



## **College Graduate School Board (Research)**

### **College of Business**

#### **Terms of Reference**

Revisions approved Academic Council 5 May 2016

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#### **1. Purpose**

- 1.1 The College Graduate School Board (Research) is responsible to the University Programmes Board and to the Academic Council for developing and overseeing the operation of graduate research programmes within the College. The Board will recommend the structure and content of graduate research programmes and any regulations or policy which govern these programmes, make decisions or recommendations regarding the admission, progression, continuation and graduation of the students registered to these programmes.
- 1.2 The Board is responsible for monitoring the operation of research graduate programmes, ensuring a high quality graduate student experience and maintaining oversight of the supervisory arrangements for graduate students.

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

- 2.1 Promote excellence in the development and operation of graduate research programmes within the College.
- 2.2 Provide information relating to available graduate research programmes and all related regulations and guidelines.
- 2.3 Assist Subject Areas, Institutes and Programmes in the overall design, development and delivery of taught and research elements of structured graduate research programmes.
- 2.4 Review and approve graduate modules for structured graduate research programmes in line with University policy.
- 2.5 Review and approve students' requests for accreditation of prior certified learning as guided and advised by the appropriate Subject Area or Areas.
- 2.6 Review and approve students' requests for credit for modules taken outside UCD as guided and advised by the appropriate Subject Area or Areas.

- 2.7 Review and approve students' requests for exemptions from mandatory taught modules as guided and advised by the appropriate Subject Area or Areas.
- 2.8 Support the development of Thematic Graduate Research Programmes in consultation with the College Vice-Principal for Research & Innovation.
- 2.9 Admit students to graduate research programmes in accordance with the University's regulations and policies.
- 2.10 Oversee enrolment and student-related approvals processes relating to graduate research programmes.
- 2.11 Approve the progression and/or transfer of graduate students.
- 2.12 Monitor graduate student progression and completion rates.
- 2.13 Approve the award of relevant Research Scholarships (eg. UCD Ad Astra Research Scholarships) in conjunction with the College Executive.
- 2.14 Appoint supervisor(s) and approve the composition of Doctoral Studies Panels and Assessment Panels for research students.
- 2.15 Oversee the arrangements for the Research and Professional Development Plan and programme of study to be undertaken by candidates for structured graduate research programmes.
- 2.16 Maintain a record of each research student admitted including details of the appointed supervisor(s), research topic and the membership of the Doctoral Studies Panels.
- 2.17 Maintain appropriate links with undergraduate and graduate taught programmes in consultation with the College Vice-Principal for Teaching and Learning and the Chair of the Graduate Taught Programmes Board.
- 2.18 Approve the appointment of internal examiners and recommend the appointment of special external examiners to the Academic Council Executive Committee.
- 2.19 To consider, in addition, such matters as the Academic Council or Academic Council Executive Committee, or University Programmes Board may refer to the Board.
- 2.20 The Board is, in all its activities and decisions, subject to review by the University Programmes Board and the Academic Council Executive Committee.

### **3. Constitution**

#### **Ex Officio Members:**

Director of Doctoral Studies (Chair)

Director of Research Institutes associated with College

Nominated Members:

- 1-2 Representatives from each Subject Area within the College (nominated by Head of Subject Area)
- 2 Graduate student representatives

Co-Opted Members:

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

**4. Conduct of Business**

- 4.1 College Graduate School Board should meet at least 2 times per semester and meetings shall be aligned to the schedule of meetings of the appropriate University Committees. Meetings may be held virtually but at least 2 in-person meetings should be held each year. An in-person meeting will also be convened if such a request is made by a Board member, in writing, to the Chair. Members should be given at least one week's notice of such meetings.

**5. Quorum**

Half of the membership will constitute a quorum of the College Graduate School Board

**6. Board Secretary** Administrator of the Graduate School

**7. Term of Office.** The normal term of office of members is 4 years.