

Beijing-Dublin International College Academic Committee Terms of Reference

1.0 Purpose and function of the Committee

- a. The Academic Committee is responsible to the Joint Management Committee and to the relevant committees of UCD and BJUT for the creation of an appropriate structure for the overall management, monitoring and maintenance of academic standards for all programmes offered by the Beijing-Dublin International College.
- b. The Academic Committee is also responsible for monitoring the overall performance of students registered to these programmes, monitoring their progression and ensuring their academic welfare.
- c. The Academic Committee will make recommendations to the Joint Management Committee regarding the structure and content of programmes, and any regulations or policy which govern them, and make decisions or recommendations regarding the admission, progression, graduation or exclusion of the students registered to these programmes.

2.0 Terms of Reference

The Academic Committee, subject to review by the Joint Management Committee, shall:

- a. review and recommend all programme-related proposals.
- b. recommend the structure and content of these programmes, and any regulations or policy which govern them.
- c. lead the quality assurance framework including the implementation of mechanisms to assure and enhance the quality of programmes, educational and related activities, and participate fully in the quality assurance/quality enhancement processes of BJUT and UCD.
- d. oversee and enhance the academic quality of programmes and the student learning experience.
- e. promote excellence in education by articulating the aims and outcomes of the programmes and prepare a strategic and academic programme plan at such intervals as UCD and BJUT may agree.
- f. ensure implementation of such strategy, policies and procedures in teaching, learning, assessment as may be agreed between UCD and BJUT.

The Academic Committee, in consultation with the relevant UCD Programme Boards will:

- g. ensure the quality of the design and delivery of modules contributing to programmes and that these modules support the academic coherence of the programme
- h. adjudicate on student admissions; continuation; applications for leave of absence; extenuating circumstances; transfer between programmes, in accordance with relevant regulations and policies of UCD and BJUT.
- i. establish a Student/Staff Liaison Committee as a subcommittee of the Academic committee and determine the composition and operating procedures of this committee.

- j. oversee the assessment of modules, review module grades for submission of recommendations to the relevant UCD Programme (Examination) Boards and the relevant committees within BJUT. The Academic Committee may recommend appointment of extern examiners to the relevant University body. Where possible extern examiners from cognate programmes within UCD will be used.
- k. form such and so many sub-committees as it deems necessary to perform its functions, and may delegate any of its functions to a sub-committee, subject to review of the Joint Management Committee.

3.0 Chair of the Academic Committee

- a. The Academic Committee shall be chaired by the Provost.
- b. The Chair of Academic Committee shall, within the remit of the Academic Committee:
 - i. chair and ensure the proper, effective and efficient operation of the Academic Committee.
 - ii. offer academic leadership by promoting innovation and best practice in the planning, design, delivery and quality enhancement of programmes.
 - iii. develop and maintain effective collaborative relationships with the relevant officers of the College, UCD and BJUT.
 - iv. lead the quality assurance/quality enhancement processes for programmes and participate where appropriate in the agreed quality assurance/quality enhancement processes
 - v. lead the implementation of such strategy, policies and procedures in teaching, learning, assessment and widening participation as may be agreed between the UCD and BJUT.
 - vi. oversee the effective and efficient administration of programmes.
 - vii. build and develop the profile of the programmes.
 - viii. liaise and build effective relationships with external and professional bodies, other stakeholders and alumni relevant to programmes.
 - ix. perform ceremonial and representative roles in respect of the programme.
 - x. perform such other duties as may be assigned by the Joint Management Committee with the agreement of the President of UCD and the President of BJUT.
- c. The Chair of the Academic Committee may make decisions in regard to the programmes within the remit of the Academic Committee, or the students applying to or registered to those programmes, on the delegated authority of the Academic Committee.
- d. The Chair in regard to their academic functions as outlined in these terms of reference will report and be accountable to the Joint Management Committee, and to the UCD Academic Council / BJUT chief Academic Governing body.

4.0 Composition of the Academic Committee

The composition of the Academic Committee is

- College Provost (Chief Academic Officer) *Ex officio*
- College Principal (Chief Operational Officer) *Ex officio*
- Vice Principal Teaching and Learning
- Vice Principal Administrative Affairs

- Course Co-ordinators (*one per course from each institution – 6 from September 2013*)

The Academic Committee may co-opt members as required.

5.0 Reporting

The Academic Committee shall regularly report its activities to the Joint Management Committee and the UCD Academic Council and relevant BJUT Academic Committee.

6.0 Conduct of Business

- a. The frequency of meetings shall be determined resolution of the Academic Committee. Meetings may be held by teleconference calls, videoconferencing, or other electronic means, provided that all members have been notified in advance of such meetings, and provided that a quorum is present.
- b. The meetings of the Academic Committee shall be convened by the Chair, with a minimum of seven days notice of a meeting. Where the Chair is unable to attend a meeting of the Academic Committee, the Chair may nominate a member of the Committee to act as chairperson for that meeting.
- c. Members can in exceptional circumstances nominate an individual to attend and vote on their behalf, but cannot routinely delegate their responsibilities.
- d. A meeting shall be considered quorate when two fifths of the members entitled to vote are present or represented.