

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

May 2024

Article 1 – COMPOSITION OF THE BACHELOR'S PROGRAMME COMMITTEE

1. The BPC for the three-year bachelor's degree programme consists of 14 members.
2. Half of the members of the BPC are students. They are member for a period of one year. The student members will preferably consist of a first-year student, a second-year student, a third-year student of both the *Dutch Bachelor in Psychology* and the *International Bachelor in Psychology*, and one pre-master's student. The other members are appointed for a period of two years by the Faculty Board from the staff responsible for providing the teaching in the bachelor's degree programme, by proposal of the Programme Board.
3. Re-appointment is possible via the regular means of appointment.
4. Appointment of the staff members of the BPC takes place at the same time as elections for the Faculty Council.
5. According to the Regulations of the Faculty of Social and Behavioural Sciences, dated 12 September 2023 (Article 21.5), elections are required for new members. However, the BPC prefers to request a selection procedure for student members (see Article 3) via the Faculty Council.
6. The Programme Board appoints the chairperson of the BPC for a period of three years.
7. Membership of the BPC cannot be combined with membership of the Programme Board.
8. The BPC is assisted by a Secretary for content and administrative support.

Article 2 – DUTIES OF THE BACHELOR'S PROGRAMME COMMITTEE

As described in the Faculty of Social and Behavioural Sciences Regulations (12 September 2023; paragraph 9.18 on p10), the task of the committee is to give advice on fostering and safeguarding the quality of the degree programme. Further, the committee:

- a. has a right of consent with respect to the course and examination regulations (OER) of the degree programme;
- b. has the task of annually assessing the manner of implementation of the course and examination regulations;
- c. has a right of advice with respect to the course and examination regulations (OER) of the degree programme, with the exception of the subjects in respect of which the committee has the right of consent pursuant to subsection a; and
- d. has the task of providing advice or making proposals, solicited or unsolicited, to the board of the degree programme, and to the dean, on all matters concerning teaching in the degree programme in question.

Moreover, the BPC advises on the design and coordination of the teaching evaluations. It is also the duty of the BPC to supervise the implementation of this system and the improvement plans and improvement actions arising therefrom.

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

1. A selection of student members for vacant seats of the BPC takes place in September.
2. All students who are enrolled on the bachelor's degree programme(s) are informed about the possibility of being part of the BPC.
3. Students who are interested in becoming a member of the BPC can put forward their applications. This consists of sending a letter of motivation for being part of the BPC.
4. Students that have been member of the BPC can also apply.
5. If the number of candidates is the same as the number of seats, all applicants will be appointed as member of the BPC. If the number of interested candidates exceeds the number of seats (taking the distribution over their year of study into account), selection

- of new members will take place.
6. The selection of new student members of the BPC takes place based on the following selection criteria:
 - a. The student has a clear ambition to represent fellow students;
 - b. The student is in contact with fellow students and demonstrates the ability to collaborate;
 - c. The student can plan effectively and integrate BPC activities into their studies
 - d. The student has ideas to improve the bachelor's degree programme.
 7. A selection committee will be formed consisting of at least two members of the BPC, preferably the chairperson or another staff member and one student member from the previous academic year. Student members which are available for re-appointment, will not be part of this selection committee. The selection committee will select a candidate based on the criteria listed above. At the discretion of the selection committee, the selection committee will hold interviews with applicants.

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 in the 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, unless there are (IBP) students- or staff members who do not sufficiently master the Dutch language. In these cases, the meeting will be in English. Documents will primarily be in Dutch but will be provided in English if desirable.
3. The meeting is convened by the chairperson, in consultation with the Secretary.
4. If teaching staff members of the BPC is unable to attend a meeting, they preferably designate a colleague in the same Unit to deputise for them.
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.