

Regulations for the Programme Committees **of the Faculty of Social Sciences**

Article 1 Establishment of the Programme Committees

1. The Faculty Board establishes a Programme Committee for the programme or a group of programmes at the faculty.
2. Programme Committee members are appointed (or reappointed) by 1 October at the latest.
3. The Programme Committee members are entitled to the use of a meeting room. They are also entitled to resources including administrative, financial and legal support and training for the proper execution of their duties.
4. The Programme Director may consult with the Programme Committee on behalf of the Faculty Board.

Article 2 Composition of the Programme Committees

1. The Programme Committee consists of a equal representation of students and lecturers: half of the members are students registered in the relevant programme(s), the other members are lecturers in the relevant programme(s).
2. A Programme Committee for a Bachelor's programme consists of six members. A Programme Committee for a Master's programme consists of four members.
3. The members of the Faculty Board, heads of department(s), Programme Directors, Programme Coordinators, members of the Faculty Joint Assembly and members of the Examination Board may not concurrently serve as members of the Programme Committee.
4. The Faculty Board sets out the recruitment and selection procedure for the members of the Programme Committees (see appendix: '*Procedure for appointing members of the Faculty of Social Sciences Programme Committees*'). The Faculty Board appoints members to the Programme Committees.
5. A student member is appointed for a period of one year and may be reappointed two more times in succession.
6. A lecturer member is appointed for a period of three years and may be reappointed two more times in succession.
7. Students and lecturers can be members of multiple Programme Committees.

Article 3 Duties of the Programme Committees

1. The Programme Committee's role is to advise on promoting and safeguarding the quality of the programme's education. The Programme Committees are furthermore:
 - a. entitled to approve the Academic and Examination Regulations, as referred to in Article 7.13, with the exception of those areas mentioned in the second paragraph under a, f, h-u and x, and with the exception of the requirements referred to in Article 7.28, fourth and fifth paragraphs, and Article 7.30b, second paragraph;
 - b. responsible for conducting an annual assessment of the way in which the Academic and Examination Regulations are implemented;
 - c. entitled to present advice in respect of the Academic and Examination Regulations referred to in Article 7.13, with the exception of those areas in relation to which the committee is entitled to grant approval on the basis of (a); and
 - d. responsible for making recommendations or proposals to the Programme Director and the Faculty Board, either on their own initiative or on request, on all matters relating to teaching in the programme in question. This advice will in any case be related to quality improvements within the programme.

2. To this end, the Programme Committees can make use of:
 - a. educational evaluations;
 - b. the educational vision;
 - b. the consistency between subjects in the programme and the various components of academic skills;
 - c. the programme-specific elements of the academic guidance offered;
 - d. the manner in which information about the curriculum is provided to students from the programme.
3. If a Programme Committee makes a proposal as referred to in paragraph 1, subsection d, to the Faculty Board, the Faculty Board shall respond within six weeks of receiving the proposal.
4. The Programme Committee sends the Faculty Joint Assembly its advice for information purposes.

Article 4 Composition of meetings

1. At the beginning of its term of office, the Programme Committee shall elect from among its members a chair and a secretary. Alternates for the chair and secretary will also be appointed. These offices may be taken up by a lecturer or a student.
2. The chair represents the Programme Committee, both inside and outside the faculty.
3. The secretary shall ensure that a report is written on all meetings, in consultation with the chair. Such a report shall include at least the names of the members present and a description of each decision made during the meeting. The report shall be approved by the Committee at the next meeting.

Article 5 Order of meetings

1. The Programme Committees shall establish a meeting schedule during its first meeting of the academic year. If possible, an indication will also be given of the topics to be discussed at the various meetings, and in which meeting the consultation with the portfolio holder for teaching or the Programme Director will take place. This meeting schedule will be made public.
2. Furthermore, the Programme Committees shall convene at least four times a year and any time two or more members of a Programme Committee, representing students and lecturers, submit a request for a meeting to the chair. Each member can submit a topic for discussion at the meeting.
3. Programme Committees of different programmes can have meetings together. In the event that decisions are taken at a joint meeting, the rules per Programme Committee as referred to in Articles 6 and 7 must be followed.
4. The portfolio holder for teaching or the Programme Director shall provide the Programme Committee with the information it needs in a timely manner, either at its 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.
5. The meetings of the Programme Committees are public, unless the subject under discussion is a person.
6. The Programme Committees treat all information concerning personal information confidentially.
7. The minutes and recommendations of the Programme Committees are also public and available from the relevant Programme Committee, unless the subject under discussion is a person..
8. The Programme Committees may invite experts to speak at a meeting.

Article 6 Advice and approval

1. The Programme Committee is given the opportunity to consult the Faculty Board or its representative (usually the Programme Director or the portfolio holder for teaching) before it issues a recommendation or approval.
2. The Programme Committee may convene subcommittees charged with a specific task. Both lecturers and students shall be represented in these subcommittees.
3. Programme Committee recommendations shall be issued in writing, with due regard for the deadline set by the portfolio holder for teaching or the Programme Director. The deadline shall be at least two weeks after the consultation referred to in paragraph 1 of this article.
4. The portfolio holder for teaching or the Programme Director shall issue a written response within six weeks, indicating whether the recommendation will be adopted. If the recommendation is rejected or only partially adopted, then this decision must be fully substantiated. If the recommendation is rejected, or if the portfolio holder for teaching or the Programme Director fails to reach a decision within the prescribed period, then the Programme Committee may submit the matter in accordance with the legally prescribed procedure.

Article 7 Vote

1. Recommendations and approvals may only be formulated if a majority of members is present at the meeting or if they have submitted their official opinion in another manner. If a majority is not present, then the subject shall be discussed in a subsequent meeting. At that meeting, no majority is required in order to issue a recommendation.
2. If so requested, the Programme Committee members shall vote on a recommendation or approval. These shall then be determined by majority vote. In the event of equally divided votes, no recommendation will be formulated and this will be reported to the portfolio holder for teaching or the Programme Director.

Article 8 Duties of the Programme Committees

1. During the final meeting of the academic year, the Programme Committee shall assess its performance and activities of the past year and follow-up on recommendations and draw up a list of points for consideration for the following academic year.
2. The evaluation of a Programme Committee, as referred to in paragraph 1 of this article, is recorded in an annual report that is brought to the attention of the Programme Director and the portfolio holder for education before 1 October.

Article 9 Amendment and adoption of the regulations

The Programme Committee is entitled to amend and readopt these regulations at any time, in consultation with the Faculty Board and after voting to do so by a two-thirds majority and with due observance of the legal frameworks.

The Regulations for the Faculty of Social Sciences Programme Committee have been adopted by the Faculty Board and are effective from 1 October 2018.

Procedure for appointment of members of Programme Committees FSS 2021-2022

Approved by the Faculty Board on: 17 mei 2021

Approved by the Faculty Assembly on: 4 juni 2021

The Faculty of Social Sciences applies a procedure for recruitment, selection and appointment of members for Programme Committees. The composition of the Programme Committees is based on selection unless the Faculty Joint Assembly and the Faculty Board have decided to hold elections for the next academic year for one or both sections. This decision must be taken before 1 March (see Faculty Regulations VU Faculty of Social Sciences).

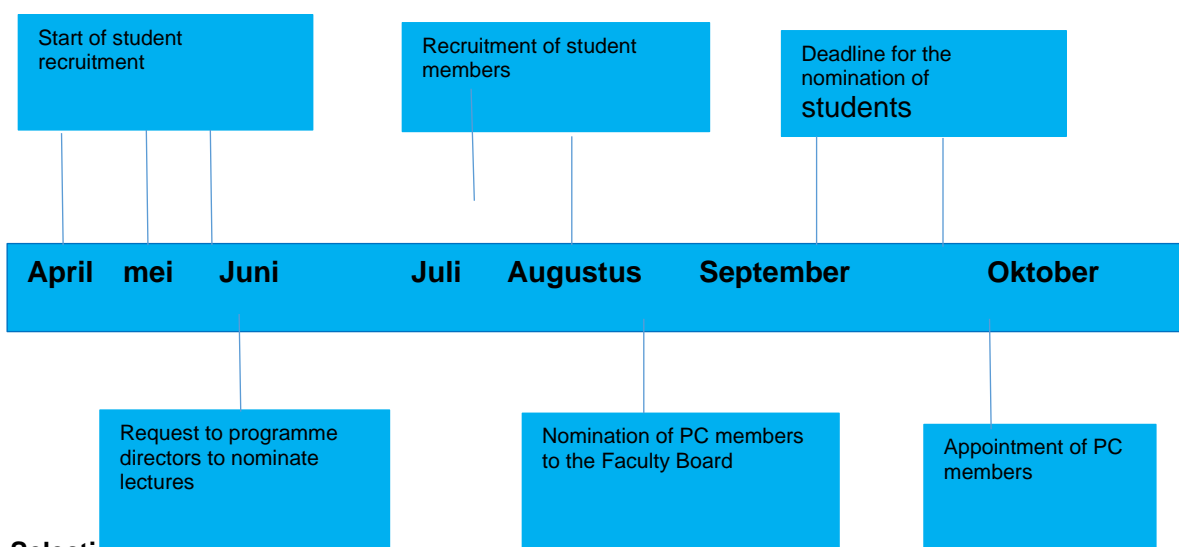
The aim of the procedure is the appointment of motivated, competent and representative members of the Programme Committees. To this end, a process of several activities has been organised and criteria have been set for membership of the Programme Committees. Below, this procedure is explained and elaborated on the basis of recruitment, selection and appointment.

The aim of the procedure is the appointment of motivated, competent and representative members of the Programme Committees. To this end, a process of several activities has been organised and criteria have been set for membership of the Programme Committees. Below, this procedure is explained and elaborated on the basis of recruitment, selection and appointment.

Recruitment

Students who wish to become members of a Programme Committee can apply to the Faculty Board, in this case the Task Force Programme Committees, which has been given the authority to do so. The Faculty Board, in this case the Task Force Programme Committees, makes an appeal in good time - by organising several activities - to all students to put themselves forward as candidates for the Study Programme Committee of their programme(s). Part of the application is the sending of a CV and motivation letter. Deadline for application is early September. Students who remain members of the Programme Committee for a second year are not required to send a CV and motivation letter. The Faculty Board, in this case the Task Force Programme Committees, also asks the Programme Committees in good time to nominate the members of the teaching staff of the programme(s) for which the Programme Committee is responsible for the quality of the education. The members of the Programme Committees coordinate their nominations with the responsible programme director. The nomination deadline is early September.

The timetable for recruitment, selection and appointment is as follows:



Selection of lecturer members

In order to appoint motivated, competent and representative teacher-members of the Programme Committees, the candidates must meet a number of criteria and guidelines:

Criteria:

- The lecturer member must not be incompatible with any (administrative) positions as stated in the W.H.W. and the PC Regulations, i.e. members of the Faculty Board, programme directors, programme coordinators, heads of department, members of the Joint Assembly and members of the Examination Board are excluded from lecturer membership of a Programme Committee;
- The lecturer member teaches in the study programme concerned of the Programme Committee;
- The lecturer membership falls within the terms of office set out in the Faculty Regulations PC;
- The member of the teaching staff should at least have a Basic Teaching Qualification (BKO) or be following a course to obtain a Basic Teaching Qualification;
- The member of the teaching staff must have been promoted if it concerns a membership of a programme committee of a Master's programme;

- The lecturer member may have a temporary appointment as set out in the 'Memorandum on the position of temporary staff at FSS (4 October 2017)', on the understanding that, given the duration of his/her contract, he/she may sit on a Programme Committee for at least two years. If the contract ends during an academic year, membership of the Programme Committee will be terminated with effect from that academic year;
- The lecturer member must have at least one year of teaching experience;
- PhD students are excluded from membership.

Guidelines:

When nominating candidates, the programme committee and/or the programme director takes into account that the programme is adequately represented, so that preferably all years and participating disciplines are represented on the bachelor's programme committee and any possible specialisations on the master's programme committee;

When nominating candidates, the Programme Committee and/or the Programme Director take into account the balance (diversity and junior/seniority) within the Programme Committee.

Selection of student members

In order to appoint motivated, competent and representative student members of the Programme Committees, the candidates must meet a number of criteria and guidelines:

Criteria:

- The student member must not be incompatible with any (administrative) positions as stated in the PC Regulations, i.e. members of the FSR and student assistants are excluded from being a student member of a Programme Committee;
- The student member is a student in the programme concerned of the Programme Committee;
- The student member studies (approximately) at a nominal level;
- Student membership falls within the terms of office laid down in the Faculty Regulations PC.

Furthermore, students are asked to (soft criteria):

Enthusiastic, proactive, communicative-skilled, independent and flexible;

Gather opinions of fellow students;

Preferably have experience with administrative processes and/or similar committees.

Guidelines:

- The selection of student members takes into account that the programme is sufficiently represented, so that in the Programme Committee of the Bachelor all years are represented, and in the Master the possible specialisations.
- A premaster student may be added as an advisory member.
- If a student member leaves during the academic year, the Programme Committee nominates a substitute student member in consultation with the director of the programme concerned. The portfolioholder education FSS appoints the substitute student member.

The selection process of the student members has two parts, in which the soft criteria are tested by an independent selection committee:

1. *Pre-selection.* The week immediately after the deadline, the selection committee makes a pre-selection based on all the submitted motivation letters and CVs.
The pre-selection has three possible outcomes:
 - The candidate is *directly selected* as an OLC student on the basis of letter and CV;
 - The candidate is invited for a *selection interview* if there are more suitable candidates for the Programme Committee than the number of places available;
 - The candidate is *not selected* for the Programme Committee on the basis of a letter and CV.
2. *Selection interviews.* Shortly after the deadline has passed, the selection committee holds interviews (20 minutes) with candidates for programme committees for which there are more suitable candidates than places.

The selection committee consists of student and teacher members of programme committees and/or the PC Task Force.

Appointment

Before 1 October, the selected candidates are presented to the Faculty Board. If the Faculty Board approves the candidates, they are formally appointed as members of their Programme Committee(s).

Each member of a Programme Committee receives a decision directly after installation by the Faculty Board, stating that he/she is a member of the Programme Committee concerned and for which period. The Faculty Board announces within the Faculty who are members of the Programme Committees.

This document is an annex to the FSS Regulations.