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Appendix 1: Committee Membership by Role

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1. Remit of the Implementation Group

In its report to the Academic Council in February 2008, the Academic Governance Working Group made a number of recommendations in relation to the academic governance structure of the University. A University Implementation Group was established, and charged with the implementation of these recommendations.

Implementation Group Membership

Professor Gerry Doyle (Chair)	Dean of Academic Affairs
Professor Mary Daly	Principal, Arts and Celtic Studies
Professor Patrick Gibbons	Representing the Principal of Business and Law
Professor Joseph McMahon	Representing the Principal of Business and Law
Professor Nick Quirke	Principal, Engineering, Mathematical and Physical Sciences
Dr Bairbre Redmond	Representing the Principal of Human Sciences
Professor Maurice Boland	Principal, College of Life Sciences
Professor Mark Rogers	Academic Governance Working Group Member
Mr Kevin Griffin	Director of Registry
Mr Rory Carey	UCD Human Resources
Ms Claire O'Malley	UCD Human Resources

Project Management Team

Professor Gerry Doyle (Chair)	Dean of Academic Affairs
Ms Patricia McCarron	Project Manager, Registrar's Office
Ms Sandra Coughlan	UCD Human Resources
Mr Rory Carey	UCD Human Resources
Ms Bianca Cranny	Office of the Dean of Academic Affairs
Ms Elizabeth Crean	Registrar's Office

Project Work Strands

The Implementation Project on Academic Governance comprised four work strands:

1. University Subjects and Associated Roles (Chair – Professor Gerry Doyle)
2. School Management Structures (Chair – Professor Patrick Gibbons)
3. Academic Centres (Chair – Professor Joseph McMahon)
4. Academic Council and its Sub-Committees (Chair – Professor Gerry Doyle)

Implementation Sub-Group on the Academic Council and its Sub-Committees

The Implementation Group, taking its lead from the Governance Working Group Report, set the following remit for the Implementation Sub-Group on the Academic Council and its Sub-Committees.

- (a) To review the current structure of the Academic Council and its sub-committees.
- (b) To re-examine the terms of reference and membership of the current sub-committees.
- (c) To make recommendations to the University Implementation Group in relation to any changes that should be made to the various sub-committees.
- (d) To determine the need, if any, for additional sub-committees.
- (e) To ensure that defunct committees were abolished.

Sub-Group on the Academic Council and its Sub-Committees

Professor Gerry Doyle (Chair)
Professor Maurice Boland
Dr Bairbre Redmond
Dr Joseph Brady Dean of the Arts Programme – Co-opted
Dr Sinead Critchley Director of Academic Secretariat – Co-opted
Ms Lynn Foster Interim Senior Policy Officer, Academic Secretariat – Co-opted

Project support for the Sub-Group was provided by Ms Bianca Cranny.

2. Recommendations from the Implementation Group

Having considered submissions provided by the Sub-Group, the University Implementation Group's recommendations relating to the Academic Council and its Committees are as follows.

2.1 Academic Council Review

- 2.1.1 As recommended in the Academic Governance Working Group report, the composition of the Academic Council should remain as present until the end of the academic session 2008/2009, at which time it should be reviewed. The Implementation Group propose that, owing to the importance of this task, a specific working group be selected and charged with that remit.
- 2.1.2 The Group concur with the Academic Governance Working Group's observation in relation to the need for the Academic Council's membership to be reduced. The Group recommend that the new working group review this as part of their remit.
- 2.1.3 However, the Group recommends that, owing to their integral role within the University, the holders of the following academic roles should be ex-officio members of the Academic Council and that Academic Council should co-opt these individuals in accordance with Statute 6 Chapter 6 Section 1(k), pending the formal review of the composition of Academic Council:
- **Deans with University-wide responsibilities**
 - **Deputy Registrars**
 - **Supervisor of Examinations**
 - **Programme Deans**
 - **Graduate School Directors**

2.2 Defunct Committees of the Academic Council

- 2.2.1 The Implementation Group confirmed the Academic Governance Working Group's recommendations to make the following Sub-Committees of the Academic Council defunct:
- **Academic Council Committee on Chairs**
 - **Course Approvals Committee**
 - **Academic Council Committee on Interfaculty Degrees**
 - **Academic Council International Committee**
 - **Academic Council Standing Committee on Scholarships and Prizes**
- 2.2.2 The Implementation Group recommends that these Academic Council Sub-Committees should be formally stood down and their membership thanked for their past involvement at Academic Council.
- 2.2.3 In relation to Scholarships and Prizes, the Group highlighted the need to retain a strategic overview of Scholarships, Prizes and Awards across the University, with a view to raising their profile both inside and outside of the University. However, the Group does not see the need for a formal committee of the Academic Council to discharge this function, rather it considers that a task group be set-up for this purpose and their findings be reported to the Academic Council.

Independent of these considerations, the President established a Task Force to carry out an overview of University events and protocols that celebrate academic and other achievements by students at entry and during their academic careers in UCD. The President appointed Professor Gerry Doyle to act as chair of that task force. The Task Force is currently in formation and will report back to the President in due course. The Group recommends that the Task Force include a strategic review of Scholarships, Prizes and Awards within its remit.

2.3 Titles for Academic Council Committees

2.3.1 During its deliberations, the Implementation Group concluded that only three committee types were needed:

- An Executive Committee that would have delegated authority from Academic Council to transact business on its behalf and would facilitate the setting of an appropriate agenda for Academic Council.
- A number of University Boards that would have supervisory powers.
- A number of Academic Council Committees (rather than sub-committees) that would constitute special groups delegated by Academic Council to consider particular matters on its behalf. These committees would have their own chairman, report on their actions and make recommendations to Academic Council.

2.4 Revised Committees of the Academic Council

2.4.1 In its report to the Academic Council, the Academic Governance Working Group made the following recommendations:

- That the ACEC be reconstituted and its function revised to set the strategic agenda for the Academic Council.
- That the academic business currently transacted by ACEC be delegated to UUPB and UGPB.
- That the Academic Council Standing Committee on Quality be re-activated with appropriate terms of reference reflecting best practice.
- That the composition and terms of reference of the Academic Council Standing Committee on Examinations be revised to reflect changes in academic structures, the need for oversight of assessment and grading practice in a modular system, and the need for an [expanded] examination board for research degrees.
- That the Vice-President for Students proposes to Academic Council a revised composition and terms of reference for the Academic Council Recognition Committee for Student Societies.

2.4.2 The Implementation Group has incorporated these recommendations into the revised draft proposals for the relevant Committees.

2.4.3 The draft proposal for each Committee is presented under the following headings:

- ***Purpose and Function***
- ***Terms of Reference***
- ***Composition***
- ***Committee Support***
- ***Reporting Structure***

2.5 New Committees of the Academic Council

2.5.1 In its report to the Academic Council, the Academic Governance Working Group made the following recommendations:

- That the Research Strategy Board and the Teaching and Learning Board formally become sub-committees of Academic Council, with their broad remit as at present, to formally involve the Academic Council in the development and implementation of strategy in these domains. The Teaching and Learning Board should be renamed the Education Strategy Board. The Working Group recommended that the Registrar review the composition and terms of reference of these Boards to ensure they are optimal to support the development of strategy and oversee and monitor progress against that strategy.
- That the Academic Council should establish an Academic Programme Audit Committee to review as necessary how University policy and regulations are applied and implemented by different programmes within the University.
- That the Registrar should propose to Academic Council the composition and terms of reference for a sub-committee to oversee the development and implementation of the University Internationalisation Strategy.

2.5.2 The Implementation Group has considered these recommendations and developed draft proposals for –

University Education Strategy Board (UESB)
University Research Strategy Board (URSB)
Academic Council Committee on Internationalisation (ACCI)

2.5.3 The Implementation Group considered a proposal on an Academic Council Committee for Programme Audit, but concluded that the University Programme Boards could effectively carry out such audit as required and should have the audit function included in their terms of reference.

2.5.4 The Implementation Group recommends that the following programme boards formally become committees of the Academic Council -

University Undergraduate Programme Board (UUPB)
University Graduate Programme Board (UGPB)

2.5.5 The Implementation Group considered a recommendation from the Academic Council Working Group that UUPB and UGPB might be merged into a single University Academic Board. The Implementation Group considered that such a merger at this point in time, would have a negative effect on the current operation of these meetings. However, the Implementation Group recommends that a joint meeting of these Boards be held once an academic year, facilitating discussion of topics of mutual concern.

2.5.6 The Implementation Group proposes that two new Committees should be established:

Academic Council Committee for Academic Centres (ACCAC)

This Committee would be responsible for, and on behalf of the Academic Council, (a) the review of proposals to establish new Academic Centres and (b) reviews of Centres' progress. The Committee would make recommendations to Academic Council in respect of the establishment of any new centres and on the continuation of existing centres.

Academic Committee for Campus Life (ACCL)

This Committee would serve as an oversight body, at a strategic level, to deal with issues relating to the UCD community and campus life. It will act as a forum to identify and discuss matters affecting the positive interactions between UCD staff and students and the supports and developments in the campus environment that will foster the UCD community and enhance the quality of the overall student and staff experience.

2.6 Diversity on Academic Council Committees

The Group were asked to consider the issue of gender balance on Academic Council Committees. The Group recommend that the President's nominees be used not only to promote gender-balance on Committees but also to promote diversity in the wider sense.

2.7 Implementation Date and Communication to UCD Staff

2.7.1 The Group recommends that the proposals contained in this document should come into immediate effect once they have been passed by Academic Council and that the committees should be established and their membership confirmed in time for the 2009/2010 academic session.

2.7.2 The Group proposes that the revised academic governance structure be communicated to all UCD staff as soon as possible. Guidelines for staff, especially highlighting the changes around delegated authority, should be developed and accompany any communication.

2.8 Register of Academic Council Committees

2.8.1 The Register of Academic Council Committees and their membership will be maintained by Academic Secretariat, UCD Registry. The Register will be published on the UCD web page and accessed through the Academic Secretariat pages ([Academic Council Committees and Committee Memberships](#)).

2.8.2 Any changes, deletions, additions and co-options to Committees will be reported to Academic Council.

2.8.3 The Group recommends that the composition of each of the Academic Council committees will include (a) ex-officio members who are the holders of relevant academic leadership posts, (b) elected representatives of particular academic leadership groupings (e.g. College Principals, Programme Deans, Heads of Schools, etc.), (c) Academic Council members elected by Academic Council, (d) Academic Council members nominated by the President, and (e) other categories of

members where deemed necessary (cf. Appendix 1 and Appendix 2). Co-option of members is allowed for on certain committees.

- 2.8.4 The Group recommends that the term for elected members (from whatever constituency) and members nominated by the President should be three years. Should an elected or nominated member withdraw from their position on a Committee during their term, the Registrar, with the approval of the Academic Council, should nominate another member to serve in the place until an election can take place.

2.9 Committee Meeting Contributions and Protocols

- 2.9.1 The Group recommends that Academic Council should hold the view that once appointed to an Academic Council Committee full participation and regular attendance at meetings is necessary to ensure effective application of academic governance on Council's behalf.
- 2.9.2 The Group recommends that guidelines and procedures for the conduct of business at Academic Council Committees, in line with Statute 6, Chapter 6, be developed and circulated as part of the communication to staff on the revised academic governance structures.

2.10 Academic Council Statutory Responsibility and Schedule of Delegated Authority

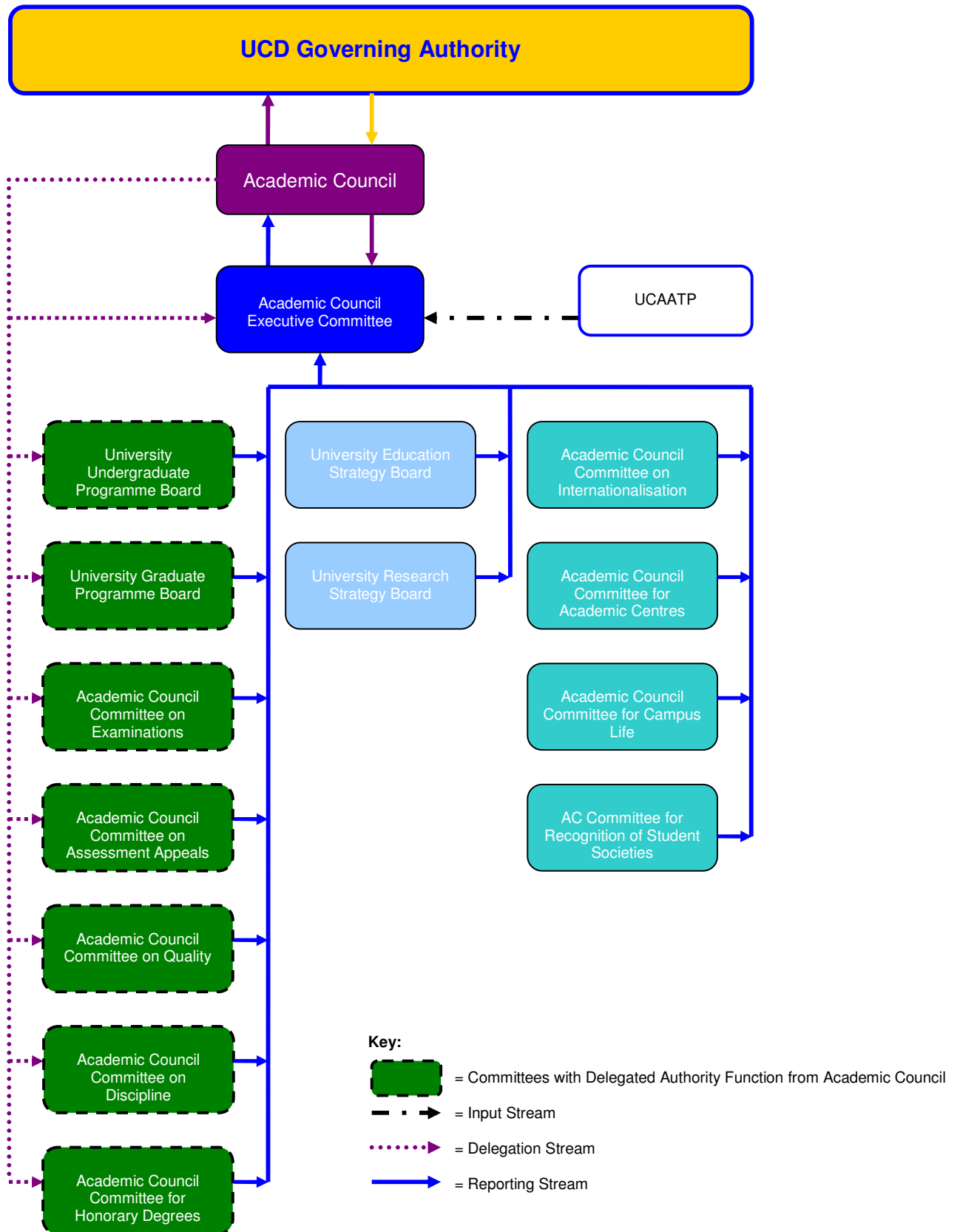
The Academic Council may delegate any function ascribed to it by this Statute to the Registrar or to a committee established in accordance with the Act. (Statute 6, Chapter 5)

AC Responsibility derived from Statute 6 Act, Chapter 6 The Academic Council		Delegated authority to	Status of Committee(s)
1	Encouraging excellence in research and scholarship.	Authority/Responsibility reserved by Academic Council Supported by: <ul style="list-style-type: none"> University Education Strategy Board University Research Strategy Board 	Advisory Boards
2	Promoting the highest standards of teaching and learning.	Authority/responsibility reserved by Academic Council Supported by: <ul style="list-style-type: none"> University Education Strategy Board 	Advisory Boards
3	Advising the Governing Authority on academic matters and proposing to the Governing Authority the form and content of statutes to be made relating to the academic affairs of the University including the conduct of examinations, the determination of examination results, the procedures for appeals by students relating to results of such examinations and the evaluation of academic progress.	Authority/Responsibility reserved by Academic Council	
4	Advising the Governing Authority in relation to academic appointments.	Authority/Responsibility reserved by Academic Council	
5	Designing and developing courses of study and establishing structures to implement these courses.	<ul style="list-style-type: none"> University Undergraduate Programme Board University Graduate Programme Board 	Committee
6	Making recommendations relating to the selection, admission, retention and exclusion of students generally.	Selection, admission, retention and exclusion from programmes: University Programme Boards <i>n.b. The Academic Council Committee on Discipline may exclude students for breaches of the Student Code. This currently does not require Academic Council decision making.</i>	
7	Determining the results of examinations and authorising the awarding of degrees and other awards.	<ul style="list-style-type: none"> Academic Council Committee on Examinations Academic Council Committee for Honorary degrees 	Committee
8	Making recommendations for the awarding of scholarships and prizes.	Approval of recipients/the establishment of new awards: University Programme Boards / Colleges Student awards strategy and development: authority/responsibility retained by Academic Council, supported by proposed Task Force	
9	Reviewing the procedures for considering appeals by students relating to the results of an examination.	Academic Council Committee on Assessment Appeals make decisions by regulation of Academic Council	
10	Regulating the discipline of the students of the University and imposing penalties for breaches of discipline, subject to the right of a student to appeal any penalty to the Governing Authority.	Academic Council Committee on Discipline	Committee
11	Implementing any statutes and regulations made by the Governing Authority relating to any of the matters referred to in Chapter 5.	University Programme Boards: programme related regulations	Committee
12	Such other functions as the Governing Authority or the Academic Council, with the approval of the Governing Authority, may determine by regulation.	Authority/Responsibility reserved by Academic Council	

Other statutory responsibilities

AC Responsibility derived from Statute 6	Delegated authority to	Status of Committee(s)
1 The Registrar shall keep a register of the Colleges of the University together with the Schools affiliated with each College. The Governing Authority may, by resolution, amend the said register but no amendment shall have effect unless and until the Academic Council, the appropriate College(s) and School(s) have had an opportunity of pronouncing an opinion upon the proposed change.	Responsibility reserved by Academic Council	
2 The Academic Council, on the recommendation of the President, may establish Academic Centres, where this is necessary to further specific educational or research objectives of the University.	Academic Council Committee for Academic Centres	Committee
3 The Academic Council may, on the recommendation of a College, make a recommendation to the Governing Authority to change the title of a School, establish or abolish a School or merge two or more Schools.	Responsibility reserved by Academic Council	
4 The Academic Council, upon the recommendation of the President, having consulted the Head of College, may establish Academic Centres and shall appoint a Professor, Lecturer or other suitably qualified person to be Director and to manage the activities of the Centre. Academic Centres will be associated with a College or a School for the purpose of deriving their resources. The staff of the University associated with an Academic Centre shall retain their primary affiliation and responsibility to a School.	Academic Council Committee for Academic Centres	Committee
5 The Academic Council may, with the approval of the President, re-title or abolish an Academic Centre, or merge two or more existing Centres.	Academic Council Committee for Academic Centres	Committee
6 The Governing Authority, on the recommendation of the Academic Council , may confer the title of Emeritus Professor upon any Professor or Associate Professor on or after retirement, in recognition of meritorious services to the University.	Responsibility reserved by Academic Council	

3. UCD Academic Governance Structure



Academic Council Committees

The following are a list of Academic Council Committees recommended by the Implementation Group:

Title	Short Title	Definition	Status
Academic Council	AC	Council	Plan to revise
Academic Council Executive Committee	ACEC	Executive Committee	Revised
University Undergraduate Programme Board	UUPB	Board	Revised
University Graduate Programme Board	UGPB	Board	Revised
University Education Strategy Board	UESB	Board	New
University Research Strategy Board	URSB	Board	New
Academic Council Committee on Examinations	ACCE	Committee	Revised
Academic Council Committee on Assessment Appeals	ACCAA	Committee	Revised
Academic Council Committee on Quality	ACCQ	Committee	Revised
Academic Council Committee on Discipline	ACCD	Committee	Revised
Academic Council Committee for Honorary Degrees	ACCHD	Committee	Revised
Academic Council Committee on Internationalisation	ACCI	Committee	Revised
Academic Council Committee for Academic Centres	ACCAC	Committee	New
Academic Council Committee for Campus Life	ACCCL	Committee	New
Academic Council Committee for Recognition of Student Societies	ACCRSS	Committee	Revised

The following Academic Council committees will become defunct following decision by Academic Council.

Title	Status
Academic Council Committee on Chairs	Defunct
Course Approvals Committee	Defunct
Academic Council Committee on Interfaculty Degrees	Defunct
Academic Council International Committee	Defunct
Academic Council Standing Committee on Scholarships and Prizes	Defunct



Academic Council Executive Committee (ACEC)

Draft Proposal

Purpose and Function

The primary functions of the ACEC are to:

1. Set the agenda for Academic Council.
2. Ensure meaningful and strategic discussion occurs at Academic Council.
3. Carry out any delegated functions assigned by the Academic Council.
4. Act on behalf of Academic Council in intervals between Academic Council meetings.

Terms of Reference

The ACEC shall, subject to review by the Academic Council –

1. Set the agenda for Academic Council.
2. Ensure that the agenda promotes constructive and invigorating discussion at Academic Council.
3. Consider issues raised by Academic Council Committees for inclusion as possible agenda items for discussion/consultation at Academic Council.

The Committees reporting to Academic Council are:

- University Undergraduate Programme Board (UUPB)
 - University Graduate Programme Board (UGPB)
 - University Education Strategy Board (UESB)
 - University Research Strategy Board (URSB)
 - Academic Council Committee on Examinations (ACCE)
 - Academic Council Committee on Assessment Appeals (ACCAA)
 - Academic Council Committee on Quality (ACCQ)
 - Academic Council Committee on Discipline (ACCD)
 - Academic Council Committee for Honorary Degrees (ACCHD)
 - Academic Council Committee on Internationalisation (AACI)
 - Academic Council Committee for Academic Centres (ACCAC)
 - Academic Council Committee for Campus Life (ACCCL)
 - Academic Council Committee for Recognition of Student Societies (ACCRSS)
4. Consider issues raised by Senior Management for inclusion as possible agenda items for discussion/consultation at Academic Council.
 5. Review, on behalf of the Academic Council, new subject proposals from Colleges. If the subject is endorsed by the ACEC, it will be recommended to Academic Council for establishment.
 6. Carry out, on behalf of the Academic Council, an annual review of the UCD Subject Register and present a report of the findings to Academic Council for noting.
 7. Carry out any other delegated functions assigned by the Academic Council.
 8. Act on behalf of Academic Council in intervals between Academic Council meetings.

Composition

The following shall be members of the ACEC:

Chair (appointed by the President)

The President

Deputy President, Vice-President for Academic Affairs and Registrar

Vice-President for Students

Vice-President for Research

College Principals

Deputy Registrars

Deans with University-wide responsibilities

Supervisor of Examinations

Chairs of major Academic Council Committees

University Undergraduate Programme Board (UUPB), University Graduate Programme Board (UGPB),

University Education Strategy Board (UESB), University Research Strategy Board (URSB), Academic

Council Committee on Examinations (ACCE), Academic Council Committee on Quality (ACCQ), Academic

Council Committee on Internationalisation (AACI), Academic Council Committee for Campus Life (ACCCL)

Four Representatives elected by Academic Council from among its members

Two members of the Academic Council appointed by the Academic Council on the nomination of the President

President, UCD Students' Union

Education Officer, UCD Students' Union

Committee Chair

The President shall appoint a Chair for the Committee, from amongst the members of the Committee or from among the members of Academic Council.

Committee Support

The Committee shall be supported by Academic Secretariat, UCD Registry.

Conduct of Business

- The Committee should meet *at least* four times a year. These meetings should be aligned to the schedule of Academic Council meetings. At its last meeting, the ACEC will review the academic year and plan for the next session.
- The meetings shall be convened by the Chair with a minimum of seven days notice of a meeting.
- The members of the Committee may not nominate others to attend meetings on their behalf.
- A meeting shall be considered quorate when a third of the members are present.



University Undergraduate Programmes Board (UUPB)

Draft Proposal

Purpose and function of the Board

The Board, on delegated authority from the Academic Council, reviews, approves and monitors the design, delivery, assessment and quality of the educational programmes within its remit, and by developing proposals on policy and regulations governing those programmes. The remit of the Board includes all programmes governed by the Undergraduate Programme Boards of the University.

Terms of Reference

The University Undergraduate Programmes Board, subject to review by the Academic Council, shall:

1. Review and inform the annual plan for the development and implementation of credit-bearing educational provision at undergraduate level.
2. Determine the academic planning and development of undergraduate studies.
3. Promote the development of undergraduate programmes and modules in line with the overall objectives, policy and regulations of the University.
4. Approve the structures, credit frameworks, content of programmes proposed and entry mechanisms by the undergraduate Programme Boards.
5. Receive and review reports of module development activity carried out by Schools and their module catalogues.
6. Develop and agree annually a number of policy development initiatives to support the implementation of the modular curriculum University-wide.
7. Monitor the implementation of modularisation in terms of curricular flexibility and student progression.
8. Maintain oversight of the development of non-traditional educational provision (accredited adult education, part-time and flexible education, open, distance and e-learning) within the modular, credit-based framework.
9. Consider, in addition, such matters as the Academic Council may refer.

Composition of the Board

The following shall be voting members of the Board:

Chair (appointed by the President)
Deputy President, Vice-President for Academic Affairs and Registrar
Vice-President for Students
Deputy Registrars
Deans with University-wide responsibilities
Supervisor of Examinations
College Vice-Principals for Teaching and Learning
Deans/Chairs of Programme Boards
Three Heads of School elected by the Heads of Schools
Two Representatives elected by Academic Council from among its members
Two members of the Academic Council appointed by the Academic Council on the nomination of the President
Director of Registry (or nominee)
Director of Quality
Programme Office Director elected by the Programme Office Directors
President, UCD Students' Union
Education Officer, UCD Students' Union
One undergraduate student nominated by the Students' Union

The Board may co-opt up to four members (academic, administrative or student members) to ensure appropriate expertise is available to conduct its business effectively; such members may be co-opted as voting or non-voting members.

Committee Chair

The President shall appoint a Chair for the Committee, from amongst the members of the Committee or from among the members of Academic Council.

Committee Support

The Board shall be supported by the Academic Secretariat, UCD Registry.

Conduct of Business

- The Board should meet at least twice per semester; meetings shall be aligned to the schedule of meetings of the appropriate University committees.
- The meetings of the Board shall be convened by the Chair with a minimum of seven days notice of a meeting.
- The members of the Board may only nominate others to attend meetings on their behalf in exceptional circumstances and with the permission of the Chair.
- A meeting shall be considered quorate when a third of the members are present.

Reporting responsibility

- The Board will report to the Academic Council Executive Committee following each of their meetings.



University Graduate Programmes Board (UGPB)

Draft Proposal

Purpose and function of the Board

The Board, on delegated authority from the Academic Council, reviews, approves and monitors the design, delivery, assessment and quality of the educational programmes within its remit, and by developing proposals on policy and regulations governing those programmes. The remit of the Board includes all programmes governed by the College Graduate Schools and any Graduate Programme Boards established by the University.

Terms of Reference

The University Graduate Programmes Board, subject to review by the Academic Council, shall

1. Review and inform the annual plan for the development and implementation of credit-bearing graduate (taught and research) programmes.
2. Determine the academic planning and development of graduate studies.
3. Promote the development of graduate programmes and modules in line with the overall objectives, policy and regulations of the University.
4. Approve the structures, credit frameworks and content of graduate programmes (taught and research) proposed by Graduate Schools or, where appropriate, Graduate Programme Boards.
5. Encourage the development, review proposals for, recognize, and assure the quality of Thematic Doctoral Programmes on behalf of the Academic Council.
6. Develop and agree annually a range of policy and regulatory initiatives to support the development and enhancement of graduate studies.
7. Receive and review reports from the College Graduate School Boards on progression and completion rates for graduate students.
8. Consider, in addition, such matters as the Academic Council Executive Committee may refer.

Composition of the Board

The following shall be voting members of the Board:

- Chair (appointed by the President)
- Deputy President, Vice-President for Academic Affairs and Registrar
- Deputy Registrars
- Deans with University-wide responsibilities
- Supervisor of Examinations
- Directors of Graduate Schools
- Chairs of Graduate Taught Programme Boards
- Two Heads of School elected by the Heads of School
- Two Representatives elected by Academic Council from among its members
- Two members of the Academic Council appointed by the Academic Council on the nomination of the President
- Director of Registry (or nominee)
- Director of Quality
- Graduate School Office Manager elected by the Graduate School Office Managers
- President, UCD Students' Union
- Education Officer, UCD Students' Union
- One graduate student nominated by the Students' Union

The Board may co-opt up to four members (academic, administrative or student members) to ensure appropriate expertise is available to conduct its business effectively; such members may be co-opted as voting or non-voting members.

Committee Chair

The President shall appoint a Chair for the Committee, from amongst the members of the Committee or from among the members of Academic Council.

Committee Support

The Board shall be supported by the Academic Secretariat, UCD Registry.

Conduct of Business

- The Board should meet at least twice per semester; meetings shall be aligned to the schedule of meetings of the appropriate University committees.
- The meetings of the Board shall be convened by the Chair, with a minimum of seven days notice of a meeting.
- The members of the Board may only nominate others to attend meetings on their behalf in exceptional circumstances and with the permission of the Chair.
- A meeting shall be considered when quorate when a third of the members are present.

Reporting responsibility

- The Board will report to the Academic Council Executive Committee following each of their meetings.



University Education Strategy Board (UESB)

Draft Proposal

Purpose and Function

The University Education Strategy Board will support the Academic Council and the Registrar in all matters concerning the formation and implementation of the University's educational strategy and policy.

Terms of Reference

The Board will develop and maintain oversight of strategy, policy and effectiveness in :-

- Teaching, learning and assessment.
- Student recruitment.
- Diversity.
- Infrastructure and resources for teaching and learning.
- Rewards for teaching excellence.
- The holistic UCD educational experience.
- Widening participation.
- Internationalisation.
- Staff development in teaching and learning.

The Board will be concerned with strategy and policy that impacts on education in :-

- Undergraduate and graduate programmes at UCD.
- Courses and programmes provided for adult learners.
- Courses and programmes provided for students in overseas locations, and in outreach situations.

Composition

The following shall be members of the Education Strategy Board

Chair (appointed by the President)
The President
Deputy President, Vice-President for Academic Affairs and Registrar
Vice-President for Students
Deputy Registrars
Deans with University-wide responsibilities
Supervisor of Examinations
Vice-Principals for Teaching and Learning
Two Programme Deans elected by the Programme Deans
One Graduate School Directors elected by the Graduate School Directors
Two Heads of School elected by the Heads of Schools
Four members of the Academic Council appointed by the Academic Council on the nomination of the President
Director of Registry
Director of Computing Services
Director of Access and Lifelong Learning
Director of the Centre for Teaching and Learning
Director of Strategic Planning
Librarian (or nominee)
President, UCD Students' Union
Education Officer, UCD Students' Union

Committee Chair

The President shall appoint a Chair for the Committee, from amongst the members of the Committee or from among the members of Academic Council.

Committee Support

The Board shall be supported by Academic Secretariat, UCD Registry.

Conduct of Business

- The Board will meet at least three times a year.
- Meetings will be convened by the Chair with a minimum of seven days notice of a meeting.
- Members of the Board may not nominate others to attend meetings on their behalf.
- A meeting shall be considered quorate when a third of the members are present.

Reporting responsibility

- The Board will submit reports of each of its meetings to the Academic Council Executive Committee.
- The Board will submit an annual report to the last meeting of Academic Council in each academic year.



University Research Strategy Board (URSB)

Draft Proposal

Purpose and Function

This Board is an advisory forum. Its purpose is to advise the President on the strategy for research.

Terms of Reference

The Board advises the President on the strategy for research, including;

- Research priorities, thematic areas, major research programmes, horizon scanning.
- Technology platforms.
- Evolving support services.

The Board will be complemented by an external advisory board.

Composition

The following shall be members of the Board for Research Strategy

Chair (appointed by the President)
The President
Deputy President, Vice-President for Academic Affairs and Registrar
Vice-President Research
Vice-President Innovation
College Principals
Deputy Registrar for Graduate Studies
Vice-Principals for Research and Innovation
Five representatives elected by Academic Council from among its members
The President will appoint up to five members as is deemed appropriate
Director of Research Strategy and Planning
Director of Strategic Planning

Committee Chair

The President shall appoint a Chair for the Committee, from amongst the members of the Committee or from among the members of Academic Council.

Support

The Board shall be supported by the Office of Vice-President for Research.

Conduct of Business

- The Board will meet at least three times a year.
- Meetings will be convened by the Chair with a minimum of seven days notice of a meeting.
- Members of the Board may not nominate others to attend meetings on their behalf.
- A meeting shall be considered quorate when a third of the members are present.

Reporting responsibility

- The Board will submit reports of each of its meetings to the Academic Council Executive Committee.
- The Board will submit an annual report to the last meeting of Academic Council in each academic year.



Academic Council Committee on Examinations (ACCE)

Draft Proposal

Purpose and Function

The ACCE supports the Academic Council in all assessment related matters.

Terms of Reference

The ACCE shall, subject to review by the Academic Council, discharge three major functions:

- (a) Authorise the award of University degrees and other awards, approve Internal Examiners, and nominate External Examiners (Subject and Special) to the NUI.
- (b) Oversee assessment practices across the University.
- (c) Act as the University's examination board dealing with the award of Research Degrees.

(a) Act on delegated authority from the Academic Council to

- Authorise the awarding of all University degrees and other awards.
- Appoint Internal Examiners on behalf of the Academic Council.
- Nominate Extern Examiners (both Subject and Special) to the NUI for appointment.

(b) Oversight Function

- Serve as an oversight body dealing with assessment strategies, grading practices and grading patterns across the University.
- The Supervisor of Examinations with assistance from the Director of Assessment, and the ACCE, may take an overview of results, and make recommendations to Schools and Programme Examination Boards as appropriate.
- Consider summary reports from the Director of Assessment in relation to the extent and nature of post-Examination Board changes.
- Post-Examination Board changes to grades that are to the detriment of a student shall be justified and will be made subject to review by the Supervisor of Examinations and the ACCE.

(c) Examination Board Function

- Act, on behalf of the University, as an Examination Board for all doctoral and research degrees (PhDs, Professional Doctorates, Research Masters and MDs).
- Award, on behalf of the University, all research degrees.
- Adjudicate in cases where there is disagreement among examiners in relation to the award of a research degree.
- Deal with any other examination/assessment related matters delegated by the Academic Council.

Composition

The following shall be members of the ACCE:

Chair (appointed by the President)
Supervisor of Examinations
Two Graduate School Directors elected by the Graduate School Directors
Two Programme Deans elected by the Programme Deans
Two Heads of School elected by the Heads of School
Two members of the Academic Council elected by the Academic Council
Director of Assessment
President, UCD Students' Union
Education Officer, UCD Students' Union

Committee Chair

The President shall appoint a Chair for the Committee, from amongst the members of the Committee or from among the members of Academic Council.

Committee Support

The Committee shall be supported by Assessment, UCD Registry.

Conduct of Business

- The Committee should meet *at least* six times a year.
- The meetings shall be convened by the Chair with a minimum of seven days notice of a meeting.
- The members of the Committee may not nominate others to attend meetings on their behalf.
- A meeting shall be considered quorate when a third of the members are present.

Reporting responsibility

- The ACCE shall report *at least* annually to the Academic Council in relation to all strategic assessment matters, highlighting best practice from across the University.
- The ACCE will submit reports of its meetings to the Academic Council Executive Committee where necessary.



Academic Council Committee on Assessment Appeals (ACCAA)

Draft Proposal

Purpose and Function

The Academic Council Committee on Assessment Appeals (ACCAA) functions are governed by Chapter 8 of Statute VI of the University and by Regulation 2 of the Academic Council. The purpose/function of the Committee is to consider appeals made by students in relation to the results of their assessment and to come to decisions on those appeals.

Terms of Reference

- The establishment and terms of reference of the Academic Council Committee on Assessment Appeals are governed by Chapter 8 of Statute VI of the University and by Regulation 2 of the Academic Council.
- The Academic Council Committee on Assessment Appeals shall consider each appeal on the grounds on which it is based. In coming to a decision on an appeal the Academic Council Committee on Assessment Appeals may consult with Intern Examiners and Extern Examiners and other persons as appropriate. The Committee may decide to amend the results of an examination or to effect such other remedy as it considers appropriate, including derogation from the policies, regulations and standards laid down for the examination. Where the Academic Council Committee on Assessment Appeals decides that the result of an examination should be amended, the Chair shall so inform the Registrar, and the Registrar shall amend the result of the examination accordingly. The Chair shall inform the appellant and the Head(s) of School concerned of the outcome of an appeal.
- The Academic Council shall determine by regulation the procedures to be followed by the Committee when considering appeals by students relating to examination results. The Academic Council shall review the operation of these procedures at least once during each session.

Composition

The membership and composition of the Academic Council Committee on Assessment Appeals are set out in Sections 1 to 4 of Regulation 2.

- The Assessment Appeals Panel is appointed by the Academic Council and shall consist of no more than twenty members, at least two of whom shall be men and at least two of whom shall be women.

Committee Chair

The President shall appoint a Chair for the Committee, from amongst the members of the Committee or from among the members of Academic Council.

Committee Support

The Committee is supported by an Assessment Appeals Officer (a member of the academic staff appointed by the Vice-President for Students) and by the Assessment Appeals Administrator.

Conduct of Business

- The Committee should meet as often as is required.
- The meetings shall be convened by the Assessment Appeals Officer with a minimum of seven days notice of a meeting.
- The members of the Committee may not nominate others to attend meetings on their behalf.
- A meeting of the Committee shall be quorate when four members are present.

Reporting responsibility

The Academic Council Committee on Assessment Appeals shall submit a report to the Academic Council at least once during each session. The report shall enumerate the appeals considered by the Committee and shall indicate the number of appeals on foot of which the Committee decided that the result of an examination should be amended.



Academic Council Committee on Quality (ACCQ)

Draft Proposal

Purpose and Function

The Academic Council Committee on Quality (ACCQ) was established by the Academic Council in May 1995. At that time, its brief was to devise and test acceptable procedures for Quality Assurance/Quality Improvement in UCD. The purpose and function has broadened considerably since 1995, which is now reflected in the current terms of reference.

Terms of Reference

The terms of reference of the Academic Council Committee on Quality are:

1. To develop and foster a culture of evaluation and reflection and commitment to the maintenance of standards and quality in all UCD's activities.
2. To keep under review and develop University quality review policy and procedures in line with international best practice.
3. To monitor issues relating to quality in teaching and learning and research; and to make recommendations to Academic Council/Senior Management/or any other body, as appropriate.
4. To oversee and support units in undertaking self-assessment and peer review.
5. To monitor peer review follow-up action and quality improvement plans.
6. To commission and consider thematic reviews associated with standards and quality.
7. To support, monitor and review implementation of policies related to standards and quality of UCD provision (including teaching and learning, research, support services, and the management of units).
8. To receive review reports from relevant bodies and committees.
9. To have oversight of the monitoring and review of taught collaborative partnerships.
10. To monitor, and where necessary, recommend action in relation to developments in the external environment with implications for standards and quality.
11. To consider and report on any matter referred to it by the Deputy President, Vice-President for Academic Affairs and Registrar; Academic Council or Senior Management Team.
12. To review, and where necessary, to propose revision of these terms of reference as appropriate.

Composition

The following shall be members of the ACCQ:

Chair (appointed by the President)
Deputy President, Vice-President for Academic Affairs and Registrar (or nominee)
Director of Quality
One College Principal elected by the College Principals
One Vice-Principal Research and Innovation elected by the Vice-Principals Research and Innovation
One Vice-Principal Teaching and Learning elected by the Vice-Principals Teaching and Learning
One Head of School elected by the Heads of School
One Programme Dean elected by the Programme Deans
One Graduate School Director elected by the Graduate school Directors
One academic staff member from each College appointed by the Academic Council on the nomination of the College Principal
Two representatives of the Senior Administrative Staff nominated by the President
One person nominated by the Vice-President for Staff
Two Representatives elected by Academic Council from among its members
President, UCD Students' Union
Education Officer, UCD Students' Union

Committee Chair

The President shall appoint a Chair for the Committee, from amongst the members of the Committee or from among the members of Academic Council.

Committee Support

The Committee and all related sub-committees shall be supported by the UCD Quality Office.

Conduct of Business

- The Committee should meet at least four times a year.
- The meetings shall be convened by the Director of Quality in consultation with the Chair with a minimum of seven days notice of a meeting.
- The members of the Committee may not nominate others to attend meetings on their behalf.
- A meeting shall be considered quorate when a third of the members are present.

Reporting responsibility

- The ACCQ shall report at least annually to the Academic Council regarding all quality matters in UCD.
- The ACCQ will submit reports of its meetings to the Academic Council Executive Committee where necessary.



Academic Council Committee on Discipline (ACCD)

Draft Proposal

Purpose and Function

Statute 6 of the University imposes a duty on the Academic Council "to regulate the discipline of the students of the University and impose penalties for breaches of discipline, subject to the right of a student to appeal any penalty to the Governing Authority". The Disciplinary Regulations are set out in the UCD Student Code. Discipline is divided into academic and behavioural breaches of the UCD Student Code.

Terms of Reference

- To maintain strategic oversight of student discipline within the University.
- To make recommendations to the Registrar and the Academic Council in relation to any issues identified arising from the Discipline process.

Composition

The following shall be members of the ACCD:

Deputy President, Vice-President for Academic Affairs and Registrar
Vice-President for Students
Dean of Academic Affairs
Supervisor of Examinations
Four Representatives elected by Academic Council from among its members

Committee Chair

The President shall appoint a Chair for the Committee, from amongst the members of the Committee or from among the members of Academic Council.

Committee Support

The Academic Council Committee on Discipline shall be supported by the Office of the Dean of Academic Affairs.

Conduct of Business

- The Committee should meet at least twice a year.
- The meetings shall be convened by the Chair with a minimum of seven days notice of a meeting.
- The members of the Committee may not nominate others to attend meetings on their behalf.
- A meeting shall be considered quorate when a third of the members are present.

Discipline Panel and Disciplinary Cases

The Deputy President, Vice-President for Academic Affairs and Registrar is responsible for the conduct of individual disciplinary cases taken under the Student Code. The Registrar may delegate this responsibility to one or more nominees.

The Registrar (or their nominee) may appoint a Disciplinary Committee to deal with a specific discipline case. Each Discipline Committee comprises a Chair and two further members (these two members shall be either Senior Lecturers or Professors). Each Discipline Committee shall have at least one male and one female member.

The following are eligible to Chair Discipline Committees: Vice-Presidents, Principals, Deputy Registrars, Vice-Principals, Deans, Programme Deans, Chairs of Programme Boards, Directors of Graduate Schools, Heads of Schools and any members of a Panel nominated by Academic Council. Panel members, senior academics from across the University, are nominated by Academic Council once every three years.

Each Discipline Committee is responsible for adjudicating in a specific case (or cases) and, where necessary, imposes penalties for breaches of discipline, subject to the right of a student to appeal any penalty to the Governing Authority.

The conduct of business for disciplinary procedures is detailed in the UCD Student Code (http://www.ucd.ie/registry/academicsecretariat/student_code.pdf).

Reporting Responsibility

The Academic Council Committee on Discipline shall submit reports to the Academic Council at least once during each session:

- (a) Reports on any strategic issues relating to student discipline.
- (b) A report cataloguing the cases that were considered by the Registrar (or the nominees) and by Discipline Committees during the academic year.



Academic Council Committee for Honorary Degrees (ACCHD)

Draft Proposal

Purpose and Function

The Academic Council Committee on Honorary Degrees was established by Academic Council in 2006 and authorizes the award of honorary degrees on behalf of, and on the delegated authority of Academic Council.

Terms of Reference

- The President will present candidates for the award of an honorary degree to the Committee, with supporting documentation including the biography and achievements of the candidate and the rationale for the award.
- Where representations are made to the President, from within or without the University, that an individual merits the award of an honorary degree, in order to protect the confidentiality of the process, the President will not indicate whether or not that individual will be or has been considered by the Committee.
- The proceedings of the Committee are strictly confidential.
- The candidate must not be approached unless and until the Committee recommends the award of an honorary degree.
- Where the Committee recommends the award of an honorary degree, the President, or a member of the University acting on behalf of the President, will approach the candidate to determine if they will accept the degree.
- Where a candidate recommended by the Committee is willing and in a position to accept the degree, the University will confer the degree.
- Where a candidate indicates that they will accept an honorary degree and is to be conferred, their candidacy will be brought to the attention of the next meeting of Academic Council and the next meeting of Governing Authority as an item for noting.
- The name of a candidate recommended by the Committee for the award of an honorary degree shall not be released unless and until the candidate has indicated they will accept the degree, and then only on the direction of the President.

Composition

The following shall be members of the ACCHD:

Chair (appointed by the President)
The President
Deputy President, Vice-President for Academic Affairs and Registrar
Vice-President for Research
College Principals
One senior academic from each College appointed by Academic Council on the nomination of the College Principal

Committee Chair

The President shall appoint a Chair for the Committee, from amongst the members of the Committee or from among the members of Academic Council.

Committee Support

The Committee shall be supported by the President's Office.

Conduct of Business

- The meetings shall be convened by the Chair with a minimum of seven days notice of a meeting.
- The members of the Committee may not nominate others to attend meetings on their behalf.
- A meeting of the Committee shall be quorate when six or more members are present.
- A proposal to award an honorary degree must be supported by two-thirds or more of the members present and voting in order for the committee to recommend the award of the degree.



Academic Council Committee on Internationalisation (ACCI) Draft Proposal

Purpose and Function

The Academic Council Committee on Internationalisation is established to provide high-level oversight of the University's internationalisation efforts and provide advice to Academic Council on matters relating to internationalisation at UCD.

Terms of Reference

- To monitor and review the progress of the UCD Internationalisation Strategy in achieving the University's international objectives.
- To consider and respond to the impact of the University's academic and administrative policies on the implementation of the Internationalisation Strategy.
- To consider and respond to issues referred to the Committee by members of the Senior Management Team relating to the University's international activities.
- To approve, on an annual basis, the University's International Plan, including the setting of international student recruitment targets and international tuition fees levels.
- To comment and advise on proposals for new internationalisation activity within UCD in the following areas:
 - Joint or dual degree programmes.
 - Student and staff exchange programmes.
 - Student recruitment pathways, including undergraduate and postgraduate foundation programmes as well as articulation agreements.
 - Institutional Memoranda of Understanding (MOUs).
 - Any international in-country activity (establishment of overseas offices, appointment of representatives, etc.).
 - Contract education.
- To contribute to the development and implementation of UCD's regional strategies, supported by the creation of sub-groups focused on key jurisdictions (e.g. China, India, USA).
- To provide a forum for the development and exchange of good practice in internationalisation across UCD's Colleges, Schools and Units.

Composition

The following shall be members of ACCI:

- Chair (appointed by the President)
- Deputy President, Vice-President for Academic Affairs and Registrar (or nominee)
- Deans with University-wide responsibility
- One academic staff member from each College nominated by the Registrar in consultation with the College Principal
- Director of International Affairs
- Director of Quality
- Two Representatives elected by Academic Council from among its members
- One Programme Dean elected by the Programme Deans
- One Graduate School Director elected by the Graduate school Directors

The Committee may co-opt representatives from key UCD research centres / institutes, support units or large Schools as appropriate.

Committee Chair

The President shall appoint a Chair for the Committee, from amongst the members of the Committee or from among the members of Academic Council.

Committee Support

The Committee shall be supported by UCD International Office.

Conduct of Business

- The ACCI shall meet at least four times a year.
- The meetings shall be convened by the Director of International Strategy and Operations in consultation with the Chair with a minimum of seven days notice of a meeting.
- The members of the Committee may not nominate others to attend meetings on their behalf.
- A meeting shall be considered quorate when a third of the members are present.

Reporting responsibility

- The ACCI shall report at least annually to the Academic Council on matters relating to Internationalisation in the University.
- The ACCI will submit reports of its meetings to the Academic Council Executive Committee where necessary.



Academic Council Committee for Academic Centres (ACCAC)

Draft Proposal

Purpose and Function

Chapter 18 of Statute 6 states "Where necessary to further specific educational or research objectives of the University, the Academic Council, upon the recommendation of the President, having consulted the Head of College, may establish Academic Centres and shall appoint a Professor, Lecturer or other suitably qualified person to be Director and to manage the activities of the Centre"

The purpose of the Academic Council Committee for Academic Centres is (a) to review, on behalf of the Academic Council, proposals to establish new Academic Centres and (b) carry out three year reviews of Centres'.

Terms of Reference

The Committee shall, on behalf of the Academic Council,

1. Review proposals for establishment of new Academic Centres and recommend to Academic Council for approval.
2. Review progress of Academic Centres every three years to ensure that (a) advancement is being made in relation to the Centre meeting its objectives as outlined in its Business Case, and (b) whether the Centre is sustainable.

Composition

The following shall be members of the Committee:

Chair (appointed by the President)
Deputy President, Vice-President for Academic Affairs and Registrar
Vice-President for Research
College Principals
Vice-Principals for Research and Innovation
Two Heads of School elected by the Heads of School
Two members of Academic Council elected by the Academic Council
Two members of the Academic Council appointed by the Academic Council on the nomination of the President

The Committee may co-opt additional members if required to ensure appropriate expertise is available to conduct its business effectively.

Committee Chair

The President shall appoint a Chair for the Committee, from amongst the members of the Committee or from among the members of Academic Council.

Committee Support

The Committee shall be supported by Academic Secretariat, UCD Registry.

Conduct of Business

- The Board will meet at least twice a year.
- Meetings will be convened by the Chair with a minimum of seven days notice of a meeting.
- Members of the Board may not nominate others to attend meetings on their behalf.
- A meeting shall be considered quorate when a third of the members are present.

Reporting responsibility

- The ACCAC shall make recommendations to Academic Council in relation to the establishment of Academic Centres.
- The ACCAC shall report to the Academic Council in relation to the progress of Academic Centres. A three-year review is required for every Centre.



Academic Council Committee for Campus Life (ACCCL)

Draft Proposal

Purpose and Function

The University has set itself the following strategic objectives: to produce confident, highly skilled graduates; to focus on student learning; to foster initiatives that allow the holistic development of the student; to value the broad student experience; to build the e-learning and education environment; to widen participation and deepen inclusivity; and to provide quality learning environments, systems and services.

The Academic Council Committee for Campus Life would serve as an oversight body, at a strategic level, to deal with non-academic issues relating to the UCD community and campus life. It will act as a forum to identify and discuss matters affecting the positive interactions between UCD staff and students and the supports and developments in the campus environment that will foster the UCD community and enhance the quality of the overall student and staff experience.

Terms of Reference

The Committee shall, subject to review by the Academic Council, serve as an oversight body to –

1. Report to Academic Council on the provision of student support services.
2. Consider annual reports from the support services and raise specific issues on their behalf at Academic Council.
3. Take oversight and consider proposals and reports that enhance or impact on quality and effectiveness of the Campus environment –
 - Campus accommodation
 - Health and associated welfare provision and promotion
 - Counselling service
 - Facilities for childcare
 - Campus safety
 - Catering
 - Social facilities
 - Societies
 - Sports clubs
 - Access
4. Present to Academic Council proposals in relation to improving the campus environment and the student experience.
5. Discuss, at a strategic level, matters affecting student support and development.
6. Encourage improved levels of student engagement in campus life outside the classroom; identify and implement ways of improving campus life, fostering UCD community and enhancing the overall quality of the student experience.
7. Promote initiatives that enable students to actively contribute to the wider community.
8. Discuss potential opportunities for the personal development of students, e.g. volunteering, community work, etc.

Composition

The following shall be members of the ACCCL:

Chair (appointed by the President)
Deputy President, Vice-President for Academic Affairs and Registrar (or nominee)
Vice-President for Students
Dean of Academic Affairs
A representative from each College nominated by each of the College Principals
Two members of the Academic Council appointed by the Academic Council on the nomination of the President
Director of Registry (or nominee)
Senior Student Adviser
Head Chaplain
Director of the UCD Student Health Service
Director of the UCD Counselling Service
Director of UCD Sports
Director of Access and Lifelong Learning
Director of International Affairs (or nominee)
One Residences Representative
One Buildings and Services Representative
President, UCD Students' Union
Welfare Officer, UCD Students' Union

Committee Chair

The President shall appoint a Chair for the Committee, from amongst the members of the Committee or from among the members of Academic Council.

Committee Support

The Committee shall be supported by the Office of the Vice-President for Students.

Conduct of Business

- The Committee should meet at least four times a year.
- The meetings shall be convened by the Chair with a minimum of seven days notice of a meeting.
- The members of the Committee may not nominate others to attend meetings on their behalf.
- A meeting shall be considered quorate when a third of the members are present.

Reporting responsibility

- The ACCCL shall report at least annually to the Academic Council in relation to all matters concerning UCD Campus Life.
- The ACCCL will submit reports of its meetings to the Academic Council Executive Committee where necessary.



Academic Council Committee for Recognition of Student Societies (ACCRSS)

Draft Proposal

Purpose and Function

The purpose of the Academic Council Committee for Recognition of Student Societies is to consider and review all applications for recognition of societies.

Terms of Reference

The terms of reference for the ACCRSS are:

1. Establishing the procedures and criteria in considering applications for recognition of new societies.
2. Considering applications for recognition of student.
3. Recommending the recognition of societies to Academic Council.
4. Dealing with proposed changes in names of societies.
5. Dealing with proposed constitutional changes for societies.
6. Making recommendations to Academic Council for the withdrawal of recognition from societies.
7. Dealing with disciplinary matters concerning societies.

[Details of the procedures adopted by the Academic Council Committee for Recognition of Student Societies (ACCRSS) are provided in Schedule B of the Constitution of the Students' Consultative Forum as amended on 30 November 2004]

Composition

The following shall be members of the Committee:

- Chair (appointed by the President)
- Vice-President for Students
- Five Representatives elected by Academic Council from among its members
- President, UCD Students' Union
- Chairperson of the Societies Council
- Two representatives of the Societies Council selected at the first general meeting of the Council in each session
- Director of the Student Consultative Forum

Committee Chair

The President shall appoint a Chair for the Committee, from amongst the members of the Committee or from among the members of Academic Council.

Committee Support

The Committee shall be supported by the Societies Officer, who will be responsible for maintaining the Schedule of Student Societies.

Conduct of Business

- The Committee should meet at least twice a year.
- The meetings shall be convened by the Chair with a minimum of seven days notice of a meeting.
- The members of the Committee may not nominate others to attend meetings on their behalf.
- A meeting shall be considered quorate when a third of the members are present.

Reporting responsibility

- The ACCRSS shall report annually to the Academic Council with a list of societies (including title, aims and objectives) with recommendations for (a) establishment and recognition, or (b) renewal of recognition, or (c) for deletion from the Schedule.

Appendix 1: Academic Council Committees – composition by role.

	Executive Committee	Undergraduate	Graduate	Education Strategy	Research Strategy	Examinations	Examination Appeals	Quality	Discipline	Honorary Degrees	Internationalisation	Academic Centres	Campus Life	Recognition Societies
Number on each Committee	30	38	23	30	27	12	20	20	140	13	14	18	22	11
President	1			1	1					1				
Deputy President and Registrar	1	1	1	1	1			1	1	1	1	1	1	
Vice-President for Innovation					1									
Vice-President for Research	1				1					1		1		
Vice-President for Students	1	1		1					1				1	1
College Principals	5				5			1		5		5		
Deputy Registrars	2	2	2	2	1									
Deans with University-wide Responsibilities	2	2	2	2							2			
Dean of Academic Affairs									1				1	
Supervisor of Examinations	1	1	1	1		1			1					
Chairs of Academic Council Committees	8													
Representatives elected by Academic Council from among its members	4	2	2		5	2	20	2	4		2	2		5
Members of AC appointed on the nomination of the President	2	2	2	4	5							2	2	
Vice-Principals Teaching and Learning		5		5				1						
Vice-Principals Research and Innovation					5			1				5		
Programme Deans		13		2		2		1			1			
Graduate School Directors			5	1		2		1			1			
Chairs of Taught Graduate Programmes Boards			*											
Head of School		3	2	2		2		1				2		
Director of Registry (or nominee)		1	1	1									1	
Director of Assessment						1								
Director of International Affairs											1		1	
Director of Quality		1	1					1			1			
Director UCD Access and Lifelong Learning				1									1	
Director for the Centre for Teaching and Learning				1										
Director for Strategic Planning				1	1									
Director of Research Strategy and Planning					1									
Librarian (or nominee)				1										
Director of Computing Services				1										
Programme Office Director		1												
Graduate School Office Manager			1											
Representatives of Senior Administrative Staff nominated by President								2						
Representative nominated by the Vice-President for Staff								1						
Panel nominated by Academic Council									132					
Senior Student Adviser													1	
Head Chaplin													1	
Director UCD Health Service													1	
Director UCD Counselling Service													1	
Director UCD Sports													1	
Residences Staff Representative													1	
Buildings and Services Representative													1	
One Academic from each College nominated by the Registrar in consultation with the College											5			

Principal														
One Senior Academic nominated by each College Principal										5				
One academic from each College nominated by the Principal									5				5	
Co-options as required											*			
President of the Students' Union	1	1	1	1		1		1					1	1
Education Officer of the Students' Union	1	1	1	1		1		1						
Welfare Officer Students' Union													1	
Undergraduate Student nominated by SU		1												
Graduate Student nominated by SU			1											
Director of the Student Consultative Forum														1
Chairperson Societies Council														1
Representatives of the Societies Council														2
	30	38	23	30	27	12	20	20	140	13	14	18	22	11

Appendix 2: Completion of the membership of the Academic Council Committees requires election and/or nomination of individuals or groups of individuals as indicated in the list below.

	Executive Committee	Undergraduate UUPB	Graduate UGPB	Education Strategy	Research Strategy	Examinations	Examination Appeals	Quality	Discipline	Honorary Degrees	International	Academic Centres	Campus Life	Recognition Societies
Elections and nominations needed to complete Academic Council Committees														
Chair (appointed by the President)	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Academic Council members elected by Academic Council	4	2	2		5	2		2	4		2	2		5
Academic Council members appointed on the nomination of the President	2	2	2	4	5							2	2	
College Principal elected by the College Principals								1						
Heads of Schools elected by the Heads of School		3	2	2		2		1				2		
Programme Deans elected by the Programme Deans				2		2		1			1			
Graduate School Directors elected by the Graduate School Directors				1		2		1			1			
Vice-Principal for Research and Innovation elected by the Vice-Principals for Research and Innovation								1						
Vice-Principal for Teaching and Learning elected by the Vice-Principals for Teaching and Learning								1						
A senior academic staff nominated by each of the College Principals										5				
An academic staff member nominated by each of the College Principals								5					5	
An academic staff member nominated by the Registrar in consultation with each of the College Principals											5			
Senior Administrative staff nominated by the President								2						
A member of HR staff nominated by the Vice-President for Staff								1						
Representatives of the Societies Council														2
Programme Office Director elected by the Programme Office Directors		1												
One undergraduate student nominated by the Students' Union		1												
One graduate student nominated by the Students' Union			1											