

Regulations of het UAUS Degree Programme Committees

Composition duties en powers of the Committees (OC's)

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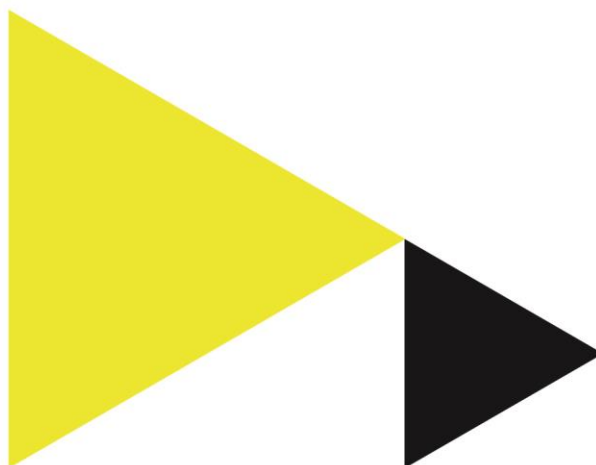


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These Regulations - with due observance of the provisions set out in the Higher Education and Scientific Research Act (WHW) and the Executive and Administration Regulations of the Amsterdam University of Applied Sciences - specify further rules for the composition, duties, powers, responsibilities and working methods of the Degree Programme Committee and the appointment of its members.

Article 1 Definitions

In these Regulations, the following terms are defined as follows:

1. Executive and Administration Regulations : The regulations that, among other things, govern the organisational structure, powers and responsibilities within the University of Applied Sciences.
2. Executive Board : The management of the institution as referred to in Articles 1.1 and 10.8 of the Higher Education and Scientific Research Act [WHW];
3. Dean : The manager of a faculty and the consultative partner of the faculty representative advisory council;
4. Faculty Representative Advisory Council : Council as referred to in Article 10.25 WHW;
5. Faculty : Organisational unit as referred to in Article 10.3a WHW within which education is offered by the institution;
6. Amsterdam University of Applied Sciences (AUAS) : The institution of higher education maintained by the Hogeschool van Amsterdam Foundation;
7. Representative Advisory Council : Council as referred to in Article 10.17 WHW;
8. Representative Advisory Council Regulations : Regulations as referred to in Article 10.21 WHW;
9. Teaching and Examination Regulations : Regulations as referred to in Article 7.13 WHW;
10. Degree programme : Associate degree, bachelor's or master's degree programme as referred to in Article 7.3 in conjunction with 7.3a WHW;
11. Degree Programme Committee : Committee as referred to in Article 10.3c WHW;
12. Programme manager : The person in charge of the day-to-day management of the degree programme or part of it;
13. Staff member : Employee who, on the basis of an employment contract with the Foundation, works for half or more of his/her time in the degree programme or group of degree programmes for which the degree programme committee was set up;

14. Practical exercises : Exercises that can only take place under supervision during scheduled meetings and which are aimed at the acquisition of a practical professional skill, and which are assessed within the relevant education unit;
15. Foundation : The Hogeschool van Amsterdam Foundation, located in Amsterdam;
16. Student : The person who, in accordance with Article 7.32 et seq. WHW, is registered at the AUAS as a student (full-time, part-time or dual);
17. Course catalogue: : The digital information source with all information about the degree programme and the course modules;
18. Academic year : The period beginning on 1 September and ending on 31 August of the following calendar year;
19. WHW : Higher Education and Scientific Research Act.

Article 2 Applicability

1. These Regulations apply to the Degree Programme Committees of the Amsterdam University of Applied Sciences.
2. In the case of a master's programme or a joint programme as referred to in Article 7.3a, 7.3b and 7.3c WHW, the provisions of these regulations may be deviated from provided that the rights of the Degree Programme Committee described in these regulations continue to be guaranteed to a sufficient extent. If a proposal for such a deviation is made, the dean will seek an opinion from the Faculty Representative Advisory Council and then submit it to the Executive Board for approval. The opinion of the Faculty Representative Advisory Council will be attached to the request for approval.

Article 3 Scope

1. The Degree Programme Committee consists of an even number of members, one half composed of students who are enrolled in the relevant programme or group of programmes and the other half composed of staff members, not the programme manager, who work for the relevant programme or group of programmes.
2. The number of members on the Degree Programme Committee depends on the size and specific structure of the programme. The number of members is - with due observance of these regulations - determined by the dean. The Degree Programme Committee has at least four members and a maximum of twelve members.
3. When determining the number of members¹ on the Degree Programme Committee, the following is taken into account:
The number of members on a Degree Programme Committee for a degree programme or a group of degree programmes, is determined as follows:
 - a. fewer than 500 students: either four or six members;
 - b. 500 to 1,500 students: either six or eight members;
 - c. 1,500 to 2,500 students: either eight or ten members;
 - d. 2,500 or more students: either ten or twelve members.

¹ The determining factor for determining the size of a degree programme is the information known on the reference date for the elections (see Article 3, paragraph 1 under b of the Election Regulations)

4. The dean, with the consent of the Degree Programme Committee, may deviate from the member numbers specified in paragraph 3, provided that there are at least four members and on condition that a proportionate representation of students and staff is maintained.

Article 4 Composition of Degree Programme Committees

1. The dean, in consultation with the Faculty Representative Advisory Council, can decide on a way of appointing members to the Degree Programme Committee(s) other than by means of elections. The Faculty Representative Advisory Council will then ask the Degree Programme Committee for an opinion and make this opinion available to the dean. A decision as referred to in this paragraph must be taken annually before the start of the academic year.
2. The members of the Degree Programme Committee are appointed by the dean for two academic years as of 1 October; members are nominated for the first time by the programme manager and thereafter, nominated by the Degree Programme Committee. Appointments may be renewed.
3. In making the nomination as referred to in paragraph 2, account shall be taken of a proportional distribution of student members over the various years and programme variants, and a representative representation of staff members regarding the relevant programme's areas of expertise².
4. If there are compelling reasons, the dean can appoint members without a nomination after consulting the Degree Programme Committee. In any event, there are compelling reasons if it appears that important sections or parts of a degree programme are insufficiently represented and/or it is plausible that a member cannot properly participate in the Degree Programme Committee.
5. If members are not appointed to the Degree Programme Committee by election, vacancies will be announced to the relevant sections within the programme(s). If the number of candidates is equal to or less than the number of vacant seats, the candidates are appointed immediately. If there are more candidates, members are appointed on the recommendation of the Degree Programme Committee, which announces the selection criteria in advance.
6. In the event that an interim vacancy is filled, the new member's term of office ends when the term of office of the original member ends.
7. The Degree Programme Committee can decide to split up into sub-committees if this is beneficial for its activities.
8. The programme manager is the liaison with the Degree Programme Committee and may be replaced if circumstances so require.

Article 5 End of membership

1. Membership in the Degree Programme Committee ends:
 - a. when the term of office ends;
 - b. at the written request of the member in consultation with the dean;
 - c. if the requirements for membership as referred to in Article 3(1) are no longer met, or if a member is unable to participate adequately, as referred to in Article 4(4);
 - d. if a member of the Degree Programme Committee repeatedly fails to attend meetings without giving a valid notification;
 - e. if the method of composition changes from appointment by election and the date on which the newly elected members take office is before the expiry of the term of office of the incumbent members.

² For example, from the various teams or different learning pathways

2. The Degree Programme Committee is tasked with assessing whether there is a situation as referred to in paragraph 1(d), whereby it holds a vote on this matter at the request of a member and makes its decision with a two-thirds majority vote. Before a decision as referred to in the previous sentence is made, the relevant member is warned by the (deputy) chair or secretary at least once in writing and given the opportunity to give their view to the Degree Programme Committee. The dean shall take the decision regarding the termination of the membership on the grounds of paragraph 1(d). The programme manager or coordinator will be informed that membership has been terminated as referred to in paragraph 1(d).

Article 6 Committee leadership

1. The members of a Degree Programme Committee elect a chair and a secretary from among the Committee's members. They form the committee leadership.
2. The chair of the Degree Programme Committee, in consultation with the secretary, prepares the agenda for meetings. The programme manager (or in the case of a sub-committee, the team coordinator) can place topics on the agenda.
3. The chair shall preside over the meeting and ensure it proceeds in an orderly manner. If the chair is absent or unable to attend, a member designated by the Degree Programme Committee acts as substitute.
4. The secretary of the Degree Programme Committee arranges the invitations for the meeting and the agenda. The agenda is also sent to the Faculty Representative Advisory Council.
5. The secretary takes notes at the meeting and manages the archive of the Degree Programme Committee. The secretary also ensures that a copy of any opinion given by the Degree Programme Committee about the programme is sent to the programme manager and the dean and the Faculty Representative Advisory Council of the faculty to which the programme belongs. If the secretary is absent or unable to attend, a member to be designated by the Degree Programme Committee acts as substitute.

Article 7 Tasks, responsibilities and powers

A Tasks

The Degree Programme Committee has the following tasks:

- a. advising on promoting and guaranteeing the quality of the programme;
- b. annually assessing the implementation of the Teaching and Examination Regulations, with reference to the annual report published by the Examination Board;
- c. providing an opinion to the programme manager and the dean and Faculty Representative Advisory Council on request or ex officio on matters relating to teaching and examining the degree programme;
- d. maintaining active contact with the student body and lecturers/staff of the programme.

B Right of approval

The Degree Programme Committee has the right of approval with regard to:

1. the Teaching and Examination Regulations with regard to the subjects concerning:
 - a. the content of the learning pathways and study specialisations within a degree programme;
 - b. the final qualifications of the associate, bachelor's and master's degree programmes;
 - c. the provision that a master's degree programme involves more than 60 EC;

- d. the set-up of practical exercises;
- e. the study load of the degree programmes and the educational units;
- f. if applicable: the manner in which the selection of students for a special track within a degree programme, as referred to in Article 7.9b WHW, takes place;
- g. if applicable: the accelerated pre-university education track as referred to in Article 7.9a, paragraph 3, second sentence WHW;
- h. the way in which the education provided by the degree programme is evaluated.

C Advisory rights

The Degree Programme Committee has advisory rights with regard to:

- a. the Teaching and Examination Regulations, except for those topics for which the Committee has a right of approval pursuant to part B;
- b. the training profile of the degree programme;
- c. annual education plans of the degree programme insofar as they relate to (the quality of) the education and not to elements for which the Faculty Representative Advisory Council has a right of approval³;
- d. quality assurance policy and testing plan if present at programme level;
- e. the profile of the programme manager.

D Other responsibilities and powers

The Degree Programme Committee:

- a. is provided by the programme manager with all the information it needs to properly perform its duties and powers;
- b. is informed by the programme manager of current developments in the profession or professions related to the teaching content of the programme;
- c. is informed by the programme manager about (possible) measures regarding, for example, the Study Choice Check and decentralised selection procedure;
- d. is involved by the programme manager in measures in the field of quality assurance, in particular advises on improvement measures in response to the results of programme evaluations;
- e. has the right to take note of anonymised programme evaluations;
- f. is involved in midterm reviews and accreditations. In this context, the programme manager presents the Degree Programme Committee with the self-evaluation report as well as a recovery plan, if applicable. The Degree Programme Committee is authorised to give an opinion that forms part of the self-evaluation report. The Degree Programme Committee also receives the final and concluding reports that are drawn up for midterm reviews and accreditations;
- g. is informed - whether or not in confidence - about reports from the Education Inspectorate specifically relating to the teaching of the programme or group of programmes and the response of management to these reports;
- h. can, via the student section and the staff section of the Degree Programme Committee, each nominate one student and one staff member, respectively, as a member of the nomination committee for the programme manager;
 - i. prepares an annual report of its activities before 1 October and sends it to the dean, the programme manager and the Faculty Representative Advisory Council for discussion. The annual report explicitly focuses on evaluating the activities of members as well as the performance of the Degree Programme Committee as a whole and on the quality and execution of the education. A template can be created by the Executive Board containing those subjects that the report must cover.

³ The approval rights of the Faculty Representative Advisory Council include financial and personnel policies

Article 8 Cooperation with the Faculty Representative Advisory Council

1. The Degree Programme Committee informs the Faculty Representative Advisory Council about the composition of the Degree Programme Committee, as well as any changes to the composition.
2. The Degree Programme Committee sends advice and assent decisions to the Faculty Representative Advisory Council for information purposes.
3. With regard to decisions in respect of which the Faculty Representative Advisory Council has the right of approval and the Degree Programme Committee has also been explicitly granted an advisory right, the Degree Programme Committee has the power to express its views to the Faculty Representative Advisory Council.
4. For the proper performance of the powers and tasks that have been delegated to it:
 - a. the Degree Programme Committee has the right to consult with the Faculty Representative Advisory Council at least twice a year on how matters have progressed in the programme or group of programmes;
 - b. the Degree Programme Committee is entitled to provide an oral explanation of an opinion it has given at a meeting of the Faculty Representative Advisory Council. The provisions in this paragraph may be deviated from - with the consent of the Degree Programme Committee - if considered necessary to make quick decisions.
 - c. In the event of a potential dispute with the programme manager about carrying out the tasks and powers delegated to the Degree Programme Committee as referred to in Article 7, the Degree Programme Committee may request the Faculty Representative Advisory Council to investigate whether an amicable settlement between the Degree Programme Committee and the programme manager is possible.

If the provisions of the previous paragraph are not observed by the Faculty Representative Advisory Council, the Degree Programme Committee and the Faculty Representative Advisory Council will inform the dean of this.

Article 9 Working methods

1. At the start of each academic year, every Degree Programme Committee has an annual start-up meeting with the programme manager in which the expectations for the coming academic year are discussed and agreements made. In any case, agreements are made about the number of meetings with the programme manager, as well as training and facilitation for members based on the Facilities Regulations.
2. The Degree Programme Committee meets at least four times a year and then consults with the programme manager (or in case of a sub-committee, the coordinator) and also meets as often as necessary.
3. A Degree Programme Committee that has sub-committees must meet with all the sub-committees at least once a year to ensure the necessary mutual coordination, and in any case the Teaching and Examination Regulations must be discussed.
4. The chair ensures that an attendance list is signed by those members who are present at each meeting of the Degree Programme Committee. Attendance at meetings is recorded in the meeting minutes. The annual report provides information on the attendance of student and staff members of the Degree Programme Committee at the various meetings.
5. Members receive the agenda with the accompanying documents at least four working days before the meeting.
6. The Degree Programme Committee can only take decisions if at least half plus one of the number of members are present at the meeting.
7. If a decision cannot be taken due to the absence of the prescribed number of members, the chair immediately convenes a new meeting.

8. If a meeting takes place on the basis of the provisions of the seventh paragraph, by way of derogation from the sixth paragraph, decisions can be taken on the agenda items.
9. Each member of the Degree Programme Committee has one vote. A member of the Degree Programme Committee may authorise in writing another member to vote on his or her behalf, provided that the item on which the vote will be taken has already been placed on the agenda, that the proxy holder has taken note of the agenda item and has notified the secretary in writing of the proxy that has been granted. A member of the Degree Programme Committee cannot act as proxy for more than one other member. Blank votes are not counted. In the event of a tie, the motion is rejected.
10. Voting on matters is done by a show of hands; voting on persons is done by written ballot. A written ballot takes place at the request of a member.
11. The Degree Programme Committee decides with a simple majority of votes, unless a qualified majority is prescribed for a particular decision.
12. The members of the Degree Programme Committee vote on the basis of their own judgement and responsibility and without coercion.

Article 10 Openness and transparency

1. The internal meetings of the Degree Programme Committee are public, unless two-thirds of the Degree Programme Committee members present at the meeting are of the opinion that this is not in the interests of the degree programme.
2. The consultative meetings between the Degree Programme Committee and the programme manager take place behind closed doors if the protection of privacy is at stake or if the programme manager or team coordinator or two thirds of the members of the Degree Programme Committee present at the meeting are of the opinion that this is in the best interest of the programme.
3. Attendees at a closed meeting have a duty of confidentiality. The duty of confidentiality does not expire when membership of the Degree Programme Committee ends nor when the connection with the degree programme or the University of Applied Sciences ends.
4. The Degree Programme Committee ensures that the students and staff of the degree programme or of the group of degree programmes to which the Degree Programme Committee is attached can take cognisance of its decisions and recommendations, as well as the agenda and the date of the meeting, within a reasonable period of time.

Article 11 Time limits and decisions

1. The programme manager or coordinator ensures that documents for topics that he or she wishes to place on the agenda are sent to the secretary of the Degree Programme Committee at least ten working days before the day of the meeting.
2. The deadline for giving an opinion or decision for approval is two weeks after the document being assessed was placed on the agenda at a meeting, which must be held no later than four weeks after the aforementioned document was received. A different time period can be set in mutual consultation between the programme manager and the Degree Programme Committee.
3. If no opinion or no decision for approval has been given within the period specified in the second paragraph, the Degree Programme Committee is deemed to have found it unnecessary to give an opinion on that topic or to have granted the requested approval.
4. If a programme manager disagrees with an opinion as referred to in Article 7, he or she shall inform the Degree Programme Committee in writing, stating reasons, within fourteen days of the opinion having been given. If an opinion given by the Degree Programme Committee is not followed by the programme manager or dean, reasons for this will be given in writing.

Article 12 Disputes Committee

1. The AUAS is affiliated with the Disputes Committee for HBO Participation, maintained by the Stichting Geschillencommissies Onderwijs (foundation) in Utrecht, hereinafter referred to as the Disputes Committee.
2. Any interested party may submit a dispute regarding the interpretation of these regulations to the Disputes Committee. The decision of the Disputes Committee shall be accepted by the parties as binding.
3. If the required approval for a proposed decision has been withheld or the advice of the Degree Programme Committee pursuant to the aforementioned provisions has not been followed, the programme manager will consult with the Degree Programme Committee on the matter as soon as possible.
4. If approval for a proposed decision continues to be withheld after the consultations referred to in the third paragraph, the programme manager will notify the Degree Programme Committee within five weeks whether the proposal will be withdrawn.
5. If the programme manager maintains the proposal, the programme manager shall ask the dean to examine whether an amicable settlement is possible.
6. If the dispute concerns the establishment, amendment or application of these Regulations, the Degree Programme Committee will ask the dean to examine whether an amicable settlement is possible.
7. If an amicable settlement is not possible, the Representative Advisory Council submits the dispute to the Disputes Committee.
8. As long as a proposed decision does not have the required approval and the Disputes Committee has not issued a ruling, the programme manager will not implement the decision in question, unless the programme manager and the Degree Programme Committee agree otherwise.
9. If the dispute concerns not following, or not fully following, the advice of the Degree Programme Committee, implementation of the decision will be suspended by four weeks, unless the Degree Programme Committee has no objections to immediate implementation of the decision.
10. An appeal against a decision of the Disputes Committee can be lodged with the Netherlands Enterprise Court of the Amsterdam Court of Appeal.

Article 13 Legal protection

Any person who is or was a member of a Degree Programme Committee may not suffer adverse (legal) consequences arising from standpoints that have been taken at the meetings of the Degree Programme Committee and/or decisions taken by the Degree Programme Committee during his or her membership.

Article 14 Unforeseen circumstances

In cases not provided for in these regulations, the dean makes the final decision, after having first sought an opinion from the Faculty Representative Advisory Council. This decision may not conflict with the law, the Management and Administration Regulations of the University of Applied Sciences and the faculty, the Students' Charter and the other regulations applicable within the degree programme, including in particular the Teaching and Examination Regulations applicable to the programme.

Article 15 Amendment of the regulations

1. The Executive Board submits these regulations, including any amendments, as a proposal to the Central Representative Advisory Council and does not adopt them until the proposal has obtained the approval of the majority of the members of the Central Representative Advisory Council.
2. If the Central Representative Advisory Council or the Executive Board indicates that they wish to enter into consultation on amendments to these regulations, both are obliged to do so.
3. The consultations referred to in Article 15(2) may only take place once every two years, calculated from the time these regulations come into force. This term may be deviated from if the Central Representative Advisory Council and the Executive Board so agree.

Article 16 Entry into force

These regulations replace the regulations adopted on 2 June 2017 and may be cited as 'Regulations of the AUAS Degree Programme Committee'. They will take effect on 1 September 2021.

Adopted by the Executive Board on 6 July 2021
With the consent of the Central Representative Advisory Council on 29 June 2021.