



## Additional information concerning the Model Rules of Procedure for Programme Committees 2020 ff

Since 1 September 2017 the Programme Committee has been a consultative participation body in the sense of the Higher Education and Research Act (WHW: *Wet hoger onderwijs en wetenschappelijk onderzoek*). It is the Programme Committee's primary duty to give advice on how to improve and assure the quality of the degree programme. The Programme Committee has the right of consultation regarding some elements of the Teaching and Examination Regulations and the right of consent to some other elements. Furthermore, the WHW stipulates that the Programme Committee is authorized to consult with the board or director of the degree programme twice a year about proposed policy.

In accordance with the statutory regulations, the Programme Committee must draw up rules of procedure in conjunction with Article 9.18.4 in conjunction with Article 9.31.7 of the WHW.

These model rules of procedure are designed to support this process. They contain articles that are often found in internal regulations. The articles provide a fair minimum of regulation. You are free, of course, to divert from this minimum and draw up more extensive or explicit rules of procedure. The texts *in italics* go beyond the strictly necessary requirements and may or may not be included in your rules of procedure.



# Model Rules of Procedure for the Programme Committee of the Faculty of [...]

## for the degree programme(s):

[a] [b]

Etc.

Rules of Procedure as referred to in Article 9.18.4 in conjunction with Article 9.31.7 of the Higher Education and Research Act (WHW; *Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek*) and bearing in mind the Faculty Regulations.

### Abbreviations

FB = Faculty Board

FR = Faculty Council (*Faculteitsraad*)

OC or Committee = Programme Committee (*Opleidingscommissie*)

OER = Teaching and Examination Regulations (*Onderwijs- en Examenregeling*)

WHW = Higher Education and Research Act (*Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek*)

### Chapter 1 General provisions

#### Article 1.1

#### Definitions

The terms used in these Rules have the meaning ascribed to them in the Faculty Regulations of the Faculty [FACULTY] and the WHW.

### Chapter 2 Programme Committee

#### Article 2.1 Requirements and composition

1. The members of the Programme Committee must be involved in the teaching of the degree programme or programmes covered by the Committee. A member of the University Board or Faculty Board cannot be a member of the Committee. In view of the distribution of powers, combining FR and OC membership is not recommended.
2. The members of the Committee are appointed by the Faculty Board. The way in which the Committee is put together is set out in the Faculty Regulations. It will be decided each year whether the way in which Committee members are chosen (by election or some alternative procedure) should be changed.
3. Half of the Programme Committee's members are students and half are elected from among the staff.
4. The student members will be selected from all Bachelor's and Master's degree programmes covered by the Committee and will be representative of the various cohorts.

1. Is based on Article 9.18.4 in conjunction with Article 9.31.4 of the WHW.
2. Is based on Article 9.18.4 of the WHW.
3. Is based on Article 9.18.4 in conjunction with Article 9.31.3 of the WHW.



### **Article 2.2              Membership**

1. Programme Committee members are appointed for a period of [...] years, after which their membership will end by operation of law.
2. After the end of the term, membership may be extended with another term.
3. Membership will also end:
  - a. at a written request of the member submitted to the OC Chair
  - b. if the conditions of membership no longer apply
  - c. if a Committee member demonstrably acts in contravention of the statutory frameworks and duties of the Programme Committee and the Faculty Board relieves the member of their duties on substantiated grounds
  - d. upon the death of the member.

### **Article 2.3              Duties**

1. In accordance with Article 9.18.1 of the WHW, the Programme Committee is tasked with issuing advice on how to guarantee and improve the quality of the degree programme(s).
2. In addition, the Programme Committee has:
  - a. the right of consultation concerning the entire OER, with the exception of articles for which the Committee has the right of consent in accordance with the Act, as set out in Appendix 1
  - b. the task of annually assessing how the OER is implemented
  - c. the task – upon request or at its own initiative – to submit recommendations or proposals to the [degree programme board/director] and the FB regarding any matter related to the teaching within the relevant degree programme(s)
  - d. the task to send the recommendations and proposals referred to under (c) to the Faculty Council for information purposes.

Is based on Article 9.18.1 of the WHW.

### **Article 2.4              Chair and Secretary**

1. The Programme Committee will elect from among its members or from third parties a Chair and one or more Deputy Chairs, who will preferably be chosen with both sections being equally represented.
2. *The Chair is responsible for convening, chairing and closing the meetings, directing and coordinating the Committee's activities and maintaining order during the meetings.*
3. *The Committee will nominate a Secretary from among its members, who will preferably be a member of the section not supplying the Chair.*
4. *The Secretary is responsible for collecting documents for the meetings, submitting advice and decisions for approval, monitoring the OC's mailbox, etc.*

Is based on Article 9.18.4 in conjunction with Article 9.31.8 of the WHW.

## **Chapter 3 Working method**

### **Article 3.1              Executive Committee**

1. *The Programme Committee may appoint an Executive Committee consisting of the Chair and the Secretary and, if so desired, a member from both the staff and the student section.*
2. *The duties of the Executive Committee comprise monitoring the process of, inter alia, the general affairs and the Committee's year plan.*

### **Article 3.2              Temporary committee**

*The Programme Committee may appoint temporary committees to support its work. Such committees must have equal staff and student membership.*



### **Article 3.3 Meeting schedule and year plan**

1. In its first meeting of the academic year, the Programme Committee will adopt a meeting schedule.
2. At the start of each academic year, the Committee – in consultation with the Programme Director – will also adopt a year plan indicating which topics will be covered during which meeting and in which meetings the Committee will consult with the Programme Director.
3. *The Committee may convene additional meetings at the request of the Chair, the Executive Committee or at least [...] Committee members.*

## **Chapter 4 Meetings**

### **Article 4.1 Agenda**

1. An agenda will be drawn up by [the Chair/Executive Committee] before each meeting. *The agenda and all relevant documents will be sent to all members at least [...] days before the date of the meeting.*
2. *Members can submit items for the agenda up to at least [...] days before the agenda is sent. In urgent cases, the Chair has the authority to waive this term.*
3. At the start of the meeting, the Programme Committee will finalize the agenda as proposed by the [Chair/Executive Committee].

### **Article 4.2 Reporting**

1. The Secretary will keep minutes of each meeting. At the next meeting, the Programme Committee will adopt the minutes.
2. Minutes contain at least the names of the members present, a description of each decision made by the Committee during the meeting and a list of action points.

### **Article 4.3 Participation**

The Programme Committee may invite third parties to its meetings as auditors, speakers or advisers.

### **Article 4.4 Voting**

1. During a vote, each member will cast a vote for or against the proposal or abstain from voting.
2. After the decision-making process, the Chair will formulate the decision, which will be included in the list of decisions.

### **Article 4.5 Rights and obligations**

1. If the FB asks the Programme Committee for consent or advice concerning a proposal in accordance with Article 2.3.2 a, the FB will give the Committee the opportunity to meet with the FB before the recommendation is given or the decision made.
2. Consent or advice must be asked for at such a time that it can have a substantial influence on the FB's decision-making.
3. The FB will send the Programme Committee all information the Committee needs to perform its duties reasonably and fairly in good time – also without explicit request.
4. The Committee's advice and consent decisions about FB matters and the relevant arguments must be stated in writing.
5. As soon as possible, the FB will ensure that the Committee is informed in writing of how this advice or consent decision will be acted upon.
6. If the FB does not wish to follow the advice or consent decision wholly or partially, the Committee will be given the opportunity to discuss this with the Board before the Board makes its final decision.
7. If the Committee advises the FB or the [degree programme board/programme director] about the teaching in the degree programme(s) concerned (whether upon request or unsolicited), the FB or the [degree programme board/programme director] will respond to the proposal within two months.



8. The Committee has the right to invite the [degree programme board/programme director] or the FB at least twice a year to discuss the proposed policy.

Is based on Article 9.18.2 in conjunction with Article 9.35 b, c and d of the WHW.

7. Is based on Article 9.18.3 of the WHW.
8. Is based on Article 9.18.5 of the WHW.

## **Chapter 5 Quality assurance**

### **Article 5.1              Quality assurance**

1. The Programme Committee will peruse and discuss all evaluations of the degree programme(s) and student satisfaction surveys. Where necessary, it will issue advice in accordance with Article 2.3.2 c to the [degree programme board/programme director] and/or the FB.
2. At the end of each academic year, the Committee will write an annual report and submit it to the FB. The Committee will send the annual report to the FR for information purposes.
3. The Committee will ensure that all (solicited and unsolicited) advice, consent decisions, minutes and the annual report are adequately archived.
4. Upon request, the Committee will submit the documents listed in Article 5.1.3 to any visitation committee reviewing the degree programme(s).

Please note: it is the OC's responsibility to guarantee and improve the quality of the degree programme and, more explicitly, to advise on the implementation of the OER. This means that the OC has a role in giving advice about the quality of lecturers and the evaluation of the teaching and lecturers. It is important that this role be made explicit in the Rules of Procedure. The above can be supplemented with the ways in which this is implemented within the Faculty or degree programme concerned.

### **Article 5.2              Accreditation**

1. The Programme Committee will discuss the visitation report.
2. *The Committee's student members will be given a coordinating role in the writing of the student chapter of the degree programme's self-evaluation.*

### **Article 5.3              Facilities**

In accordance with Article 9.48.3 of the WHW, the Programme Committee is entitled to necessary and reasonable facilities and training to help it perform its duties.

Is based on Article 9.48.3 of the WHW.

## **Chapter 6 Other provisions**

### **Article 6.1              Arbitration Board**

1. In accordance with Article 9.39 of the WHW, the Programme Committee has access to the national Consultative Participation Arbitration Board.
2. The Arbitration Board will be informed of conflicts between a consultative participation body and the University or Faculty Board concerning:
  - a. realizing, changing or applying the consultative participation regulations as referred to in Article 9.34 of the WHW
  - b. conflicts resulting from Articles 9.30a, 9.18, 9.32, 9.33, 9.33a.1/2/3b, 9.34, 9.35, 9.36, 9.38 and 9.38a of the WHW

Is based on Articles 9.39 and 9.40 of the WHW.



**Article 6.2              Commencement**

The Rules of Procedure are adopted by the OC and take effect on [date].

**Article 6.3              Changes to and approval of the Rules of Procedure**

1. At any time and, if necessary, in consultation with the FB, the Programme Committee has the right to amend the Rules of Procedure and approve the changed version *by a decision subject to at least a two-thirds majority of the votes cast.*
2. Changes to the Rules of Procedure will take effect on the day after these have been approved.

**Article 6.4              Notification**

The Chair will send these Rules of Procedure to the FB and the [degree programme board/director] for information purposes.

In cases not covered by these regulations, the OC will have the final say.



## Appendix 1

Onderwerpen Onderwijs – en Examenregeling (OER) 7.13 lid 2 WHW	F-Raad		OC	
	I	A	I	A
a. de inhoud van de opleiding en van de daaraan verbonden examens				
a1. de wijze waarop het onderwijs in de desbetreffende opleiding wordt geëvalueerd				
b. de inhoud van de afstudeer richtingen binnen een opleiding				
c. de kwaliteiten op het gebied van kennis, inzicht en vaardigheden die een student zich bij beëindiging van de opleiding moet hebben verworven				
d. waar nodig, de inrichting van praktische oefeningen				
e. de studielast van de opleiding en van elk van de daarvan deel uitmakende onderwijsseenheden				
f. de nadere regels, bedoeld in de artikelen 7.8b, zesde lid, en 7.9, vijfde lid (BSA)				
g. ten aanzien van welke masteropleidingen toepassing is gegeven aan artikel 7.4a, achtste lid ( <i>verhoogde studielast</i> )				
h. het aantal en de volgtijdelijkheid van de tentamens alsmede de momenten waarop deze afgelegd kunnen worden				
i. de voltijdse, deeltijdse of duale inrichting van de opleiding				
j. waar nodig, de volgorde waarin, de tijdvakken waarbinnen en het aantal malen per studiejaar dat de gelegenheid wordt geboden tot het afleggen van de tentamens en examens				
k. waar nodig, de geldigheidsduur van met goed gevolg afgelegde tentamens, behoudens de bevoegdheid van de examencommissie die geldigheidsduur te verlengen				
l. of de tentamens mondeling, schriftelijk of op een andere wijze worden afgelegd, behoudens de bevoegdheid van de examencommissie in bijzondere gevallen anders te bepalen				
m. de wijze waarop studenten met een handicap of chronische ziekte redelijkerwijs in de gelegenheid worden gesteld de tentamens af te leggen				
n. de openbaarheid van mondeling af te nemen tentamens, behoudens de bevoegdheid van de examencommissie in bijzondere gevallen anders te bepalen				
o. de termijn waarbinnen de uitslag van een tentamen bekend wordt gemaakt alsmede of en op welke wijze van deze termijn kan worden afgeweken				
p. de wijze waarop en de termijn gedurende welke degene die een schriftelijk tentamen heeft afgelegd, inzage verkrijgt in zijn beoordeelde werk				
q. de wijze waarop en de termijn gedurende welke kennis genomen kan worden van vragen en opdrachten, gesteld of gegeven in het kader van een schriftelijk afgenomen tentamen en van de normen aan de hand waarvan de beoordeling heeft plaatsgevonden				
r. de gronden waarop de examencommissie voor eerder met goed gevolg afgelegde tentamens of examens in het hoger onderwijs, dan wel voor buiten het hoger onderwijs opgedane kennis of vaardigheden, vrijstelling kan verlenen van het afleggen van een of meer tentamens				
s. waar nodig, dat het met goed gevolg afgelegd hebben van tentamens voorwaarde is voor de toelating tot het afleggen van andere tentamens				
t. waar nodig, de verplichting tot het deelnemen aan praktische oefeningen met het oog op de toelating tot het afleggen van het desbetreffende tentamen, behoudens de bevoegdheid van de examencommissie vrijstelling van die verplichting te verlenen, al dan niet onder oplegging van vervangende eisen				
u. de bewaking van studievoortgang en de individuele studiebegeleiding				
v. indien van toepassing: de wijze waarop de selectie van studenten voor een speciaal traject binnen een opleiding, bedoeld in artikel 7.9b, plaatsvindt ( <i>excellentietraject binnen een opleiding</i> )				
x. de feitelijke vormgeving van het onderwijs				
<i>alle overige onderwerpen die in de OER zijn geregeld maar die niet als zodanig zijn genoemd in art. 7.13 WHW onder a t/m x.</i>				

De lettering komt overeen met de lettering van artikel 7.13 lid 2 WHW

### Afkortingen:

- F-raad: Facultetsraad
- OC: Opleidingscommissie
- I: Instemmingsrecht
- A: Adviesrecht