



## **Institute of Political Science**

### **Rules of Procedure of the Bachelor's Programme Committee**

*N.B. These rules of procedure are based on relevant provisions in de Dutch Law on Higher Education as well as the Rules of Procedure of the Faculty of Social Sciences of Leiden University.*

#### **Article 1. Composition of the Programme Committee**

1. The Bachelor's Programme Committee consists of 8 members.
2. Half of the Programme Committee members are students. They are elected for one year by and from among the students of the programme. Re-election is possible. The election of the student members occurs on the basis of the Election Regulations for the Programme Committees of Political Science, which has been added to these regulations as an appendix.
3. The other members are appointed for two years by the Faculty Board from among the staff in charge of education in the relevant programme. This appointment occurs on the initiative of the Programme Board of the institute. Reappointment is possible.
4. Appointment of staff members of the Programme Committee takes place at the same time as the Faculty Council elections.
5. The election of student members of the Programme Committee takes place in September or October.
6. The Programme Board appoints the chair of the Programme Committee.



7. Membership of the Programme Committee is incompatible with membership of the Programme Board.
8. The Programme Committee is supported by a secretary. The secretary has no voting rights. The secretary is appointed by the Programme Board.

### **Article 2. Duties of the Programme Committee**

1. The Programme Committee has the rights and tasks as defined in the Law on Higher Education. The tasks consist of:
  - a) Advising on the establishment and amendment of the education and examination regulations of the programme(s).
  - b) Annually assessing the implementation of the education and examination regulations of the programme(s).
  - c) Advising on other matters relating to education in the programme.
  - d) Advising the Programme Board and the Exam Committee on identified problems and possible improvement actions regarding the quality of education.
  - e) Advising on the design and coordination of course evaluations. The Programme Committee is also responsible for supervising the implementation of this system and the resulting improvement plans and actions.

### **Article 3. Election of student members of the 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. This is also the chairperson of the polling station. The polling station, which is reconstituted for each election, also



consists of a sitting staff member of the Programme Committee.. The appointment of the staff member who is part of the polling station is made by the Programme Board on the recommendation of the Programme Committee.

2. The task of the polling station is to prepare and execute the annual election of the student members of the Programme Committee, in cooperation with the secretary of the Programme Committee.
3. All students enrolled in the programme(s) are informed about the possibility and manner of nomination. After the nomination has taken place, all students enrolled in the programme(s) will be sent a (digital) ballot paper or will be given the opportunity to cast a vote in some other way. If there are as many candidates as there are seats, the election will not take place.
4. The polling station regulates the anonymity of the elections and guarantees fairness as much as possible.
5. The procedure for elections is documented in the Election Regulations for the Programme Committees of Political Science, which has been added to these regulations as an appendix.

#### **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 education within the 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 4 times a year.
4. If at least half minus one of the members of the Programme Committee make 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 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. Meetings of the Programme Committee**

1. The Programme Committee convenes at least 6 times per academic year, and apart from that as often as the chair or at least three members of the Programme Committee consider desirable.
2. Meetings of the Programme Committee are called by the Chair, in correspondence with the secretary of the Programme Committee.
3. The secretary prepares a report of each meeting, which is submitted for approval at the subsequent meeting.

#### **Article 6. Final provision**

Matters relating to the internal functioning of the Programme Committee that are not provided for by these Rules of Procedure, are arranged by the Programme Committee itself.



## **Appendix: Election Regulations for the Programme Committees of Political Science**

1. For each candidate, the study specialization (Politicologie, Internationale Politiek/Internationale Betrekkingen en Organisaties and International Relations and Organizations [IRO]) is mentioned on the voting form.
2. All students who are eligible to vote can cast a vote for one candidate. They can vote for candidates from all specializations.
3. The candidate with the most votes for each specialization gets elected.
4. The fourth and thereby last place is filled by the not yet elected candidate with the most votes.
5. If there is a specialization, from which there are no candidates, the next candidate in the number of votes from one of the other specializations gets elected.
6. If there are insufficient candidates to fill all places in the Teaching Committee, the Institute Board can request other students to fulfill the vacant place(s).

*Explanation: the procedure above strives for a representation of all study specializations in the Teaching Committee. The regulations make provision for cases where there are too few candidates from a specific study programme or in total.*