



Institute of Political Science

Rules of Procedure of the Master's Programme Committee

Article 1. Composition of the Programme Committee

1. The Program Committee for the master's programme(s) consists of 6 members.
2. Half of the Program Committee members are students. They are elected for one year by and from among the students of the programme. Re-election is possible. The student section consists of at least one student member enrolled in a Leiden programme and at least one student member enrolled in the The Hague programme. The other non-student members are appointed for two years by the faculty board from the staff in charge of the education in the relevant programme on the proposal of the Programme Board. The Programme Board draws up a protocol for the election or appointment of the members of the Programme Committee. Reappointment is possible.
3. The election of student members of the Programme Committee takes place at the start of the academic year, in September or October.
4. Appointment of staff members and election of student members of the Programme Committee shall, if possible, take place at the same time as faculty council elections.
5. Membership of the Programme Committee is incompatible with that of the Programme Board.
6. The Programme Board appoints the chair of the Committee from among its staff members.



7. The Programme Committee is supported by a secretary, who prepares meetings, keeps minutes and performs other administrative duties. The secretary is not a voting member. The secretary is appointed by the Institute Board.

Article 2. Duties of the Programme Committee

1. To advise on the establishment and amendment of the education and examination regulations of the programme(s);
2. annually assess the implementation of the education and examination regulations of the programme(s);
3. to advise on other matters relating to education in the programme.

Article 3. Meetings of the Programme Committee

1. The Programme Committee convenes at least four times per academic year. Additional meetings can be held when the Programme Committee members deem this necessary or when circumstances dictate.
2. Meetings of the Programme Committee are announced by the Chair or the secretary. Other Programme Committee members can request a meeting, too.
3. The secretary prepares a report of each meeting, to be adopted in a subsequent meeting.

Article 4. 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 the chairperson of the polling station. The



polling station, which is reconstituted for each election, also consists of a sitting student member of the Programme Committee, not being a candidate for the election, and a sitting staff member of the Programme Committee. The appointment of the latter two members is made by the Programme Board on the recommendation of the Programme Committee.

2. The election will be conducted according to the rules laid out in “Election rules Programme Committee Master’s Political Science” document. These rules are copied below.
3. The task of the polling station is to prepare and execute the annual election of the student members of the Study Programme Committee.
4. 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 voting will not take place.
5. The polling station regulates the anonymity of the elections and guarantees fairness as much as possible.



Appendix

Election regulations for the Master Programme Committee of Political Science

1. For each candidate, the master's specialisation (International Organization/ Nederlandse Politiek / Nationalism, Ethnic Conflict, and Development / International Politics / Political Legitimacy and Justice / Parties, Parliaments, and Democracy / and location (Leiden / The Hague) are 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 the master specialisations.
3. The candidate with the most votes for each location gets elected.
4. The third and thereby last place is filled by the not yet elected candidate with the most votes.
5. If there is a location from which there are no candidates, the next candidate in the number of votes from the other location gets elected.
6. If there are insufficient candidates to fill all places in the Teaching Committee, the Institute Board can request other students to fulfil the vacant place(s).

Explanation: the procedure above strives for a representation of students from both cities in the Programme Committee. The regulations make provision for cases where there are too few candidates for a particular location or in total.