

RULES OF PROCEDURE OF THE PSYCHOLOGY BACHELOR'S PROGRAMME COMMITTEE (BPC)

Article 1 – COMPOSITION OF THE BACHELOR'S PROGRAMME COMMITTEE

1. The Programme Committee for the three-year bachelor's degree programme consists of 12 members.
2. Half of the members of the Programme Committee are students. They are elected for a period of one year by and from the students of the degree programme. Members can be re-elected for a further period. The student members will preferably consist of one first-year student, one second-year student, one third-year student, one *International Bachelor in Psychology* student, one pre-master's student and one part-time student. The other members are appointed for a period of two years by the Faculty Board from the staff who are responsible for providing the teaching in the degree programme concerned, on the proposal of the Programme Board. The Programme Board draws up a protocol for the election or appointment of the members of the Programme Committee. Members can be re-appointed for a further period.
3. Appointment of the staff members of the Programme Committee takes place at the same time as elections for the Faculty Council.
4. The election of student members of the Programme Committee takes place in September.
5. The Programme Board appoints the chairperson of the Programme Committee for a period of three years.
6. Membership of the Programme Committee cannot be combined with membership of the Programme Board.
7. The Programme Committee is assisted by a secretary.

Article 2 – DUTIES OF THE BACHELOR'S PROGRAMME COMMITTEE

1. To advise on the adoption and amendment of the Course and Examination Regulations (OER) of the degree programme.
2. To perform the annual assessment of the implementation of the Course and Examination Regulations of the degree programme.
3. To advise on other matters relating to the teaching in the degree programme.
4. To advise the Programme Board and the Board of Examiners on observed problems and possible improvement actions with regard to the teaching quality.
5. To advise on the design and coordination of the teaching evaluations. It is also the duty of the Programme Committee to supervise the implementation of this system and the improvement plans and improvement actions arising therefrom.

Article 3 – ELECTION OF THE STUDENT MEMBERS OF THE BACHELOR'S PROGRAMME COMMITTEE

1. The election of the student members of the Programme Committee takes place under the responsibility of the student member of the Programme Board, who is the chairperson of the Electoral Committee. The Electoral Committee, which is re-constituted for each election, also consists of one current staff member of the Programme Committee. The appointment of this staff member as a member of the Electoral Committee is done by the Programme Board, on the recommendation of the Programme Committee.
2. The duty of the Electoral Committee is to prepare and conduct the annual election of the student members of the Programme Committee, in consultation with the secretary of the Programme Committee.
3. All the students who are enrolled on the degree programme(s) are informed about the possibility for and method of nominating candidates. After the nomination of candidates has taken place, a (digital) ballot paper is sent to all the students who are enrolled on the degree programme(s). If the number of candidates is the same as the number of seats, voting does not take place.
4. The Electoral Committee ensures that the elections are anonymous, and as far as possible guarantees their fairness.

Article 4 – RELATIONSHIP BETWEEN PROGRAMME BOARD AND PROGRAMME COMMITTEE

1. The Programme Board will consult regularly with the Programme Committee about all matters relating to the teaching within the degree programme. These meetings are chaired by the chairperson of the Programme Committee. Invitations to the meetings are sent in writing to the members of the Programme Committee at least one week before the meeting, and include a statement of the topics to be discussed.
2. The Programme Board will give the Programme Committee the opportunity to consult with it before the Programme Committee issues a recommendation or an assessment.
3. The Programme Board will give the Programme Committee the opportunity to consult with it at any time, but at least 5 times a year.
4. If at least half minus one of the number of members of a Programme Committee make such a request in writing, stating the topic to be discussed, the Programme Board will convene a meeting with the Programme Committee.
5. The Programme Board will inform the Programme Committee about the matters relating to the duties of the Programme Committee.
6. The Programme Board will take account of the recommendations issued by the Programme Committee.

Article 5 – THE MEETING

1. The BPC will meet at least 8 times a year, and additionally as often as the chairperson or at least three members of the BPC deem to be desirable.
2. The language used during the meeting is Dutch.
3. The meeting is convened by the chairperson, in consultation with the official secretary.
4. If a teaching staff member of the BPC is unable to attend a meeting, he/she can designate a colleague in the same Unit to deputise for him/her.
5. The secretary is responsible for producing minutes of the BPC meeting, which will be submitted for approval to the next meeting.

Article 6 – FINAL PROVISION

All cases for which these Rules of Procedure do not provide will be decided by the BPC.