

Model Annual Report for Programme Committees

Name of degree programme(s):

Educational institute:

Faculty:

Reporting year:

1. Composition of the Programme Committee

Please distinguish between

- a. *members who are lecturers*
- b. *student members*
- c. *standing auditors*

Briefly state any problems relating to member recruitment and selection.

2. Solicited advice

Distinguish between annually recurring topics (Teaching and Examination Regulations, National Student Survey analysis, and teaching evaluations) and other advice solicited from the Programme Committee, as for instance advice concerning accreditation. For each topic, please indicate:

- a. *the essence of the question*
- b. *the party submitting the question*
- c. *the essence of the recommendation*

Where relevant, refer to any supporting documents.

3. Unsolicited advice

Summarise the topics on which the Programme Committee issued recommendations on its own authority.

- a. *the essence of the question*
- b. *the advised actor(s)*
- c. *the essence of the recommendation*

Where relevant, refer to any supporting documents.

4. Brief reflection on the degree programme

What is the current state of the degree programme? Which aspects are going well, which need improvement? Reference can be made to teaching evaluations, results of the National Student Survey, UvA-data, programme management reports and Board members' experiences.

5. Targets for the new academic year

Which topics does the Programme Committee wish to act on?

Explanation

The UvA attaches great importance to the proper functioning of the Programme Committees. The report format is meant to strengthen the quality of the board and the programme. The Programme Committee's annual report offers a brief overview (2-3 pages) of the activities carried out over the past year, and priorities for the coming year.

It is submitted to the programme director and the director of the College and/or Graduate School and provides input for the annual report and annual plan, in which the College or Graduate School director describes actions taken in response to the Board's recommendations. The Programme Committee prepares its annual report in September so it can be used for the annual report of the College/School.

The annual report of the Programme Committee should be published on the website of the programme.