

Article 1 - Definition of terms

In this regulation the following terms should be understood to have the meaning indicated:

1. TUK: Theological University of Kampen
2. PC: The Programme Committee of the TUK as referred to in Article 9.18 of the WHW Act
3. Act: The Higher Education and Research Act [*Wet op Hoger onderwijs en Wetenschappelijk onderzoek of WHW*].
4. OER: Education and Examination Regulations
5. BoD: Board of Directors:

Article 2 - Position within the TUK

1. The TUK has one Programme Committee, which functions for both the bachelor and the master programmes.
2. The committee is a co-administration body for the benefit of the BoD

Article 3 – Duties and competences

1. The duty of the PC is to make recommendations regarding the promotion of, and safeguarding of, the quality of the education (Act 9:18)
2. The duty of the PC is to annually assess the manner of implementation of the Education and Examination Regulation (OER) and to make recommendations concerning the OER on those components not requiring right of approval.
3. The PC has right of approval on the following issues in the OER:
 - a. The manner of assessment.
 - b. The content of the specializations.
 - c. The quality in the areas of knowledge, insight and skills, which a student is to have acquired at the conclusion of the education programme.
 - d. The arrangement of practical training.
 - e. The study load of the education and of the subjects.
 - f. With respect to which master programmes Act Article 7.4a, paragraph 8 has been made applicable.
 - g. The manner in which the selection takes place of students for a special route within the education.
4. The PC has the right to advise on the following issues in the OER:
 - a. The content of the education and the examinations.
 - b. Binding study recommendation.
 - c. The number and the continuity of examinations and the moments at which these can be taken.
 - d. The full-time, part-time or dual arrangement of the education programme.
 - e. The sequence, time periods and number of times of opportunity will be offered to take examinations.
 - f. The validity period of successfully completed examinations.
 - g. Whether the examinations are to be taken orally, in writing or otherwise.
 - h. The manner in which students with a handicap or illness are, within reason, given the opportunity to take the exam.
 - i. The public nature of oral examinations.
 - j. The period within which the result of an examination is announced.
 - k. The manner in which, and the period during which, students who have taken a written examination are able to inspect their work.
 - l. Inspection and assessment of examination questions and assignments.

- m. The grounds upon which the PC may grant exemption for sitting for one or more examinations.
 - n. Where necessary, that having successfully completed examinations is a condition for admission to take other exams.
 - o. Guarding the study progress and the individual study supervision.
 - p. The actual design of the education.
5. The PC discusses at its meetings all module evaluations and period evaluations as well as other quality research such as the national student survey *Nationale Studenten Enquête*.
 6. The PC discusses the visitation report.
 7. Moreover, the student members of the PC receive a coordinating role in the production of the chapter on students in the self-evaluation of the education.
 8. It is the duty of the PC to give solicited or unsolicited advice to the BoD or the programme coordinator on all matters concerning the education in the education programme concerned.
 9. The PC sends its recommendations, as referred to in paragraph 8, to the University Representative Council for their perusal.
 10. the PC sends its recommendations to the BoD, the programme coordinator or the Programme Director.
 11. The BoD, the Programme Director or the Programme Coordinator should respond to the PC's recommendations within 2 months after having received them.

Article 4 – Size and Composition

1. Half of the PC shall consist of staff members and the other half of student members (the Act: 9.31, lid 3).
2. The PC comprises three educational staff members, five students and the programme coordinator.
3. The members of the BoD, as well as the Programme Director cannot be members of the PC, but the Programme Director may, on request, attend (part of) a meeting.
4. The PC appoints one of the educational staff or student members as chair of the PC.
5. The PC appoints one of its educational staff or student members as secretary of the PC.
6. In the case of a staff member chair, a student member shall be chosen as secretary. In the case of a student member chair, a staff member will be chosen as secretary.
7. The PC has the possibility to involve other staff members as consultant and to invite them to attend (part of) a meeting.

Article 5 - Appointment

1. For the appointment of a member of the PC, aptitude and affinity with the PC are taken into account. This is for the assessment of the BoD and/or the PC.
2. Members from the educational staff are appointed by the BoD.
3. Student members are appointed to the PC after nomination by their student year group.
4. A bachelor student is appointed to fill the vacancy of a bachelor student member. A master's student is appointed to fill the vacancy of a master's student member. A balance between the number of bachelor and master's students is pursued as well as a balance in the representatives per year group. As a rule, a new bachelor's student is chosen from Bachelor's year group 2. A new master's student from Master's year group 1.
5. It is determined annually if it is desirable to adapt the manner of composition (election or alternative manner of composition).

Article 6 - Termination of membership

1. Educational staff members are appointed for a term of 4 years.

2. Students are, in principle, appointed for their whole bachelor's and/or master's study (up to a maximum of 7 years).
3. The term of membership of the educational staff members may be extended once by a term of two years.
4. The term of membership of student members may be extended once by one year.
5. Membership of the PCL is terminated by:
 - a. The expiration of the term of membership as referred to in article 6 par 1 and 2.
 - b. A written notice by the PC member to the chair of the PC.
 - c. If the requirements of membership are no longer met.
 - d. Death.

Article 7 – De work procedure of the PC

1. The PC convenes, in principle, 6 times a year and furthermore as often as the chair or at least two members of the PC consider desirable.
2. The programme coordinator establishes the concept agenda in collaboration with the chair. A copy of the agenda will be submitted to all members of the PC a week in advance.
3. The agenda and the meetings of the PC are, in principle, public, unless the PC decides on a closed convention.
4. The secretary composes a report of the PC meeting. The report is determined in the following meeting.
5. The members of the PC recommend and vote without burden or consultation.
6. Recommendation and approval/rejection take place in writing at all times.
7. Everyone who has been involved in the implementation of the task of the PC and thereby has access to data which he knows, or can reasonably suspect, to be confidential, is obliged to secrecy.
8. Votes take place outside the presence of the programme director or discussion partner.
9. Should a certain subject require further working out, the PC may initiate a committee to this end. This committee shall consist of at least two persons and will report to the PC.
10. The PC members are available as contact point for all involved in the education. Everyone wishing to address a remark to the PC, can approach members of the PC to place a point on the agenda.
11. At the end of the academic year, the PC will determine a year planning for the next academic year.

Article 8 - Facilities

1. De student members receive a compensation per meeting, to be determined by the BoD.
2. The PC can, if it is deemed necessary, make a claim for professionalization or legal support.

Article 9 – Disputes

1. Disputes between the BoD and the PC, for which the Act does not provide a dispute regulation, are presented to the *'commissie voor geschillen'* (disputes committee), as referred to in Article 9.39 of the Act, in as far as this disputes committee offers the possibility for this in its regulation in accordance with Article 9.40 second paragraph of the Act.
2. There is a *'commissie voor geschillen'* (disputes committee) in place regarding university co-administration matters.
3. This disputes committee consists of three members and three deputy members, of which one member and one deputy member are appointed by the BoD and one member and one deputy member by the PC. These two members elect the third member, who is chair, and his or her deputy. The members and deputies are appointed for a four year term and can be re-appointed contiguously only once.
4. The members and the deputy members may not be members of the Supervisory Board, the Board of Directors or the Programme Committee, neither may they hold the position of

Programme Director or Programme coordinator.

5. For the competences of the '*commissie voor geschillen*', Articles 9.40 up to and including 9.45 of the Act apply.

Article 10 – Final provisions

1. The chair ensures that this regulation is observed.
2. This decision is to be cited as 'Programme Committee Regulation.'
3. Cases not provided for in this regulation are decided on by the PC.

Thus determined by the Programme Committee and the Board of Directors on 2017 , and substituting the former regulation.

For the BoD

For the PC

Drs J. de Jong

Dr M.G.P. Klinker – De Klerck

** The Dutch version is the official regulation. This translation is for information purposes only.*