

Annex 2: Role and composition of the IMETE Committees

1. Joint Management Committee (JMC)

Composition:

The JMC is composed of leading academics and administrators from each partner and contains two persons with voting right of each consortium partner institution. The JMC members are involved in the management of the IMETE programme within their institution. The Coordinator of the Programme acts as the independent Chair of the Joint Management Committee and has no voting rights.

Each partner institution is free to appoint their representatives. All representatives are permanent staff members at their institution.

At the start of the IMETE programme the Joint Management Committee consists of the following members:

- Stichting IHE Delft: xxxxxxxxxxx, xxxxxxxxxxx, xxxxxxxxxxx
- Ghent University: xxxxxxxxxxx, xxxxxxxxxxx
- University of Chemistry and Technology Prague: xxxxxxxxxxx, xxxxxxxxxxx

Each institution can, at any moment, replace their representative in the Management Committee.

For all meetings of the Joint Management Committee each partner institution has the right to send, in addition to the JMC representative(s), one additional person. This third person may be an administrative person. This person has no voting right. Other persons may be invited to assist to the meetings of the JMC, if approved by the JMC.

In case of voting, each member of the JMC has the same weight.

Tasks and responsibilities:

The JMC has the following tasks and responsibilities:

- Ensuring the quality of the entire programme, taking full programme quality assurance actions, maintaining communication with external quality assurance agencies, local education quality assurance committees and the joint programme steering committee.
- Taking care of the overall management of the programme, including:
 - the academic programme management and curriculum amendments
 - the evaluation of the files of incoming students and scholars
 - the selection of scholarship grantees
 - the coordination of learning agreements
 - the coordination of mobility schemes
 - the approval of MSc research topics
- Ensuring overall programme Quality Assurance, which will be considered both at global (programme) level and at local level. It will deal with individual lectures (e.g., content, relevance, quality of course material, effectiveness in training targeted skills, interaction with the professional sector, etc.), lecturers, composition of the programme, difficulties arising from mobility, e.g. problems

with examination and teaching schemes, and facilities provided by the consortium to host students. In assuring the quality of individual lectures, the JMC will be assisted by local Education Quality Assurance Committees.

The JMC meets at least twice a year.

2. Joint Programme Steering Committee (JPSC)

Composition:

This committee includes one leading academic from each partner, two students representatives (one per cohort), one IMETE alumni representative and three representatives from industry to be preferably nominated from the programme associated partners.

Tasks and responsibilities:

- evaluating the added value of the programme compared to other programmes
- advising on professional relevance of course contents and on the way in which intended learning outcomes, competencies and professional outcomes are actually acquired by the students.

3. Local Examination Committees (LEC)

Tasks and responsibilities

- monitoring the proper application of local procedures in decisions about the qualifications of the corresponding modules for each candidate
- reporting results for individual course units to the JMC

4. Master's Dissertation Examination Committee

Composition of Dissertation Examination Committee

The IMETE Joint Management Committee discusses the composition of all Dissertation Examination Committees and proposes these to the respective bodies of the Partner Institutes responsible for appointing these committees. The committees are set-up according to local regulations. These local regulation will be adjusted (if needed) to allow at least one staff of each institute to take place in the committee

Tasks and responsibilities

- deciding on the study results for the Master's Dissertation and the state final oral examination.

