



College of Business

Graduate School of Business Taught Programmes Board Terms of Reference

Revised by Academic Council 5 May 2016

1. Purpose:

- 1.1 The Graduate School of Business Taught Programmes Board is responsible to the University Programmes Board for the design, development, regulation, quality and general oversight of graduate taught programmes in the School of Business.
- 1.2 The Board will recommend the structure and content of these programmes, and any regulations or policy which govern them, and make decisions or recommendations regarding the admission, progression, continuation, or graduation of the students registered to these programmes.
- 1.3 The Board has a responsibility to ensure that graduate taught programmes are of the highest quality and are effectively delivered, ensuring the best possible experience for students.

2. Terms of Reference:

- 2.1 The Graduate School of Business Taught Programmes Board, subject to review by the University Programmes Board and the Academic Council, shall for each programme within its remit:
 - a) Promote excellence in education ensuring the aims and outcomes of programmes are clearly articulated and programme structures are academically coherent;
 - b) Oversee and enhance the academic quality of programmes and the student learning experience;
 - c) Establish, where appropriate and subject to the University's regulations and policies, norms and guidelines regarding teaching and learning approaches, student workloads and assessment and grading practice;
 - d) Admit students to programmes in accordance with the University's regulations and policies;
 - e) Adjudicate on student applications for leave of absence from and transfer between programmes;
 - f) 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.
 - g) Receive, consider, and act upon or respond to, recommendations from the Teaching & Learning Committee of the College of Business and the Business School Executive;
 - h) Establish in accordance with University policy, mechanisms to assure and enhance the quality of educational and related activities, and participate fully in the quality assurance/quality enhancement processes of the University;
 - i) Ensure implementation of University strategy, policies and procedures in teaching, learning, assessment and widening participation.
 - j) Approve proposals regarding the structure and content of the programme and any

special regulations relating to the programme, seeking University-level endorsement as appropriate and reporting annually to Academic Council on such approvals.

- 2.2 Monitor progression and completion rates of graduate taught students.
- 2.3 Maintain appropriate linkages between undergraduate and taught graduate programmes in consultation with the College Vice-Principal for Teaching and Learning.
- 2.4 Identify opportunities and make recommendations for both external and internal institutional collaboration to the Graduate School Board and University Programmes Board.
- 2.5 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.
- 2.6 The Board shall, within the resources made available by the University and the College, ensure that appropriate supports are in place to meet the welfare, pastoral and academic administrative needs of students registered to the programmes.
- 2.7 The Board shall work with the University and the College to promote the programmes both internally and externally.
- 2.8 The Board shall support the Chair in fostering fruitful relationships with external and professional bodies, other stakeholders and alumni relevant to the programmes.
- 2.9 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.
- 2.10 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.
- 2.11 The Board may devolve decision-making authority regarding student applications to an appointed Admissions Tutor or to the University's Admissions Office.
- 2.12 Consider, in addition, such matters as the Academic Council or Academic Council Executive Committee, or the University Programmes Board may refer to the Board.

3. Chair of the Graduate School Business Taught Programmes Board

- 3.1 The Board shall be chaired by the Dean of the School of Business, or their nominee.
- 3.2 The Chair of the Board shall, in respect of each of the programmes within the remit of the Graduate School of Business Taught Programme Board:
 - a) Chair and ensure the proper, effective and efficient operation of the Programme Board;
 - b) Offer academic leadership by promoting innovation and best practice in the design, development, delivery and quality enhancement of the programme;
 - c) Develop and maintain effective collaborative relationships with the Principal of the College of Business, College Executive, Head of School, and Business School Head of Teaching and Learning;
 - d) Lead the quality assurance/quality enhancement processes for all programmes and participate where appropriate in the quality assurance/quality enhancement processes of the university;
 - e) Lead the implementation of University strategy, policies and procedures in teaching,

- learning, assessment and widening participation;
- f) Oversee the operation and development of the Graduate School of Business Programme Office, and the effective and efficient administration of the programmes;

- g) Support the development of a collaborative administrative network involving the Registrar's Office, the Graduate School of Business Taught Programme Office and School administrators;
 - h) Build and develop the internal and external profile of the programmes;
 - i) Liaise and build effective relationships with external and professional bodies, other stakeholders and alumni relevant to programmes;
 - j) Perform ceremonial and representative roles in respect of the programmes;
 - k) Perform such other duties as may be assigned by the President or the Registrar.
- 3.3 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. Composition of the Board

- 4.1 The following shall be voting members of the Board:
- i. Dean of the Business School (Chair) or their nominee
 - ii. Director Teaching and Learning, School of Business
 - iii. Programme co-ordinators
 - iv. Director Assurance of Learning, School of Business
 - v. Subject Area Heads, School of Business
 - vi. Head of Operations and Administration, UCD Executive Development, School of Business
 - vii. Representative (academic) from School(s) which contribute to Graduate School Business Programme Offerings
 - viii. One academic member nominated by the Principal, College of Business
 - ix. Two academic members nominated by the Registrar
 - x. Three student members nominated by the Student's Union
- 4.2 The Director of the College of Business Programme Office, (or the Director of the GSB Programme Office) shall be a non-voting member of and act as Secretary to the Board.

5. Conduct of Business

- 5.1 The Board should meet at least 2 times per semester; meetings shall be aligned to the schedule of meetings of the appropriate University committees.
- 5.2 The meetings of the Board shall be convened by the Chair, with a minimum of seven days' notice of a meeting.
- 5.3 Where the Chair is unable to attend a meeting of the Board, the Chair may nominate a member of the Board to act as chairperson for that meeting.
- 5.4 Where a Head of subject area is an ex-officio member of the Board and appointed under 4.1(v) above, and is unable to attend a meeting of the Board, they may nominate an academic to attend the meeting, representing and voting on behalf of the Head; other members of the Board may not nominate others to attend meetings on their behalf.
- 5.5 A meeting shall be considered in quorate when one third of the members entitled to vote are present or represented.