

# **Teaching and Examination Regulations**

## **Master programme in Musculoskeletal Physiotherapy Sciences**

### **Faculty of Behavioural and Movement Sciences**

**Academic year 2018-2019**

A. faculty section

B1. programme specific section - general provisions

B2. programme specific section – content of programme

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## **Section A: Faculty section**

### **1. General provisions**

#### **Article 1.1 Applicability of the Regulations**

1. These Regulations apply to anyone enrolled for the programme, irrespective of the academic year in which the student was first enrolled for the programme.
2. These Regulations enter into force with effect from 1 September 2018
3. An amendment to the Teaching and Examination Regulations is only permitted to concern an academic year already in progress if this does not demonstrably damage the interests of students.

#### **Article 1.2 Definitions**

The following definitions are used in these Regulations:

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|---------------------------|---|
| a. EC (European Credit)   | an EC credit with a workload of 28 hours of study;  |
| b. examination:           | the final examination of the Master's programme;  |
| c. semester:              | the first (September - January) or second half (February - August) of an academic year;   |
| d. joint degree:          | a degree awarded by an institution together with one or more institutions in the Netherlands or abroad, after the student has completed a study programme (a degree programme, a major or a specific curriculum within a degree programme) for which the collaborating institutions are jointly responsible;  |
| e. educational component: | a unit of study of the programme within the meaning of the WHW;   |
| f. period:                | a part of a semester;   |
| g. practical exercise:    | the participation in a practical training or other educational learning activity, aimed at acquiring certain (academic) skills. Examples of practical exercises are: <ul style="list-style-type: none"> <li>o researching and writing a thesis or dissertation</li> <li>o carrying out a research assignment</li> <li>o taking part in fieldwork or an excursion</li> <li>o taking part in another educational learning activity aimed at acquiring specific skills, or</li> <li>o participating in and completing a work placement;</li> </ul> |
| h. programme:             | the totality and cohesion of the course components, teaching activities/methods, contact hours, testing and examination methods and recommended literature;   |
| i. thesis:                | a component comprising research into the literature and/or contributing to scientific research, always resulting in a written report;   |
| j. SAP/SLcMVU:            | the Student Information System;   |
| k. study guide:           | the guide for the study programme that provides further details of the provisions and other information specific to that programme. The study guide (or course catalogue) is available electronically at: <a href="https://www.vu.nl/en/study-guide/">https://www.vu.nl/en/study-guide/</a> ;   |
| l. workload:              | the workload of the unit of study to which an interim examination applies, expressed in terms of credits = EC credits (ECTS = European Credit and Transfer Accumulation System). The workload for 1 year (1,680 hours) is 60 EC credits;  |
| m. academic year:         | the period beginning on 1 September and ending on 31 August of the following calendar year;   |

n. interim examination:	an assessment of the student's knowledge, understanding and skills relating to a course component. The assessment is expressed in terms of a final mark. An interim examination may consist of one or more partial examinations. A resit always covers the same material as the original interim examination;
o. University:	Vrije Universiteit Amsterdam;
p. Student Charter	A document which describes all rights and responsibilities as a student of the Vrije Universiteit, and is available on VUnet
q. subject	see educational component
r. WHW:	the Dutch Higher Education and Research Act ( <i>Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek</i> );
s. OLC	Programme committee;
t. FGV	Faculty joint assembly – assembly of the faculty student council and faculty staff council;
u. CvB	the Executive Board of Vrije Universiteit Amsterdam.

The other terms have the meanings ascribed to them by the WHW.

## 2. Study programme structure

### Article 2.1 Structure of academic year and educational components

1. The study programme will be offered in a year divided into two semesters.
2. Every semester consists of three consecutive periods of eight, eight and four weeks
3. An educational component comprises 6 EC or a multiple thereof.
4. By way of exception to paragraph 3, Section B may stipulate that a unit of study comprises 3 EC or a multiple thereof. The Faculty Board requests permission from the Executive Board .

## 3. Assessment and Examination

### Article 3.1 Signing up for education and interim examinations

1. Every student must sign up to participate in the educational components of the programme, the examinations and resits. The procedure for signing up is described in an annex to the Student Charter.
2. Signing up may only take place in the designated periods.

### Article 3.2 Type of examination

1. At the student's request, the Examinations Board may permit a different form of interim examination than that stipulated in the course catalogue. If applicable, more detailed regulations on this are included in the Rules and Guidelines for the Examinations Board.
2. If an educational component is no longer offered in the academic year following its termination, at least one opportunity will be provided to sit the interim examination(s) or parts thereof and a transitional arrangement will be included in the programme-specific section for the subsequent period.

### Article 3.3 Oral interim examinations

1. An oral assessment is public unless the Examinations Board or examiner determines otherwise in
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an exceptional case.
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**Article 3.4 Determining and announcing results**

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| 1. The examiner determines the result of a written interim examination as soon as possible, but at the latest within ten working days. By way of departure from that stipulated in the first clause, the marking deadline for papers and examinations with at least 50% open questions is no longer than 15 working days, and for theses and final assignments is no longer than twenty working days. The examiner will then immediately ensure that the marks are registered and also ensures that the student is immediately notified of the mark, taking due account of the applicable confidentiality standards. |
| 2. The examiner determines the result (i.e. mark) of an oral examination as soon as possible after the examination has finished, but in any case within 24 hours, and informs the student accordingly. The third clause of the first paragraph applies.  |
| 3. In the case of alternative forms of oral or written interim examinations, the Examinations Board determines in advance how and by what deadline the student will be informed of the results.  |
| 4. A student may also submit a request for reassessment to the examiner. A request for reassessment does not affect the time period for lodging an appeal.   |
| 5. A student may lodge an appeal against the way in which the result was reached with the Examination Appeals Board within six weeks of the announcement of the result   |

**Article 3.5 Examination opportunities**

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| 1. a. Per academic year, two opportunities to take examinations per educational component will be offered.<br>b. The options for retaking practical components, work placements and theses are detailed in the relevant work placement manual, teaching regulations or graduation regulations.  |
| 2. The most recent mark will apply in the event of a resit. A retake is allowed for both passed and failed units of study.  |
| 3. The resit for a (partial) interim examination must not take place within ten working days of the announcement of the result of the (partial) examination being resat.  |
| 4. The Examination Board may allow a student an extra opportunity to resit an interim examination if that student is lacking only those credits to qualify for his degree. This is conditional to the student's having failed the examination during a previous attempt. Furthermore, there may be no more regular opportunities for resitting the examination in the current academic year. If necessary, the method of examination may deviate from the provisions in the study guide. This provision excludes the practical assignments (including the Master's thesis/research projects). Requests for an additional examination opportunity must be submitted to the Examination Board no later than 1 July. |

**Article 3.6 Marks**

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| 1. Marks are given on a scale from 1 to 10 with no more than one decimal point.   |
| 2. The final marks are given in whole or half points.   |
| 3. Final marks between 5 and 6 will be rounded off to whole marks: between 0.1 - 0.4 rounded down; between 0.5 - 0.9 rounded up. To pass a course, a 6 or higher is required. |
| 4. The Examination Board can allow to use symbols rather than numbers, for example; Good (V), Sufficient (V), or Insufficient (OV), or Completed (VD), not completed (NVD)    |

#### Article 3.7 Exemption

<p>1. At the written request of the student, the Examination Board may exempt the student from taking one or more examination components, if the student:</p> <ul style="list-style-type: none"><li>a) has passed a course component of a university or higher professional education programme that is equivalent in terms of content and level;</li><li>b) has demonstrated through his/her work and/or professional experience that he/she has sufficient knowledge and skills with regard to the relevant course component.</li></ul>
<p>2. For the Master's thesis/the research project there is no exemption possibility.</p>

#### Article 3.8 Validity period for results

<p>1. The validity period of interim examinations passed and exemption from interim examinations is unlimited, unless otherwise specified in Section B.</p>
<p>2. The validity period of a partial examination is limited to the academic year in which it was sat unless otherwise specified in Section B.</p>

#### Article 3.9 Right of inspection and post-examination discussion

<p>1. For twenty working days after the announcement of the results of a written (or digital) interim examination, the student can, on request, inspect his/her assessed work, the questions and assignments set in it, as well as the standards applied for marking.</p> <p>The place and time referred to in the previous clause will be announced at the time of the interim examination and/or via Canvas.</p>
<p>2. If a collective post-examination discussion has been organized, individual post-examination discussions will be held only if the student has attended the collective discussion or if he/she was unable to attend the collective discussion through no fault of his/her own.</p>
<p>3. Students who meet the requirements stipulated in paragraph 2 can submit a request for an individual post-examination discussion to the relevant examiner. The discussion shall take place at a time and location to be determined by the examiner.</p>

### 4. Academic student counselling and study progress

#### Article 4.1 Administration of study progress and academic student counselling

<p>1. The faculty board is responsible for the correct registration of the students' study results. After the assessment of an educational component has been registered, every student has the right to inspect the result for that component and also has a list of the results achieved at his/her disposal in VUnet.</p>
<p>2. Enrolled students are eligible for academic student counselling. Academic student counselling is in any case provided by</p> <ul style="list-style-type: none"><li>a. The Student General Counselling Service</li><li>b. Student psychologists</li><li>c. Faculty academic advisors</li></ul>

#### Article 4.2 Adaptations for students with a disability

<p>1. A student with a disability can, at the moment of submission to VUnet, or at a later instance, submit a request to qualify for special adaptations with regard to teaching, practical training and interim examinations. These adaptations will accommodate the student's individual disability as</p>
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much as possible, but may not alter the quality or degree of difficulty of a unit of study or an examination. In all cases, the student must fulfil the exit qualifications for the study programme.
2. The request referred to in the first paragraph must be accompanied by a recent statement from a doctor or psychologist. If possible, an estimate should be given of the potential impact on the student's study progress. In case of a chronic disability a single (one time) request suffices.
3. Students with a disability that can be assessed by a psycho-diagnostic evaluation (e.g. dyslexia, attention-deficit disorder) must provide a statement from a BIG, NIP or NVO registered professional who is qualified to conduct such a psycho-diagnostic evaluation.
4. The faculty board, or the responsible person on behalf of the faculty board, decides on the adaptations concerning the teaching facilities and logistics. The Examinations Board will rule on requests for adaptations with regard to examinations.
5. In the event of a positive decision (possibly with a limited validity) in response to a request as referred to in paragraph 1, the student will make an appointment with the study adviser to discuss the details of the provisions.
6. A request for adaptations will be refused if it would place a disproportionate burden on the organization or the resources of the faculty or university were it upheld.
7. If the disability justifies an extension of the interim examination time, the Examinations Board will issue a statement testifying to this entitlement to an extension. If a disability justifies other measures to be taken, the academic adviser can take the necessary measures.

## 5. Hardship clause

### Article 5.1 Hardship clause

In instances not regulated by the Teaching and Examination Regulations or in the event of demonstrable extreme unreasonableness and unfairness, the faculty board responsible for the study programme will decide, unless the matter concerned is the responsibility of the Examinations Board.
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## **Section B1: Programme specific – general provisions**

### **6. General programme information and characteristics**

#### **Article 6.1 Study programme information**

1.	The programme Musculoskeletal Physiotherapy Sciences, CROHO number 69317 is offered on a full-time basis.
1b	The language of instruction is English

#### **Article 6.2 Teaching formats used and modes of assessment**

1.	The programme uses the teaching formats as specified in the Study Guide.
2.	The modes of assessment used per educational component are specified in the Study Guide.

### **7. Further admission requirements**

#### **Article 7.1 Intake date(s)**

The programme starts on September 1.
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#### **Article 7.2 Admission requirements**

1.	Admission to the Master's programme is possible for an individual with a Bachelor degree in the field of physiotherapy, occupational or exercise therapy (Cesar Mensendieck) or medicine, and comparable studies with clinical experience. In addition sufficient knowledge on basic mathematics and basic academic skills are necessary in order to successfully complete the Master's programme. In order to test this knowledge and skills students need to make a GMAT test. A score of at least 550 is expected.
2.	The Admissions Board will investigate whether the applicant meets the admission requirements.

#### **Article 7.3 English language requirement for English-language Master's programmes**

1.	The proficiency requirement in English as the language of instruction can be met if no longer than two years before the start of the programme, the applicant has successfully completed one of the following examinations with at least the scores indicated: <ul style="list-style-type: none"> <li>- IELTS: 6.5</li> <li>- TOEFL paper based test: 580</li> <li>- TOEFL internet based test: 92</li> <li>- Cambridge Advanced English: A, B or C.</li> </ul>
2.	Exemption is granted from the examination in English referred to in the first paragraph to students who, within two years of the start of the programme: <ul style="list-style-type: none"> <li>- met the requirements of the VU test in English language proficiency TOEFL ITP (Institutional Testing Program) , with at least the score of 580 (<a href="http://www.taalloket.nl/nl/toefl-itp">www.taalloket.nl/nl/toefl-itp</a>), or</li> <li>- had previous education in secondary or tertiary education in an English-speaking country as listed on the VU website, or</li> <li>- have an English-language 'international baccalaureate' diploma.</li> <li>- graduated from a Dutch VWO institute with a grade of 7 or higher for English.</li> </ul>

Article 7.4 Pre-Master's programme

Not applicable

## 8. Interim examinations and results

Article 8.1 Sequence of interim examinations

Not applicable

Article 8.2 Validity period for results

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| 1. If the exam shows that a student's knowledge is insufficient or outdated, or if the student's skills evaluated in the exam are demonstrably outdated, the Examination Board may impose a supplementary or replacement examination for a course for which an interim examination was passed more than 6 years ago. |
| 2. The validity period of a partial examination is limited to the academic year in which it was sat or until the end of the unit of study concerned.   |

## **Section B2: Programme specific – content of programme**

### **9. Programme objectives, specializations and exit qualifications**

#### **Article 9.1 Workload**

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| 1. The programme has a workload of 60 EC |
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#### **Article 9.2 Specializations**

not applicable

#### **Article 9.3 Programme objective**

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| <ol style="list-style-type: none"><li>1. The programme aims to achieve the following:<ol style="list-style-type: none"><li>a) to teach the student specialized knowledge, skills and understanding in the field of clinical experimental research in musculoskeletal physiotherapy; and</li><li>b) to prepare the student to practice professionally in the field of clinical experimental research in musculoskeletal physiotherapy;<br/>to prepare the student for academic work in the field of translational research in musculoskeletal physiotherapy.</li><li>c) to prepare the student for academic work in the fields of translational research in musculoskeletal physiotherapy.</li></ol></li><li>2. The degree programme also promotes the academic education of the student, in particular with reference to:<ol style="list-style-type: none"><li>a. independent, academic thought processes and performance;</li><li>b. communicating at an academic level in the English language;</li><li>c. applying specialist academic knowledge in a wider and/or philosophical and societal context.</li></ol></li><li>3. The degree programme focuses attention on the student's personal development, promotes his or her awareness of social responsibility and develops student's skills of expression in the English language.</li></ol> |
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#### **Article 9.4 Exit qualifications**

The final qualifications for the programme are described in appendix I.

### **10. Curriculum structure**

#### **Article 10.1 Composition of the programme**

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| 1. The programme comprises at least a package of compulsory components and an individual Master's thesis or academic internship. |
| 2. Additionally the programme can offer:<br>- Electives  |
| 3. Educational components are categorized as specialized (400), research oriented (500) and highly specialized (600) level.      |

**Article 10.2 Compulsory educational components**

A detailed description per educational component can be found in the Study Guide.

Educational component	course code	nr of EC	level
Movement Analysis	B_MOVANA	6	400
Pain, Body & Mind	B_PBM	6	400
Research Methodology MPS	B_REMMP	6	500
Challenges in Musculoskeletal Health	B_MUSHEA	6	500
Translational Research	B_TRANSRES	3	400
Clinical Exercise Physiology	B_CLINEXERC	3	400
Master Research Project MPS	B_MRP	24	600

**Article 10.3 Elective educational components**

1 Students can choose optional courses up to 6 EC from these courses	EC	Course code	Level
Electromyography	3	B_ELECTROMYO	400
Imaging	3	B_IMAGING	400
Short Literature Review	6	B_SLR	600
Docentenopleiding HBO	30	B_DOCENTHBO	
Entrepreneurship in HMS	6	B_ENTREPREN	500
Perception for Action	3	B_PERCACTION	500
Sport and Performance Dietics	3	B_SPPDIET	400

**Other electives are possible after consultation with the examination board:**

Electives outside the programme:  
 The student can also choose as electives master units of study from other programmes as long as they widen or deepen the students program/ at least have the scope, breadth and depth of a regular Master's program.  
 Approval by the Examination Board will be required for the proposed study components. This approval can only be obtained through the submission of an Approval Form, available on VUnet, at least 2 months before the student wishes to enter the final examination. In the case of a request being filed at a later date, the Examination Board can decide that the final examination should be taken at a later date.:

**11. Evaluation and transitional provisions****Article 11.1 Evaluation of the education**

1. The education provided in this programme is evaluated in accordance with the (attached) evaluation plan.

**Article 11.2 Transitional provisions**

By way of departure from the Teaching and Examination Regulations currently in force, the following transitional provisions apply for students who started the programme under a previous set of Teaching and Examination Regulations:

Courses that are no longer being taught will have two opportunities to be completed in the following year.

A complete list of course for which transitional rules are in place can be found in Appendix III

Advice and approval by the Programme Committee, on 19 April 2018

Approved by the Faculty Joint Assembly, on 26 June 2018

Adopted by the board of the Faculty of Behavioural and Movement Sciences on 16 July 2018.

**Appendix I Intended learning outcomes**

<b>Dublin-descriptor Knowledge and understanding MSc Programme:</b>	
Provides a basis or opportunity for originality in developing or applying ideas often in a research* context	<ol style="list-style-type: none"> <li>1. Knowledge of and insight into current research with regard to causes, prevention, diagnosis, treatment (especially physiotherapy management) and prognosis of movement and musculoskeletal disorders</li> <li>2. Knowledge of advanced research methods and techniques relevant to musculoskeletal physiotherapy research</li> </ol>
<b>Dublin-descriptor: Applying knowledge and understanding MSc Programme:</b>	
[through] problem solving abilities [applied] in new or unfamiliar environments within broader (or multidisciplinary) contexts	<ol style="list-style-type: none"> <li>3. The ability to apply advanced research techniques and methods used to investigate the musculoskeletal system</li> <li>4. The ability to formulate (clinically) relevant research questions and to design plans, methods, procedures and analyses to answer these questions and implement the results in a clinical or community setting</li> <li>5. The ability to collect, analyse and interpret scientific data concerning causes, prevention, diagnosis, treatment (especially physiotherapeutic management) and prognosis of movement and musculoskeletal disorders</li> <li>6. The ability to apply theories and models from human movement, physiotherapy and related sciences to formulate and answer clinical research questions relevant to this field of study</li> <li>7. The ability to integrate information originating from several fields of research and clinical physiotherapy practice</li> </ol>
<b>Dublin-descriptor: Making judgements MSc Programme:</b>	
[demonstrates] the ability to integrate knowledge and handle complexity, formulate judgements with incomplete data	<ol style="list-style-type: none"> <li>8. The ability to think along interdisciplinary lines and to have insight in relevant disciplines involved in movement and musculoskeletal disorders</li> <li>9. The ability to critically evaluate methods and results of research</li> <li>10. Insight in the scientific, clinical and social relevance of current research in the field of movement and musculoskeletal disorders</li> <li>11. The ability to reflect on social and ethical issues related to research, and to promote responsible conduct in research and academia (research integrity)</li> </ol>
<b>Dublin-descriptor: Communication MSc Programme:</b>	
[of] their conclusions and the underpinning knowledge and rationale (restricted scope) to specialist and non-specialist audiences (monologue)	<ol style="list-style-type: none"> <li>12. The ability to contribute to scientific discussions about research in the field of musculoskeletal physiotherapy</li> <li>13. The ability to comprehensively present research in a professional manner to a scientific, clinical, and lay audience</li> <li>14. The ability to present research in writing at the level of a scientific and professional journal</li> <li>15. The ability to communicate with experts from different disciplines and to build exchange and collaboration within and between disciplines</li> </ol>
<b>Dublin-descriptor: Learning skills MSc Programme</b>	

study in a manner that may be largely self-directed or autonomous	<ol style="list-style-type: none"><li>16. The ability to evaluate and reflect critically on his/her own functioning according to the guidelines of good clinical practice</li><li>17. The ability to work in an interdisciplinary (research) environment</li><li>18. The ability to largely autonomously collect scientific information and to analyse and evaluate this information critically</li></ol>
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## Appendix II Master Research Project

The Research Project should abide by the following rules:

- All Research Projects, also those carried out outside the faculty, must be carried out under supervision of an academic staff member of the faculty. This supervisor has the final responsibility for the project.
- Within one month after starting the Research Project, the study design must be approved by the principle supervisor and intended examiners of the final report.
- The end product of the Master Research Project consists of a report in the form of a scientific paper, possibly extended with appendices containing more extensive descriptions of methods and results.
- The final grade for the Research project is composed of four components: Proposal (10%), Research process (30%), Research report (50%) and Oral presentation (10%).

## Appendix III Transition Rules

Only students who took actively part in the course last year fall under the transition rules.

Course	Transition rule
Research Methods in MPS 1	Two resit opportunities
Research Methods in MPS 2	Two resit opportunities
Topics in Musculoskeletal Physiotherapy Sciences	Two resit opportunities

Students are only allowed to take the second resit opportunity if they took part in the first one.



## Appendix IV Evaluation plan FGB

*Kirsten Bijker, Director of Education, May 2018*

### Aim

The evaluation of courses and/or groups of courses (minors, learning continuity pathway) is part of the PDCA cycle at the level of the course as formulated in the 'VU toetskader'. Curriculum evaluations are carried out at programme level.

The evaluation of education aims to gain insight into the quality of the education provided and/or the coherence between courses. This insight is used at various levels within FGB to maintain the quality of education and, where necessary, to improve it and to communicate about this to students.

### Course evaluations

The courses of the FGB programmes are evaluated annually via the digital evaluation form in VUnet Digitaal Evalueren (DE). Below is described which actors are involved in the evaluation of courses and which tasks these actors have in the process of evaluation.

#### Student

- Fills in the digital course evaluation form after the course has ended

#### Course coordinator

- Encourages students to complete the evaluation form
- Makes the evaluation form suitable for his/her course, and includes questions on the exam(s) used in the course
- Responds to students via VUnet on the results of the evaluation and indicates whether and, if so, which changes will be made to the course

#### Evaluation coordinator

- Monitors whether all courses appear in VUnet DE
- Is available for questions of lecturers regarding the adjustment of evaluation forms
- Saves the evaluation reports
- Processes the evaluation results in an overview sheet
- After each teaching period, makes the overview sheets and the evaluation reports available for programme directors, programme committees and the examination committee

#### Programme directors

- Inspects the overview sheet and, where necessary, the evaluation reports
- Discusses, where necessary, the course evaluation with the course coordinator, the programme committee and/or examination committee and may take action based on these discussions
- Discusses the course evaluations in general and any taken actions during the annual interview with the portfolio holder for education and the director of education
- Inserts the results of the course evaluations in midterm reviews and critical self-reflections
- Provides, on request, supervisors with input on education for the annual interview with the lecturer

#### Programme committee

- Discusses the evaluation reports after each teaching period
- Invites, if desired, course coordinators to the meeting of the programme committee to discuss the results
- Provides the programme director with solicited and unsolicited advice on the quality of the courses
- Discusses the course evaluations and any actions taken in the annual report
- Indicates in the annual plan whether there will be special attention for a course or group of courses

#### Examination committee

- Inspects the overview sheets and, if desired, the evaluation reports
- If necessary, takes action based upon the results of a course evaluation and discusses the action taken with the programme director and course coordinator
- Discusses the course evaluations and any actions taken in the annual report

- Indicates in the annual plan whether there will be special attention for a course or group of courses

**Supervisors of lecturers**

- Supervisors may ask the programme director of the programme in which the lecturer participates to provide input for the annual interview, in which the interpretation of the programme director forms an important part of the information the supervisor receives

**Portfolio holder for education /Director of education**

- Discusses course evaluations in a general sense with programme directors during the annual interview
- Discusses the quality of education in the annual education report

**Evaluations of groups of courses**

Evaluation of groups of courses like minors, learning continuity pathways or methodology pathways, are carried out at the initiative of the programme director, programme committee or examination committee. There are no formats for these kinds of evaluations; a questionnaire must be created by the parties involved and distributed among students. Results of the evaluations are discussed in consultation between the programme director and the programme committee and/or the examination committee and noted in annual reports. Where possible, planned evaluations of groups of courses are included in the annual plan of, for example the programme committee or examination committee.

**Evaluation of (parts of) the curriculum**

The evaluation of (parts of) the curriculum takes place automatically via VUnet DE. The results are sent by the evaluation coordinator to the programme directors and programme committees and are discussed in consultation between the programme committee and programme director.