Rules of Procedure Programme Committee Educational Programme Civil Engineering (PC-CE)

The programme committee (PC) of the educational programme Civil Engineering is established in accordance to article 9.18 of the Higher Education Act (HEA) and Chapter IV of the Rules and Regulations of the Faculty Engineering Technology.

Definitions

In this document, the following definitions are used:

a. HEA/Act	The Higher Education and Scientific Research Act (*Dutch: Wet op het Hoger onderwijs en Wetenschappelijk Onderzoek*);
b. Programme Committee (PC)	The committee (*Dutch: Opleidingscommissie*) as mentioned in article 9.18 of the HEA;
c. Faculty	The Faculty of Engineering Technology (ET)
d. Faculty Council	The Faculty Council of the Faculty Engineering Technology (ET)
e. Dean	The Dean of the Faculty Engineering Technology;
f. Rules and Regulations of the Faculty	The most recent valid version of the Rules and Regulations of the Faculty Engineering Technology.
g. Education and Examination Regulations (EER)	The most recent valid version of the Education and Examination Regulations of the educational programme Civil Engineering.
h. BOZ-EEMCS	Office for Educational Affairs (*Dutch: Bureau Onderwijszaken)*

Article 1: General rules and regulations

1. The Rules of Procedure of the programme committee Civil Engineering is established on behalf of the Bachelor's programme Civil Engineering (CE) and the Masters programmes Construction Management and Engineering (CME) and Civil Engineering and Management (CEM).
2. The Programme Committee of the educational programme Civil Engineering is to be called PC-CE or OLC-CE.

Article 2: Members of the PC-CE

1. The PC-CE consists of at least 6 members.
2. Half of the members of the PC-CE are staff members of the educational programme Civil Engineering, and half are student members registered as Civil Engineering students at the time of their installation.
3. The board of the Faculty approves and installs the members of the PC-CE.
4. The staff members are installed for a minimum term of two years.
5. The student members are installed for a minimum term of one year.
6. Further rules and regulations regarding selection, installation, and reappointment of members of the Programme Committee are established by the Rules and Regulations of the Faculty, Chapter IV.

Article 3: Duties of the PC-CE

The duties of the PC-CE are laid down in the HEA (specifically, HEA article 9.18) and the Rules and Regulations of the Faculty (specifically, Chapter IV). The following duties are assigned to the members of the PC-CE:

a. To give advice on safeguarding and promoting the quality of the educational programme;
b. To have ratification authority with regard to the EER as referred to in article 7.13 of the HEA, with the exception of subjects mentioned in the second paragraph, subparagraphs a, f, h up to and including u, and x, and with the exception of the requirements referred to in the articles 7.28, the fourth and fifth paragraph, and 7.30 b of the HEA;
c. To assess and evaluate the way in which the education and examination regulations are implemented in the educational programme;
d. To give advice on the EER as referred to in article 7.13 of the HEA, with the exception of the subjects referred to in article 3 paragraph b. of the Rules of Procedure of the PC-CE to which the PC-CE has ratification authority;
e. To give advice, either on own accord or when requested, to the board of the educational programme and/or the board of the Faculty Engineering Technology with regards to matters concerning topics within the educational programme not mentioned in article 3, paragraph a up to and including d.

Article 4: Duties and Obligations of the Chairman of the PC-CE

The chairman of the PC-CE:

a. Is a member of the PC-CE;
b. Chairs the meetings of the PC-CE;
c. Is a member of the committee establishing the agenda of the meetings of the PC-CE;
d. Is responsible for the execution and evaluation of the progress of the action items established in the meetings of the PC-CE;
e. Checks the execution of decisions taken and advices given in the meetings of the PC-CE, and communicates feedback, if required, from/to the board of the Faculty and/or the programme director of the educational programme Civil Engineering;
f. Undertakes initiative to ensure continuity of the PC-CE, in particular with respect to the staff members elected as members of the PC-CE;
g. Draws up the annual report at the end of the academic year;
h. Oversees the selection and appointment of the student members of the PC-CE and checks if the selection and appointment is in agreement with chapter IV of the Rules and Regulations of the Faculty.

Article 5: Support

The PC-CE is entitled to support from the secretary, BOZ-EEMCS and a student assistant. Support tasks consist of, but are not limited to:

- Preparing (with respect to practical matters) and executing the meetings of the PC-CE (BOZ-EEMCS);

- Taking minutes of the meetings of the PC-CE (student assistant)
- Secretarial tasks concerning the PC-CE (BOZ-EEMCS)
- Update the website of the PC-CE (student assistant)
- Archiving tasks (BOZ-EEMCS)

Article 6: The PC-CE in relation to the Faculty Council of Engineering Technology, departments within the programme Civil Engineering and the student representation bodies

The members of the PC-CE are determined and approved annually by Faculty Council. The board of the Faculty and the members of the Faculty council annually review whether or not it is preferable to maintain the current composition of the PC-CE. The PC-CE has the authority to invite the Programme Director as well as the Board of the Faculty at least twice annually in order to discuss relevant matters concerning the educational programme. The invited parties are obliged to accept the invitation in so far as reasonably possible.

Staff members as well as student members of the PC-CE are responsible for communication with their respective constituencies. Staff members will communicate information from and to their departments, while students will communicate information from and to the students via their channels respectively.

Article 7: Procedures within the PC-CE

a. Frequency of meeting

The PC-CE meets in accordance to a yearly cycle, see article 7M. The PC-CE establishes its yearly cycle in September. If there are requests for an extra meeting by at least three members of the PC-CE, the requested meeting will be preferably be scheduled within the next two working weeks.

b. Public Accessibility

The meetings and hearings of the PC-CE are publicly accessible by staff members and students of the educational programme Civil Engineering. The PC-CE has the authority to decide whether or not (parts of) the meeting are closed off from public. This decision has to be communicated via the agenda of the meeting in question. The approved minutes of each meeting of the PC-CE will be published on the website.

c. Hearings

At the initiative of at least three members of the PC-CE, a special meeting in the form of a hearing can be requested. In this special meeting, the members of the PC-CE are to be informed by non-members about predetermined subjects.

d. Agenda and agenda committee

The committee determining the agenda of the PC-CE consists of the chairman, a student, and the secretary. During the meetings of the agenda committee, the Programme Director is present in an advisory role. At least two weeks in advance of the meetings, the agenda committee is responsible for composing the agendas of the meetings of the PC-CE, providing the necessary documents, and preparing the meetings. The necessary document provided next to the agenda consists of at least the minutes of the previous meeting and an overview of decisions taken, advices given, and action points to be undertaken. The agenda and the

necessary documents will be sent to the members of the PC-CE, the secretary, the secretary of the meeting, and BOZ-EECMS-CE no less than seven working days in advance of the meeting. Every member of the PC-CE is allowed to add items to the agenda before the agenda is established by the chairman during the meeting.

e. Absence and authorisation

A member of the PC-CE, who is unable to attend the meeting, will pass on his/her unavailability as soon as able to the chairman and the secretary of the meeting. In his/her absence, the member may cast his or her vote by proxy, but only on topics which are present on the predetermined agenda.

f. Voting rights

Only the members of the PC-CE have the right to vote on topics discussed during the meetings of the PC-CE. A vote can be called only if more than half of the members of the PC-CE is present at the planned meeting of the PC-CE. 'More than half of the members' is defined as: half of the members of the PC-CE + one more member, including either one more staff members and one or more student members of the PC-CE. If at the onset of the meeting the required majority as defined in the previous sentence is not reached, all decisions and votes will be declared null and void. When a decision requires ratification, a two-third majority of the members is required to reach a valid decision. Else, if a decision does not require ratification, a majority of more than half of the members is required. A blank vote does not count as vote.

g. Documentation and minutes

The minutes of the meeting consist of at least:

- The names of the chairman, the secretary of the meeting, the members of the PC-CE present at the meeting, other members with a consultative vote, and members absent with or without notification;
- A (short) summary of the discussed points on the agenda;
- An overview of the decisions taken and advices given in the meeting;
- Action points to be undertaken, including names of members responsible for undertaking the action points and a required date of completion.

h. Right of information

Members of the PC-CE have the right to collect the necessary information from the programme director of Civil Engineering and staff members of the different departments within the educational programme of Civil Engineering in order to fulfil their duties.

i. Working groups

The PC-CE is able to appoint a (temporary) working group with the goal of researching a specific topic relevant to the educational programme of Civil Engineering. The PC-CE appoints the members of the working group and decides on the topic to be researched.

j. Implementation of advices and action items

The PC-CE shall be updated whether or not the execution of action points and implementation of advices has taken place. The execution of action points as a result of the meetings of the PC-CE shall be monitored by the chairman.

k. Training

The management of the educational programme Civil Engineering shall ensure that members of the PC-CE are able to additional courses and training, if desired by the members of the PC-CE.

l. Annual report

To aid the evaluation of the activities of the PC-CE and to ensure continuity, an annual report, drawn up by the chairman, will be delivered to the board of the Faculty. The annual report includes an overview of the activities of the PC-CE and an overview of all advices given. The annual report has to be approved by the members of the PC-CE.

m. Annual Cycle

The annual cycle gives an overview of activities which are discussed annually in the meetings of the PC-CE.

Period	Activity
October	- Kick-off (including short introduction of tasks and goals of the PC-CE) - Annual report of the previous year - Quarterly Report Q4 (Bachelor & Master) - Determining planning for the coming year
November	Extra themes possible
January	Quarterly Report Q1 (Bachelor, pre-master, masters & minor)
April	Quarterly Report Q2 (Bachelor, pre-master, masters & minor)
May	OER/EER Bachelor & Master and advice to the Faculty Council
June	Quarterly Report Q3 (Bachelor & masters)
Any meeting	
	Evaluation of the agenda item 'Decisions/advices' (the due date of evaluation of the execution is decided in the meeting the item is created)