- Connects Bible and life
- Engaged in church and society
- Practice in interaction with the Bible and with people
- Directed towards head and heart
- Room for seekers and finders
- Attention to theology and other sciences
- A lively and close community of lecturers and students

The Bachelor of Theology programme (BA in Theology) aims to provide graduates with theological training that will enable them to make the connection between life and Bible in an academically responsible and skilled manner. On this basis, students can then be allowed to participate in one of the master's programmes or study further at another institution. An agreement has been made with the Department of Philosophy and Religious Studies at Utrecht University about intake, but

even without this agreement, master's programmes offer opportunities to stream in, sometimes requiring a pre-master, but in some cases already free to follow in the minor phase.

With the Bachelor of Theology programme, it is also possible to embark on a profession. Students can, for example, prepare for a teaching career (2nd-degree teacher of Religion) by taking an education Minor in the free space. Agreements for this have been made with both *Utrecht University* (UU) and the *Vrije Universiteit* (VU) Amsterdam.

From this orientation and for this purpose, the student is provided with a basic formation in the most important theological disciplines and in the central areas and topics in which these are integrated. The programme also, to this end, caters to the necessary acquirement of knowledge in certain auxiliary disciplines (e.g. languages and subjects such as Philosophy, and Sociology of Religion), the exercise of elementary academic skills and the development of an appropriate spiritual and professional attitude.

The second and third-year bachelor's curriculum is offered alternately each year.

3.4 Master of Theology Ministry (MA) programme

Our graduates are professionals who, at an academic, spiritual and practical level, are capable of serving the church as reformed ministers and/or reformed theologians.

The general orientation of the programme is the acquisition of theological expertise. The programme is directly connected to this university's Bachelor of Theology programme and is specifically directed towards the academic, spiritual and practical training of Reformed Ministers and Reformed Theologians. Students are aware of this and consciously choose this master's programme. After a completed final internship, a student gains a 'Praktijk Aantekening' [Practical Endorsement]. With this Practical Endorsement and the Master of Arts (Ministry Programme) degree certificate, the student can apply for eligibility for a calling to the office of a church minister. Other students find their field of work in the pastorate, catechism teaching, equipping congregations, research, education, journalism, politics, etc. For students wishing to become spiritual counsellors, the TU Kampen | Utrecht offers a route in collaboration with the PThU in Groningen.

From this orientation and with this aim, the student receives a 3-year master's education consisting of three elements:

1. Deepening of theological knowledge and skills, with a focus on the ministerial practice;
2. Practical vocational training;
3. Academic education as a theologian through specialization.

3.5 Master of Theology General (MA) programme

The programme is directed towards the academic practice of Reformed Theology. The programme offers deepening and specialization within one of the fields of theology. From the start, the student chooses one of the majors (main subjects). One module of 6 ECTS credits is to be followed jointly by all students. During the rest of the programme, the student follows the modules of his or her major.

The majors are:

- Old Testament;
- New Testament;
- Systematic Theology;
- Identity, Ethics and Society;
- Church History;
- Church and Mission in the West;

- Intercultural Reformed Theology.

The programme can be taken full-time or part-time (in which case the modules are spread out over two years).

In connection with the mission of the institution, as well as in connection with the bachelor's programme, the student acquires such knowledge, insight, skills and attitudes that he or she:

- a) Can function independently in one of the fields of theology;
- b) Can qualify for a follow-up as Theological researcher;
- c) Can, from a reformed conviction, apply his or her theological expertise in positions and discussions in church or society.

After completing the programme, the student will receive a MA degree.

In the practice of ecclesiastical and social life, there are many possibilities to take up a profession after following this programme. Graduates can, for example, take employment in positions in academic (university and university for applied sciences) or high school education, sometimes after taking additional subjects (as a minor) or after completing the theological education. Moreover, graduates can find employment in all forms of 'church work' and in building up congregations, missionary activities, training, leadership positions in churches and Christian organizations, journalism, public offices and ethical or spiritual advice organs (in business companies, among others). It is also possible, after completing the master's programme, to continue the studies in the direction of a PhD programme. In addition, this master's programme has often proved to be an 'enrichment master' for professionals who have been active in the theological (or adjacent) field for years and wish to apply the extra-acquired expertise directly in their professional context.

3.6 Premaster

A premaster is a tailor-made package to be taken by students who do not yet meet the prior education requirements to be able to take the master's programme. When designing the pre-masters package, the prior education and experience of the student are taken into account. Pre-masters packages vary in scope from 5 – 70 ECTS Credits. Pre-master's students take the modules along with the lectures in the Theology bachelor's programme – some modules are available in an online version – and the OER of this programme therefore applies.

3.7 Ecclesiastical Route

The Ecclesiastical Route is the flow-in route with which one can become a church minister later in life. These students receive a sound education, together with the students of the Ministry master. At the end of the education, the student receives the ecclesiastical certificate with which you can apply to be eligible for a calling to ministry in the Reformed Churches in the Netherlands (Nederlandse Gereformeerde Kerken). To be eligible for this route, conditions apply, including the following criteria:

- Older than 40 years of age;
- A certificate of vocational or academic higher education;
- A minimum of 8 years of work experience in the church, for example as a church worker, catechist, elder, pastoral worker.

3.8 Preaching competence

As of 2020, it is possible to achieve a certificate of 'preaching competence' after following a two-year course. For this, a package of 30 study units has been put together, comprising lectures in Homiletics, practical exercises and supporting modules on Biblical and Systematic theology. Simultaneously, the

student follows a trajectory of personal guidance. With this certificate, the student can prove competence in their church denomination.

3.9 PhD Programme

After completing the master's programme, it is also possible to continue the studies in the direction of pursuing a PhD, if the PhD Board (the Senate) has approved the research proposal and appointed a supervisor.

Further information on applying for a PhD programme can be found on the website or by enquiring at the secretarial office.

4. The education

4.1 Organization of the education

The study load of each programme is expressed in ECTS credits (European Credit Transfer System), in accordance with Article 7.4 WHW. One ECTS credit equals 28 hours of study. Only a completed educational programme marked as sufficient will provide credits.

The study load of the programme as a whole, and the separate modules, are mentioned in the OER. The grounds for the estimation of the study load are included in the Student Guide.

In the OER, the Board of Directors regulates whether the degree programmes have a full-time, full-time and part-time, or a dual work structure.

As a rule, the tuition is in the Dutch language. An exception can be made in the following cases:

- a. For a foreign language course;
- b. For a guest lecture by a non-Dutch speaking lecturer;
- c. If necessary due to the specific nature, structure or quality of the tuition, or the origin of the students, as with a student through the Erasmus programme.

4.2 Online Education

Since the outbreak of the Covid-19 pandemic in 2020, education at distance is offered more frequently, for example through MS Teams. The normal regulations and procedures, including rules of behaviour, also apply to online education. Some components of the curriculum or, where necessary, all the education, can make use of the offer of online education with MS teams. These online lectures can be recorded. The purpose of recording these lectures is to make recordings of lectures available to students who are taking a module together so that they are flexible in taking the lectures at other times than they are given. Students do not have a right to follow hybrid education when lectures are being held on location, but can, in case of absence, ask the lecturer to make a recording of the lecture, if possible.

Lecturers ask permission of the students beforehand about possible recording of an online lecture and, at the start of the course, they express to the students what they expect regarding the use of cameras and microphones during online education. Lecturers explain why they expect students to switch their cameras or microphone on or off. Students are expected to participate actively in education and, therefore, to acknowledge these requests.

4.3 Internships and excursions, retreats

Practice periods (internships) outside the institution and excursions are only mandatory when they are a component of the degree programme. The Examination Review Committee is authorized to grant exemption from that obligation, whether or not with the charge of substitute requirements, according to the stipulations in the OER of the programme concerned.

Internship components of the education programme are included in the OER, as far as they are a part of that programme.

Internships and excursions must be announced on time and in writing; this certainly applies if they are stipulated in the OER of the programme concerned. On principle, all students have equal rights when the available internships are being assigned or distributed.

The rights and obligations of the internship student concerning the institution and the internship offering organisation are to be recorded in writing in an internship agreement.

A student who cannot or will not take part in the retreat week during the Bachelor's or Master of Theology Ministry programme can submit a written motivated request to the lecturer/ coordinator for a substitute assignment. Additional conditions may apply to this substitute assignment, such as mandatory presence and/or term of delivery (see also Paragraph 2.9).

4.4 Assessments and Examinations

Access to assessments and examinations

In compliance with the more detailed regulations in the OER, those authorized to take part in audits and examinations are those who meet the admission requirements for the programme concerned and are registered as students or external students. The student must apply for all exams and resits through the student information system *Progress*.

Before the students are allowed to take a test, audit or examination, they must, if so asked, provide identification using a valid identification document and a valid student card and provide proof that they are entitled to the facilities concerned.

Data retention obligation and inspection by third parties

- Examination assignments will be retained for a period of seven years.
- Examination work, including work projects and other written materials for which a mark or part of a mark was awarded, will be saved for two years after the determination of the examination result.
- Bachelor's theses, master's theses, Internship reports of the final internship and the reports of the Graduation project, including the assessment form, are saved for at least seven years.
- Lists of marks and certificate supplements, containing the signature of the chair of the Examination Review Committee, are retained permanently.
- Without prior authorisation by the student, exams and reports may only be presented for inspection to employees of the university who need to know of it on account of their function, to examination, visitation, and accreditation committees or bodies and the Education Inspection.
- The above does not apply to graduation and internship reports and other assignments accessible to the public.

4.5 Examination Review Committees and Examiners

For examination purposes, and purposes of organization and coordination of the exams, the Board of Directors will appoint an Examination Review Committee for every degree programme or group of programmes. The Board of Directors appoints the members of the Examination Review Committee, in compliance with the provisions in the WHW.

For the organization of the assessment test and audits, the Board of Directors will appoint an Examination Review Committee for every degree programme or group of programmes. The Examination Review Committee lays down rules for proper procedures during examinations and determines the measures to be taken concerning this procedure. In the case of fraud on the part of a student, these measures may entail the revocation of his or her right to take one or more specified

exams or examinations at the institution. The Examination Review Committee determines the period to which this measure applies; this period will be a maximum of one year.

4.6 Certificates and Diplomas

Certificates and testimonials

1. A student who has completed an examination and wishes to receive a certificate by way of proof, is required to submit a request to the Examination Review Committee through Student Administration Desk. The Examination Review Committee will add the International Diploma Supplement (IDS) to this degree certificate.
2. On the degree certificate it will state:
 - a. which education programme from the 'Centraal register opleidingen hoger onderwijs' is concerned (Article 6.13 WHW);
 - b. which components were included in the examination;
 - c. which qualification is associated with that;
 - d. which degree is awarded; and
 - e. at which time the education programme has last been accredited or when the educational programme passed the 'toets nieuwe opleiding' (referred to in Article 5 a paragraph 11 WHW).
3. The International Diploma Supplement states:
 - a. A description of higher education in the Netherlands;
 - b. A description of the education at the Theological University of Kampen | Utrecht;
 - c. A description of the curriculum followed by the student;
 - d. A description of the results achieved by the student.
4. A student who has passed at least two examinations but has not met all the requirements for receiving a certificate, may on request receive a testimonial from the Examination Review Committee stating which examinations have been passed.

Application for a degree certificate

1. Accompanying the application request must be:
 - a. The proofs of passed exams;
 - b. The proof that the obligation of taking part in practical exercises has been met; and
 - c. The proofs of registration over the years in which education and examination facilities have been used.
2. Should the student not be able to submit the proofs of registration as referred to in the first paragraph under c, the Board of Directors can determine that the degree certificate can only be awarded after they are satisfied that payment of the tuition or institution or examination fees has taken place.

Fraud and revocation of degree certificate

1. In case of fraud by a student, the Examination Review Committee of an education or group of educations can take measures. Supplementary to the prescribed in the OER, fraud is understood to be an action, or failure to act, on the part of a student, whereby a correct assessment of his or her knowledge, insight and skills is made impossible, in full or in part.
2. If the student has committed fraud during (a part of) the examination, the Examination Board can sanction the student with exclusion from (further) participation in the examination for a period of up to 12 months.
3. If the fraud is only discovered after the examination, the Examination Review Committee can stipulate that the certificate is withheld from the student, or the Board can determine that the certificate only be awarded to the student concerned upon a (renewed) taking of the

examination (or components thereof, to be determined by the Board) in the manner stipulated by the Examination Board.

4. Before taking a decision based on paragraph 2 or 3, the Examination Review Committee must hear the student. The Examination Review Committee must immediately inform the student of the decision in writing, and, if possible, in person.

The full policy on fraud and plagiarism can be found on Sakai.

Degrees and titles

1. The Board of Directors awards the bachelor's degree to those students who have completed the Bachelor of Theology programme. The title Bachelor of Arts in Theology will be awarded, and may be used; it is to be placed after the name.
2. The Board of Directors awards the master's degree to those students who have completed the Master of Theology (General Programme). The title Master of Arts in Theology will be awarded and may be used; it is to be placed after the name.
3. The Board of Directors awards the master's degree to those students who have completed the Master Ministry Programme. They will be awarded the title Master of Arts in Theology and Ministry and are entitled to use this title; it is to be placed after the name.

5. Right to a good education

5.1 Right to a Feasible Programme

- A degree programme is devised in such a way that a student can meet the required credits based on the study load designated to an academic year.
- The Board of Directors ensures a regular and timely (i.e. before the end of the academic year) assessment of the OER.
- The time required for the study load will be assessed annually as a component of the quality service.
- The Board of Directors will, well before the start of the academic year, make public the educational programmes and outlines of the OER. This will be done in such a way that the student can form an informed impression about the content and structure of the education programme and examinations.
- The overview published by the Board of Directors will relate to:
 - the education offered by the university, including the organization and implementation of the education, the educational facilities, the degree programmes, and if applicable, the international aspects;
 - the OER;
 - the education programmes for which a recommendation regarding the continuation of studies is to be issued at the end of the first year of enrollment, which could result in a binding negative study recommendation, as well as the regulations accompanying this procedure;
 - the annual university calendar, course schedules and holidays.

5.2 Right to quality programmes

- The Board of Directors ensures that the education programmes are accredited by the legal requirements.
- The assessment and implementation of self-evaluation in preparation for the accreditation occurs, among others using students' assessment of the quality of the education.
- The outcomes of the accreditation are public.

- Each student is given the opportunity annually to submit a written appraisal concerning the quality of several components (determined annually) of the chosen education programme.
- In consultation with the Programme Committee, the Programme Director determines how and when the students will be informed about the items of action as a result of the outcome of the student evaluations.
- In the institution's institution plan is included the proposed policy regarding the quality of education and research, especially in the light of the results of quality assessments and other data regarding the quality of the institution, among which the conducted personnel policy. The annual report also informs about the process of the execution of this institution plan.

5.3 Right to affordable education

- The registration is not dependent on any other financial contribution than the statutory tuition fees, the institutional rate or the examination fee.
- The costs of the educational needs for personal use, such as books, materials and remaining necessities required to be able to partake of the education, the exams, or the examinations of the education programme for which the student is registered, are at the student's own expense. The same applies to travelling costs made for internships that are a fixed component of the education programme.
- The rate for the financial contributions for excursions, introduction days, project weeks and internships, together with the remaining costs for educational materials must stand in reasonable proportion to the standard compensation of the study financing.
- The Board of Directors will provide the student, well before the commencement of the academic year, with a written overview of the costs for educational materials and of the financial sums involved.

5.4 Right to study supervision

Students are entitled to study supervision and study advice. There is also a student pastor at the university. The Board of Directors determines the policy concerning the study supervision during the different phases of the study, such as the first-year curriculum, the continuing phase, the internship, the graduation and the international exchange period.

In the OERs, the individual study supervision and monitoring of the study progress are arranged in further detail per programme.

Mentoring and personal development

Personal development is a component of the bachelor's and master's programmes.

In, for example, final attainment level 8 of the bachelor's programme, this is described as the ability to reflect upon the relationship with oneself, with fellow beings and with God, and the willingness to grow in that relationship. To this end, certain subjects are employed, directed towards personal development and student advice in the form of personal interviews and modules directed towards personal formation. Both the subjects and the individual assignments and interviews are part of the bachelor programme and participation is necessary to obtain the required credits for this learning pathway. The learning pathway of personal formation runs through the whole bachelor's programme.

Also in the Ministry Master, personal formation is part of the programme and attention is paid to this in various modules and Mentorate. The starting point for this is the report of the development assessment to which every student is submitted at registration.

5.5 Study progress

The study adviser follows and advises students during their education. The students can contact the study adviser to discuss the planning and the progress of the study. TU Kampen|Utrecht uses a professional student information system, as a result of which it is possible, at any desired time, to get a picture of the student's study progress.

Study progress assessment

The study adviser records the study progress at the end of each academic year of each student registered at the institution to which Article 9.5 paragraph 5 *Wet Studiefinanciering 2000* applies and informs the student about this before November 1st of the calendar year in which the academic year concerned has come to an end.

The Board of Directors will inform the DUO which student(s) has/have not met the required study progress norm and will do so before November 1st of the calendar year in which the academic year has come to an end. The student(s) concerned will be informed about this.

The Board of Directors also communicates to the student(s) concerned what the consequences are for the financial aid of the person(s) concerned and which vocational route is open to them. In determining the study progress, education units which have not been concluded within the academic year are taken into account, as well as the fact that the Examination Review Committee can determine that not every test has to be completed successfully.

The Board of Directors will, before the end of the second month following the month in which a student has completed his graduation examination, notify the DUO and report this to the person concerned.

5.6 Study advice

A recommendation regarding the continuation of studies, within or outside the institution, is to be issued to every student at the end of the first year of enrolment for the first-year curriculum. This recommendation is determined and issued by the Examination Review Committee. Each student who does not round off the first-year curriculum in the first year of enrolment, but who has not received a binding negative study recommendation, can be issued with the above-mentioned recommendation, as long as the student has not successfully completed the first-year final test.

This study recommendation can be linked to an exclusion as described in the OER.

5.7 Studying with a disability/functional restriction

The TU Kampen|Utrecht considers a disability/functional restriction to be a handicap or chronic disease that could cause a delay in the study progression. A student with a handicap/function restriction had best communicate this directly at the start of the study or the illness to the study adviser so that the institution is aware from the start of all the possibilities and can in this way take the necessary measures.

6. Student facilities

The following student facilities are provided for students and certificate students:

6.1 Building and opening hours

The university buildings (including the study room) in the Kampen location are open from Monday to Friday from 8:00 - 17:30 hours. At the Utrecht location, the opening times are Monday to Friday from 8:00 - 18:00 hours. In some cases, the university is also open for lectures in the evenings.

The buildings are closed during holidays, and on the Friday following Ascension Day.

In the summer months (July/August) the buildings can close for a maximum of four weeks and a

maximum of two weeks around Christmas and New Year's Day.
The possible closing of buildings will be communicated through an Academic Calendar.
(See the Academic Calendar for the abovementioned matters and other specific data).

6.2 Library and reading rooms

The university's library is located in Kampen. Lending books that are in the university's possession is free. When applying for books from other libraries, the university library mediates for students and lecturers. If fees are charged, however, these are for the applicant.

The visiting hours of the library are:

- on Monday, Tuesday and Friday from 9:00 to 17:00 hours
- on Wednesday and Thursday the library is open from 9:00 to 21:00 hours. The lending desk closes at 17:00 hours.

For students in Utrecht, arrangements are made to use the library in Kampen and, where possible, the library of Utrecht University.

6.3 Student card

At the beginning of the study, each student registered (with a passport photo) can obtain a student card at the desk in the library. The student card is issued per academic year and is valid for one year only! Students can identify themselves at exams with their student card and a valid identification document (a copy is not permitted). The student card contains a bar code, enabling the student to use the copying and print facilities and lend books in the library.

6.4 Copying machines

Copying machines for student use are available in the buildings.

6.5 Study materials

Readers are made available digitally.

6.6 ICT and internet facilities

The university has several ICT and internet facilities available to students and co-workers. These are meant to support study and work processes, thus improving the quality of the study activities and work processes.

6.7 Study Society

The study society Ayin has been established for the students in Utrecht. This society organises study-related activities for students, in addition to what the Christian Student Associations in Utrecht have to offer. In Kampen, these activities are organised by Student Association FQI.

7. Code of Conduct

7.1 Basic Code of Conduct

Students must adhere to the customary general standards and rules of decency in dealing with other members of the university community and using the university's facilities. Each student is expected to participate in education in a way that shows respect for fellow students, lecturers and other employees. Students must follow the instructions and rules of their lecturers and the staff charged with the management and care of university facilities and buildings.

Violation of these rules can result in the student being denied access to the buildings and grounds and facilities, wholly or in part, by the Board of Directors.

7.2 ICT regulations/code of conduct

At registration, students are entitled to make use of the computer, print, scan and network facilities of the university. In addition to the legal provisions and the basic code of conduct, further rules and conditions apply.

The allotted username and password (for access to the ICT facilities of the TU Kampen|Utrecht is personal and not to be passed on to others. Students are obliged to keep their access data private. The user is responsible for the use of the account and log-in information and the facilities to which these give access.

Users may not, without express permission, gain access to other users' data, computer systems and programme files of such systems. The integrity and continuity of the facilities may not be jeopardized.

The facilities may only be used for study purposes. Private and commercial use is not permitted. It is also not permitted to save or spread information which is discriminating, inflammatory, offensive, or threatening. Saving or spreading of information in violation of the law or common decency or the good reputation of the university is prohibited.

Online education has the same status as education on location. With online education, too, we expect students to take an active part in education, behaving honestly and with respect towards others, and adhering to the privacy rules and the rights of fellow students and staff.

7.3 Harassment (sexual intimidation)

The university has a Harassment Complaints Regulation. Students who are subjected to this sort of behaviour may contact the confidential adviser (see 'addresses and contact data' in the Student Guide and on the TU Kampen|Utrecht website). It is also possible to complain to the complaints committee which has been established for this purpose.

Students, lecturers, other employees and directors can approach the confidential inspectors of the Inspectorate of Higher Education when problems occur in or around the university in the field of sexual harassment or abuse, violence, gross bullying, extremism and radicalism. The confidential inspector is available during office hours at telephone number 0900-1113111 (local tariff).

7.4 Privacy

Every student is entitled to inspect the personal data held by the TU Kampen|Utrecht administration as well as the data regarding the student's personal and/or study progress. This data is only accessible to employees of the university who, on account of their function, are required to have access. The student has the right to request that data concerning him/herself be improved, supplemented or removed in the case of the data being factually incorrect or incomplete, not relevant to the purpose of registration, or have been included contrary to statutory regulation. Data from a university registry will be disclosed to a third party only in as far as this results from the purpose of the registration, is required by statutory regulation and occurs with the authorization of the person concerned. Retention periods apply to the retention of personal and study data.

8. Management and participation in decision-making

8.1 Board of Directors of the University

The Board of Directors has been charged with the management and supervision of the TU Kampen|Utrecht. In the management and supervision regulations, determined by the Board of Directors, the outlines of the management and organization of the university are regulated. Various (participation) councils/committees are involved in the activities of the Board of Directors.

8.2 University Representative Council

Both students and staff take membership in this University Representative Council (URC). The URC advises the Board of Directors concerning, for example, cooperation with other institutions or educational policy. Concerning some matters, the University Representative Council has the right of approval and with others the right to advise. See the regulation concerned.

8.3 Programme Committee

The Programme Committee evaluates the education and makes proposals for improvement of structure, quality and programme feasibility of the education. This Committee has the right of assent regarding components of the OER and advises the Board of Directors during the annual assessment of the OER.

The Programme Committee consists of students, members of the educational staff and a member of the education supporting staff. The Programme Director of the university is entitled to attend the meetings in an advisory function. Project groups for the evaluation/revision of the bachelor's programmes and of the Ministry of Arts (Ministry Programme) reside under the Programme Committee. See the regulation concerned.

8.4 Admission Committee

The Admission Committee is responsible for dealing with admission requests to one of the TU Kampen|Utrecht's educational programmes. See the regulation concerned for further information.

8.5 Examination Review Committee

The Examination Review Committee has been charged with, among other things:

- Providing study recommendations for first-year bachelor students;
- Admission and determination of study programmes for students with a deviating study route;
- Dealing with requests for exemption;
- Advising the Board of Directors about the examination regulations (OER), which is to be determined annually;
- bearing responsibility for examinations and certificates.

In the Regulation for the Examination Review Committee, an independent and powerful safeguard of the quality of education at the TU is focal point. As a rule, the examination Review Committee convenes nine times a year.

9 Legal protection

9.1 Possibilities

A student who considers his interests to have been violated has various possibilities to have his or her rights enforced. The student may submit a complaint, objection or appeal against the decision taken, or omission to do so, by a body of the university. This can be done on the grounds of the

Higher Education and Research Act (WHW) and the regulations based upon it. The legislator has prescribed which body is authorized to handle complaints, objections, or appeals. To prevent the student himself having to determine which body is authorized to handle his or her complaint, objection or appeal, the legislator has prescribed that the institutions of higher education should establish an unequivocal facility where students may submit a complaint, objection or appeal. It is up to this facility to pass on the submitted complaint, objection or appeal to the appropriate party. The TU Kampen|Utrecht has, to this end, opened the facility of a complaints desk (in the form of an e-mail address).

The legal protection of the student can follow an internal or external route. 'Internal' means that a complaint or dispute is presented to the appropriate party within the university to be dealt with. The student can also follow the external appeal procedure, the Appeals Tribunal for Higher Education (the CBHO in The Hague). For the external procedure, the student doesn't need to complain to the complaints desk. The procedure for submitting and dealing with a complaint and the commissions concerned are discussed below.

9.2 Complaints desk

The TU Kampen|Utrecht has set up a complaints desk, to which students can present a matter in writing. This facility is the e-mail address: klachtenloket@TU Kampen|Utrechtampen.nl.

The secretarial office manages this e-mail address and is responsible for passing the matter on to the authorized committee. A matter can consist of a complaint or a dispute (see below).

A student should first contact the person to whom the matter is related or the one who, on account of the position, is most qualified to deal with it. In the case of a complaint of a sensitive nature, however, or if discussing the matter with the person involved does not produce the desired result, it is then obvious that the student should go directly to the complaints desk.

Complaint: definition and consideration

Great dissatisfaction expressed by a student regarding a service, behaviour, act or situation which the complainant has experienced in his or her dealings with the university and for which he cannot find a solution within the university. 'Omission' also constitutes a behaviour.

A student's complaint is taken into consideration by the Board of Directors. The university must ensure adequate consideration of oral and written complaints concerning the behaviour of the university and those working under its responsibility.

Dispute: definition and consideration

A dispute consists of a difference of opinion between a person and an authorized party within the university. As a rule, a dispute is preceded by a decision.

Within disputes, a distinction can be made between disputes which - in short - are related to an assessment of the student's performance and other disputes which are more general.

- *Disputes related to the assessment of a student's performance.* This category of disputes regards, for example, disputes as a result of a decision by the Examination Review Committee or examiner. The Board of Directors will present these disputes to the Examination Appeals Board for consideration.
- *Disputes of a more general nature, for which the Board of Directors is the designated authorized party.* Other disputes can be, for example, disputes about the amount of the (institutions) tuition fees or the reimbursement of costs made. These disputes are presented by the Board of Directors to the Disputes Committee. The Disputes Committee advises the Board of Directors concerning the dispute. The Board of Directors will await Disputes Committee's recommendation before making a decision.

9.3 Authorization of the Board of Directors in Relation to the Disputes Committee

Within the context of the Law, The Board of Directors is entitled to make decisions regarding the following matters and concerns:

- Reduction and exemption of tuition fees;
- Enrolment and un-enrolment;
- Financial support and
- Violation of house rules and disciplinary regulations.

The student may object to this decision to the Board of Directors. For the consideration of the objection and the making of a decision, the Board of Directors will submit the objection to the Disputes Committee. Based on the recommendation of the Disputes Committee, the Board will make a final decision. The student can follow the external appeal procedure against this decision, at the Appeals Tribunal for Higher Education (CBHO).

Disputes Committee

The consideration of a dispute by the Disputes Committee leads to a recommendation to the Board of Directors, which will make a final decision about the matter at hand. The Committee will attempt to ascertain whether an amicable settlement between parties is possible. Regarding a ruling on a dispute, the student can follow the external appeal procedure, the Appeals Tribunal for Higher Education (CBHO) against this ruling.

9.4 Authorization of the Examination Review Committee in relation to the Examination Appeals Board (EAB).

Based on the law and the Examination Review Committee Regulations, the Examination Review Committee (ERC) is authorized to make decisions regarding the following:

- The ERC determines whether a student meets the conditions set by the OER concerning knowledge, insight and skills necessary to obtain a degree;
- The ERC will award a degree certificate as proof that the examination has been successfully taken after the Board of Directors has declared that the procedural requirements for awarding the certificate have been met;
- The ERC may rule, according to the regulations set by the Board of Directors regarding the request of the person applying for the certificate, not, as yet, to award the certificate;
- The ERC guarantees the quality of the exams and examinations;
- The ERC determines directives and guidelines within the framework of the OER to assess and judge the result of exams and examinations;
- The ERC is responsible for granting an exemption for sitting for one or more exams;
- The ERC decides on granting permission for a student to select units of study to define their programme, which will include modules offered by the university, which are concluded with an examination resulting in a degree;
- In the case of fraud on the part of a student, the ERC can take the measure of revocation of his or her right to take one or more specified test(s) or examinations, during a period determined by the ERC up to a maximum of one year. The ERC may propose to the Board of Directors the termination of the enrolment of any student committing serious fraud.

The student objecting to this decision can appeal to the Examination Appeals Board. A student can also submit a request to the ERC to revise the decision by the ERC or the examiners.

Examination Appeals Board (EAB)

The Examination Appeals Board is authorized to make decisions regarding disputes about the assessment of the student's achievements. The EAB is authorized to make the following decisions:

- A decision concerning binding recommendations on the continuation of studies (Article 7.8b paragraph 3 and 5 WHW);
- A decision by the Board of Directors with regard to notifying the DUO that the student has successfully taken his graduation examination (Article 7.9d WHW);
- A decision, not of general scope, relating to prior education and admission requirements taken based on title 2 of chapter 7 of the WHW, with a view to the admission to examinations;
- A decision based on the additional investigation based on which the EAB can stipulate that the owner of a Higher Secondary Education (VWO) certificate who does not meet the admission requirements for a programme at the TU Kampen|Utrecht, may, nevertheless, enrol, on condition that the investigation proved that requirements have been met that are comparable in content (Article 7.25 paragraph 4 WHW);
- Decisions of the Examination Review Committee and examiners;
- Decisions by a committee appointed by the EAB regarding the university entrance examination or *colloquium doctum* (Article 7.29 sub. 1 WHW);
- A decision, taken based on Article 7.30a and 7.30b WHW, regarding admission to the master.

The EAB has the task to investigate whether or not an amicable settlement can be reached between the student and the party that made the disputed ruling. The EAB carries out a limited review and is authorized to quash the disputed decision. Then the party that has made the disputed decision will have to make a new decision, taking into account the ruling of the EAB.

9.5 The Appeals Tribunal for Higher Education (the CBHO in The Hague).

The Appeals Tribunal for Higher Education (CBHO) is authorized to rule on all disputes on the grounds of the WHW or regulations based on it relating to matters between the student and the university. Hereby applies, however, that all possibilities offered by the internal legal protection procedures must first be exhausted. The Appeals Tribunal for Higher Education (CBHO) can, for example, rule on disputes relating to the following subjects: tuition fees or examination fees, financial support, exemptions, enrolment, contributions and violations of the university's house rules and rules of order. See for further information: <http://www.cbho.nl>.

10. Appendices

The most recent versions of the regulations referred to in the Charter, are to be considered appendices to the Student Charter. These can be found at the following locations:

Regulation and available translations

Onderwijs- en examenregeling TU Kampen|Utrecht 2023-2024
(Bachelor, Master Algemeen, Master Predikant)

*Translation: Education and Examination Regulation Master of Theology
General Programme (OER)*

Regeling kerkelijke studiefinanciering voor theologische studenten van de
gereformeerde kerken in Nederland

Klachtenregeling Ongewenst Gedrag

Translation: Harassment Complaints Regulation

Reglement rechtsbescherming studenten

Translation: Legal Protection Students

Reglement Universiteitsraad

To be found:

*website /
Sakai*

website

website

website

Website/Sakai

<i>Translation: Regulation for the University Representative Council</i>	
Reglement Opleidingscommissie (11 september 2017)	<i>Website/Sakai</i>
<i>Translation Programme Committee Regulation</i>	
Reglement Toelatingscommissie	<i>Website/Sakai</i>
Reglement Examencommissie	<i>Website/Sakai</i>
<i>Translation: Examination Review Committee Regulations</i>	
Reglement Profileringsfonds	<i>website</i>
Reglement voor de behandeling van geschillen (<i>Translation: Regulation for Resolving Disputes</i>)	<i>website</i>
Reglement College van Beroep voor de Examens (Reglement Cobex)	<i>sakai</i>
<i>Translation: Regulation for the Rules of Procedure of the Examination Appeals Board</i>	
	<i>website</i>
Fraudeprotocol	<i>Sakai</i>
<i>Translation: Regulations on Fraud and Plagiarism</i>	
Regeling studieadvies	<i>website/sakai</i>
Regeling Bescherming Persoonsgegevens	<i>website</i>