



STATUTES OF THE STUDY PROGRAMME COMMITTEES  
University of the Arts The Hague

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## Definitions

Specialisation	: education-specific distinction within a programme (e.g. Fine Arts and ArtScience within the programme Autonomous Fine Arts; Photography, Graphic Design, Interactive/Media/Design, Textile and Fashion, and Interior Architecture and Furniture Design within the bachelor's programme Design; Classical Music, Jazz, Early Music, conducting, composition, Art of Sound, etcetera within the Bachelor Music; Music in Education within the Master Music)
Croho	: Central Register of Higher Education Programmes
faculty council	: Academy Council (DMR-KABK), Conservatoire Council (DMR-KC)
teacher	: member of the team of teachers with a labour agreement appointment at the University of the Arts The Hague.
OER (Dutch terminology)	: Education and Examination Regulations
educational management	: faculty directors and department heads
programme	: as listed in the Central Register of Higher Education Programmes

# Statutes of the Study Programme Committees

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## 1 Introduction

The Higher Education and Scientific Research Act (see chapter 10, article 10.3c), further referred to as "the Act", provides that every study programme in higher education must have its own programme committee. A Study Programme Committee is a formal participation body.

The Act states:

1. The initial education shall be offered by the institution in the form of study programmes.
2. A study programme is an interconnected set of units of study aimed at achieving clearly described objectives in terms of knowledge and understanding and the development of skills that the individual who completes the programme should possess. A study programme can relate to the practical preparation for a profession and to the practice of a profession in connection with the education in a dual programme, in so far as these activities are supervised by the management of the institution.
3. Every study programme is concluded with an exam. Every unit of study is concluded with an interim exam.
4. Every study programme is registered in the Central Register of Higher Education Programmes.

The programmes offered by the University are registered in the Central Register of Higher Education Programmes, or Croho. The following programmes of the University of the Arts The Hague are registered with Croho:

Croho number	Name of the programme
39110	Bachelor of Fine Arts (full-time/ part-time)
39111	Bachelor of Design (full-time/part-time)
39112	Bachelor of Music in Education
34798	Bachelor of Dance
34739	Bachelor of Music
44739	Master of Music
49104	Master of Sonology
49105	Master of Opera
49106	Master of Design in Type and Media
49114	Master of Arts in Fine Art and Design
49238	Master of Design in Interior Architecture

Consequently, two Study Programme Committees have been created within the University of the Arts, one for the Royal Academy of Art and one for the Royal Conservatoire.

## 2 The tasks of the Study Programme Committee

The committee has the task of advising on the promotion and safeguarding of the quality of the programme.

The Act states that the Study Programme Committee has the following tasks:

- a. to advise on the Education and Examination Regulations and to consent to the parts of the Education and Examination Regulations to which the Faculty Participation Council has no right to consent, before the faculty director finalizes the regulations (see appendix 2);
- b. to make an annual assessment of the way in which the Education and Examination Regulations is implemented;
- c. to give solicited and unsolicited advice to the Faculty Participation Council and Faculty Board on all other matters concerning education in the relevant study programmes.

The committee sends the recommendations and proposals referred to under c for information also to the relevant Faculty Council.

### a. Advice and consent concerning the Education and Examination Regulations

The University's Education and Examination Regulations are published in the study guides of the Royal Academy of Art and the Royal Conservatoire. The first section describes the curricula (aims, content and organisation of education) of the programmes and the main subjects. The second part describes the organisational aspects of the curriculum and the regulations. Every year the committee is required to determine whether the Education and Examination Regulations need to be amended in light of changes in the curriculum approved by faculty management.

The Study Programme Committee will be consulted at various stages of the drafting of a new or revised curriculum. The 24 aspects of the Education and Examination Regulations on which the Study Programme Committee has the right to consent and give advice (see appendix 2), are considered to be a checklist for an annual overall assessment of the faculty's Education and Examination Regulations.

### b. Annual assessment of the implementation of the Education and Examination Regulations

Once a year, the Study Programme Committees assesses the implementation of the regulations. They assess whether the curriculum described in the study guide is actually being followed and whether the relevant rules are being observed and applied correctly. The Study Programme Committees must have access to all relevant information. An obvious method of acquiring that information is by interviewing teachers and students, or a representative sample of the two groups.

### c. Advice on other matters concerning education

The law allows every Study Programme Committee to provide solicited and unsolicited advice on any matter related to education. The Study Programme Committees can proceed at their own discretion in this regard.

### **3 The composition of the committees**

Half of each Study Programme Committee consists of enrolled students, the other half of teachers who teach the relevant programme or specialisation. There are two Study Programme Committees, one for each faculty.

At the Royal Academy of Art one Study Programme Committee has been set up. It represents the Bachelor of Fine Arts, Bachelor of Design, Master of Arts in Fine Art & Design, Master of Interior Architecture and Master of Type & Media programs.

At the Royal Conservatoire one Study Programme Committee has similarly been set up. It represents the Bachelor's programmes Music, Music in Education and Dance, and the Master's programmes Music, Sonology and Opera.

### **4 Embedding of the Study Programme Committees**

To function effectively and efficiently, the Study Programme Committees must be integrated in the organisation of the University (the Academy and the Conservatoire) and their tasks and procedures must be documented.

The appendix contains regulations that have to be adopted by the Executive Board after consultation between the faculty directors and the Study Programme Committees.

### **5 Appointment of 'sub-committees'**

The Study Programme Committees may establish working groups from their midst to report on specific subjects that are discussed in the committees or on which the Study Programme Committees have been asked advise. These groups are composed of students and teachers. Working groups are always temporary, they have a clearly defined assignment and they advise the Study Programme Committee. The Study Programme Committees will discuss the recommendations of these working groups and may incorporate them in their advice.

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## APPENDIX 1

### Regulations of the Study Programme Committees of the University of the Arts The Hague

#### a. Composition of Study Programme Committees

1. Half of each Study Programme Committee consists of students enrolled in the programme, the other half consists of teachers that provide education for the relevant programme or specialisation.
2. The Study Programme Committees of the Royal Conservatoire and the Royal Academy will democratically elect their own chairman and secretary.
3. The faculty appoints an official secretary to the Study Programme Committee. The official secretary is not a member of the committee. He/she supports the committee in preparing and taking the minutes of meetings and decisions and in the communications between the committee, programme management and faculty directors.
4. Members of educational management (directors and department heads) cannot be members of the Study Programme Committee.

#### b. Appointment and term of office of committee members

1. No later than September of each academic year, student and teacher members may express their interest as members of the OC. In September of each year, the department heads may, in mutual consultation, nominate student members for the OC and, if there are one or more vacancies, the same number of teacher members. In October, these committee members are installed. If there are several candidates from the same program, the OC holds job interviews. The University Council will be consulted annually to ascertain whether this selection method is satisfactory.
2. The teachers of the Study Programme Committee will be appointed by the director of the faculty for a period of two years. These members may be reappointed three times for a further period of two years. This makes the maximum term of office 8 years.
3. The students of the Study Programme Committee are appointed by the director of the faculty for a period of one year. These members may immediately be reappointed up to three times. The maximum term of office is 4 years.
4. In the absence of a committee member for a period of less than four months, the Study Programme Committee may appoint a temporary replacement. If the absence lasts four months or longer, the director of the faculty must appoint a temporary replacement for a jointly agreed period, but until no later than 31 August.
5. The term of office runs from 1 September to 31 August. The members resign at the end of their term of office. They may be reappointed for a succeeding term as long as the maximum term of office has not been reached.
6. If a committee member leaves the committee during the academic year, the director of the faculty may appoint a new committee member on the nomination of the relevant department heads.
7. Membership of a Study Programme Committee will end if:
  - the member's term of office has expired;

- the member no longer participates in the section of the programme by which he or she was elected;
- the member gives written notice of resignation to the director of the faculty.

c. Tasks of the committees

1. The Study Programme Committee has the task of advising on the promotion and safeguarding of the quality of the programme. Furthermore, in conformity with the provisions of article 10.3.c of the Higher Education and Scientific Research Act, the committee has the following tasks:
  - a. the right of consent regarding the Education and Examination Regulations, as referred to in article 7.13, with the exception of the matters mentioned in the second paragraph under a, f, h to u inclusive and x, and with the exception of the requirements, referred to in articles 7.28, paragraphs four and five, and 7.30b, paragraph two,
  - b. the right of consent regarding the board and management rules insofar as these concern the matters referred to in paragraph four,
  - c. the annual assessment of the manner of implementing the Education and Examination Regulations,
  - d. the right of advice regarding the Education and Examination Regulations referred to in article 7.13, with the exception of the matters regarding which the committee has the right of consent based on a., and
  - e. to give solicited and unsolicited advice to the faculty council, referred to in article 10.25, and to the faculty director on all other matters concerning education in the relevant programme.
2. Within four weeks, the faculty director will inform the Study Programme Committee in writing and stating reasons of the steps that will be taken in response to the advice of the committee.
3. The advice is not binding.
4. If the advice is followed, the faculty director will endeavour to introduce a proposed change in the Education and Examination Regulations no later than the succeeding academic year.
5. The Study Programme Committee may take the initiative to approach the National Committee for Disputes regarding participation in Higher Education (Landelijke Commissie voor Geschillen medezeggenschap Hoger Onderwijs) – in other words without the faculty council – if the committee considers the interests of the University or the interests of the Study Programme Committee seriously compromised because the faculty director has taken a decision and has failed to acquire the full or partial consent required for this.

d. Procedures of the Study Programme Committees

1. The committee members elect a chairman from their midst. An official secretary supports the chairman, prepares the meetings and handles the decisions taken/advice issued. Members of the Study Programme



Committee can submit items for the agenda to daily management up to five working days before a meeting.

2. The secretary is responsible for taking the minutes of the meetings, and, in consultation with the chairman and the other committee members, for writing the advisory reports and the annual written assessment of the Education and Examination Regulations.
3. The committees will determine the frequency and duration of their own meetings, but the maximum number of meetings per year facilitated is ten. These dates are set in a meeting schedule. The Study Programme Committee will draw up a list of priorities and a timetable as a basis for its activities. This list also includes the issues that must be regularly addressed by the committee (curricula, the Education and Examination Regulations and evaluations).
4. The meetings of the Study Programme Committees will be open to staff and students of the relevant programme or specialisation.
5. If the chairman considers that a subject to be discussed should not be dealt with in public, he/she may decide to continue the meeting in private, regardless of the provisions of section 4 of this article.
6. The committees will determine their own procedures. Agreements will be made with the faculty director regarding the method of assessment of the application of the Education and Examination Regulations
7. The committees are entitled to invite teachers and students to attend in order provide information about how the Education and Examination Regulations function. Teachers and students are not obliged to appear.
8. The committees are obliged to issue a written advice to the faculty director within six weeks after part of the Education and Examination Regulations has been submitted for advice.
9. The committees will endeavour to coordinate their activities with the annual cycle of the curriculum in connection with the amendment of the Education and Examination Regulations as a result of their advice.
10. Once per academic year the committees will produce a written assessment of the application of the Education and Examination Regulations. The faculty director will give a reaction to the committee's assessment in writing within four weeks, including arguments for the measures that will be taken in response to the committee's findings.

e. General rights and duties

1. Consultation  
Twice a year, or as often as requested by either party, the Study Programme Committee will be given an opportunity to discuss the general state of affairs in the programme or specialisation with the faculty director.
2. Provision of information  
After consultation, the faculty director will provide a Study Programme Committee with basic information concerning the programme or specialisation and the educational policy, as well as any other information that a Study Programme Committee may reasonably and fairly require to perform its tasks.

f. Facilities for committee members

1. Any costs of the Study Programme Committees shall be paid from the budget of the faculty or the University.
2. For teachers, the remuneration is 0,050 fte (83 hours) on an annual basis in the JTB. If there is no room within the JTB, teachers will be paid € 50 per meeting as an expense allowance.
3. The allowance for students is €50 for ordinary members and €70 for the chairman and secretary per meeting, based on attendance.
4. The payments referred to in this article will be paid for a maximum of ten meetings per year.
5. The faculty will ensure that the committee and the members have adequate facilities to perform their work and carry out their duties properly, which includes in any event official, financial and legal support and training.
6. The faculty director provides a training budget that is decided on jointly with the Study Programme Committee.

## Appendix 2

Overview of rights of consent

Source: Inspectorate of Education and the Ministry of Education, Culture and Science

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Article 7.13, paragraph 2, Higher Education and Scientific Research Act	Faculty Councils, c.q. Academy Council / Conservatoire Council (unchanged)	Faculty Council's Study Programme Committee's powers (Wvb) as per 1-9-17
The Education and Examination Regulations stipulate the prevailing procedures, rights and duties related to education and examinations per study programme or group of study programmes, without prejudice to the relevant provisions in this Act. This includes at least:		
a. the content of the programme and exams,	Advice may be given <sup>1</sup>	Right of advice <sup>2</sup>
a1 method of evaluation	Advice may be given	Right of consent
b. the content of the specialisations	Advice may be given	Right of consent
c. the qualities in terms of knowledge, insights and skills that students must have acquired upon completion of the programme.	Advice may be given	Right of consent
d. the organisation of practical exercises	Advice may be given	Right of consent
e. the study load of the programme and courses	Advice may be given	Right of consent
f. binding study advice	Advice may be given	Right of advice
g. the study load of master's programmes	Advice may be given	Right of consent
h. the number and sequence of the interim exams and the times at which they can be taken	Right of consent	Right of advice
i. the full-time, part-time or dual organisation of the programme	Right of consent	Right of advice
j. the order, the periods and the number of times that opportunities are offered to sit exams	Right of consent	Right of advice
k. the validity period of successfully passed interim exams	Right of consent	Right of advice
l. whether interim exams should be taken orally, in writing or in another way	Right of consent	Right of advice
m. the way in which disabled or chronically ill students are reasonable given the opportunity to sit interim exams	Right of consent	Right of advice
n. whether oral interim exams are public	Right of consent	Right of advice
o. the term within which the result of an interim exam is announced	Right of consent	Right of advice
p. the manner and period in which the person who has taken a written interim exam can obtain access to his assessed work	Right of consent	Right of advice
q. access to assessment questions and examination assignments	Right of consent	Right of advice
r. the grounds on which the Examination Board can grant exemption from taking sitting one or more interim exams	Right of consent	Right of advice
s. where necessary, that successfully passing an interim exam is a condition for admission to other interim exams	Right of consent	Right of advice
t. where necessary, the obligation to take part in practical exercises with a view to admission to taking the relevant interim exam	Right of consent	Right of advice
u. the monitoring of study progress and individual student counselling	Right of consent	Right of advice
v. if applicable: the way in which students are selected for a special trajectory within a programme	Advice may be given	Right of consent
x. the actual form of education	Right of consent	Right of advice

<sup>1</sup> "Advice may be given" means that the board needs not ask for it, but the Faculty Council can give it.

<sup>2</sup> "Right of advice" means that advice must be requested by the board

