



# Guide for Programme Committees

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## 1. Introduction

### 1.1 The essence of the Programme Committee

The Programme Committee is an important body in which students and lecturers at the most local level (an individual or cluster of degree programmes) discuss the quality of education provided by their respective programme(s) and the way in which it is organised. In this context, the Programme Committee provides advice on the design of the curricula, quality assurance and policy-making.

Every degree programme has a Programme Committee, possibly combined with other degree programmes. The Programme Committee consists of an equal number of student and lecturer members, and grants consent to the dean in regard to sections of the Teaching and Examination Regulations, and advises the programme director on the curriculum. The statutory task of the Programme Committee is to provide advice on promoting and safeguarding the quality of the degree programme. (Section 9.18 WHW). The Programme Committee is a representative advisory body with the right of consent in regard to the programme-specific sections of the Teaching and Examination Regulations.<sup>1</sup>

It actively contributes to educational innovation and enhancement by taking the initiative to place topics on the agenda. The topics might specifically concern the degree programme(s) for which the Programme Committee has been established as well as cross-degree programme, topics such as a uniform procedure for Master's theses or skills curricula for multiple degree programmes within a faculty. The Programme Committee focuses its viewpoints and advice on the broad frameworks within which education is provided (the exit qualifications, learning tracks, the Vision on Teaching and Learning, assessment policy, quality assurance, etc.) and keeps a critical eye on the manner in which those frameworks are applied by the degree programme. The Programme Committee members are expected to be involved in the degree programme and have the ability to carefully weigh the occasionally conflicting interests between the various parties involved in the degree programme.

The Programme Committee actively fulfils a broad role. The Programme Committee offers a platform for discussion where students and lecturers jointly consider the challenges facing the degree programme. The Programme Committee is a body that fosters the engagement of other students and lecturers, and is an appropriate body for identifying problems. The Programme Committee continuously seeks to boost the quality of education and puts forward ideas for enhancing the quality of education.

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<sup>1</sup> For a recent proposed amendment to Section 9.18 WHW concerning rights of consent, see the Customised Accreditation Act (*Wet accreditatie op maat*), W6696.K-2.

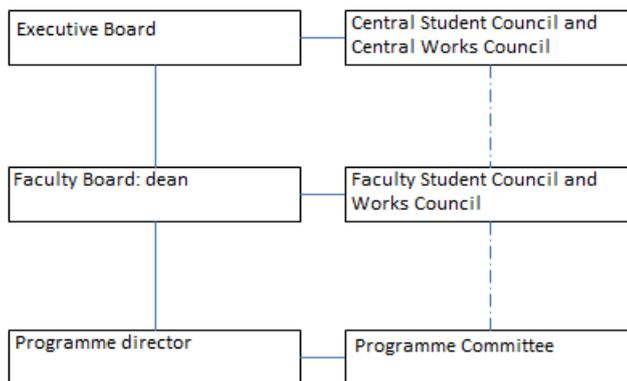
## 1.2 Guide for readers

This guide has been compiled to inform members of the Programme Committee, the Faculty Student Council (FSR) and the Works Council, programme directors and other parties about the tasks and the role of the Programme Committee. It takes an in-depth look at the position of the Programme Committee within the programme organisation overall, its composition, the tasks and role of the Programme Committee, the importance of liaising with the parties it represents, coordination with other representative advisory bodies and so forth. The guide provides a detailed explanation of the Model Standing Regulations for Programme Committees and gives various practical tips.

The most recent legislative amendments made under the Dutch Enhanced Governance Powers (Educational Institutions) Act (*Wet versterking bestuurskracht onderwijsinstellingen*) have been incorporated in this guide. These amendments, which will enter into force on 1 September 2017, concern the composition procedure, tasks and functioning of the Programme Committee.

## 2. Structural position of the Programme Committee in the programme organisation

Organisational chart of the representative advisory bodies



\*No formal relationship exists between the various representative advisory bodies. However, regular coordination would be advisable as they do provide advice on the same topics from time to time.

### Degree programme

A degree programme is a cohesive set of educational units, aimed at achieving clearly defined learning outcomes. The degree programme is managed by a programme director. The programme director ensures that the curriculum offered is actually provided and that it meets the quality standards.

### Examinations board

In addition to the Programme Committee, every degree programme also has an Examinations Board. The Examinations Board consists of experts in the degree programme discipline and on testing (usually degree programme lecturers) and is responsible for guaranteeing the quality of all examinations. One of the duties of an Examinations Board is to formulate rules for the effective administration of exams. Additionally, it is the body ‘that makes the objective and expert determination of whether a student has fulfilled the criteria laid down in the Teaching and Examination Regulations in respect of the knowledge, understanding and skills needed to obtain a degree’ (WHW, Section 7.12).

### Colleges and graduate schools

All degree programmes at the UvA are organised within Colleges (Bachelor’s programmes) and Graduate Schools (Master’s programmes). The dean appoints a director to head each

College or Graduate School. Some Colleges and Graduate Schools offer only one degree programme, while most run a cluster of programmes. Colleges and Graduate Schools are responsible for implementing these degree programmes and for an effective quality assurance system.

**Faculty**

Teaching and research are organised within seven faculties. Each faculty is managed by a dean, who is appointed by the Executive Board. The dean is responsible for teaching, research and policy relating to operational management (including personnel policy) within the faculty.

The representative advisory bodies at faculty level are the Faculty Student Council (FSR), the Works Council and, with effect from 1 September 2017, the faculty Programme Committee's. The members are chosen by students and staff respectively. The FSR has the right of consent in regard to certain sections of the Teaching and Examination Regulations. Collaboration between the Programme Committee, the FSR and the Works Council would be advisable given the complementary nature of their knowledge and powers.

### 3. Composition of the Programme Committee

The WHW provides that the Programme Committee must consist of an equal number of lecturers and students from the relevant degree programme(s). The lecturer members of the Programme Committee must provide courses for the relevant degree programme(s). Student members must be enrolled in the degree programme (or one of the programmes) concerned. The dean, College/Graduate School director, the programme director, the department chair and the chair of the Examinations Board are excluded from membership of the Programme Committee.

Provisions on the size of the Programme Committee are set out in the Standing Regulations for a particular Programme Committee. The number of members depends in part on the number of degree programmes that the Programme Committee oversees.

The Programme Committee comprises, as far as possible, a balanced representation of the students and lecturers of the degree programme. Diversity is a key factor in terms of background, academic years and subject specialisations.

If the Programme Committee is responsible for a cluster of degree programmes, both the lecturer contingent and the student contingent must comprise representatives from each of these degree programmes.

For topics requiring a considerable time investment, the Programme Committee can opt to establish subcommittees consisting of a number of Programme Committee members, in addition to other parties where applicable, who will undertake the relevant task and communicate the results to the other members.

#### 3.1 Positions and tasks

##### **Chair**

The Programme Committee appoints a chair from among its members, normally during the first meeting of the new academic year. If the chair is a lecturer, the vice-chair will be a student and vice versa. The chair and the vice-chair act jointly as far as possible as the representative of the Programme Committee, both internally (vis-à-vis the programme director, the College/Graduate School director and the dean) and externally (vis-à-vis assessment panels in connection with the accreditation of the degree programme).

##### **Tasks of the chair**

- convening meetings and preparing the agenda together with the official secretary and, where relevant, the vice-chair;
- ensuring, at the opening of the meeting, that all members agree on the agenda;
- reviewing main points at frequent intervals during the meeting in order to facilitate the formulation of action points and advice;

- monitoring affairs within the Programme Committee;
- ensuring compliance with agreements;
- leading the meeting (in most cases), ensuring it proceeds smoothly and that each member has an opportunity to voice an opinion.

**Tasks of the vice-chair**

- participating in preparing the agenda;
- may assume the role of deputy chair at meetings;
- may temporarily assume the role of the chair during discussions pertaining to the teaching activities of the chairing lecturer.

**Tasks of the other members**

- submitting items for the agenda;
- liaising with colleagues and students;
- carrying out assigned action points.

**Official secretary**

The dean is responsible for arranging administrative support for each Programme Committee. The official secretary will be assigned at least 0.1 FTE for each Programme Committee in order to properly perform the relevant tasks.

The official secretary is not a member of the Programme Committee. Often, the official secretary also serves as the Programme Committee's first point of contact for parties both within and outside the faculty.

**Tasks of the official secretary**

- maintaining the digital archive;
- distributing meeting documents on a timely basis;
- printing out documents, if required;
- reserving meeting rooms and requesting other required materials;
- keeping records;
- taking the minutes of meetings and monitoring time lines.

### 3.2 Composition procedure

The law provides that the composition of the Programme Committee should be determined on the basis of elections. However, faculties are offered the option to provide for an alternative procedure for determining the composition of the Programme Committee in the Faculty Regulations. This is subject to the right of consent of the FSR and the Works Council. Whether it is advisable to maintain the alternative formation procedure will be determined each year. A proposal for the alternative composition procedure must be submitted to the FSR and the Works Council each year.

The dean is in charge of the recruitment procedure and provides support as needed. New candidate members are actively and widely recruited, with practical support from the faculty communication department, where required. All students and lecturers will be notified of an open position on the Programme Committee, giving everyone an opportunity to apply.

Members are appointed to the Programme Committee by the dean of the faculty, or elected, for a term of at least one year. Both lecturer and student members are eligible for immediate reappointment upon expiry of their term of appointment.

Considering the advantages and disadvantages, a transparent and clearly delineated selection procedure would be the preferred option, at least for the next academic year (2017-2018).

The advantages of elections are as follows:

- the composition of Programme Committee's will be determined on the basis of a more democratic procedure;
- the campaign will raise awareness for the activities of the Programme Committee;
- potential interest in Programme Committee membership can be attracted from a wider group of candidates;
- the legitimacy of the Programme Committee as a representative advisory body will be strengthened as a result.

The disadvantages of elections are as follows:

- if the number of candidates falls below expectations, no elections can actually be held and the quality of the composition of the Programme Committee may be compromised, while action can scarcely be taken on non-performing Programme Committee members;
- the Programme Committee will become politicised and polarised, causing members to attempt to secure campaign points while leaving less room for a proper discussion on education and the organisation of education;
- elections are labour and time-intensive and therefore are costly;
- drawing up a list of candidates could pose a considerable organisational challenge.

The advantage of an alternative procedure, such as a selection procedure for determining the composition of the Programme Committee is that greater customisation at faculty level is possible, and more particularly that it is easier to find candidates for a Programme Committee membership role. Moreover, there is no need for members to be re-elected each year, which will facilitate 'overlapping memberships' so that incumbent members will be able to train new members.

Deans and the faculty representative advisory bodies have the scope to assess the advantages and disadvantages and to opt for elections. Faculties that opt for this route, must be able to call on adequate support, preferably from the Central Electoral Office.

A separate matter for consideration is the timing at which the elections or the alternative procedure for determining the composition of the Programme Committee should take place.

To avoid a too low turnout among students and lecturers respectively, Programme Committee elections could be held at the same time as the elections for the Faculty Student Council and the Works Council. However, the disadvantage in this case is that all candidates and voters will not yet be present (first-year students pursuing Bachelor's programmes, and students taking Master's programmes who previously studied at another university in the Netherlands or abroad). It may also be confusing to hold simultaneous elections for three different layers (the Central Student Council/Faculty Student Council/Programme Committee, and the Central Works Council, Works Council/Programme Committee) of representative advisory bodies. If elections are held after the summer, this may mean that appointments for the Programme Committee in its new composition can only be made later in the year. This problem can partially be resolved by continuing the Programme Committee composed of its former members until that time, although students may have already graduated by then and may therefore no longer be available. This problem similarly applies if an alternative procedure is chosen and the (newly elected) Faculty Student Council is involved in determining the composition of the Programme Committee.

### **Termination of membership**

Membership of a Programme Committee may be terminated in a number of different ways:

- upon expiry of the member's term of office, provided the member is not reappointed;
- if the lecturer is no longer employed by the UvA or the student is no longer enrolled in the degree programme concerned;
- at a member's request.

Should a member fail to perform satisfactorily, betray trust or repeatedly fail to attend meetings without providing a valid notification of absence, membership may be terminated at the request of the Programme Committee. In that case, the chair or the official secretary of the Programme Committee must always contact the member concerned first. That member will also receive a warning that any recurrence will result in the submission of a proposal for the termination of their membership. Should this fail to bring about any improvement, the Programme Committee chair will submit a request to terminate the membership of the relevant member to the dean.

## 4. Tasks of the Programme Committee

### 4.1 Statutory tasks

Section 9.18 of the WHW (see Appendix 2) provides that every degree programme must have its own Programme Committee.

The Programme Committee is charged with providing advice on promoting and safeguarding the quality of the degree programme.

In addition, the Programme Committee:

1. has the right of consent in regard to a number of topics in the Teaching and Examination Regulations, and the right to be consulted in regard to other topics in the regulations;
2. is charged with reviewing the manner in which the Teaching and Examination Regulations have been implemented each year;
3. is charged with issuing solicited and unsolicited advice and proposals to the director of the degree programme and to the dean on all matters relating to the education provided by the relevant degree programme.

The tasks are detailed below.

#### **Re 1. Grant consent and issue advice on the Teaching and Examination Regulations**

The Teaching and Examination Regulations set out the applicable procedures and rights and obligations relating to teaching and examinations for each degree programme or group of degree programmes. Section 7.13 of the WHW (see Appendix 2) sets the topics that must be included in the Teaching and Examination Regulations.

In principle, the Teaching and Examination Regulations apply only to the academic year for which they have been adopted.

Section 9.18(1) of the WHW sets out which topics in the Teaching and Examination Regulations are subject to the right of consent of the Programme Committee (for the precise allocation of rights of consent and rights to be consulted, please refer to the explanatory notes to the Model Teaching and Examination Regulations).

The Teaching and Examination Regulations are adopted by the dean each year. The dean or the programme director will submit a request to the Programme Committee to grant consent for the topics which are subject to the right of consent of the Programme Committee and to provide advice on the other topics.

Agreements will be made within the faculty on the timely submission of a draft version of the Teaching and Examination Regulations, and the manner in which the Programme Committee will be involved in defining the regulations. It is essential that the Programme Committee contacts the FSR in good time in view of overlapping rights of consent. The Programme Committee should always be sufficiently informed of the progress made on the Teaching and Examinations Regulations process.

The process concludes with a formal request from the dean for consent and advice the moment sufficient coordination has taken place on the proposed amendments. The Programme Committee addresses its response to the request for consent and advice to the dean and the programme director, and also submits a copy of this document to the faculty representative advisory bodies – the FSR and the Works Council – for information. The Programme Committee may again ask the dean or programme director to explain the amendments to these regulations.

## **Re 2. Assess the implementation of the Teaching and Examination Regulations**

The Programme Committee also assesses the manner in which the Teaching and Examination Regulations have been implemented (in short, the manner in which the programme is taught). The programme director ensures that the curriculum and the individual courses are evaluated on a regular basis, and that improvement plans based on these evaluations are implemented. Together, the Programme Committee and the programme director agree on the manner in which teaching evaluations will be used to assess the overall implementation of the curriculum.

Broadly, the Programme Committee's advice on implementation of the Teaching and Examination Regulations focuses on three areas:

- Teaching: this chiefly concerns the aspects covered in course evaluations, such as lecturer quality, study material, information about the course and the examination.
- The curriculum: this chiefly concerns cohesion between courses, distribution of the workload over the semesters and years, the structure of the curriculum and how it accommodates gifted students and students who require additional support, and the coherence with UvA teaching policy.
- Other provisions under the Teaching and Examination Regulations: this concerns advice about various provisions in the regulations on matters such as notification of examination results, academic student counselling and so forth.

In each case, a key criterion is whether implementation of the Teaching and Examination Regulations can be expected to yield the targeted objectives.

Ideally, a Programme Committee examines the course evaluations from a system-based perspective. This means that the Programme Committee considers the results of the evaluations and examines the conclusions and action points the course coordinator draws from the course evaluations. The course coordinator ultimately holds primary responsibility for the course, and consequently for identifying and implementing improvement measures,

If the Programme Committee is of the opinion that the results of course evaluations have not been adequately followed up, this may give cause to advise the programme director accordingly.

Programme Committee's may of course opt for a different approach, but should do so in consultation with the programme director.

Evaluation of the teaching programme, including the learning pathways and internal coherence, should in any case be one of the Programme Committee's main focus areas. The Programme Committee can draw on, among other things, the results of curricular evaluations, panel discussions (where relevant) and its own analysis of the programme. An in-depth evaluation of the programme must take place at least once every few years. A curriculum committee may be established to carry out in-depth evaluations, especially in instances where curricular amendments are planned. Ideally, the Programme Committee will be represented on such a committee and these representatives will report on the progress of curricular amendments to the Programme Committee so that it can in turn advise on each step of the process.

### **Re 3. Provide solicited and unsolicited advice on matters related to teaching**

Programme Committee's can also advise on teaching-related matters that are not specifically covered in the Teaching and Examination Regulations. This advice might pertain to:

- the results of the National Student Survey (NSE);
- evaluations conducted among alumni or professionals;
- staff evaluations;
- the quality culture;
- the manner in which curricular information is disseminated, including in the course catalogue;
- college/graduate school planning procedures and annual reports;
- educational innovation/reform, such as curriculum revision, blended learning, etc.
- lecturers' office consultation hours;
- timetables;
- the number of examination opportunities;
- the use of ICT and other teaching resources;
- the introduction of binding study advice;
- the introduction of a threshold for advancing from the first to the second year of a degree programme;
- texts from the critical reflection written in connection with the degree programme accreditation;
- degree programme accreditation follow-up.\*

Programme Committee's only advise on topics that are relevant to teaching.

#### 4.2 Tasks ensuing from the Management and Administration Regulations

In addition to the statutory tasks, the UvA's Management and Administration Regulations also specify a number of tasks, which the UvA considers important and should be addressed by the Programme Committee. These tasks are:

1. to advise the College or Graduate School director on curricular implementation and on policymaking at the College or Graduate School;
2. to monitor the quality of matriculated students and graduates;
3. to monitor the quality of academic student counselling;
4. to monitor the alignment of Bachelor's and follow-on Master's programmes.

##### **Re 1. Advise the college or graduate school director on curricular implementation and on policymaking at the College or Graduate School**

This task encompasses by and large the same points mentioned under Re 2 and Re 3 above. Depending on the topic, type of advice and scope of the issue, the Programme Committee may also direct specific policy recommendations to the dean or programme director.

##### **Re 2. Monitor the quality of matriculated students and graduates**

Monitoring the quality of matriculated students and graduates goes beyond simply assessing the quality of individual students (this task is reserved for the examinations board; see also Chapter 2), and relates to the broader task of monitoring the general standard of students who have been admitted to or graduated from the degree programme on the basis of input, such as reviews of admission procedures, academic counselling, binding study advice (incoming students) and evaluations conducted among alumni or professionals (graduates). Using this information, a Programme Committee can, for example, recommend changing the entry requirements (chiefly for Master's programmes) or propose curricular modifications if an alumni survey should show that courses paid too little attention to a particular academic competence.

##### **Re 3. Monitor the quality of academic student counselling**

This task is included in consideration of the fact that, although academic student counselling is covered in the Teaching and Examination Regulations, it may not always be given its due importance within the degree programme. Academic student counselling is first and foremost the work of the study advisers, mentors and tutors, but lecturers may also be expected to play a role insofar as they are in a position by virtue of their teaching activities to assist students in shaping their academic career. The same applies to programme directors and track coordinators, who supply information and manage expectations.

##### **Re 4. Monitor the alignment of Bachelor's and follow-on Master's programmes**

This task is closely related to Re 2. Bachelor's graduates must be equipped to enrol in a follow-on degree programme. Although follow-on Master's programmes as such no longer exist, usually there are one or more Master's programmes recognised as forming a logical progression. The Programme Committee is expected to advise on any problems affecting alignment between two degree programmes and on ways of improving their alignment.

#### 4.3 Accreditation

All degree programmes in higher education must be accredited. Accreditation is granted by the Accreditation Organisation of the Netherlands and Flanders (NVAO), and accredited degree programmes must be assessed once every six years. The accreditation assessment framework used by the NVAO – as laid down by the Dutch minister of Education, Culture and Science and available on [www.nvao.net](http://www.nvao.net) – reviews the quality of degree programmes based on various factors, including a report submitted by an assessment panel of independent experts. The assessment panel bases its opinion on a self-evaluation by the degree programme and on the accreditation visit, during which interviews are conducted with lecturers, students and other parties involved in the programme.

The self-evaluation includes a separate chapter written by students and/or advice issued by the Programme Committee. The degree programme encourages students to produce an independent and representative, student-focused chapter.

This chapter describes students' experience of the degree programme and areas in which they think work is needed and/or where opportunities lie for the future of the degree programme. Those responsible for writing it are expected to use valid and representative student evaluations wherever possible. The aim of this contribution is to enable students to formulate their own perspective on the programme and share it with the assessment panel. The faculty is required to enable all students enrolled in the degree programme concerned to avail themselves of their right to contribute, whether through the Programme Committee or a student body. Programme Committee student members are expected to fulfil a coordinating role in the preparation of this contribution.

This also always includes a meeting with the Programme Committee. In most cases, lecturer and student members of the Programme Committee are interviewed together, but occasionally the two contingents are consulted separately. Among the aspects considered in these interviews are whether the statements made in the self-evaluation can be substantiated with facts and are supported by students and lecturers in the degree programme.

In the event of a remediation period, the NVAO assessment framework requires that the degree programme submit its remedial plan to the programme's Programme Committee for its advice, and that this advice is presented to the assessment panel.



## 5. Functioning of the Programme Committee

### 5.1 Annual plan and annual report

The Programme Committee draws up an annual plan at the beginning of each academic year to formulate key objectives, monitor progress and to schedule coordination meetings with other bodies. This enables new members to embark on their role in an efficient and structured manner. Programme Committee's can consult the Guide for the Programme Committee for guidance on drawing up an annual plan. Faculty support staff offer advice and can provide examples.

The Teaching and Examination Regulations form an integral part of the annual plan. The Programme Committee also focuses attention on teaching evaluations, accreditation assessments and the results of the National Student Survey (NSE). In addition, the Programme Committee can address topics such as curriculum reviews, transitional arrangements, the language of instruction, teaching methods, etc. In defining key objectives, the Programme Committee can use its own insights and suggestions from the parties it represents, but may also seek a link to the annual plan of the degree programme, College/Graduate School or faculty. Obviously, room is reserved in the annual plan for the purpose of responding to current and unforeseen developments.

The Programme Committee consults with the programme director or the College/Graduate School director on the annual plan but independently determines its contents. Usually, the programme director will also have prepared a plan of activities covering submission of the Teaching and Examination Regulations to the dean, educational innovation/reform proposals, discussion of evaluation reports and so forth, which should additionally leave room for advice by the Programme Committee, taking account of the time reasonably needed for it to respond to requests for advice. The College/Graduate School director may serve as the first point of contact for Programme Committee's that cover multiple degree programmes.

At the final meeting of each academic year, the Programme Committee will evaluate its activities over the past year and formulate focus areas for the new academic year, which will be set out in the annual report of the Programme Committee, to be adopted by early October at the very latest. This annual report in turn provides input for the College's or Graduate School's annual report on education and the faculty's annual report.

The annual report should be prepared in a sufficiently accessible manner suitable for distribution among all students and lecturers in the degree programme so that the parties represented by the Programme Committee are well-informed of developments.

## 5.2 Procedure concerning rights of consent in regard to the Teaching and Examination Regulations

The Programme Committee's have the right of consent in regard to sections of the Teaching and Examination Regulations. In the event of the amendment of the Teaching and Examination Regulations, the dean submits a request for consent to the Programme Committee. The Programme Committee responds to the request in writing, either by letter or email.

Drawing up Teaching and Examination Regulations is a complicated process given that there are numerous parties involved, several of which have a right of consent and a right to be consulted. A number of sections of the Teaching and Examination Regulations even require consent from various Programme Committee's. The process of determining new Teaching and Examination Regulations should therefore be carefully coordinated.

Where possible, Programme Committee's will be involved from the outset in determining new regulations, will be notified of the timeline and requested to state which particular aspects they consider important.

A consultative body may in some cases be established to enable Programme Committee's and other bodies to discuss each other's proposals. Such a body will help reach agreement, thereby facilitating consistency in faculty policies and education logistics.

Ideally, the FSR, the Programme Committee's and the Works Council should discuss at the start of the Teaching and Regulations process how they plan to deal with conflicting viewpoints. Such agreements cannot be enforced, and can only be made on a voluntary basis. The agreements between the representative advisory bodies are non-binding.

If the parties concerned are unable to reach agreement despite having conducted good consultations, they may seek mediation. The initiative for seeking mediation, in principle, lies with the dean given that it is the dean who wishes to amend the Teaching and Examination Regulations and therefore requires consent from the parties who have the right of consent. Should the dean nonetheless wish to implement the amendment, the dean can bring the dispute before the National Committee for Disputes concerning participation in decision-making in higher education together with the request for substitute consent. The disputes committee also offers the possibility of mediation.

## 5.3 Advice procedure

The Programme Committee can issue two types of advice: solicited and unsolicited.

In the case of solicited advice, the Programme Committee receives a concrete question from the programme director or the dean (for instance, advice concerning the adoption of the Teaching and Examination Regulations). The request usually also specifies a deadline for the response (often 28 days). If the matter is particularly urgent, the dean or the programme director can include a reminder stating that if the Programme Committee does not respond within the specified period, its advice will be assumed to be positive.

Unsolicited advice may relate to wide-ranging teaching-related matters.

The Programme Committee issues its advice in writing, by letter or email. A copy of all the Board's recommendations should be appended to the meeting minutes for reference purposes. It is advisable to include a list at the end of the minutes of all recommendations made, together with the date on which they were issued, to whom, and whether there has been a response. This will enable the Programme Committee to closely monitor the extent to which its advice is actually followed up. Noting the date ensures that the topic can always be looked up in old meeting minutes.

If the individual to whom the advice has been issued does not adopt the advice, it must substantiate why. If the Programme Committee has questions about the response, it can invite the relevant person to one of its meetings.

Responses to advice issued by the Programme Committee must be submitted in writing. The individual to whom the advice is directed (dean, programme director, College/Graduate School director) must respond within 28 days; failing this, the Programme Committee will report the matter to the next management level.

Should negative advice not be followed up, the Programme Committee has the right to approach the National Committee for Disputes concerning participation in decision-making in higher education (disputes committee) within four weeks after the expiry of the reply period. In that case, implementation of the decision will be deferred by four weeks, unless the relevant representative advisory body has no reservations about implementing the decision with immediate effect.

#### 5.4 Relationship with the programme director

The Programme Committee operates at degree programme level. Good collaboration and contact between the Programme Committee and the programme director are essential for ensuring that the Programme Committee functions effectively in light of the programme director's responsibility for the degree programme under the UvA governance model. The programme director ensures that the curriculum offered is actually provided and that it meets the quality standards. The Programme Committee provides advice to the programme director, helping the programme director, when making choices, to give consideration to the

perspectives of students and lecturers. An internal body that takes a critical and constructive approach to the quality of education is beneficial to the programme director.

The programme director notifies the Programme Committee as soon as possible of important developments within the degree programme, as well of external developments that could affect the degree programme and its environment. The programme director submits choices and measures with far-reaching consequences to the Programme Committee for consideration on a timely basis and responds to any advice issued by the Programme Committee within a reasonable time frame.

The chair and the vice-chair of the Programme Committee maintain regular contact with the programme director as often as necessary to keep each other updated and to contribute jointly to the quality of education. The Programme Committee may invite the programme director to attend its meetings.

In principle, the Programme Committee advises the programme director rather than the individual lecturers directly. Lecturers provide education under the responsibility of the programme director. One of the Programme Committee's key tasks is to discuss teaching evaluations and to advise on the resulting improvement measures. In such cases, the programme director can opt to consult with the relevant lecturer.

Some cross-degree programme issues have considerable consequences for the degree programmes. In such cases, the Programme Committee issues advice even if the topics concerned do not fall within the programme director's sphere of influence. The Programme Committee addresses the College/Graduate School director or the dean in such instances. It would be advisable for the dean or the programme director to meet with the Programme Committee's several times a year to discuss policy (proposals). Under the WHW, the Programme Committee may invite the dean to attend a meeting twice a year to discuss the proposed policy. For practical reasons, the dean may propose that this takes place during a joint Programme Committee consultation.

## 5.5 Relationship with the Faculty Student Council

The Faculty Student Council (FSR) is the student representative advisory body at faculty level. The FSR provides advice on the preconditions for education at faculty level. The agendas of the FSR and Programme Committee partially overlap in terms of cross-degree programme issues that have considerable implications for the individual degree programmes. The FSR and the Programme Committee both have the right of consent concerning sections of the Teaching and Examination Regulations, in some cases this may even relate to the same provisions. The FSR is involved in cross-programme matters, while the Programme Committee focuses on matters that concern only the degree programme(s) it represents.

It is essential that the Programme Committee's and the FSR are fully aware of each other's

viewpoints and considerations. The exchange of information between both bodies can be organised in various ways. A number of faculties have good experience of designating fixed contact persons for the Programme Committee's within the FSR. In some cases, FSR members also attend Programme Committee meetings, which occurs at the Faculty of Economics and Business and the Faculty of Law, or Programme Committee members are invited to FSR meetings. In other faculties, a regular FSR-Programme Committee consultation offers a solution. The faculty may also opt to allow FSR representatives to attend the cross-degree programme consultation together with the chairs and vice-chairs of the Programme Committee's if such a consultation is held at faculty level.

The WHW provides that the Programme Committee must submit a copy of its advice and proposals for information to the FSR.

#### 5.6 Relationship with the Works Council

The Works Council is the employee representative advisory body at faculty level. The Works Council issues advice on all matters relating to the activities of lecturers and support staff. This means that numerous topics relating to the organisation of education are also discussed by the Works Council. Nevertheless the Works Council has no right of consent on sections of the Teaching and Examination Regulations. Occasional consultations between the Programme Committee and the Works Council may be useful, for instance to exchange views on the structure of the teaching evaluations. In all other respects, the Works Council primarily considers aspects other than the teaching aspects of education and education policy, which means that the advice issued by the Programme Committee and the work council will usually be complementary. Aspects relating to the programme organisation that could affect the quality of education and lecturers' workload, however, are matters which the Programme Committee and Works Council will need to address.

#### 5.7 Relationship with the Examinations Board

The Teaching and Examination Regulations include a section on assessment and testing. Similar to the Programme Committee, the Examinations Board advises on these provisions and the manner in which they are implemented. The Examinations Boards also identifies problems relating to testing and assessment. It is therefore advisable for the two bodies to communicate about these topics with each other and to discuss the draft Teaching and Examination Regulations during a joint meeting at a fixed point in the year.

#### 5.8 Liaising with colleagues and students

The members of the Programme Committee represent all lecturers and students in the degree programme.

It is essential that Programme Committee members keep in touch with their fellow lecturers and students in order to keep track of issues of current concern. The Programme Committee must therefore be easy to locate on the faculty and/or degree programme website, and have an email address to which students (and lecturers) can write and an inbox to which all Board members have access. It is up to the faculty to facilitate these communication channels.

Visibility lowers the threshold for students to approach the Programme Committee. Student members should also actively liaise with fellow students and advertise themselves as a point of contact, for example by providing information at the beginning or end of lectures, enlisting the study association or contributing to its newsletter. Broad recruitment of new members also serves to enhance visibility.

Perhaps the best means of increasing the Programme Committee's visibility, however, is to organise and encourage discussion about teaching in that degree programme. Themed meetings and focus groups not only yield insights that can feed into the Programme Committee's recommendations, but also contribute to raising its visibility. This said, sometimes it can be difficult to organise such activities as an extension of a tutorial meeting or lecture.

At the very least, the Programme Committee must publish its annual report and agenda on the degree programme website. Other communication channels are Facebook and Blackboard, where teaching evaluations (anonymous or otherwise), public versions of the minutes and a newsletter can be posted.

## 5.9 What to do in the event of poor functioning

It is in every degree programme's interest to have a properly functioning Programme Committee. Most Programme Committee's develop their own effective working procedures. Occasionally, problems can arise, however, that the Programme Committee is unable to resolve on its own. Examples could include:

- The College/Graduate School director fails to submit the annual plan of the College/Graduate School to the Programme Committee or deviates from the adopted annual plan without notifying the Programme Committee members.
- The Programme Committee does not have all relevant information on time.
- Individual Programme Committee members are frequently absent and/or insufficiently prepared at meetings.
- The Programme Committee's advice is not taken seriously and/or not adopted, with no reasons provided.
- The Programme Committee's advice concerns areas that are unrelated to teaching.



If problems arise, they should be discussed with the programme director or college/graduate school director. Should the problems relate to cooperation with the programme director, the college/graduate school director can be called in; if they relate to cooperation with the College/Graduate School director, the dean can be called in.

## 6. Meetings

The Standing Regulations lay down how often a Programme Committee is required to meet. A Programme Committee usually holds at least six meetings a year. It would be advisable for most Programme Committee's to hold more than six meetings a year. All Programme Committee members must attend meetings as often as possible.

All the usual tips for holding an effective meeting apply equally to meetings and decision-making within the Boards, including working according to an agenda with a timeline, ensuring all members come to meetings well-prepared, putting the most important items at the top of the agenda, allowing everyone to have their say, taking each other seriously, etc. Members who are unable to attend meetings must respond to the meeting documents in writing, prior to the meeting.

There are also a number of additional points of especial relevance to Programme Committee meetings:

- While the College/Graduate School director and programme director regularly attend the meetings, the Programme Committee may choose not to invite them. The Programme Committee is an independent body. Meetings may include discussions of subjects that make the presence of programme management undesirable.
- It often happens that the programme director uses Programme Committee meetings to bring everyone up to date, thereby turning the entire meeting into more of an informational update. While the Programme Committee can opt for this format, it is essential that it subsequently forms its own independent opinions.
- It also frequently happens that, although there is active discussion during the meeting, no conclusions are drawn and no follow-up actions are agreed. Programme Committee's are therefore advised to briefly recap the conclusions after discussing each item and to state any actions to be taken.
- It is possible that discussions will include the evaluations of courses taught by lecturer members of the Programme Committee. In that case, the procedure adopted must be the same as for other lecturers. If lecturers are not usually invited to attend discussions of course evaluations, the lecturer member concerned will leave the meeting in such cases. The lecturer can be called back into the meeting after the discussion is finished and the conclusions have been recorded. Where a course evaluation concerns the chair, the vice-chair can temporarily chair the meeting.

### 6.1 Preparatory meeting for student members of the Programme Committee

In view of the fact that the topics discussed during Programme Committee meetings may be less familiar to students than to lecturers, student members (the student contingent) are advised to organise their own preparatory meetings. If the vice-chair of the Programme Committee is a student member, they can also serve as chair of the student contingent.

During a preparatory meeting, students can help to familiarise each other with the information.

Preparatory meetings can also be useful to strengthen students' position on the Programme Committee in other ways. Students sometimes consider their position on the Programme Committee as a somewhat difficult one, as lecturers not only have more expertise than they do, but also have a certain authority vis-à-vis the students. By organising preparatory meetings in which the topics can be discussed and joint viewpoints determined on particular items, students will be better able to effectively represent the student perspective on the Programme Committee.

## 6.2 Guests

The Programme Committee is free to invite guests to attend its meetings. Obvious candidates include the programme director, the College/Graduate School director, the study adviser, a programme coordinator, a quality assurance officer or another staff member with a specific area of expertise, such as testing and assessment. Representatives from the FSR, the Works Council, the student association or the examinations board may also be invited. Non-members (lecturers and students) are free to ask to attend meetings as guests, for example if a student has a complaint they wish to report to the Programme Committee. The Programme Committee always has the right to refuse guests or to invite them for a part of the meeting only.

## 6.3 Minutes

The official secretary drafts minutes at each meeting, which are formally adopted at the following meeting. The minutes state each item on the agenda and provide a summary of the discussion, key conclusions and follow-up actions. The minutes should always conclude with a list of actions to be taken and an overview of all recommendations issued in that academic year. The official secretary files the minutes in the digital archive which is accessible to all members.

If the Programme Committee opts to make its minutes available to other lecturers and students, it must remove any texts that could be connected with the performance of individual persons.

## 6.4 Voting

If a meeting is unable to reach a consensus on an issue, the issue should be decided by a vote.

Whenever making a decision, the chair must first provide a clear overview of the issue at

hand and then give everyone a chance to voice an opinion and discuss points on which opinions differ. This will enable the chair to seek to reach a consensus decision. A vote is taken only in cases where no consensus can be reached.

All official members of the Programme Committee are entitled to vote. In some Programme Committee's, where there is a clear distinction between representatives of Bachelor's and Master's students, or where several degree programmes are clustered into a single Programme Committee, it must be clear which group should be permitted to vote on a given issue.

Votes regarding persons must be cast by sealed ballots. In all other cases, votes will be cast by raising hands, unless any member requests that votes be cast by ballot. The chair will offer all members the opportunity to briefly state reasons for their vote.

Where the vote concerns advice and consent from the Programme Committee, the matter is decided by a simple majority of votes. The manner in which this majority is determined (e.g. the Programme Committee as a whole or within the individual lecturer and student contingents) is set out in the Standing Regulations of the relevant Programme Committee. If a vote is tied because there is a difference of opinion between the student contingent, on the one hand, and the lecturer contingent, on the other, and that vote concerns a request for advice, both positions will be stated in the advice issued. In all other cases where the votes are tied, the Programme Committee will not issue any advice.

## 6.5 Open meetings and confidentiality

The Standing Regulations for the Programme Committee must establish whether the meetings are in principle open or closed. There are arguments in favour of both options. An open meeting takes account of the fact that the lecturer and student members represent all lecturers and students involved in that degree programme. A meeting that is in principle closed ensures lecturers' privacy is protected during the discussion of course evaluations.

Confidential documents pass through Programme Committee members' hands, including course evaluations in which individual lecturers are appraised. Everything discussed during the meetings must therefore be treated confidentially, even if it has not been explicitly stated that documents are confidential.

## 7. Facilities

Programme Committee's should have sufficient facilities in order to properly perform their duties. The facilities to which the Programme Committee's are entitled are laid down in Section 9.48 of the WHW, to which universities may add additional facilities. Section 9.48 WHW provides that the facilities 'in any case include administrative, financial and legal assistance and training'. The WHW furthermore provides that the dean will make available to the members of the Programme Committee a training budget, which will be jointly determined during a consultation between the dean and the Programme Committee. The facilities are the dean's responsibility unless stated otherwise.

### 7.1 Compensation

Programme Committee members receive compensation for their tasks based either on a grant from the Profiling Fund (student members) or are allocated hours (lecturers).

### 7.2 Practical matters

The Programme Committee has its own digital archive, which is accessible to all members. The archive also contains documents from previous years so that members can familiarise themselves with the history of the tasks and files assigned to them. Confidential documents may also be filed in the digital archive. Any personal data must be anonymised. The official secretary administers the digital archive and ensures that all the relevant documents (such as minutes and agenda documents) are easy to retrieve and are retained on file. The UvA provides this archive centrally via the virtual learning environment or on a server.

The Programme Committee may use printer facilities to print, photocopy or scan meeting documents and documents supporting its activities. Programme Committee members should either use their own printing pass to print out or photocopy documents or submit a request to the official secretary. For sustainability reasons, the use of digital documents is recommended.

The Programme Committee may use a meeting room, which should be reserved in advance by the official secretary through Facilities Services. Coffee/tea and presentation equipment (whiteboard, flip chart) can also be reserved, where necessary. The Programme Committee can also reserve additional meeting space on the same conditions for any events organised by the Programme Committee, such as panel/student discussions, selection interviews and additional meeting sessions.

### 7.3 Secretarial support

The Programme Committee is entitled to use the services of an official secretary. The tasks of the official secretary including maintaining the digital archive, printing documents on request, reserving meeting rooms and requesting other required materials, record-keeping, taking minutes of meetings and monitoring timelines. The official secretary will be assigned at least 0.1 FTE for each Programme Committee in order to properly perform the relevant tasks.

The Programme Committee is entitled to legal assistance. The most frequently asked legal questions can be found in an FAQ in the A-Z list on the staff and students page. In addition, Legal Affairs plays a role in legal training for new Programme Committee members and official secretaries. Upon request, Legal Affairs will also organise a legal knowledge-sharing session each year or every six months.

If external legal assistance is required in specific cases, the Programme Committee may discuss this with the dean. In consultation with the Programme Committee, the dean will make available a budget for legal assistance.

#### 7.4 Visibility and contact with colleagues and students

The Programme Committee has a UvA email address, which is clearly posted on the UvA website.

The Programme Committee has a pigeonhole mailbox that is regularly emptied by the official secretary. The official secretary forwards incoming documents to the Programme Committee members.

The Programme Committee has a page on the UvA website that is easy to find. The page contains an explanation for students drawn up centrally of the tasks and powers of Programme Committee's, and a complaints or suggestions procedure. The email address of the Programme Committee is also stated on the page. The Programme Committee itself may also post a text here.

The Programme Committee may request a budget for organising activities such as panel discussions. The faculty determines the budget. The Programme Committee should submit a substantiated request to increase this budget in specific cases, if necessary.

The UvA is bound by a best-efforts obligation to assist Programme Committee's in reaching and staying in contact with the parties they represent. The Programme Committee's can seek permission to hand out leaflets at teaching locations or in public spaces at the UvA, to distribute posters or to publish a text in a newsletter. The Programme Committee may also hold short talks at lectures in consultation with the lecturer.

#### 7.5 Support for elections

Faculties that plan to compose Programme Committee's on the basis of elections should be able to call on adequate support from the Central Electoral Office. The support required is currently being defined in further detail. Facilities wishing to hold Programme Committee membership elections with support from the Central Electoral Office for the 2018-2019 academic year must notify Academic Affairs in good time, preferably by 1 November 2017.

## 7.6 Training

The Programme Committee is entitled to training in order to properly perform its tasks. New Programme Committee members should attend at least one training session. The dean provides Programme Committee members with a training budget that is jointly determined by the dean and the Programme Committee. Training and information sessions are organised at various levels. The departments providing support services to the Programme Committee ensure that the Programme Committee's are notified of the content and scheduled dates of training sessions. The organisation of the activities will be coordinated to avoid any overlap as far as possible.

### Central level

- At least once a year, the UvA (Academic Affairs Executive Staff) organises a UvA-wide Programme Committee day, offering workshops and giving Programme Committee's the opportunity to provide feedback to the Executive Board and the representative advisory bodies. Participation in the UvA-wide Programme Committee day is strongly encouraged.
- Legal Affairs will organise a legal knowledge-sharing session, on request, each year or every six months.
- The Central Student Council (CSR) organises participation in decision-making days offering various workshops, which the Programme Committee's are invited to attend.

### Faculty level

- The faculty organises Programme Committee induction training sessions and workshops at the beginning of the year.
- Departing and incumbent members are jointly responsible for the handover of duties to new Programme Committee members. Departing members ensure that new members receive induction training.

*Responsibility: Programme Committee chair and vice-chair*

Other training opportunities: National training sessions are organised by various bodies. Any Programme Committee member is at liberty to attend. The Programme Committee is also free to attend additional training sessions at its own initiative.

Lecturer training sessions take place during working hours on full pay (Section 9:48 WHW).

## 7.7 Documentation

The Programme Committee must ensure they continuously keep abreast of developments in a timely manner within the degree programmes in particular and education in general. The faculty and the Programme Committee will jointly agree on which documents should in at least be made available to the Programme Committee. A list of basic documents is provided below. This list can be adjusted in consultation with the programme director. The programme director and the Programme Committee will agree on the working language for documents.

### Documents

- Draft policy documents on which the Programme Committee may issue advice
- Existing policy documents required by the Programme Committee for the proper performance of its tasks
- Faculty annual plan and annual report
- Faculty Regulations
- Assessment Policy
- Accreditation report
- Teaching evaluations
- Draft report on the midterm review
- NSE analysis
- Guide for Programme Committees

## List of abbreviations

ACTA	Academic Centre for Dentistry in Amsterdam
AMC-UvA	Academic Medical Center (Faculty of Medicine)
BA	Bachelor's
BaMa	Bachelor's-Master's
BB	Blackboard
CBO	Executive Council (advisory committee comprising deans and the Executive Board)
COBEX	Examinations Appeal Board
COR	Central Works Council
CSR	Central Student Council
CvB	Executive Board
ECTS	European Credit Transfer System; academic credits
FB	Faculty Board
FdR	Faculty of Law
FEB	Faculty of Economics and Business
FGW	Faculty of Humanities
FMG	Faculty of Social and Behavioural Sciences
FNWI	Faculty of Science
FSR	Faculty Student Council
HBO	Higher professional education
AUAS	Amsterdam University of Applied Sciences
MA	Master's
NSE	National Student Survey
NVAO	Accreditation Organisation of the Netherlands and Flanders
Programme Committee	Programme Committee
OCW	Dutch Ministry of Education, Culture and Science
OER	Teaching and Examination Regulations
OR	Works Council
SIC	Service and Information Centre
UCO	University Committee on Education
UOC	University Research Committee
VSNU	Association of Universities in the Netherlands
WHW	Dutch Higher Education and Research Act
WOR	Dutch Works Councils Act
WSF	Dutch Student Finance Act



## Relevant links

**On Programme Committees**  
[www.opleidingscommissies.nl](http://www.opleidingscommissies.nl)

**On accreditation (NVAO)**  
[www.nvao.net](http://www.nvao.net)

**On laws (e.g. WHW)**  
[www.wetten.overheid.nl](http://www.wetten.overheid.nl)

**Student councils at the UvA**  
[www.studentenraad.nl/](http://www.studentenraad.nl/)

**UvA organisational chart**  
[www.uva.nl/organisatie](http://www.uva.nl/organisatie)

**ASVA Student Union**  
[www.asva.nl](http://www.asva.nl)

**National student union (LSVB)**  
[www.lsvb.nl](http://www.lsvb.nl)

**Dutch National Students Association (ISO)**  
[www.iso.nl](http://www.iso.nl)

**Student participation at the UvA**  
[www.student.uva.nl/centralestudentenraad](http://www.student.uva.nl/centralestudentenraad)

**Regulations on Administrative Body Membership Grants**  
<http://student.uva.nl/az/content/beurzen/financiele-steun-van-de-uva/bestuursbeurs/opleidingscommissie/bestuursbeurzen-voor-leden-opleidingscommissie.html>

## Sections from the Dutch Higher Education and Research Act (*Wet op het Hoger onderwijs en het Wetenschappelijk onderzoek, WHW*)

### **Section 7.13. Teaching and Examination Regulations**

1. The institutional management draws up Teaching and Examination Regulations for each degree programme or group of degree programmes offered by the institution. The Teaching and Examination Regulations contain adequate and clear information on the degree programme or group of degree programmes.
2. Without prejudice to the other relevant provisions of the Act, the Teaching and Examination Regulations set out the applicable procedures and rights and obligations relating to teaching and examinations for each degree programme or group of degree programmes. This at least includes the following:
  - a. the content of the degree programme and of the relevant examinations;
  - b. the content of majors within the degree programme;
  - c. the knowledge, insight and skills which a student is expected to have acquired upon completion of the degree programme;
  - d. the organisation, where necessary, of practical components;
  - e. the study load of the degree programme and of each of the units of study it comprises;
  - f. further rules, referred to in Sections 7.8b, subsection 6, and 7.9, subsection 5;
  - g. which Master's degree programmes apply Section 7.4a(8);
  - h. the number and order of examinations and the times at which they are administered to students;
  - i. whether the degree programme is full-time, part-time or work-study;
  - j. where necessary, the order and time periods in which and number of times per academic year that students will be given the opportunity to take examinations and final examinations;
  - k. where necessary, the length of time for which a passing mark on an examination remains valid, subject to the examinations board's authority to extend the validity period;
  - l. whether the examinations are oral or written or of another nature, subject to the examinations board's authority to provide otherwise in special cases;
  - m. the arrangements to be made within reason to enable students with a physical disability or chronic condition to take examinations;
  - n. the public nature of oral examinations, subject to the examinations board's authority to decide otherwise in special cases;

- o. the period within which the results of an examination will be announced, and the circumstances in which this period may be exceeded, if at all;
  - p. how and within what period a person who has taken a written examination may obtain access to their assessed work;
  - q. the manner and period in which questions and assignments that formed part of a written examination and standards on which the examination was assessed may be inspected;
  - r. the conditions under which the examinations board may exempt students from taking one or more examinations on the basis of examinations or final examinations that the student has already passed in higher education or of knowledge or skills acquired outside higher education.
  - s. where necessary, that a student must pass certain examinations before having the option of taking other examinations;
  - t. where necessary, the obligation to complete a practical component in order to be allowed to take an examination, subject to the examinations board's authority to grant an exemption from such an obligation, with or without imposing substitute requirements;
  - u. monitoring study progress and individual student counselling;
  - v. where applicable, the method by which students are selected for a special track within a degree programme as referred to in Section 7.9b; and
  - x. the actual form and structure of teaching.
3. The Teaching and Examination Regulations set out how a person can invoke their right to pursue a Bachelor's programme at a higher professional education institution as referred to in Section 7.8a(5), and the criteria that apply.

### **Section 9.18. Programme Committees**

1 A Programme Committee must be established for each degree programme or group of degree programmes. The Programme Committee is charged with providing advice on promoting and safeguarding the quality of the degree programme. In addition, the Programme Committee:

- a. has the right of consent in regard to the Teaching and Examination Regulations as referred to in Section 7.13, with the exception of the topics referred to in the second paragraph under a, f, h through u, and x, and with the exception of the requirements referred to in Section 7.28(4)(5), and Section 7.30b(2);
- b. is charged with reviewing the manner in which the Teaching and Examination Regulations have been implemented each year;
- c. has the right to be consulted in respect of the Teaching and Examination Regulations as referred to in Section 7.13, with the exception of the topics on which the Programme Committee has a right of consent pursuant to part a, and

d. is charged with issuing solicited and unsolicited advice and proposals to the director of the degree programme as referred to in Section 9.17(1) and to the dean on all matters relating to the education provided by the relevant degree programme. The Programme Committee submits the advice and proposals, as referred to under d, for information to the faculty council.

2 Section 9.35, preamble and parts b, c, and d. equally apply to advice as referred to in paragraph 1.

3 If the Programme Committee submits a proposal to the director of the degree programme or the dean as referred to in paragraph 1, part d., the director of the degree programme or the dean will respond within two months of receipt of the proposal.

4 Paragraphs 3 through 8 of Section 9.31 equally apply to the Programme Committee. In consultation between the director of the degree programme, or the dean and the faculty council, an alternative procedure other than elections may be adopted for determining the composition of the Programme Committee. Whether it is desirable to maintain the alternative procedure will be determined each year.

5 The Programme Committee is authorised to invite the director of the degree programme or the dean at least twice a year to discuss the policy proposed, based on an agenda prepared by the Programme Committee.

6 If a faculty only offers one degree programme, the Faculty Regulations may provide that the tasks and powers of the Programme Committee are performed by the faculty council as referred to in Section 9.37.

### **Section 9.48. Facilities and training**

1 The Executive Board allows the University Council to use the facilities that are available to the council and which it reasonably requires for the performance of its tasks, which in any case includes administrative, financial and legal assistance and training.

2 The Executive Board provides the members of the University Council with a training budget that is jointly determined by the Executive Board and the council. The staff of the university will be given the opportunity to receive such training during working hours on full pay.

3. This section equally applies to faculty councils and Programme Committees with the proviso that the dean takes the place of the Executive Board.

## Article from the Management and Administration Regulations

### Article 27

1. Each College and each Graduate School has at least one Programme Committee. One half of the members of the Board are students enrolled in a degree programme at that College or Graduate School.
2. The dean can decide to form a joint Programme Committee for multiple Colleges or multiple Graduate Schools.
3. The dean appoints the Board members after having consulted with the College or Graduate School director or directors.
4. In addition to its statutory tasks, the Board is responsible for:
  - a. advising and supporting the College or Graduate School director;
  - b. advising on curricula and policy development within the College or Graduate School;
  - c. advising on the quality of the degree programme;
  - d. advising on the quality of academic student counselling;
  - e. advising on the alignment between Bachelor's programmes and the designated follow-on Master's programmes, or vice versa, as applicable.