

Rules of Procedure for the Program Committee of the Master's program AI&ES

Eindhoven University of Technology (TU/e)

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Article 1 Setting up of the Program Committee

1. The Departmental Board is responsible for setting up a Program Committee for the AI&ES degree program.
2. The Program Committee members have the right to use a meeting room. They also have a right to certain provisions, which must include official, financial and legal support and training in order to enable them to fulfill their duties appropriately (in accordance with Article 9.48 of the Higher Education and Scientific Research Act, WHW).

Article 2 Composition of the Program Committee

1. A Program committee consists of 10 members. Deviations to this number of members are possible with approval of the Departmental Board. Half of the Program Committee members are members of academic staff who make a substantial contribution to the degree program and the other half are students enrolled in the degree program. The backgrounds of the students and staff are as diverse as possible. The departments which are represented in the Program Committee ensure that the interests and views of the departments which are not represented, are taken into account in the Program Committee’s work.
2. The Departmental Board appoints members of the Program Committee. Each member of the Program Committee will receive an appointment letter indicating that he/she is a member of the Program Committee and for which term.

3. If an official secretary has been designated, no secretary will be appointed from among Committee members.
4. The term of office for a staff member is two years. This term of office can subsequently be renewed on two occasions. If elections are held, reappointment will not be possible.
5. Each student member will have a one-year term of office. This term of office can subsequently be renewed on two occasions. If elections are held, reappointment will not be possible.
6. If they teach in different programs, members of the teaching staff can sit in various program committees.
7. An academic advisor, a quality assurance officer and a policy officer from the degree program will serve as advisors to the committee. The Program Director and Program Leader will serve as advisors to the Program Committee. Whenever relevant, students will be added as advisors to the committee.
8. Two selection committees are installed to compose the Program Committee: one committee for student members and one committee for teacher members. The student selection committee will consist of three student members and the teacher committee will consist of three academic staff members, and one external member. The selection committees will announce the vacancies and, if necessary actively approach new candidates. Both will then organize a discussion round, draw up a list of suitable candidates and submit a proposal for occupation to the Department Council for approval. The members of the Program Committee can then be appointed by the Departmental Board. The selection committees decide by majority vote. The procedure is evaluated annually.

Article 3 Positions and Tasks

The Program Committee selects a chairperson and when relevant, a vice-chair from among its members, or from outside the committee. The chair cannot be held by the Program Director, by the Program Leader or by a chair of the Examination or Admissions Committees. The chair and the vice-chair act jointly as far as possible as the representative of the Program Committee, both internally (vis-à-vis the Program Director, Program Leader, Dean of the Graduate School) and externally (vis-à-vis assessment panels in connection with the accreditation of the degree program). If the chair (and/or vice-chair) is not a member of the Program Committee, he or she has an advisory vote in the meetings of the committee.

1. The chair is responsible for:
 - a. convening meetings and preparing the agenda together with the official secretary and, where relevant, the vice-chair;
 - b. ensuring, at the opening of the meeting, that all members agree on the agenda;
 - c. reviewing main points at frequent intervals during the meeting in order to facilitate the formulation of action points and advice;
 - d. monitoring affairs within the Program Committee;
 - e. ensuring compliance with agreements;
 - f. leading the meeting (in most cases), ensuring it proceeds smoothly and that each member has an opportunity to voice an opinion.
2. The vice-chair is responsible for:
 - a. participating in preparing the agenda;
 - b. assuming the role of deputy chair at meetings if necessary;
 - c. assuming temporarily the role of the chair during discussions pertaining to the teaching activities of the chairing lecturer.
3. Tasks of other members:
 - a. submitting items for the agenda;
 - b. liaising with colleagues and students;

- c. carrying out assigned action points.
4. The official secretary is not a member of the Program Committee. The official secretary also serves as the Program Committee's first point of contact for parties both within and outside the faculty.
5. Tasks of the official secretary:
 - a. maintaining the digital archive;
 - b. distributing meeting documents on a timely basis;
 - c. printing out documents, if required;
 - d. reserving meeting rooms and requesting other required materials;
 - e. keeping records;
 - f. preparing Program Committee member appointment letters;
 - g. taking the minutes of meetings and monitoring time lines.
6. All members should attend meetings as often as possible.

Article 4 Duties of the Program Committee

1. The duties and powers of the Program Committee are laid down in Article 3.12 of the Departmental Regulations of the Faculty of Electrical Engineering and Articles 3.17 of the TU/e Management Regulations.
2. The committee will be charged with giving advice on promoting and guaranteeing the quality of the program. Further, the committee will have:
 - a. right of approval with regard to the Program and Examination Regulations as referred to in Article 7.13 WHW, with the exception of the topics listed in the second paragraph under a, f, h up to and including u and x, and with the exception of the requirements referred to in Article 7.28 WHW, paragraphs 4 and 5, and in Article 7.30b WHW, paragraph 2,
 - b. the responsibility of conducting an annual assessment of the implementation of the Program and Examination Regulations,
 - c. the right to give advice in respect of the Program and Examination Regulations as referred to in Article 7.13 WHW, with the exception of the topics in respect of which the committee has right of approval by virtue of Article 9.18 WHW, paragraph 1a; and
 - d. the responsibility of issuing solicited and unsolicited advice or proposals to the Program Director, Program Leader, and to the Departmental Board with regard to all matters concerning education within the relevant degree program.
 - e. the right of approval with regard to the Quality Control Plan applicable to the degree program.
3. To that end, the committee will make use of, among others:
 - aspects of the course evaluations
 - the relationship between courses in the program and the various academic skills components
 - the elements of study supervision and support specific to the degree program
 - the way in which information about the curriculum is provided to students from the degree program
 - the evaluation of the curriculum as a whole relative to the learning outcomes of the degree program(s).
4. If the committee issues a proposal as referred to in paragraph 2, subparagraph d, to the Departmental Board, the Departmental Board will respond to the proposal within two months.

5. The committee will send its recommendations to the Departmental Council for information purposes.
6. Contrary to the provisions of paragraph 1, the duties and powers of the Program Committee with regard to cross-program elements of the Bachelor's and Master's programs of TU/e, as laid down in the guidelines under Article 9.5 WHW, will be the responsibility of the Joint Program Committee as referred to in Article 3.17, paragraph 7 of the TU/e Management Regulations. This committee will have two chambers: one for Bachelor's programs and one for Master's programs. The Program Committee will delegate one staff member and one student member from its number to the chamber(s) of which its program(s) is/are a part.

Article 5 Structure of meetings

1. In its first meeting of the academic year, the Program Committee will agree on a meeting schedule and distribute this to the Departmental Board, Program Director, Program Leader, and the Departmental Council. The meeting schedule will also be published on the Department website. An indication will also be provided of which topics will be discussed at which meetings and in which meetings there will be consultation with the Departmental Board or its representative.
2. The Program Committee will meet as often as suggested to the chair by two or more members of the Program Committee.
3. Every member of the Program Committee can place a topic on the agenda.
4. Except in urgent cases, the invitation and agenda will be sent at least one week before the Program Committee meeting is to be held.
5. The Program Committee will receive the information it requires for the performance of its duties, solicited or unsolicited, from the Departmental Board or its representative in a timely manner. No less than one week prior to the meeting, the agenda and underlying documents will be sent by the Secretary to the members of the meeting. Efforts will be made to furnish more complex information no later than two weeks prior to the meeting.
6. Program Committee meetings will be in public, unless the subject under discussion is a person. The Program Committee will handle confidentially any information that it has obtained for or discusses at a closed meeting.
7. The Program Committee may invite experts or other relevant persons to address or inform the meeting.

Article 6 Advice and approval

1. Before advice is issued or a decision made to give approval, the Program Committee will be given an opportunity to consult with the Departmental Board or its representative.
2. The Program Committee may opt to establish a sub-committee with a specific remit. Any such committee will include representatives from both sections.
3. Advice or approval of a proposal will be given in writing and by no later than the date referred to by the Departmental Board. The date referred to will be at least two weeks after the consultation referred to in paragraph 1.
4. The Departmental Board will give written notice within two months as to whether the advice will be implemented. If the advice will not be implemented in whole or in part, this decision will be supported by reasons. If the advice will not be implemented or the Departmental Board has not given notice of its decision within the set period of time, the Program Committee may opt to submit a dispute in accordance with the procedure prescribed by law.

Article 7 Voting

1. Prior to proceeding to a vote, the chair will formulate the decision to be made.
2. Voting will take place orally. Voting will take place in writing if the Program Committee so decides.
3. Advice or approval will be reached only if the majority of the members are present at the meeting. If the quorum is insufficient, the subject will be discussed at a subsequent meeting. In that meeting, no quorum will be required to agree on advice or approval.
4. Upon request, the members of the Program Committee will cast a vote in to reach agreement on advice or approval. These will be adopted by a majority of the votes. If votes are tied, no advice will be adopted or no approval provided. The Departmental Board will be notified of this as soon as possible.

Article 8 Minute-taking

1. The secretary is responsible for recording the minutes of meetings, in consultation with the chair.
2. Minutes must at least include the names of the members present and a report of every decision made by the Program Committee during the meeting.
3. Minutes will be adopted by the Program Committee in the next meeting.

Article 9 Performance of the Program Committee

1. During the last meeting of the academic year, the Program Committee will evaluate its performance and the activities of the past year and formulate the focus areas for the coming academic year based on this.
2. The evaluation carried out by the Program Committee, as referred to in the first paragraph, will be communicated each year, before October 1, to the Program Director, Program Leader, and the Central Committee for Quality Assurance in Education.

Article 10 Amendments to and Adoption of the Rules of Procedure

The Program Committee will at all times be authorized, in consultation with the Departmental Board, to revise and readopt these Rules of Procedure by way of a decision passed by a two-thirds majority of the votes cast.

Article 11 Effective date

These Rules of Procedure will enter into effect on March 1, 2024

Article 12 Notice

The chair will send these Rules of Procedure to the Departmental Board for information purposes.

The Rules of Procedure for the Program Committee were adopted on February 21, 2024.

Explanatory notes on the Rules of Procedure for the Program Committee of the Master's degree program in Artificial Intelligence & Engineering Systems

The Program Committee acquired a new status on September 1, 2017. As a result of this, the Program Committee must now have Internal Regulations or Rules of Procedure.

1. Character of the Rules of Procedure

The Departmental Board is at liberty to deviate from the Rules of Procedure providing that, in doing so, this does not alter the rights and responsibilities of the Program Committee. The duties of the Departmental Board with regard to the Program Committee can be transferred to the education portfolio-holder or the Program Director.

2. Appointment of members

With effect from September 1, 2017, the law assumes that the Program Committee will come into being as a result of elections. However, a decision can be made at departmental level to opt for an alternative way of putting together the Program Committee. This requires agreement between the Departmental Board (or the Program Director) and the Departmental Council. The way in which the committee is put together is stipulated in the Departmental Regulations and reconsidered annually. The actual frequency is left to the Department. The term of appointment is also up to the Departmental to decide.

3. Termination of membership

Membership of a Program Committee may be terminated in a number of different ways:

- upon expiry of the member's term of office, provided the member is not reappointed;
- if the academic staff members is no longer employed by the TU/e or the student is no longer enrolled in the degree program concerned;
- at a member's request.

Should a member fail to perform satisfactorily, betray trust or repeatedly fail to attend meetings without providing a valid notification of absence, membership may be terminated at the request of the Program Committee. In that case, the chair or the official secretary of the Program Committee must always contact the member concerned first. That member will also receive a warning that any recurrence will result in the submission of a proposal for the termination of their membership. Should this fail to bring about any improvement, the Program Committee chair will submit a request to terminate the membership of the relevant member to the Departmental Board.

4. Participation of non-members

It is permitted to give non-members a hearing during meetings of the Program Committee. This is acceptable provided that it is clear that anyone invited is a (regular) guest given a hearing on topics at the meeting. In any case, the meetings are held in public (for this reason, publication of the

meeting schedule is also desirable). Anyone is free to listen, but must not participate in the discussion. This is reserved for members and guests invited for that purpose.

5. Financial support for Program Committee members

A student member of the Program Committee is not necessarily entitled to payment from student financial support (*Profileringfond*s). The student member must be enrolled as a student in the relevant study program and must not have studied for longer than the nominal duration of the study program plus one year.

Explanatory notes by article

Article 1

The legal basis for the Rules of Procedure for program committees is Article 9.18 WHW. The law does not stipulate how many members the Program Committee should have. However, it does state that half of the members must be from the degree program(s) for which the Program Committee has been established. It is recommended that program committees should not be too large. Four to ten members should generally be sufficient, even in the case of combined degree programs, for example a Bachelor's and a Master's program in the same field of study.

The division between staff and students is prescribed by law: the ratio is 50/50.

The Program Committee rules should be included in the Departmental Regulations. This especially applies to the way in which members are appointed and the composition of the committee. The Improved Governance Powers (Higher Education) Act (*Wet Versterking Besturing*) stipulates specifically that the Program Committee is entitled to training and official, financial and legal support. The chair of the Program Committee is responsible for the performance of committee members. This means that the chair should ensure that new Program Committee members receive a proper induction.

Article 2

The composition of the Program Committee is up to the Department, on the understanding that half of the members must always be students from the relevant degree program. The remaining members will be appointed from the lecturers in the degree program. There is nothing in the law that regulates how appointments should be made. Possible options include elections and co-option. Selection based on pre-announced criteria may also be considered.

It is recommended that efforts be made to include as wide as possible a spread of members from different degree programs, specializations, year of study, etc. This does not mean that literally every specialization should delegate a representative for the Program Committee, but that the committee should include members who, in some way or other, have a sense of the particular nature of the degree program.

Article 3

The Program Committee appoints the chair from among its members. This may be a lecturer or a student. A secretary is also chosen, unless the Departmental Board has provided secretarial support. As a rule, larger Program Committees will be allocated an official secretary. Proposals to give the Departmental Board the power to designate a chair cannot be honored. This is because the purpose

of a Program Committee is to gauge views from the 'work floor' on the measures that the Departmental Board wishes to introduce. The appointment of deputies for the chair and secretary is primarily intended as a simple solution to plug any gaps.

Article 4

The law stipulates which duties the Program Committee has. It also states that judgments (advice, approval) must be provided to the Departmental Council in writing. For judgments concerning the quality of the study program, the Program Committee uses the quality assurance plan.

The Program Committee is also authorized to issue unsolicited advice. The Departmental Board must respond to any such advice within two months.

Article 5

The purpose of the order of business is to provide clarity for members as well as third parties. This is also the rationale behind the need for making a meeting schedule available at the start of the academic year. Other matters regulated include how a meeting is convened, who can place a topic on the agenda and who has access to the meeting and is permitted to speak at it.

Article 6

The Program Committee requires all relevant information in order to provide sound advice. In practice, acquiring this information is not always easy. The Departmental Board (or its representative) ensures that the Program Committee is provided with sufficient information. The Program Committee is also given an opportunity to consult with the Departmental Board or its representative in order to share thoughts on the topic under discussion. The Program Committee must be given sufficient time to reach a judgment (advice or approval). This is generally two weeks after the Departmental Board has met.

The judgment will be issued by the Program Committee in a timely manner. In exceptional cases, the Program Committee is permitted to announce that it requires more time to issue a judgment. However, extending the response time must not be permitted to inhibit prompt decision-making. The law provides the Program Committee with an important weapon: if a Departmental Board proposal is not supported and the Departmental Board ignores this, the Program Committee can take recourse to the national participation arbitration committee. This is preceded by an attempt by the Executive Board to reach an amicable settlement.

Article 7

In order to approve a proposal or issue advice, at least half of the members must be present ('quorum'). If the meeting fails to reach a majority decision, it is recommended that the same issue be raised in a subsequent meeting. In that subsequent meeting, no quorum will be required for this topic. Approval or advice can be given without a vote. However, if there are strong internal differences of opinion, a vote can provide clarity on which judgment enjoys the greatest support. In the event of a vote, the members must abide by the relevant provisions. Of course, this will also require a quorum. If no majority position emerges from the vote, no judgment can be issued. However, this should still be reported to the Departmental Board. The Program Committee can also withhold judgment and attempt to reach a unanimous position at a subsequent meeting. However,

that meeting must be within the deadline for issuing a judgment or the Program Committee must ask the Departmental Board or its representative to permit a delay in giving a response.

Article 8

Records must be kept of the judgments made by the Program Committee in order to make it possible to investigate how any judgment was reached.

Article 9

As part of the process of continuous learning, it is recommended that the Program Committee regularly evaluates its own performance. If desired, the evaluation can be the subject of a discussion between the Program Committee and the Departmental Board or its representative.

At the end of each year in which the committee sits, it will compile an annual report to be submitted to the Departmental Board. In addition to reporting, the annual report is also explicitly intended to serve as an instrument for evaluation and improvement in the ongoing quality assurance cycle.

Articles 10, 11, 12

These concluding articles stipulate the procedure for amending the Rules of Procedure. They also regulate when the Rules of Procedure enter into force and how they are announced.