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Introduction

This document represents a standard set of regulations for a (J)DPC and should be amended as required in accordance with the specific requirements of the (J)DPC in question. All sections highlighted in yellow should be duly completed.

(J)DPC Regulations

Name of Degree Programme

Location & Date:

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0.2			
0.3			

Preamble

Reglement Opleidingscommissies Fontys Hogescholen (ROCF) **(Fontys University of Applied Sciences Degree Programme Committee Regulations (FDPCR))**

The internal regulations of the *Opleidingscommissies*, or 'OC's' (Degree Programme Committees, or 'DPC's') represent an extension to the *ROCF* (FDPCR) and the *Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek*, or 'WHW' (Dutch Higher Education & Research Act) and hereby, may not contain any contradictions.

Reading guidelines

In these regulations, references made to DPC's include the Joint Degree Programme Committees, or 'JDPC's', unless the contrary is apparent in the text. Where references are made to a degree programme in these regulations, one should read this as degree programmes in relation to the JDPC's.

Where reference is made to a 'discussion partner' in these regulations, this refers to a representative of the Director, such as a member of the Management Team, a Team Leader, a Course Programme Manager, et cetera. If the Director is the only discussion partner for the DPC, the term 'discussion partner' may be removed or replaced with the word, 'Director'.

Degree Programme Committee Mission

Participation and involvement provide contributions to the continual improvement of the organisation by way of checking, advising and signalling.

The aim is to provide education of good quality within a transparent organisation and an inspiring studying and working environment in a pleasant and open atmosphere.

At the institute level, participation and involvement are given form by way of an *Instituut Medezeggenschapsraad*, or 'IMR' (Institute Participation Council, or 'IPC') and one or more DPC's.

Degree Programme Committee general task (Article 12, FDPCR)

- Making recommendations to the IPC and the Director regarding the *Onderwijs- en Examenregeling*, or 'OER' (Teaching & Examination Regulations, or 'TER') before the Director confirms the degree programme component of the TER.
- The annual assessment of the method of implementation of the TER.
- Providing solicited and unsolicited recommendations to the IPC and the Director (and/or the Team Leader respectively) regarding all educational matters within the relevant Department(s), such as book lists and other learning materials to be purchased.
- Provided recommendations regarding policy plans and implementation plans that have been established on the basis of recommendations and conclusions drawn from evaluation reports, including self-evaluations, visitations, accreditations and Fontys student surveys.

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1. Abbreviations

CAA:	Centre for Administrative Activities
DPC:	Degree Programme Committee
JDPC:	Joint Degree Programme Committee
IPC:	Institute Participation Council
FDPCR:	Fontys University of Applied Sciences Degree Programme Committee Regulations
WHW:	<i>Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek</i> (Dutch Higher Education & Research Act)
SF:	Student Faction
TF:	Teachers Faction
TER:	Teaching & Examination Regulations

2. Section 1 – Rights & Obligations

- Article 1 A DPC has the right to information (Article 9 FDPCR) and the right to advise (Article 12, FDPCR).
- Article 2 Every DPC member must be able to perform his/her role in a safe environment. The Director and the discussion partner (i.e. Team Leader / Degree Programme Manager /...) must ensure that DPC members are not disadvantaged in their personal positions (see Article 16, FDPCR).
- Article 3 A DPC has the right to discuss all matters that relate to the degree programme. A DPC holds the authority to issue recommendations regarding such matters to the Director and the discussion partner and to make standpoints known. Substantiated, written responses to such recommendations must be given within 15 working days.
- Article 4 A DPC is obliged to submit a written, annual report to the Director, the discussion partner and the IPC regarding its activities (see Article 13, FDPCR).
- Article 5 The members of a DPC are obliged to hold confidential all matters with which they may become acquainted in their roles, for which the Director or the discussion partner advised that they must be kept confidential, or for which the confidential nature thereof is apparent (see Article 10, FDPCR). The obligation to hold matters confidential does not expire upon the termination of membership in the DPC.

3. Section 2 – Set-up & Appointment Procedure

- Article 6 A DPC is composed of 4/3/2 students and 4/3/2 Teachers, preferably students and Teachers from the various degree programmes/years of study/course programme variants.
- Article 7 The term of office is two years. Students may make themselves available for just one year. Members may be reappointed for a maximum of two terms.
- Article 8 If a DPC does not have sufficient members in one of the factions, interim selection by way of co-optation is possible. If no students put themselves forward for a DPC, the SF members of the IPC may temporarily take on the DPC tasks of the Student Faction.
- Article 9 The members of a DPC are appointed by the Director, whereby elections are not held for DPC membership. An IPC has the opportunity to recommend candidates for membership of a DPC to the Director.
- Article 10 DPC members select a Chairperson and a Vice Chairperson from the committee, whereby both hail from differing factions.
- Article 11
- a. Selection of a Chairperson and a Vice Chairperson takes place annually in (month). The appointment of a Chairperson and a Vice Chairperson is arranged by a majority vote in a DPC meeting in which at least two thirds of the DPC members are in attendance.

- b. If the Chairperson or the Vice Chairperson wishes to terminate his/her position, complying with a notice period of **two** months, a new Chairperson/Vice Chairperson will be selected as soon as possible.

Article 12 The DPC Chairperson acts as the contact person for the entire DPC and maintains contact with the Director and the **discussion partner**.

4. Section 3 – Meeting Procedure

Article 13 The Chairperson, the Vice Chairperson and the **discussion partner** establish the agenda. The Chairperson and the **discussion partner** ensure that any required items are made available.

Article 14 A DPC schedules the following consultation sessions:

What	When	Who	Aim
Agenda consultation	Two weeks prior to the DPC meeting	Chairperson, Vice Chairperson, discussion partner	Establishment of agenda
Assembling agenda items	The deadline is ... days prior to the pre-consultation per faction / pre-consultation for students and teaching staff / DPC meeting	Chairperson and discussion partner	
Sending agenda and related items to the DPC and discussion partner	The deadline is ... days prior to the pre-consultation per faction / pre-consultation for students and teaching staff / DPC meeting	Chairperson	
Pre-consultation per faction	(Insert time)	Members of the relevant factions	Preparation of related items, formulating questions, determining standpoint
Pre-consultation for students and teaching staff	(Insert time)	Students and teaching staff	Standpoints and questions are exchanged and a strategy is determined. Potentially, substantive questions may be sent to the discussion partner so that he/she can ensure that the correct information will be available.

DPC meeting		DPC and discussion partner	
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Article 15 A DPC assembles to conduct meetings at the following times: (insert meeting dates)

Date	Consultation Type

Furthermore, a DPC may meet at additional times if requested to do so by members, of the Director / discussion partner (see Article 14, FDPCR).

Article 16 The meetings are held on the dates, at the times and locations in accordance with a proposal accepted by the council. The proposal is submitted by the Chairperson in the month of May. The dates are included in ... (e.g. the Annual Schedule).

5. Section 4 – Preparation

Article 17 The Chairperson convenes a meeting via e-mail by sending the agenda and related items, potentially accompanied by a reading guide or additional explanation, to the members at least 7 days prior to a meeting taking place.

Article 18

- a. Members of a DPC may add discussion topics to the agenda by submitting these to the Chairperson by e-mail at least 10 days prior to a meeting taking place.
- b. If a discussion topic is submitted later, a request may be made to the Chairperson to include the item in the agenda. The request will be dealt with during the meeting.
- c. In June, in consultation with the discussion partner, the Chairperson drafts an annual agenda of the topics for discussion and presents this to the members for approval.

6. Section 5 – Meeting Control

Article 19 The Chairperson is responsible for leading the meeting proceedings, including the following aspects:

- a. Opening, suspending, reopening and closing the meeting
- b. Formulating and summarising the decisions to be made during the meeting and the decisions made
- c. In accordance with these regulations, organising voting regarding the proposals made during the meeting and confirming the results of the voting

Article 20 The Chairperson of a DPC may suspend a meeting on his/her own initiative or at the request of (a part of) the DPC, or at the request of the Director or the **discussion partner**.

Article 21 The Vice Chairperson replaces the Chairperson if the Chairperson is absent. If both the Chairperson and the Vice Chairperson are absent, the DPC members in attendance select an ad hoc Chairperson from the members.

7. Section 6 – Voting Procedure

Article 22

- a. A DPC may only make decisions if at least half of the members plus one are in attendance at a meeting
- b. A DPC makes decisions on the basis of majority voting

Article 23

- a. In the case of individuals, voting is always conducted in writing. In the case of other matters, at the discretion of the Chairperson, voting is conducted by way of a show of hands, or by way of a roll call of the names of the members in attendance.
- b. Every member has the right to request voting in writing. The DPC will make a decision regarding such a request.
- c. Every member has the right to have recorded in the report that he/she is not in agreement with a decision that has been made without a vote by roll call.
- d. Voting is conducted at the end of a meeting without the presence of the Director or the **discussion partner**.

Article 24 In the case of absence, a DPC member may cast a vote by proxy. Proxies are submitted in writing at the commencement of a meeting. Every DPC member may be nominated as a proxy by a maximum of one other member per meeting to cast his/her vote during the meeting. A proxy votes without prejudice or correspondence.

Article 25 In relation to voting, members may select from the options, 'for', 'against' or 'neutral'. Abstaining equates to not voting.

Article 26

- a. A proposal will be adopted if **half of the members plus one vote in favour of the proposal. A proposal will not be adopted if a faction votes unanimously against the proposal and at least half of the members of that faction are present at the meeting in question.**
- b. To make amendments to the internal regulations of a DPC and for recommendations regarding the FDPCR, a two-thirds majority vote is required.

Article 27 If half or more of the members abstain from a vote or cast neutral votes in relation to a proposal, the proposal shall be deemed to be rejected.

Article 28 Postponement of voting may occur if:

- a. The contributor of the proposal desires a postponement
- b. A faction desires a postponement of voting

Article 29 DPC meetings are open to personnel and students from the relevant degree programme unless the Chairperson, the Director or the **discussion partner** decides that the nature of a particular topic to be dealt with demands confidentiality. Such topics will be discussed privately. Non-members do not have the right to speak at DPC meetings.

8. Section 7 – Reporting

Article 30 A report of the matters dealt with during a DPC meeting will be drafted by **name of Meeting Secretary**. In all cases, the report must include the following elements:

- a. The names of the Chairperson and all others who were in attendance
- b. The names of the members who were absent
- c. A listing of the content of the announcements made
- d. References to the topics dealt with and the proposals reported in the agenda
- e. The decisions made and the action points determined
- f. Details of voting held and the voting results
- g. A brief report of what was discussed during the meeting
- h. A summary of the outstanding action points
- i. A summary of the subsequent meetings to be held

Article 31

- a. Each of the members receives a copy of the (draft) report as soon as possible and no later than **ten** working days after the meeting. The report will be approved by the DPC at a subsequent DPC meeting and will be made definitive.
- b. A report that has been approved, unless otherwise stipulated by the DPC, the Director or the **discussion partner**, will be openly accessible and available for perusal **via the portal (insert link)**.
- c. A report from a closed meeting, that must include the business content of what was discussed, will be drafted separately and presented to the DPC for approval as soon as possible.

Article 32

- a. Recommendations are communicated to all relevant parties in writing.
- b. Questions from the DPC are posed in writing to relevant parties unless the DPC decides otherwise.
- c. If a response is not forthcoming in accordance with the stipulations in the FDPCR (Article 14), contact will firstly be made with the Director or the **discussion partner** prior to any further steps being taken.

9. Section 8 – Collaboration & Expectations

Article 33 DPC members are expected to participate actively and in a well-prepared manner at DPC meetings. A DPC member should read/be acquainted with the items to be dealt with at a meeting prior to the meeting taking place.

Article 34

a. If it is not possible for a DPC member to attend a DPC meeting, the member must advise the Chairperson that he/she will be absent ... days prior to the commencement of the meeting and provide the reason therefore.

b. If a DPC member is absent on more than two occasions, the DPC can discuss performance of the member in question. After the member in question has been interviewed, voting can be conducted to exclude the member. Exclusion may only be effected with a two-thirds majority vote if the entire DPC is in attendance.

Article 35 DPC members communicate with one another in an open and safe environment. An active attitude is also expected of DPC members outside DPC meetings. DPC members must respond to e-mail communications within ... working days unless otherwise specified.

Article 36 DPC members are representatives of a larger group of students and teaching staff. Members are expected to identify matters of interest amongst their adherents and also to inform their adherents of decisions and recommendations that have been made. Communication with adherents proceeds as follows:

- a. The DPC as an agenda item at a team consultation
- b. The DPC as an agenda item at a consultation with class representatives / in consultations with study associations
- c. By way of the placement of announcements on message boards
- d. By way of maintaining the portal
- e. By way of reporting tasks, aims and contact details on an indicated website
- f. By way of presenting the DPC annually to students during welcoming lectures

10. Section 9 - Conclusions

Article 37 In all cases not covered by these regulations, a DPC will make a decision by way of a majority vote as described in Section 6.