



College of Engineering and Architecture

Graduate School Board

Terms of Reference

Revisions approved Academic Council 5 May 2016

1. Purpose and function of the Board:

The Graduate School Board bears overall responsibility for graduate research education and graduate research students, within the College of Engineering and Architecture. The Board will provide an overall strategic direction and an academic plan for the graduate research provision of the College, and will ensure the effective delivery of quality programmes and the best possible experience for the students. Schools and Research Institutes are responsible for the design and delivery of graduate education and for the welfare of graduate students. The role of the Graduate School Board is to:

- (i) Discharge a number of important statutory and academic governance functions on behalf of the University on the delegated authority of Academic Council;
- (ii) Facilitate the development of a coherent strategy for graduate research education within the College;
- (iii) Assure and enhance the quality of graduate research, graduate education and the graduate research student experience.

2. Terms of Reference:

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

- 2.1. Promote excellence in the development and operation of graduate research programmes within the College.
- 2.2. Approve proposals regarding the structure and content of the graduate research programmes and any special regulations or policy relating to such programmes, seeking University-level endorsement as appropriate and reporting annually to Academic Council on such approvals.
- 2.3. Maintain appropriate linkages with the work of the Engineering Taught Programmes Board and the Architecture Taught Programmes Board,
- 2.4. Be responsible for graduate research programmes and graduate research students within the College and in so doing shall:

- (i) Support Schools and Institutes in the development of Thematic Graduate Research Programmes in consultation with the College Vice-Principal for Research Innovation and Impact and the Director of the Graduate School;
 - (ii) Assist Schools, Institutes and Programmes in the overall design, development and delivery of structured graduate research programmes;
 - (iii) Adjudicate on student applications for extensions of registration and leave of absence from and transfer between graduate research programmes;
 - (iv) Approve the progression and/or transfer of graduate research students;
 - (v) Appoint supervisor(s) and advisor(s) for research students, and appoint Doctoral Studies Panels;
 - (vi) Assure the quality of the supervisory arrangements for graduate research students;
 - (vii) Review and approve students' requests for accreditation of prior learning as guided and advised by the appropriate School(s);
 - (viii) Review and approve students' requests for credit for modules taken outside UCD as guided and advised by the appropriate School(s).
- 2.5. Admit students to graduate research programmes in accordance with the University's regulations and policies, and assist in the maintenance of their student record.
- 2.6. Where a student's performance is deemed unacceptable make recommendations to the Academic Council, or its relevant subcommittee, regarding a student's eligibility to continue in the programme.
- 2.7. Monitor graduate student progression and completion rates.

3. Constitution:

Ex Officio Members:

Director of the Graduate School (Chair)

Nominated Members:

School Graduate Co-ordinators within the College (nominated by Heads of School)

1 Graduate student representatives (nominated by SU)

Co-Opted Members:

The Board may co-opt additional non-voting members to ensure appropriate expertise is available to conduct its business effectively.

4. Conduct of Business:

- 4.1 The Board should meet at least 2 times per semester and meetings shall be aligned to the schedule of meetings of the appropriate University Committees.
- 4.2 The meetings of the Board shall be convened by the Chair, with a minimum of seven days notice of a meeting.

- 4.3 Where a nominated School representative is unable to attend a meeting, a delegate may be identified in advance of the meeting. Recommendations from a School may not be approved if a representative from the School is absent from the meeting.
- 4.4 The Chair of the Board may make decisions in regard to the programmes within the remit of the Board, or the students applying to or registered to those programmes, on the delegated authority of the Board.
- 4.5 In the conduct of its business, the Board shall engage in open and frank dialogue and, wherever possible, arrive at decisions on a consensual basis.
- 4.6 A meeting shall be considered in quorate when one third of the members entitled to vote are present or represented.
- 4.7 The Manager of the Graduate School shall act as Board Secretary.