



## **Regulations for Programme Committees**

### **for the programmes of the School of Business and Economics**

**Vrije Universiteit Amsterdam**

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### **Article 1 Establishment of the Programme Committee**

- 1a. The Faculty Board establishes a Programme Committee for each degree programme of the School of Business and Economics that is registered as such in the Central Register of Higher Education Study Programmes (CROHO).
- 1b. The Programme Committee Econometrics and Operations Research is a combined committee, which means the committee comprises both the Bachelor's and the Master's programme. The two programmes are to be represented by both staff and students.
2. The Faculty Board may delegate the tasks relating to the Programme Committee to the portfolio holder for teaching or the Programme Director responsible for the relevant programme.
3. New Programme Committee members should ideally be appointed before the start of the academic year, but by 30 September at the latest.
4. The Programme Committee members are entitled to the use of a meeting room. They are also entitled to resources and facilities, including administrative, financial and legal support and training for the proper execution of their duties.

### **Article 2 Composition of the Programme Committee**

- 1a. A Programme Committee has four members and a maximum of eight.
- 1b. Half of the members shall be students registered in the relevant degree programme(s) and half of the members shall be lecturers teaching in the relevant degree programme(s).
2. Members of the Faculty Board, the Programme Director or coordinators of the programme, members of the Examination Board and members of the Joint Assembly may not concurrently serve as members of the Programme Committee.
3. The Faculty Board shall publish the procedure for composing the Programme Committee in a timely fashion.
4. Staff members of the Programme Committee shall be nominated for appointment by the Programme Director responsible for the programme. The term of office for such a member is three years. This term may be extended twice.
- 5a. Students who wish to become members may apply to the Programme Committee. The Faculty Board shall advertise this opportunity to all students in a timely fashion through internal communication channels. The current (student) members also recruit new members
- 5b. A student member can serve on the committee for a period of one year. This term may be extended twice.
6. Staff members may be members of multiple Programme Committees, as long as they teach in the relevant programmes.
7. Alternative arrangements for appointing the members of the Programme Committee than via elections will be made annually after consultation the Faculty Board and the faculty Joint Assembly. In that case, the faculty regulations will state the procedure for appointing the members of the Programme Committee.
8. The Faculty Board announces within the faculty who will be a member of the Programme Committee. Each member of the Programme Committee receives a statement, certifying that he/she is a member of the Programme Committee and for which period.

### **Article 3 Duties of the Programme Committee**

1. The committee's duty is to advice on promoting and safeguarding the quality of the degree programme. The Programme Committee is also:
  - a. entitled to approve the Academic and Examination Regulations, as referred to in article 7.13, with the exception of those areas mentioned in the second paragraph under a, f, h-u and x, and with the exception of the requirements referred to in the articles 7.28, fourth and fifth paragraphs, and 7.30b, second paragraph;
  - b. responsible for conducting an annual evaluation of the way in which the Academic and Examination Regulations are implemented;

- c. entitled to present advice in respect of the Academic and Examination Regulations referred to in article 7.13, with the exception of those areas in relation to which the committee is entitled to grant approval on the basis of subsection a of this paragraph and;
- d. responsible for making recommendations to the Programme Director and the Faculty Board, either on its own initiative or on request, on all matters relating to teaching in the degree programme in question. This advice will in any case be related to quality improvements within the programme.
2. To this end, the Programme Committee can make use of:
    - aspects taken from the subject evaluations
    - the coherence between subjects in the programme and the various components of academic skills
    - programme-specific elements of the academic guidance offered
    - the manner in which the programme provides information about the programme of study to students
    - the evaluation of the programme of study as a whole in relation to the final attainment levels of the programme(s)
  3. If the committee makes a proposal as referred to in paragraph 1, subsection d, to the Faculty Board, the Faculty Board shall respond within [three weeks] of receiving the proposal.
  4. The committee sends the faculty Joint Assembly its advice for notification purposes.

#### **Article 4 Composition of meetings**

1. At the beginning of its term of office the Programme Committee establishes several offices and divides them. Examples of these offices are a secretary, an alternate for the chair and secretary, a contact person for the website etc. These offices may be taken up by each member of the Programme Committee. The chair is appointed by the Faculty Board.
2. The chair represents the Programme Committee, both inside and outside the faculty.
3. If an administrative secretariat has been designated, then the committee shall not elect a secretary.
4. The Programme Director consults with the Programme Committee on behalf of the portfolio holder for teaching.

#### **Article 4a Order of meetings**

1. The Programme Committee shall establish a meeting schedule during its first meeting of the academic year. This shall be submitted to the Faculty Board or its representative, the Programme Director and the Joint Assembly. The meeting schedule shall also be posted on the faculty website. At least four meetings need to be listed in the schedule. If possible, an indication will also be given of the topics to be discussed in the various meetings, and in which meeting the consultation with the Faculty Board or its representative will take place.
2. Furthermore, the Programme Committee shall convene on any occasion two or more members - representing both students and lecturers - submit a request for a meeting to the chair.
3. Any member of the Programme Committee may submit a subject for inclusion on the agenda.
4. Except in urgent cases, the invitation and agenda shall be sent to the members of the Programme Committee at least [one week] before the meeting is scheduled to take place.
5. The Programme Committee shall receive either upon request or upon own initiative from the Faculty Board or its representative the information it needs in a timely fashion, so that it may carry out its duties. The secretary will send the agenda and underlying documents to the committee members at least one week before the meeting. Complex information should ideally be sent two weeks prior to the meeting.

6. The meetings of the Programme Committee are held publicly, unless the subject under discussion is a specific person. The Programme Committee will maintain confidentiality with regard to all information dealt with during a closed meeting.
7. The Programme Committee may invite experts to speak at its meetings.

#### **Article 5 Advice and approval**

1. The Programme Committee shall have the opportunity to consult with the Faculty Board or its representative before it issues a recommendation or before deciding to grant an approval.
2. The Programme Committee may convene subcommittees charged with a specific task. Both lecturers and students shall be represented in these subcommittees.
3. Programme Committee recommendations and approvals shall be issued in writing, with due regard for the deadline set by the Faculty Board. The deadline shall be at least two weeks after the consultation referred to in paragraph 1.
4. The Faculty Board or its representative shall issue a written response within three weeks, indicating whether the recommendation will be adopted. If the advice is rejected or only partially adopted, then this decision must be fully substantiated. If the advice is rejected, or if the Faculty Board or its representative fails to reach a decision within the prescribed period, then the Programme Committee may initiate a dispute in accordance with the legally prescribed procedure.

#### **Article 6 Voting**

1. Before voting, the chair shall formulate the decision to be voted on.
2. All votes will be cast orally. Voting may take place in writing if the Programme Committee decides to do so.
3. Recommendations and approvals may only be formulated if a majority of members is present at the meeting. If a majority is not present, then the subject shall be discussed in a subsequent meeting. At that meeting, no majority is required in order to issue a recommendation or approval.
4. If so requested, the Programme Committee members shall vote on a recommendation or approval. These shall then be determined by majority vote. In the event of a tie, no recommendation will be formulated or no approval will be issued. This will be reported to the Faculty Board or its representative as soon as possible.

#### **Article 6a Reporting and documentation**

1. The secretary shall ensure that a report is written on all meetings, in consultation with the chair.
2. Such a report shall include at least the names of the members present and a description of each decision made by the Programme Committee during the meeting.
3. Reports shall be approved by the Programme Committee at their subsequent meeting.

#### **Article 7 Programme Committee performance**

1. During the final meeting of the academic year, the Programme Committee shall assess its performance and activities of the past year and shall draw up a list of points for consideration for the following academic year.
2. The Programme Committee's assessment as referred to in paragraph 1 shall be submitted annually to the Faculty Board or its representative in the form of an annual report.

#### **Article 8 Amendment and adoption of the regulations**

The Programme Committee is entitled to amend and readopt these regulations at any time in consultation with the Faculty Board and after voting to do so by a two-thirds majority.

### **Article 9 Entry into force**

These regulations will enter into force on September 1, 2017

These Programme Committee Regulations were adopted by the Faculty Board on September 18, 2012.

Revised version on November 13, 2012.

Revised version on March 29, 2016.

Revised version on September 19, 2017.