

**RULES OF PROCEDURE BOARD OF STUDIES**  
**OF THE MSC DEGREE PROGRAMMES**  
**of the**  
**FACULTY OF TECHNOLOGY, POLICY AND MANAGEMENT**  
**DELFT UNIVERSITY OF TECHNOLOGY**

*In view of Article 9.31, paragraph 7 of the Higher Education and Research Act (WHW).*

*Following consultation with the dean*

**§ 1 Definition of terms**

**Article 1**

The terms used in these regulations have the meaning assigned to them in the faculty regulations of the Faculty of Technology, Policy and Management and the Higher Education and Research Act (WHW).

**Article 2 – Scope**

The composition, tasks and relationship with the dean and other faculty bodies or officers are set out in the Higher Education and Research Act and Faculty Regulations. These regulations set out the internal procedures applying to the Board of Studies.

**§ 2 Chair, secretary**

**Article 3 – Chair and Vice-chair**

1. The Board of Studies will elect a Chair from its members at the start of the course year for a period of one year. The Chair can be re-elected immediately once this period has expired. It is the Chair's task to convene, chair and close the meetings, supervise the work of the Board of Studies and maintain order during the meetings. The Chair is also charged with coordinating the activities of the committees.
2. The Board of Studies will also elect one of its members [and by preference one of its student members] as Vice-chair. It is the Vice-chair's task to replace the Chair if he/she is unexpectedly unavailable for the chairing task and to support the work of three programme-specific permanent committees described in Article 12.
3. The Board of Studies will not elect a secretary but will elect one of its student members to take the minutes. The student who has this task will be eligible for a paid student-assistantship. For the remainder of secretarial work the Board of Studies will rely on support provided by the faculty.

**§ 3 Meetings**

**Article 4 – Meeting schedule / Annual plan**

During its first meeting of the academic year, the Board of Studies will agree a schedule of meetings. At the beginning of every academic year, the Board of Studies will also consult with the Director of Studies to draw up an annual plan indicating which subjects will appear on the agenda of which meeting, and which meetings the Director of Studies will be invited to attend.

**Article 5 – Agenda**

1. The agendas of the Board of Studies are discussed by the Chair, the Vice-chair and the secretarial support assistant from the faculty if available.
2. Members can submit items for the agenda of the next cycle of meetings until one day before the agenda committee convenes. In exceptional circumstances and after consulting with the Chair, a member may submit a proposal to add an item to the agenda up to 3 working days before the date of meeting concerned. In urgent cases, the Chair is empowered to dispense with this minimum period.
3. The Board of Studies approves the agenda at the Chair's request at the start of the meeting.

4. The agenda is sent to ~~the dean~~, the Director of Education and the Director of Studies, and can be requested to read by others. ~~is made generally available for all to read.~~
5. The Board of Studies will only deliberate and decide on matters on the agenda.
6. The minutes of previous meeting as well as all documents referred to in any of the items on the agenda are available for members of the board at least 3 working days before the meeting.

#### **Article 6 – Extra meetings**

1. At the request of the Chair or at least half the Board members, the Board of Studies can convene an extra meeting. In such cases, the meeting must be held within 14 days of the request, unless the matter is very urgent.
2. The Chair decides on the time and location of the meeting.
3. The meeting must be held at a time that is reasonable for all Board members.
4. In the case of an extra meeting, the Chair and Vice-chair jointly draw up an agenda listing the subjects put forward by the Chair and the members.
5. Any member of the Board of Studies may put forward items for the agenda.
6. Except for very urgent extra meetings, the invitation and agenda must be sent to members of the Board of Studies at least 3 working days before the date of the extra meeting.

#### **Article 7 – Attendance and participation of non-Board-of-Studies members**

1. In addition to the planned consultations referred to in Article 4, the Director of Studies is free to attend the meetings of the Board of Studies unless the Board of Studies indicates that it wishes to discuss the agenda, or parts of the agenda, exclusively among its members.
2. The Board of Studies must invite the dean, the Director of Education and the Director of Studies to discuss intended policy at least twice a year based on an agenda.
3. The Board of Studies can invite third parties to take part in deliberations (*i*) by giving them to opportunity to present their opinion to the Board, or (*ii*) by asking them to prepare and present a report or advice for the benefit of the Board.
4. The Commissioner Master and Career of the Study Association Curius is invited by default to attend any meeting of the Board of Studies.
5. A representative of the Faculty Student Council (FSR) is also invited by default to attend any meeting of the Board of Studies.

#### **Article 8 – Considerations**

1. The Chair allows members to speak on each agenda point in the order they have submitted their requests to speak.
2. The Chair also decides the order of all further considerations.

#### **Article 9 – Voting**

1. Legal decisions can only be made if at least half of the number of student members and at least half of the number of employee members are present either in person or supported by a form of long-distance communication technology or have transmitted a reasoned statement of their vote with respect to the issue under decision to the chair of the Board of Studies in writing and this statement has been distributed among all members of the Board of Studies.
2. The Chair formulates the decision being decided upon before the vote.
3. The Chair may ask members to give a brief explanation of their vote before the actual voting round.
4. A decision is carried if a majority of members who are present or have declared their vote in writing, as specified in Article 9 paragraph 1, vote in favour of it. If the number of votes in favour of the decision equals the number of votes against, the meeting is sojourned for twenty minutes, after which the voting is repeated. If the number of votes in favour of the decision then again equals the number of votes against, the decision is postponed either to the next scheduled meeting or to an extra meeting set by the Board of Studies during the meeting. If the decision fails to receive a majority of votes again in the third round of voting, it is considered to be rejected.
5. The Chair may allow the Board of Studies to carry a decision by acclamation if none of the members wish to vote.
6. During a vote, every member must state whether he/she is for or against the motion. Abstention is not permitted.
7. Votes are cast verbally or in writing.
8. After voting, the Chair formulates the decision.

#### **Article 10 – Minutes**

1. A student elected to the task as described in Article 3 paragraph 3 is responsible for taking minutes during the meetings, in consultation with the Chair.
2. Minutes must include a minimum of the names of those present and a literal representation of every decision made by the Board of Studies during the meeting.
3. The minutes must be approved by the Board of Studies at the subsequent meeting.
4. The minutes are also sent to ~~the dean~~, the Director of Education and the Director of Studies, and can be requested to read by others. ~~made generally available.~~

#### **Article 11 – Permanent committees**

1. The Board of Studies has three committees on a permanent basis, one for each of the three MSc programmes of the Faculty. For each programme, the corresponding permanent committee comprises of all student members of the Board of Studies who are enrolled in the programme and of all members of staff of the Board of Studies whose main teaching work is done in the programme. The permanent committees are accountable to the Board of Studies. Each permanent committee will nominate one of its members to be the spokesperson in its relations with the Board of Studies.
2. The task of the permanent committees is to discuss in detail all matters that relate to the corresponding programme in particular, either on the initiative of its student members or on the invitation of the Board of Studies, as matters come up. It is at the level of the permanent committees that regular contact with the programme directors is maintained and that the results of student course evaluations are monitored. The agenda of any meeting of the Board of Studies has as one of its items the reports of the three permanent committees of the issues that have been discussed. If the discussions lead a committee to submit an item on the agenda of a meeting of the Board of Studies, then this proceeds as described in Article 5 paragraph 2.

#### **Article 12 – Temporary committees**

The Board of Studies is empowered to set up temporary committees. They must comprise both students and members of staff. The tasks and powers of any such committee are determined by the Board of Studies. The temporary committee is accountable to the Board of Studies.

### **§ 4 Other provisions**

#### **Article 13 – Annual report**

The Board of Studies must draw up an annual report of its activities. The report must be sent to the dean, the Director of Education and the Director of Studies, and made generally available.

#### **Article 14 – Resources and training**

1. Every year, the Board of Studies decides how to utilise the resources allocated by the dean, including the training budget, stating how the resources will be divided among the various members and committees.
2. The Board of Studies makes an annual report of how it has allocated its resources in the annual report referred to in Article 13.

#### **Article 15 – Commencement**

These regulations enter into force on 8 March 2018.

The Chair will send the rules of procedure to the dean for information purposes.

Thus adopted by the Board of Studies of MSc degree programmes of the Faculty of Technology, Policy and Management

Chair: