Additional information concerning the Model Rules of Procedure for the Programme Committees 2025 ff.

As from 1 September 2017, the Programme Committee is a consultative participation body within the meaning of the Higher Education and Research Act (WHW).It is the Programme Committee's primary duty to give advice on how to guarantee and improve the quality of the degree programme. The Committee has the right of consultation with regard to some parts of the Teaching and Examination Regulations (OER) and it has the right of consent with regard to other parts of the OER. The WHW also states that the Programme Committee has the right to discuss the proposed policy with the degree programme board twice a year.

According to the legal provisions, the Programme Committee is required to draw up regulations for matters of a domestic nature in accordance with Article 9.18.4 in conjunction with Article 9.31.7 of the
Act.

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

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 WHW, subject to the provisions of the Faculty Regulations.

Abbreviations:
FB = Faculty Board
FR = Faculty Council
OC or Committee = Programme Committee
OER = Teaching and Examination Regulations
WHW = Higher Education and Research Act

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 The Programme Committee

Article 2.1 Requirements and membership

1. The members of the Programme Committee must be involved in the teaching of the degree programme or in programmes covered by the Committee. Members of the Board of the University or Faculty Board cannot be members 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 Committee members are chosen 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 Programme Committee and will be representative of the various cohorts.

Paragraph 1: As provided for in Article 9.18.4 in conjunction with Article 9.31.4 of the WHW.
Paragraph 2: As provided for in Article 9.18.4 of the WHW.
Paragraph 3: As provided for in Article 9.18.4 in conjunction with Article 9.31.3 of the WHW.

Article 2.2 Membership

1. Programme Committee members have a term of office of [...] years, after which their membership will end by operation of law.
2. After the end of their term of office, membership may be extended with another term.

3. Membership will also end:
a. if a member submits a written request to the OC Chair;
b. if the conditions of membership no longer apply;
c. if a Committee member demonstrably acts in contravention of the legal 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. Under Article 9.18.1, it is the Programme Committee's duty to give advice on how to guarantee and improve the quality of the degree programme (or programmes).
2. In addition, the Programme Committee has:
a. right of consultation concerning the entire OER, with the exception of articles for which the Committee has right of consent by virtue of the WHW, 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 – of submitting recommendations or proposals to the [degree programme board/Programme Director] and the FB regarding any matter related to the teaching within the relevant degree programme(or programmes).
d. the task of sending the recommendations and proposals referred to under (c) to the Faculty Council for information purposes.

As provided for in 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.*

As provided for in Article 9.18.4 in conjunction with Article 9.31.8 of the WHW.

Chapter 3 Procedure

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 annual 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 annual 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 an annual plan indicating which topics will be covered during which meeting and in which meetings the Committee will consult with the Programme Director.
3. *The Programme Committee may convene additional meetings at the request of the Chair, the Executive Committee or at least [...] Committee members.*

Chapter 4 The Meeting

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 shorten 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 Minutes

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 requested at such a time that it can have a substantial impact on the FB's decision-making.
3. The FB will send the Programme Committee in good time – also without an explicit request to that end – all information the Committee needs to perform its duties reasonably and fairly.
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 on 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 in part, the Committee will be given the opportunity to discuss this with the Board before the Board makes its final decision.
7. If the Committee – whether upon request or unsolicited – advises the FB or the [degree programme board/Programme Director] about the teaching in the degree programme (or programmes) concerned, 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.

As provided for in Article 9.18.2 in conjunction with Article 9.35 b, c and d of the WHW.
Paragraph 7: As provided for in Article 9.18.3 of the WHW.
Paragraph 8: As provided for in 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 (or programmes) 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 sends the annual report to the FR for information purposes.
3. The Committee will ensure that all advice (solicited and unsolicited), consent decisions, minutes, and the annual report are adequately archived.
4. Upon request, the Committee will submit the documents listed in paragraph 3 to any external review committee reviewing the degree programme (or programmes).

N.B. The OC's task is to promote and guarantee the quality of the degree programme, and, more specifically, to provide advice on the implementation of the OER. This means that the OC has a role in giving advice about the qualities of lecturers and about the evaluations of teaching and of lecturers. It is important that this role be made explicit in the Rules of Procedure. The above can be supplemented with details of exactly how 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 Facilitation

In accordance with Article 9.48.3 of the WHW, the Programme Committee has a reasonable right, as and when the need arises, to facilities and training for the performance of its activities.

As provided for in Article 9.48.3 of the WHW.

Chapter 6 Other provisions

Article 6.1 Arbitration Board

1. On the basis of the Act, the Programme Committee has access to the national Consultative Participation Arbitration Board, as referred to in Article 9.39 of the WHW.
2. The Arbitration Board will examine any conflicts between a consultative participation body and the Board of the University of the Faculty Board concerning:

a. The establishment, amendment, or application of the consultative participation regulations, within the meaning of Article 9.34 of the WHW;
b. Disputes arising from articles 9.30a, 9.18, 9.32, 9.33, 9.33a.1, 9.33a.2 and 9.33a.3 b, 9.34, 9.35, 9.36, 9.38 and 9.38a.

As provided for in Articles 9.39 and 9.40 of the WHW.

Article 6.2 Entry into force

The Rules of Procedure are adopted by the OC. These Rules of Procedure will enter into force on [date].

Article 6.3 Amendment and adoption 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 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/Programme Director] for information purposes.

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

Appendix 1

Topics - Teaching and Examination Regulations (OER) Article 7.13.2 of the WHW	FR		OC	
	I	A	I	A
a. the content of the degree programme and its examinations				
a1. the way in which the teaching in the relevant degree programme is evaluated				
b. the content of the specializations/tracks within the degree programme				
c. the competences in the areas of knowledge, understanding and skills that students must have acquired by the end of the degree programme				
d. where necessary, the organization of practical exercises				
e. the student workload of the degree programme and each of its course units				
f. further regulations as referred to in Article 7.8b.6 and Article 7.9.5 *(binding study advice)*				
g. with regard to those degree programmes that are subject to Article 7.5d *(increased student workload)*				
h. the number and order of examinations and when they can be taken				
i. whether the degree programme is offered in full-time, part-time and/or dual variants				
j. where necessary, the order in which, the periods in which – and the number of times per academic year that – the opportunity is offered to take the examinations and final assessments, as well as the way in which registration for these examinations takes place, and the applicable standard registration period				
k. where necessary, the validity period of successfully completed examinations, subject to the Board of Examiners' authority to extend this period				
l. whether examinations are held in written, oral or another form, subject to the Board of Examiners' authority to deviate from this in extraordinary cases				
m. the way in which students with a disability or chronic illness are given a reasonable opportunity to take examinations				
n. the public nature of oral examinations, subject to the Board of Examiners' authority to deviate from this in extraordinary cases				
o. the term within which the results of examinations must be announced, and whether and how it is possible to deviate from this				
p. how and when students may inspect their marked examination papers				
q. the way and the period during which interested parties can peruse the questions and assignments set within the framework of a written examination and the norms based on which the examination has been assessed				
r. the grounds on which the Board of Examiners may grant exemptions from one or more examinations on the basis of previously passed examinations or final assessments in higher education or knowledge and skills acquired outside the world of higher education				
s. where necessary, the fact that admission to examinations is subject to the successful completion of other examinations				
t. where necessary, the compulsory nature of practical exercises in order to gain admission to the relevant examination, subject to the Board of Examiners' authority to grant exemption from this requirement, possibly with alternative requirements				
u. study progress supervision and individual tutoring				
v. where necessary, the way in which students are selected for a specialization (as referred to in Article 7.9b) or for a degree programme or track as referred to in Article 7.3h *(pathway for outstanding students within a study programme)*				
x. the actual design of teaching, which in any case includes the offer of pre-Master's programmes				
all other topics covered by the OER but not specifically mentioned in Article 7.13 of the Higher Education and Research Act, as referred to in clauses a to y.				

The lettering corresponds to the lettering of Article 7.13.2 of the WHW.

Abbreviations:
FR: Faculty Council
OC: Programme Committee
I: Right of consent
A: Right of consultation