

Rules of Procedure for the Programme Committees of the Faculty of Science

Article 1. General provisions, definitions and abbreviations

1.1 Nature of the Rules of Procedure

The Rules of Procedure are statutorily prescribed regulations for matters of a procedural nature (Articles 9.18 & 9.31 WHW).

1.2 Statutory regulations

1. As used in these Rules of Procedure, the following terms have the following meanings:
 - the Act: the Higher Education and Research Act (WHW);
 - the Management and Administration Regulations: the Management and Administration Regulations of Leiden University (MAR-LU) as referred to in Article 9.4 of the WHW;
 - the Faculty Regulations: the Faculty Regulations of the Faculty of Science (R-FoS) as referred to in Article 9.14 of the WHW;
 - the Course and Examination Regulations: the Course and Examination Regulations of the study programme (CER) as referred to in Article XX of the WHW.
2. If the terms used in these Rules of Procedure are also used in the Act, the MAR-LU, the R-FoS and the CER, they will have the meaning assigned to them in those Regulations.
3. The application of these Rules of Procedure is without prejudice to the Act, the MAR-LU, the R-FoS and the CER.

1.3 Other definitions

1. Academic year: the period of time that commences on 1 September and ends on 31 August of the following year.

Article 2. Composition of the Programme Committee

- 2.1 The composition of the Programme Committee (PC) is regulated in the Faculty Regulations (Article 14 R-FoS).
- 2.2 Half of the members of the PC are students who are enrolled on the study programme(s) concerned. They are appointed by the Faculty Board on the recommendation of the chair of the current PC (Article 14(4) R-FoS).
- 2.3 The chair of the current PC will start to recruit the student members of the PC at the beginning of each academic year.
- 2.4 For the purpose of this recruitment, the chair of the current PC will appoint a Recruitment Committee, consisting of two students, a teaching staff member of the PC and the secretary of the PC. The students can be a student member of the PC, a student board member of a study association, or any other student who is enrolled on the study programme(s) concerned.
- 2.5 The task of the Recruitment Committee is to organise a recruitment and selection procedure for the new student members.
- 2.6 All the students who are enrolled on the study programme(s) concerned will be informed about the possibility of becoming a member of the Programme Committee, together with details of the work load and the responsibilities of the study programme. To assist with the recruitment, the Communication & Marketing department will launch a Faculty-wide recruitment campaign from mid-September.
- 2.7 If the number of candidates for membership of the Programme Committee is greater than the number of available seats, the Recruitment Committee will conduct membership application interviews and will

advise the chair of the current PC regarding his/her recommendation. For the purpose of the selection, the Recruitment Committee can hold a poll of the students of the study programme(s) concerned. A poll is a way to gauge the opinion of the students. The results of a poll can be taken into account when making decisions, but should mainly be seen as an indication of students' wishes or feelings.

- 2.8 The PC will elect a chair from among its members. The chair will be elected from among the teaching staff members, and will preferably fulfil this role for the entire three-year period of appointment (Article 14(8) R-FoS).

Article 3. Tasks of the Programme Committee

- 3.1 The tasks of the PC are set down in the Act; see Article 9.18 WHW. They include, in any case, advising on improving and assuring the quality of the study programme.
- 3.2 The PC also has:
 - a. right of consent with regard to the Course and Examination Regulations, referred to in Article 7.13 WHW, with the exception of the matters referred to in paragraph 2, subparagraphs a, f, h-u and x, and with the exception of the requirements referred to in Article 7.28(4) and (5), and Article 7.30b(2),
 - b. right of consultation with regard to the Course and Examination Regulations, referred to in Article 7.13 WHW, with the exception of the matters regarding which the PC has right of consent pursuant to point a,
 - c. the task of performing the annual assessment of the way in which the Course and Examination Regulations are implemented, and
 - d. the task of issuing advice or making proposals, on request or on its own initiative, to the Programme Director, referred to in Article 9.17(1) WHW, and the Faculty Board about all matters relating to the teaching within the study programme(s) concerned.
- 3.3 The PC discusses the teaching evaluations and student satisfaction surveys, such as the National Student Survey (NSE).
- 3.4 The PC advises on the Annual Report on the programme's teaching.
- 3.5 The PC has shared responsibility with the Programme Director for the communication to students and teaching staff about matters relating to the teaching quality.
- 3.6 The PC monitors information about Faculty matters and attends information meetings that are organised at Faculty level; for example, attendance at the Consultation Meeting of Student Members of Programme Committees.

Article 4. Procedures of the Programme Committee

- 4.1 The PC will meet at least four times a year, and additionally as often as the PC deems desirable.
- 4.2 The meeting is convened by the chair, in consultation with the secretary. The documents for these meetings will be sent digitally to all the members at least one week before the meeting.
- 4.3 The secretary is responsible for producing minutes of the meeting, which will be submitted for approval at the next meeting.
- 4.4 If the chair establishes during the opening of the meeting that fewer than half of the number of current members are present, no decisions can be taken. However, deliberations can take place. The deferred decision-making can then take place in the next meeting, regardless of the number of members who are present. This last point will be explicitly stated, specifying the agenda item concerned, in the notice convening the meeting.
- 4.5 The meetings of the PCs are open to non-members, unless otherwise decided by a PC in a reasoned decision (Article 14(16) R-FoS).
- 4.6 The PC will consult at least twice a year with the Programme Director about all matters relating to the teaching within the study programme. Invitations to these consultation meetings will be sent digitally

- to the members of the PC and the Programme Director at least one week before the consultation meeting. The Annual Programme Report will be discussed at any event at one of these two meetings.
- 4.7 The PC makes an active contribution to the Annual Programme Report.
 - 4.8 If the PC issues advice or makes proposals, on request or on its own initiative, to the Programme Director, referred to in Article 9.17(1) WHW, the Programme Director will give a response within two months after receiving the advice or proposal.
 - 4.9 The PC will also send the advice, referred to in paragraph 3.2, to the Faculty Council for information.
 - 4.10 At the beginning of the academic year, the PC establishes an annual work plan.
 - 4.11 At the end of the academic year, the PC produces a PC Annual Report.
 - 4.12 The PC informs the students and teaching staff about its activities and the advice it has given to the Programme Director and the Faculty Council via various media channels, such as Blackboard and Brightspace.

Article 5. Final provisions

- 5.1 The Rules of Procedure were adopted by the PC on ... (date).
- 5.2 The Rules of Procedure are sent to the Programme Director and the Faculty Board for information.
- 5.3 Amendments of the Rules of Procedure enter into effect as from the day following that on which they are adopted by the PC.
- 5.4 All cases for which these Rules of Procedure do not provide will be decided by the PC.

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