

CALL FOR APPLICATIONS BOARD OF STUDIES STUDENT MEMBERS 2024-2025

The AUC Board of Studies (BoS) is seeking four motivated students to join the BoS team in the upcoming academic year (September 2024 - June 2025).

The BoS is comprised of eight members: four lecturers and four students. The AUC Student Council, together with the current BoS, is responsible for nominating the four student members and ensuring that all three majors (HUM, SSC, SCI) are represented, including at least one second-year and one third-year student. Similarly, the four lecturer members representing the three AUC majors (Humanities, Social Sciences, and Sciences) and the Academic Core are nominated by the academic staff in their respective departments.

As a member of the BoS you will work within a collegial team and collaborate closely with AUC's management team and Heads of Studies, Student Council, Works Council and Board of Examiners on the governance of all matters relating to AUC's degree programme. An academic year on the Board of Studies as a student member is an enriching experience that allows you to make a significant difference in the educational curriculum that AUC offers and represent the voices of the student body. You will have a direct influence on key aspects of AUC's programme, for example in co-deciding the Academic Standards & Procedures (AS&P's) together with AUC management and Student Council. In your term serving on the Board of Studies, you will receive professional and on-the-job training that will improve your communication and teamwork skills, throughout the year you will also learn how to organise and properly manage your time. Furthermore, you will gain professional work-related skills such as formal communication and negotiations within an institution. As a Board of Studies member, you are eligible to use your term as an internship of 6 credits upon completing the CP/I application. Additionally, you will also receive a small financial compensation for your service (approx. €500).

Responsibilities

The key role of the Board of Studies is to help safeguard the quality of the degree programme by advising the AUC governance and management team on its quality and the education being offered. The Board of Studies also holds approval and advisory rights over the course Academic Standards and Procedures (AS&P's) and is responsible for performing an annual evaluation of the way in which these rules have been implemented, in addition to co-deciding on any changes. The BoS approves or advises on course catalogue changes (e.g., proposals for new or adjusted courses, pre-requisites, cross-listings, etc). In addition to this, the Board of Studies makes recommendations for quality improvement in multiple areas relating to our degree programme, either proactively or upon request from the management team. These areas include, among others:

- Monitoring the quality of our tutoring system
- The assurance of the quality of education by reviewing course evaluations, curriculum evaluations, quality reports, etc
- Advising on and/or approving key policy documents, including the Capstone and CP/I Guidelines, Student Handbook, etc
- Monitoring Binding Study Advice (BSA) and graduation standards
- Support the accreditation process
- Alignment of AUC's degree programme with relevant master programmes

As a Board of Studies student member, you will be representing the student body of AUC in all these matters and will work together with other students and lecturer members. The term of the position for student members starts on the 31st of August 2024 until the 25th of June 2025.

Requirements

- Good verbal and written communication skills
- Ability to work well in a team and take individual responsibility
- Flexible, open-minded and resourceful
- Approachable and willing to represent the student body at AUC
- A constructive, critical attitude towards building AUC's teaching and learning community
- Ability to work on average 4-6 hours a week on BoS activity
- Ability to attend monthly meetings with the entire Board of Studies and occasional additional meetings (e.g. with AUC management)
- Available in the month of June to attend a transition meeting with the current Board of Studies.

To apply for this position, please send a 500-word motivation letter and a brief resume outlining any relevant experience, **before May 31 2024** to the Board of Studies (secretary-BoS@auc.nl) with a CC to the Student Council (info@aucsc.nl), with the subject: Board of Studies Application.

Keep in mind membership of the Board of Studies is an important position within AUC and will require a serious commitment. Following application review, shortlisted candidates will be required to attend an interview with representatives of the Student Council and the current Board of Studies.

If you require further information on what it means to be a BoS student member, you can contact any of the current student BoS members:

- Lena-May Khazami (Student, Humanities)
- Ywen Pan (Student, Social Sciences; Vice-Chair)
- Stanislav Sauliunas (Student, Sciences)
- Johanna Söllner (Student, Sciences)

Any questions can also be addressed to: the Board of Studies, at: secretary-BoS@auc.nl.

Go to next page to find out more about the role of the Board of Studies at AUC.

Procedural Regulations AUC Board of Studies

(Opleidingscommissie)

With effect from 1 September 2019

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Article 1 Establishment of the AUC Board of Studies

1. The AUC governing body (hereafter referred to as the *AUC bestuur*, comprising the Dean of the UvA Science Faculty (FNWI) and the Dean of the VU Faculty of Science) shall establish a Board of Studies (BoS) (*Opleidingscommissie*) for the joint VU/UvA Bachelor degree programme (Bachelor of Arts or Bachelor of Science in the Liberal Arts and Sciences) offered by Amsterdam University College.
2. The AUC bestuur has delegated the tasks relating to the BoS to the AUC Dean. The AUC Director of Education may consult with the BoS on behalf of the AUC Dean.
3. New BoS members shall be appointed before the start of the academic year.

Article 2 Composition and Appointment Procedure

1. The BoS has eight members, of whom four shall be students registered in the AUC programme.
2. Any lecturer who teaches at AUC is eligible to become a member of the BoS, with the exception of members of the AUC bestuur, the AUC Board of Deans, members of the (extended) management team (Dean, Director of Education, Heads of Studies, Senior Tutor), members of the AUC Board of Examiners and members of the AUC Works Council.
3. The four student members of the BoS are AUC students are selected through the following process. An open call for (self-)nominations will be circulated among the entire AUC student body. There shall be at least one student from each of the (intended) majors (Humanities, Social Sciences, Sciences), and at least one second-year student and at least one third-year student. An open interview and selection process shall be conducted jointly by the AUC Student Council elect, the incumbent AUC Student Council and the incumbent BoS. The selected four candidates of the BoS will be formally nominated by the AUC Student Council elect for appointment to the BoS by the AUC Bestuur. The AUC Student Council elect is responsible for ensuring that the nominees carry the support of the AUC student body.
4. The four lecturer members of the BoS are elected through the following process. Within each of the four AUC departments (Academic Core, Humanities, Sciences, and Social Sciences), AUC lecturers elect one representative for appointment to the BoS. The AUC Heads of Studies invite (self-)nominations for election as the representative from the lecturers in their department. If more than one lecturer is nominated as a candidate for a department, the Head of Studies organizes an election among the lecturers in that department to select the representative for that department. Candidates ideally match the following profile:
 - Critical and constructive attitude towards building AUC's teaching and learning community.
 - Prior experience in boards or committees, preferably connected to curriculum analysis and development.
5. The term of office for lecturer BoS members is three years, once renewable. The term of office for student BoS members is one year, once renewable.
6. The AUC Management Team announces who will be members of the BoS. Each member of the BoS receives a statement immediately after being appointed, certifying that she/he is a member of the BoS, and for which period.
7. Alternative arrangements for nomination and appointment of the members of the BoS can be made annually after consultation with the AUC bestuur, the AUC Works Council (ODC), and the AUC Student Council. The AUC bestuur shall publish the amended procedure in a timely fashion. The procedure shall contain the criteria for candidates.

Article 3 Facilitation and resources

1. The BoS members are entitled to the use of meeting rooms. They are also entitled to resources and facilities for the proper execution of their duties, including administrative, financial and legal support and training.
2. The BoS is entitled to professional secretarial support (*ambtelijk secretaris*) for 336 work hours (0.2 fte) per year.
3. The BoS lecturer members are entitled to 168 work hours (0.1 fte) per year, and 252 work hours (0.15 fte) for the chair.
4. The BoS student members, provided they meet the applicable criteria, are entitled to at least 500 euros per year from the [VU Profileringsfonds](#). Additionally, student members may apply for their BoS membership to be registered as an Internship (6 EC).

Article 4 Mandate and Responsibilities

1. The BoS' key mandate and responsibility is to advise on promoting and safeguarding the quality of the degree programme. More specifically, the BoS also:
 - a. holds approval rights for the AUC Academic Standards and Procedures (*onderwijs- en examenregeling*), as referred to in article 7.13 of the Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek: WHW*), with the exception of those areas mentioned in the second paragraph under a, f, h-u and x, and with the exception of the requirements referred to in the articles 7.28, fourth and fifth paragraphs, and 7.30b, second paragraph;
 - b. is responsible for conducting an annual evaluation of the way in which the AUC Academic Standards and Procedures (*onderwijs- en examenregeling*) are implemented;
 - c. is entitled to present advice in respect of the AUC Academic Standards and Procedures (*onderwijs- en examenregeling*) referred to in article 7.13 WHW, with the exception of those areas in relation to which the BoS is entitled to grant approval on the basis of (a); and
 - d. is responsible for making recommendations to the AUC Dean and AUC bestuur, either on its own initiative or on request, on all matters relating to teaching in AUC's degree programme. This advice will in any case be related to quality improvements within the programme. Particular areas for attention for the BoS include:
 - monitoring quality of academic student counselling (tutoring);
 - quality assurance on the basis of teaching evaluations, curriculum evaluations, quality reports, etc.;
 - monitoring quality of student admissions standards, Binding Study Advice (BSA), and graduation standards;
 - alignment of AUC's degree programme with relevant master programmes;
 - accreditation process.
2. To this end, the BoS will be provided access to all relevant information pertaining to its mandate, including at least: the course evaluations, curriculum evaluations, graduate surveys, NSE and other external survey data, AUC quality reports, etc. These sources include information regarding: the correspondence between elements of the curriculum and the learning objectives; programme-specific elements of the academic guidance (tutoring) offered; information about the curriculum and the way in which it is provided to students of the degree programme; and evaluation of the curriculum as a whole in relation to the final attainment levels of the degree programme.
3. If the BoS makes a recommendation as referred to in paragraph 1, subsection d, to the AUC Dean and/or AUC Bestuur, they shall receive a response in writing within four weeks of receiving the recommendation.
4. The BoS sends its advice for notification purposes to the AUC Works Council (AUC ODC) and AUC Student Council, and where relevant to the AUC Board of Examiners (BoE).

Article 5 Consultation rights and procedure

1. The BoS shall have the opportunity to consult with the AUC bestuur or its representative before it issues a recommendation or before deciding to grant an approval. The AUC Bestuur, or its representatives, shall provide the BoS with an opportunity to consult, advise or approve, in a timely fashion and with complete information, such that the BoS can reasonably still have a meaningful, substantive impact on the decision-making process. In principle, this consultation period shall be no less than six weeks.
2. As much as reasonably possible, the AUC Bestuur shall provide advance notice of an upcoming consultation request, including through an annual calendar of planned consultation dossiers and timelines, which shall be regularly updated and made available to the BoS.
3. BoS recommendations and approvals shall be issued in writing, with due regard for the (reasonable) deadline set by the AUC Bestuur, normally no more than six weeks after the consultation referred to in paragraph 1.
3. The AUC Bestuur shall issue a written response within three weeks, indicating whether the recommendation will be adopted. If the advice is rejected or only partially adopted, then this decision must be fully substantiated. If the advice is rejected, or if the AUC Bestuur fails to reach a decision within the prescribed period, then the BoS may initiate a dispute in accordance with the legally prescribed procedure.

Article 6 Composition and order of meetings

1. At the beginning of its term of office, the BoS shall elect from among its members a chair and a vice chair. In principle, the chair will be a lecturer member and the vice-chair will be a student member. The chair (and/or vice chair) shall represent the BoS, both inside and outside of AUC.
2. The BoS shall establish a monthly meeting schedule during its first meeting of the academic year. The schedule shall be notified to the AUC Dean, the AUC Works Council (AUC ODC) and AUC Student Council. The AUC management team shall ensure that the meeting schedule is also made available online to all AUC lecturers and students. To the extent possible, an indication will also be given of the topics to be discussed in the various meetings, and in which meeting consultations with the AUC bestuur or its representative will take place.
3. There will be three joint meetings of the BoS and the AUC Director of Education per year (in principle, in September, January and June). Agenda meetings will take place in preparation for these joint meetings, between the BoS chair, vice-chair and the AUC Director of Education. Each of these meetings shall be chaired by the BoS chair or vice-chair.
4. In addition to the regular meetings, the BoS shall convene on any occasion two or more members representing students and lecturers submit a request for a meeting to the chair.
5. Any member of the BoS may submit a subject for inclusion on the agenda.
6. Except in urgent cases, the invitation, agenda and underlying documents shall be sent to the members of the BoS at least one week before the meeting is scheduled to take place.
7. The AUC bestuur or its representative shall provide the BoS with the information it needs in a timely fashion, either upon request or upon its own initiative, so that the BoS may carry out its responsibilities.
8. The BoS may convene subcommittees charged with a specific task. Both lecturers and student members shall be represented in these subcommittees.
9. The meetings of the BoS shall, in principle, be open to the public (following notification to the BoS chair and secretary, at least one week prior to the meeting), unless the subject under discussion is a specific person or otherwise confidential, at the discretion of the BoS. The BoS will maintain confidentiality with regard to all information dealt with during a closed meeting.
9. The BoS may invite experts to speak at its meetings.

Article 7 Voting

1. Before voting, the chair shall formulate the decision to be voted on.
2. All votes will be cast orally. Voting may take place in writing if the BoS decides to do so.
3. Recommendations and approvals may only be formulated if a majority of members is present at the meeting (or has given a written proxy to the chair). If a majority is not present, then the subject shall be discussed in a subsequent meeting. At that meeting, no majority is required in order to issue a recommendation or approval.
4. If so requested, the BoS members shall vote on a recommendation or approval. These shall then be determined by majority vote. In the event of a tie, no recommendation will be formulated or no approval will be issued. This will be reported to the AUC bestuur as soon as possible.

Article 8 Reporting and documentation

1. The secretary shall ensure that minutes are produced for all meetings, in consultation with the chair and/or vice-chair.
2. Minutes shall be approved by the BoS at their subsequent meeting.
3. Abbreviated minutes (including at least the names of the members present and a description of each decision made by the BoS during the meeting) shall be made public by the BoS secretary for online consultation by the AUC Bestuur, AUC Works Council (AUC ODC), AUC Student Council, Board of Examiners (BoE), lecturers and students. Full minutes (including potentially confidential details) shall be archived by the secretary for internal use only.

Article 9 Annual evaluation and report

1. During the final meeting of the academic year, the BoS shall assess its performance and activities of the past year and shall draw up a list of points for consideration for the following academic year.
2. Before 1 October, the BoS shall issue an annual report on the previous academic year, which shall include an evaluation, for the benefit of the AUC bestuur.

Article 10 Amendment and adoption of these procedural regulations

1. The BoS is entitled to amend these procedural regulations at any time, after voting to do so by a two-thirds majority.
2. The amended procedural regulations shall be sent for notification to the AUC Bestuur, the AUC Works Council (AUC ODC), and the AUC Student Council. They shall also be made available online for all lecturers and students.
3. Any amendment to the (s)election and appointment procedures for BoS lecturer and/or student members, set out in Art. 2(3) and 2(4), respectively, that divert from the standard election process foreseen in the WHW, shall be sent for approval to the AUC Works Council (AUC ODC), and/or the AUC Student Council, respectively.

Article 11 Entry into force

These regulations will enter into force on 1 September 2019.

These Procedural Regulations were adopted by the AUC Board of Studies on 8 July 2019.

Approval by the AUC Student Council for Article 2(3), outlining the selection process for BoS student members, was received on 24 July 2019.

This document has been sent for information to the AUC Bestuur, AUC extended Management Team, AUC Works Council (ODC) and AUC Board of Examiners (BoE).