



## **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 the following major functions:

1. Authorise the award of University degrees and other awards, approve Internal Examiners, and nominate External Examiners (Subject and Special) to the NUI.
2. Oversee assessment practices across the University. This includes the following duties:
  - Act on behalf of the University, as the final decision-making authority on assessment-related matters with oversight of assessment strategies, grading practices and grading patterns across the University. ACCE will ensure that Schools or Programmes act in conformity with university policy and will give direction as appropriate.
  - Consider reports from the Director of Assessment in relation to the grade approvals process and make recommendations or give directions to Schools and Programme Examination Boards as appropriate.
  - The ACCE shall consider all Post-Examination Board changes to grades that are to the detriment of a student and either approve or reject such changes.
  - Assume responsibility for the university's Examination Regulations, including the undertaking of periodic reviews to ensure they are fit-for-purpose, and proposing amendments to AC in this regard as required.
3. Act as the University's examination board dealing with the award of Research Degrees. Such duties shall include:
  - 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.
  - Award on behalf of the University, all posthumous awards/aegrotat degrees and to report these decisions to Academic Council.
  - Determine 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.
4. The ACCE shall exercise some or all of the functions described above in respect of any Recognised College as specified by Academic Council.

## **Composition**

The following shall be members of the ACCE:

- Chair (appointed by the President)
- Deputy President, Vice-President for Academic Affairs and Registrar
- Dean of Graduate Studies
- Two Graduate School Directors elected by the Graduate School Directors
- Two Programme Deans/Associate Deans of programmes 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
- Graduate 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 to Academic Council at least once during the academic session.