

# Rules of Procedure of the Programme Committee EST

Draft version for discussion

## Article 1 Size and composition of the Programme Committee

1. The Chair, Deputy Chair, and members of the Programme Committee will be selected and appointed in accordance with the Faculty Regulations.
2. The composition of the Programme Committee and the names of the members will be published on the web page of the Programme Committee.

## Article 2 Duties and rights of the Programme Committee

The duties and rights of the Programme Committee are laid down in Art. 9.18, Art. 9.38c and Art. 9.48 WHW and in the Faculty Regulations BMS, Art. 18.

## Article 3 Chair and Deputy Chair

1. The Chair calls and leads the meetings and ensures that each member has an opportunity to voice an opinion. She or he is also responsible for coordinating the committee's activities.
  2. The Deputy Chair replaces the Chair in his or her absence.
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1. Article 4 Schedule of meetings / annual plan. The Programme Committee draws up a schedule of meetings at its first meeting in the academic year.
  2. The schedule of meetings is published on the Programme Committee's web page.

## Article 5 Agenda

1. Members may submit subjects for discussion at a meeting up to seven working days before the date of that meeting. In urgent cases, the Chair may grant dispensation from this deadline.
2. The Chair draws up an agenda not later than six working days before a meeting.
3. The agenda and documents for the meeting are made available at least five working days before the meeting.
4. The Programme Committee adopts the agenda at the start of the meeting on a proposal by the Chair. Changes of and additions to the agenda require the approval of the majority of members present at the meeting.

1. Article 6 Additional meetings Additional meetings may be scheduled at the request of the Programme Director or the Programme Committee and should be accompanied by a statement of the reasons involved. The meeting takes place within three weeks of the submission of a written request to the Chair of the Programme Committee.

2. In urgent cases, the Chair of the Programme Committee may grant dispensation from the deadline referred to in the first paragraph.
  3. The meeting is held at such a time that every member of the Programme Committee is reasonably able to attend.
  4. The Chair determines the time and venue of the meeting.
1. Article 7 Attendance The meetings of the Programme Committee are in principle held in private unless the committee decides otherwise. Guests may submit a request to attend a meeting to the Chair.
  2. The Programme Committee may decide to invite other persons to participate in the meetings (i) as auditors, (ii) as speakers or (iii) to provide advice.
1. Article 8 Decision making For a decision to be valid, the participation of at least half of members (including at least one staff member and one student member) is required.
  2. The Programme Committee will decide by acclamation if no member demands a vote.
  3. Voting is done by a show of hands if no member demands votes to be cast in writing.
  4. The Programme Committee makes decisions on advice and proposals by a simple majority (a decision is adopted if there are more votes for than against).
  5. Members who are unable to attend may notify the Chair in writing of their vote before the meeting.
  6. Members who are unable to attend may request postponing important decisions to the next meeting.

## Article 9 Reporting

1. The report of the meeting contains at least the names of the members who attended and the results of the discussion of each item on the agenda, the updated list of action points, and the list of recommendations which have not been sufficiently addressed by the Programme Director.
2. A report is adopted by the Programme Committee at its following meeting.
3. The reports (and parts therefore) will not be published unless the Programme Committee decides otherwise.
4. The Programme Committee will publish an Annual Report on its web page.

## Article 10 Recommendations to the Programme Director and the Dean

1. The Programme Committee will provide advice and issue recommendations to the Programme Director or the Dean in written form.
2. If the Programme Director or the Dean have taken part in the meeting, the written advice is provided in the form of the meeting report (or part of that report).

## Article 11 Temporary committees and working groups

1. The Programme Committee may establish temporary working groups or sub-committees, for example, to prepare for discussions of specific subjects. A temporary

working group or subcommittee must be composed of at least one delegate from both the student and the staff members.

2. Non-members may also be appointed to a temporary working group or subcommittee as advisors.

### Article 12 Amendment and adoption of standing orders

1. The Programme Committee may revise the “Rules of Procedure” at any meeting, if the revision of the “Rules of Procedure” has been included in the agenda.
2. The Programme Committee may not make any changes that are in conflict with the Higher Education and Research Act or the Faculty Regulations.

### Article 13 Entry into force

These Rules of Procedure will enter into force on 1 September 2017 and replace earlier regulations.

### Article 14 Notification

- The Chair will send these “Rules of Procedure” to the Dean for his information.
- The “Rules of Procedure” will be published on the web page of the Programme Committee.