Committees in the faculty
&
the role and duties of Programme Committees

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Committees in the faculty & the role and duties of Programme Committees

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1 The FEB Programme Committees

1.1 Composition and size

1. The staff/student ratio in an OC must be 50-50.
2. We recommend taking the popularity of each programme into consideration when determining the number of student members. A degree programme that attracts 15 students a year is not likely to delegate a large number of student members to the OC. No minimum number of students is defined by law. There may even be one single student member, but this implies that the OC can also have only one staff member.
3. The students must be registered for the degree programme.
4. The law states that there may be one single Programme Committee for the Bachelor’s and related Master’s degree programmes, but the OC must have student members from both programmes, i.e. at least one student registered for the Bachelor’s programme and at least one student registered for the related Master’s programme.
5. The Faculty Regulations describe the appointment procedure for OC members: ‘The members of the Programme Committees are appointed by the Faculty Board. Student members are appointed via a procedure to be determined by the Faculty Board. Staff members are nominated by the chairs of the relevant departments and appointed by the Faculty Board.’
6. Programme-specific matters may only be dealt with by the relevant Programme Committee.
7. Matters common to all degree programmes must always be dealt with by all Programme Committees.

1.2 The Programme Committees of the FEB as from September 2012

<table>
<thead>
<tr>
<th>Programme Committee</th>
<th>Phase</th>
<th>Programmes</th>
<th>Number of Staff</th>
<th>Number of Students</th>
</tr>
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<tr>
<td>Accountancy &amp; Controlling</td>
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<tr>
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<tr>
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<tr>
<td></td>
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<td>postinitieel</td>
<td>Executive Master Finance &amp; Control</td>
<td>4</td>
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</tr>
</tbody>
</table>

¹ There are three ‘orphan’ course units in the Pre-MSc programme: Mathematics for Pre-MSc, Business Research Methods for Pre-MSc and Organization Theory and Design for Pre-MSc. These course units will be monitored by the new IB BSc OC.
1.3 The duties and powers of a Programme Committee

Duties of a Programme Committee
A Programme Committee (OC) has the following duties in accordance with the Higher Education and Research Act (WHW):

a. To issue advice about approval of and changes to the teaching and examination regulations
b. To annually assess the way the Teaching and Examination Regulations are implemented
c. To issue advice, on request or on its own initiative, to the programme director and the Faculty Board on all matters relating to teaching in the relevant degree programme.

Below is a description of the main duties of the programme committees.

Duty 1: Teaching and Examination Regulations
One of the duties of the OC, as set out by law, is issuing an advice about the Teaching and Examination Regulations (TER). The TER is a document setting out the various regulations concerning teaching, for example:

• purpose and format of the degree programme
• design of the degree programme
• the language of instruction
• examinations and final assessments
• required qualifications.

Suggestions for changes to the TER are usually submitted to the Faculty Board in the autumn. Within FEB, suggestions that lead to changes to the TER often come from the Faculty Board itself, after discussion with the Programme Directors. There are many different reasons for making changes – either major or minor – to the teaching programme. They can range from suggestions about changing the name of a certain course to large-scale changes to the teaching programme. Such changes are often the result of evaluations or a report by external assessors. It is also possible that new degree programmes must be included in the TER. Additionally, programmes may every now and again have to be changed in line with university or national policy. The OCs advise the Faculty Board about the TER. The Faculty Board then presents the TER to the Faculty Council, which has right of consent concerning certain parts of the TER. This means that if the Faculty Council does not approve the TER, it must be changed until the council feels it can issue a positive advice.

Duty 2: Assessment of the implementation of the teaching programme
The second main duty of the OC is to monitor the quality of teaching on the relevant degree programme. The OC uses evaluations to assess whether the teaching programme complies with the provisions of the TER. The following evaluations are conducted within FEB:

1. course evaluations
2. curriculum evaluations
3. indicators

Re. 1 Course evaluations
The faculty works with a data collection and reporting system based on internet technology: ISEK-WWW. All courses on offer are evaluated twice a semester. Students are sent an e-mail with a direct link to the website for evaluations of the courses they are following.

The staff in charge of quality at the faculty will provide an overview of the results of the course evaluations for each block. The overviews per block will be sent to the Programme Directors, Programme Committees and the Faculty Board. A course evaluation consists of questions relating to the course and questions relating to the lecturer. Both types of questions result in an evaluation. An average score below 3.0 on one of the two types of questions means that the final score is a C and that the course is subject to a postmortem. An average score between 3.0 and 3.4 means a B score, for which a postmortem is optional. The lecturer must always draw up a plan of improvement in the event of a B or C score.

Re. 2 Curriculum evaluations
Some cross-curricular aspects of the teaching process are also covered by quality assurance. The quality of cross-curricular aspects is measured by the curriculum evaluations. Upon graduating, students are asked about their experiences during the Bachelor’s or Master’s degree phase. In addition, every year all students are surveyed about the facilities, the organization and the teaching. The Quality Assurance department also draws up useful management analyses of the most important national curriculum evaluations: the National Student Survey, the Elsevier Survey and the Higher Education Guide. Measurements of the satisfaction of...
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graduates and the work field form part of the curriculum evaluation.

**Re. 3 Indicators**
In order to monitor matters and take action in the event of undesirable tendencies, a management information system is needed. The management information system systematically collects key indicators to enable comparisons of degree programmes and student cohorts. The following indicators are regularly reported to Programme Directors, Programme Committees and the Board:
- intake and graduates in the Bachelor’s and Master’s degrees (annual)
- propaedeutic, Bachelor’s and Master’s success rates (annual)
- data on transfers and school leavers (per half semester)
- Bachelor and Master’s degree drop-outs (annual).
The indicators are also made available to other members of staff and students via the website.

**Duty 3: Advising the Faculty Board**
In addition to matters that are regularly discussed by the OCs, there are also current matters that the Faculty Board wants to be advised on by the OCs. Here are some examples:
- accreditation of new or existing degree programmes
- the strategic plan
- revisions to the regulations concerning final-year projects
- prevention of plagiarism
The OCs can also issue an advice to the Faculty Board on their own initiative.

2 Other committees, administrative and advisory bodies

In addition to the Programme Committees, various administrative and advisory bodies are active within the faculty.

2.1 Faculty Board (FB)
The Faculty Board has three members: the Dean, the Vice Dean and the Managing Director. In addition, there is a advisory student member. The Faculty Board is responsible for managing the faculty and has the final responsibility for the *organization* of the teaching and the research. This is set out in the Faculty regulations. The organization of the degree programmes is in the hands of the Programme Directors and the teaching is in the hands of the lecturers, but the final responsibility rests with the Faculty Board.

2.2 Faculty Council (FR)
The Faculty Council is a co-determination body consisting of staff and students of the faculty. The FR advises the Faculty Board on its policy. The Faculty Board requires the approval of the Faculty Council for: the Faculty Regulations and the Teaching & Examination Regulations (TERs).

2.3 Board of Examiners
Only lecturers may be members of a Board of Examiners (members must be responsible for teaching in the degree programme).
The FEB has two Boards of Examiners:
- The Board of Examiners for all initial degree programmes offered by the FEB. This Board of Examiners has 9 members.
- The Research Master has its own Board of Examiners, consisting of 5 members.
The Board of Examiners must have a Chair and a Secretary. Their duties include signing degree certificates. All members are appointed as deputy chair or deputy secretary as this is a prerequisite for signing degree certificates.

A Board of Examiners is responsible for organizing and co-ordinating the examinations of a degree programme. For example, they draw up the Rules & Regulations. The Rules & Regulations contain rules governing:
- registering for examinations and courses
- order during examinations
- the maximum permitted correction time
- cheating
- assessment
- cum laude regulations
In addition, they decide on requests by students to depart from the usual regulations.
2.4 **Admissions Board**  
The Board of the Faculty can appoint an Admissions Board to issue proofs of admission on its behalf.

2.5 **The role of the Programme Director**  
The duties of the Programme Director include:
- Monitoring the quality of the various courses
- Matching course demand and course supply
- Dividing teaching duties (courses) between the individual departments
- Allocating any budgets for educational development
- Final responsibility for the operational organization of the degree programme. In practice, this implies implementing the TERs
- Providing lecturers and students with information
- Recruiting and selecting new academic staff by participating in structural committees and Appointment Advisory Committees (BACs)
- Keeping professors informed of the teaching and other performance of the academic staff they are responsible for (lecturers, senior lecturers) and the Dean of the teaching activities of the professors
- Promoting the professionalization and quality of the staff with respect to teaching
- Advising (solicited and unsolicited) the Faculty Board on policy concerning teaching as well as the implementation of the teaching programmes and the Teaching and Examination Regulations.

The Programme Directors usually attend the meetings of the Programme Committees as advisory members. The Boards of Examiners or Admissions Boards also regularly ask the Programme Directors for advice.