To Chairs of the degree programme committees

From Kees Post and Jos van Hijfte

Re Student loan funds in the annual report of the degree programme committee

Date version of 28 October 2020

The Representative Advisory Council’s explanation in its annual report of the use of the student loan funds, and of the Council’s involvement in their allocation, plays an important role in the AUAS quality agreements. This is due in part to the extra attention the NVAO pays to the Council’s involvement. It is expected that during the interim evaluation of the AUAS quality agreements, the NVAO will use the annual reports of Representative Advisory Councils and degree programme committees to assess whether the Councils are sufficiently involved.

The Executive Board and the Central Representative Advisory Council have agreed that in their annual report the Representative Advisory Councils will use the questions below **(in boldface)** to report on the use of student loan funds and the Councils’ involvement. This memorandum provides a brief explanation *(in italics)* of each question.

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| * **How is the degree programme committee being involved in the development of plans on how to spend the student loan funds and in the decision-making about this?**

*This question consists of two sub-questions. Answer these two questions briefly and concisely.* * *In answering the first part of the question, describe how and when the programme manager involves you in writing the faculty’s long-term plan.*
* *In answering the second part, describe when the plan was submitted for your consent and how much time the committee had to discuss it.*
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| * **How is the degree programme committee being informed with regard to the realisation of the plans?**
* *In answering this question, describe how and how often the programme manager informs you about the realisation of the plans. (During consultations with the committee, does the programme manager provide an oral explanation or do you receive a written report? Does this happen every six months, every quarter, or more often / less often?)*
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| * **Describe the degree programme committee’s opinion as to:**
	+ **the committee’s involvement in the development of plans for the allocation of the student loan funds at the faculty level and the decision-making in this area (full-fledged partner in discussions, involved in a timely manner, plans presented for consent?)**
	+ **the information the committee receives about the realisation of the plans (is it sufficiently clear and provided at the agreed times?)**
* *The committee’s opinion on these three issues can be summarised succinctly in the annual report using the following answer phrases. Regarding each issue, the committee is requested to make a well-considered decision between sufficiently/insufficiently and does/ does not. Please explain the committee’s opinion briefly for each issue.*
* *The committee is sufficiently/insufficiently involved in the writing of the faculty’s long-term plan.*
* *The committee finds the information about the realisation of the plans sufficiently/insufficiently clear.*
* *The committee does/does not receive the information about the realisation of the plans at the agreed times.*
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| * **Describe the degree programme committee’s opinion on whether the plans were sufficiently or insufficiently realised.**
* *The committee’s opinion on the realisation of the plans can be summarised succinctly in the annual report using the following answer phrase. The committee is requested to make a well-considered decision between sufficiently/insufficiently. Please explain the committee’s opinion briefly.*
* *The committee believes that generally speaking, the policy actions in the faculty’s long-term plan were sufficiently/insufficiently realised.*
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