**Guidelines for the annual reports of AUAS degree programme committees**

Version 1 June 2020

1. **Introduction**

The introduction serves to summarise the key findings in the annual report. In addition, the introduction may include recommendations, publicise points of view or highlight special events or developments.

1. **Composition and appointment of the degree programme committee**

Complete the tables below to indicate which degree programmes fall under the degree programme committee, how the members of the degree programme committee are appointed and who its members are.

|  |
| --- |
| **Degree programme(s)** |
| 1. |  |
| 2. |  |
| 3. |  |

|  |  |  |
| --- | --- | --- |
| **Names of members** | **Lecturer or student** | **Member since[[1]](#footnote-2)**  |
|  |  |  |
|  |  |  |
|  |  |  |
| Name of the chair |

1. **Degree programme committee training**
* Complete the table below to indicate how many members have completed the AUAS degree programme committee training course or are currently taking the course.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Number of members  | Number who have completed | Number who are currently taking |
|  |  | the AUAS degree programme committee training course  | the AUAS degree programme committee training course  |
| Degree programme committee |  |  |  |

1. **Facilities for the degree programme committee and assessment committee**
* Indicate whether the degree programme committee has sufficient facilities. Include an explanation if the members of the degree programme committee believe that this is not the case.
* Use the questions below as a guide to assess whether the facilities at least meet the standards agreed for AUAS as a whole:

|  |
| --- |
| **Facilities for members of the degree programme committee** |
| * + Does the number of hours made available to the members of the degree programme committee at least meet the AUAS-wide minimum?

(…) | Yes/no |
| * + Are additional hours made available to the members of the degree programme committee on top of the minimum?
 | Yes/no |
| * + Does the degree programme committee receive administrative support (from a Secretary)?
 | Yes/no |

1. **Assessment of the Teaching and Examination Regulations (OER)**
* Give a concise and condensed description of the key points of the recommendations regarding the OER. Distinguish between:
	+ the topics on which the degree programme committee issued recommendations;
	+ the topics submitted to the degree programme committee for approval.
* Indicate whether the degree programme committee believes that its recommendations regarding the OER are generally taken seriously.
1. **Assessment of the allocation of student loan funds**

Answer the following questions to give a description of the extent to which the degree programme committee is involved in the allocation of student loan funds.

* How is the degree programme committee involved in the development of plans for the allocation of student loan funds and in the decision-making regarding those funds?
* How is the degree programme committee informed with regard to the realisation of the plans?
* Describe the degree programme committee’s opinion as to:
	+ the involvement of the degree programme committee in the development of plans for the allocation of student loan funds and the decision-making regarding those funds (full-fledged partner in discussions, involved in a timely manner, plans submitted for approval?);
	+ the information the degree programme committee receives about the realisation of the plans (is it sufficiently clear and provided at the agreed times?).
* Describe the degree programme committee’s opinion on whether the plans were sufficiently or insufficiently realised.
1. **Recommendations to the management and assessment thereof**
* Give a concise and condensed description of the key points of the other recommendations issued by the degree programme committee (i.e. any recommendations other than those regarding the OER and the allocation of student loan funds).
* Distinguish between solicited and unsolicited recommendations.
* Examples of topics regarding which the degree programme committee is authorised to issue recommendations: educational innovation, the degree programme’s self-reflection reports for the purpose of an accreditation or midterm review, how the quality of teaching is assessed, etc.
* Indicate whether the degree programme committee believes that its recommendations are generally taken seriously.
1. **Resolutions for the upcoming academic year**
* Which topics would the degree programme committee like to address?

**Explanation**

AUAS sets great store by the proper functioning of its degree programme committees. In their annual reports, the degree programme committees give a brief account of their activities in the past academic year and describe their resolutions for the upcoming academic year.

The annual reports are submitted to the relevant degree programme managers, deans and faculty representative advisory councils. The deadline for degree programme committees to submit their annual reports is 1 October.

The degree programme committees must also publish their annual reports on the relevant degree programme websites.

1. The date when the member was first appointed as a member of the degree programme committee. [↑](#footnote-ref-2)