



## **UCD College of Arts and Humanities Graduate School Board**

### **Terms of Reference**

**Revised by Academic Council 5 May 2016**

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#### **1. Purpose:**

The College Graduate School Board bears overall responsibility for graduate education and graduate students, taught and research, within the College. The Board will provide an overall strategic direction and an academic plan for the graduate 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 education within the College;
- (iii) Assure and enhance the quality of graduate education and the graduate student experience.

#### **2. Terms of Reference:**

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

- 2.1. Promote excellence in graduate education, taught and research, by establishing a strategy and academic plan for graduate education in the College.
- 2.2. Approve proposals regarding the structure and content of the graduate 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. Be responsible for graduate taught programmes and students within the College and in so doing shall:
  - (i) Assist Schools and Institutes in the design, development and delivery of graduate taught programmes;
  - (ii) Support educational and pedagogical development within graduate taught programmes in collaboration with the College Vice-Principal for Teaching and Learning;
  - (iii) Adjudicate on student applications for leave of absence from and transfer between graduate

taught programmes.

- 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 and Innovation;
  - (ii) Assist Schools, Institutes and Programmes in the overall design, development and delivery of structured graduate research programmes;
  - (iii) Adjudicate on student applications for leave of absence from and transfer between graduate research programmes;
  - (iv) Approve the progression and/or transfer of graduate 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. Oversight into the general admission criteria to graduate taught programmes. Admit students to graduate taught and 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.
- 2.8. Identify opportunities and make recommendations for both external and internal institutional collaboration to the University Programmes Board.
- 2.9. Approve the appointment of internal examiners and recommend the appointment of special external examiners to the Academic Council Committee on Examinations.
- 2.10. The Board shall recommend to Academic Council Committee on Examinations the membership of the Programme Examination Board(s) required to finalise the module grades for students registered to the programmes.
- 2.11. The Board shall support the development of strategic and operational plans for graduate education within the College. These plans shall be prepared within the overall planning framework for the University, Colleges and Schools.
- 2.12. The Board shall, within the resources made available by the University and the Colleges, ensure that appropriate supports are in place to meet the welfare, pastoral and academic administrative needs of students registered to the programmes.
- 2.13. The Board shall work with the University and the relevant College(s) to promote the programmes both internally and externally.

- 2.14. The Board shall be chaired by the Director of the Graduate School.
- 2.15. The Board shall support the Director in fostering fruitful relationships with external and professional bodies, other stakeholders and alumni relevant to the programmes.
- 2.16. The Board may form such and so many sub-committees as it deems necessary to execute its functions and discharge its responsibilities. The Chair shall be entitled to chair, or nominate the chair, of any sub-committee established by the Board.
- 2.17. Consider, in addition, such matters as the Academic Council or Academic Council Executive Committee, or the University Programmes Board may refer to the Board.
- 2.18. The Board is, in all its activities and decisions, subject to review by the University Programmes Board and the Academic Council.

### **3. Constitution:**

#### Ex Officio Members:

Director of the Graduate School (Chair)  
Graduate School Manager, UCD College of Arts and Humanities  
Directors from associate Research Centres/Institutes with active graduate Programmes  
Graduate Representative, Students' Union  
College Principal, UCD College of Arts and Humanities  
Vice-Principal for Global Engagement, UCD College of Arts and Humanities  
Vice-Principal for Research and Innovation, UCD College of Arts and Humanities  
Vice-Principal for Teaching and Learning, UCD College of Arts and Humanities

#### Nominated Members:

1 Representatives from each School within the College (nominated by Head of School)  
1 Representative from the administrative staff (elected by administrators with responsibility for graduate affairs in the College)

#### 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 will not be approved unless a representative from the School is present at 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 Secretary to the Board.