



Programme Committee Regulations

Faculty of Law, Faculty Office

Reference 11.0127

1-9-2011

Article 1: Establishment of the Programme Committee

- 1a. The Faculty Board shall establish a Programme Committee for each degree programme offered by the Faculty of Law and is included as such in the CROHO register¹.
- 1b. The Law Programme Committee, Notarial Law Programme Committee and Criminology Programme Committee are all “combined” Programme Committees. This means that a single Programme Committee has been established for both Bachelor and Master degree programmes. There must be both teacher and student representation on the committee from both the Bachelor and Master programmes.²
2. Programme Committee members should ideally be appointed before the start of the academic year, but by 15 October at the latest.
3. The Programme Committee members are entitled to the use of a meeting room. They are also entitled to training facilities for the proper execution of their duties.

Article 2: Composition of the Programme Committee

- 1a. The combined Law Programme Committee consists of ten members: six members represent the Bachelor programme, four members represent the Master programme.
- 1b. All other Programme Committees (whether combined or not) have four members.
- 1c. Half of the Programme Committee members must be students enrolled in the relevant programme(s) and the other half must be lecturers in the relevant programme(s).
- 2a. The members of the Faculty Board, the members of the Examination Board, the members of the subcommittee and members of the Faculty Student Council may not be concurrent members of the Programme Committee.
- 2b. Members of the Programme Board may also not be concurrent members of the Programme Committee.
3. The Faculty Regulations list the procedure for composing the Programme Committee. The Faculty Board shall publish this procedure in a timely fashion.
4. Lecturers are nominated by the Programme Board for appointment to the Programme Committee. Lecturers are appointed for a period of three years and may be re-appointed.
- 5a. Students may apply to a Programme Committee for appointment as members. The Faculty Board must advertise this opportunity to all students through internal communication channels. Incumbent teacher and student members actively recruit new members.
- 5b. The FSC will be asked for a recommendation before a student is appointed as a member.
- 5c. A student member is appointed for one year and may be reappointed twice.

¹ Central Register of Higher Education Study Programmes [Centraal Register Opleidingen Hoger Onderwijs (CROHO)] of the Dienst Uitvoering Onderwijs, Groningen, <http://www.ib-groep.nl/zakelijk/ho/croho/croho.asp>

² As referred to in the Improved Governance (Higher Education) Act.

Article 3: Duties of the Programme Committee

1. The Programme Committee shall advise the Faculty Board on the Academic and Examination Regulations (and potential amendments to them) for the coming academic year and any related transitional arrangements.
2. The Programme Committee shall perform an annual evaluation of the way in which the Academic and Examination Regulations are implemented. To this end, the Programme Committee can make use of:
 - components of the written course evaluations and the results of evaluation panels;
 - evaluation of the curriculum as a whole in relation to the final attainment levels of the programme(s);
 - the Programme Board's reports based on the Assessment plan;
 - the Examination Board's reports.
3. With reference to Article 3.2.above the evaluation shall focus on:
 - the relative balance between subjects in the programme and the various components of academic skills;
 - programme-specific elements reflected in the type of academic guidance offered;
 - the manner in which information about the curriculum is provided to students from the programme.
4. The Programme Committee may provide solicited and unsolicited advice to the Faculty Board, the relevant Programme Board and the Examination Board on all matters relating to teaching within the programme. This advice shall be related to quality improvements within the programme.
5. At the start of each academic year, the chair of the Programme Committee and the chair of the relevant Programme Board shall discuss the expected proposals on which the Programme Committee will be consulted, and in which manner the recommendations will be made. In unforeseen cases, the chair of the Programme Board must inform the chair of the Programme Committee promptly, and in any case with sufficient advance notice that the recommendation may still play a significant role in the decision-making process.

Article 4: Order of meetings

1. The Programme Committee shall elect from among its members a chair and a secretary and a substitute for the chair and secretary. These positions may be filled by any committee member.
2. The chair shall represent the Programme Committee, both inside and outside the faculty.
3. The chair of a Programme Board shall consult with the relevant Programme Committee on behalf of the Faculty Board's portfolio holder for teaching.
4. The Programme Committee shall establish a meeting schedule during its first meeting of the academic year. This schedule shall be made available to the Faculty Board, the Programme Board and to the joint assembly. The meeting schedule shall also be posted on the faculty website. A minimum of two meetings must be listed on the meeting schedule.

5. Furthermore, the Programme Committee shall convene should two or more members submit a request to the chair for a meeting.
6. The Faculty Board or the Programme Board shall promptly provide the Programme Committee with the information it needs, either upon request or on its own initiative, 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 or highly sensitive information should preferably be sent two weeks prior to the meeting.
7. The Programme Committee meetings are public, unless the nature of the subject under discussion constitutes a compelling reason to hold the meeting in private.. The Programme Committee will maintain confidentiality with regard to all information dealt with during a “closed” meeting.
8. The Programme Committee may invite experts to speak at a meeting.

Article 5 Recommendations

1. The Programme Committee shall be given the opportunity to consult with the Faculty Board or the Programme Board before it issues a recommendation.
2. The Programme Committee may convene subcommittees charged with a specific task. Both sections shall be represented in subcommittees.
3. Programme Committee recommendations shall be issued in writing, with due regard for the deadline set by the Faculty Board or the Programme Board. This deadline is at least two weeks after the consultation referred to in paragraph 1. In the case of a recommendation as referred to in Article 3 paragraph 1 or 4, the recommendation will also be submitted to the joint assembly of the subcommittee and to the Faculty Student Council.
4. The Faculty Board or the Programme Board will issue a written response to the recommendation within three weeks, indicating whether the recommendation will be adopted. If the recommendation is rejected or only partially adopted, then the decision will state the relevant grounds. If the recommendation is rejected or only partially adopted, or if the representative of the Faculty Board or Programme Board fails to reach a decision within the prescribed period, then the Programme Committee may submit the dispute to the judgement of the Joint Assembly.

Article 6: Vote

1. Recommendations may only be formulated during a meeting if a majority of members is present at the meeting. If this is not the case, then:
 - a. *either* the subject will be discussed in a subsequent meeting. At that meeting, no quorum is required in order to issue a recommendation;
 - b. *or* the recommendation will be formulated by means of written consultation by or on behalf of the chair. In this case, the majority of members must respond positively and in writing to the proposal before the recommendation may be finalized by or on behalf of the chair.
2. If so requested, the Programme Committee members will vote on a recommendation. Recommendations are then determined by majority vote. In the event of a tie, two recommendations will be formulated and this will be reported to the Faculty Board or its representative. Members of the Programme Committee are also entitled to issue a minority recommendation.

Article 7 Programme Committee performance

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