



The UCD Engineering Taught Programmes Board

Terms of Reference

Revisions approved Academic Council 5 May 2016

1. Purpose and Function of the Board

- 1.1. The Engineering Taught Programmes Board is responsible to the University Programmes Board and to Academic Council for the design, development, regulation and quality, and for overseeing the delivery of the programmes under its remit.
- 1.2. The Programme Board is also responsible for monitoring the overall performance of students registered to these programmes, including Erasmus, Exchange and Occasional Fee Paying students, monitoring their progression and ensuring their academic welfare.
- 1.3. The Programme Board recommends the structure and content of these programmes, and any regulations or policy which govern them, and makes decisions or recommendations regarding the admission, progression, continuation and graduation of students registered to these programmes.

2. Terms of Reference

- 2.1. The Engineering Taught Programmes Board, subject to review by the University Programmes Board and the Academic Council, shall for each programme within its remit:
 - (i) Promote excellence in education by articulating the aims and outcomes of the programme and agree a strategy and academic plan for the programme.
 - (ii) 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.
 - (iii) Ensure that the modules contributing to the programme support the academic coherence of the programme and the quality of the graduate output.
 - (iv) Oversee and enhance the academic quality of the programme and the student learning experience.
 - (v) Establish, where appropriate and subject to the University's regulations and policies, programme-wide norms and guidelines regarding teaching and learning approaches, student workloads and assessment and grading practice.
 - (vi) Admit students to the programme in accordance with the University's regulations and policies.
 - (vii) Adjudicate on student applications for leave of absence from and transfer between programmes, in accordance with the University's regulations and policies.
 - (viii) 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.

- (ix) 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.
 - (x) Ensure implementation of University strategy, policies and procedures in teaching, learning, assessment and widening participation.
 - (xi) Monitor progression and completion rates of taught students.
 - (xii) The Board shall support the development of strategic and operational plans for education within the College. These plans shall be prepared within the overall planning framework for University, Colleges and Schools.
- 2.2. The Programme Board shall prepare annual academic operational programme plans, identifying resource implications of any proposed change in activity. The plans shall be developed in consultation with the College Principal and College Executive. Agreed plans will be subject to review /approval at the University level for their alignment to the programme and University strategic plan. Programme Boards will also be required to prepare strategic academic programme plans, at such intervals as the University may require
- 2.3. Where the Programme Board proposes changes to the Programme that have significant resource implications, these should be planned as part of the formal academic and operational planning process. Where the Programme Board (or the Dean of Engineering acting on the delegated authority of the Programme Board) proposes a change to the programme that has significant resource implications outside this formal planning process, they must consult with and seek the approval of the Principal of the College of Engineering and Architecture.
- 2.4. The Programme Board shall, within the resources made available by the University and the College of Engineering and Architecture ensure that appropriate supports are in place to meet the welfare, pastoral and academic administrative needs of students registered to the programmes.
- 2.5. The Programme Board shall work with the University and the College of Engineering and Architecture to promote the programmes both internally and externally.
- 2.6. The Dean of Engineering shall be the Chair of the Engineering Programme.
- 2.7. The Programme Board shall support the Dean in fostering fruitful relationships with external and professional bodies, other stakeholders and alumni relevant to the programmes.
- 2.8. The Programme Board may 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. The Dean shall be entitled to chair, or nominate the chair of any sub-committee established by the Board.
- 2.9. The Programme Board may appoint a number of Associate Deans and as many Programme Coordinators as necessary and determine their roles and responsibilities, on the recommendation of the Dean of Engineering with the approval of the Head of School and the Principal of the College of Engineering and Architecture.
- 2.10. The Programme Board shall recommend to Academic Council Committee on Examinations the membership of the Programme Examination Board or Boards required to finalise the module grades for students registered to the programmes.
- 2.11. The Programme Board shall hold a Programme Forum, at least once per semester. The Programme Forum should include all academic staff involved in the delivery of the programmes within the remit of the Board. The major strategic and operational decisions facing the Board during the semester should be presented to the Forum, and the input and advice of the Forum sought and taken into consideration by the Board.

3. Dean of Engineering

- 3.1. The Dean of Engineering is *ex officio* Principal, College of Engineering and Architecture and respective appointments are co-terminus. Where the College Principal is not from an Engineering discipline, the Deanship of Engineering will be held by a Deputy Principal from an Engineering discipline, appointed by the President.
- 3.2. The Dean of Engineering is appointed by the President on the recommendation of a selection panel. The selection panel for the Dean of Engineering shall be chaired by the President or his/her nominee, and shall comprise:
 - (i) Principal, College of Engineering and Architecture
 - (ii) Two Heads of Subject from disciplines within the remit of Engineering Programmes Board
 - (iii) Two other members of academic staff, who should normally be Engineers, nominated from amongst the academic staff involved in the delivery of the programmes within the remit of the Engineering Programme Board.
 - (iv) Two academics (internal or external) nominated by the President.
- 3.3. The Dean of Engineering is appointed for a fixed term not exceeding five years, and will be eligible for re-appointment in accordance with the process outlined in 3.2 above.
- 3.4. The Dean of Engineering shall, in respect of each of the programmes within the remit of the Engineering Taught Programmes Board:
 - (i) Chair and ensure the proper, effective and efficient operation of the Programme Board
 - (ii) Offer academic leadership by promoting innovation and best practice in the design, development, delivery and quality enhancement of the programme
 - (iii) Develop and maintain effective collaborative relationships with the College Executive, College of Engineering and Architecture, and with the Schools involved in the delivery of the programme
 - (iv) Lead the quality assurance/quality enhancement processes for the programme and participate where appropriate in the quality assurance/quality enhancement processes of the University
 - (v) Lead the implementation of University strategy, policies and procedures in teaching, learning, assessment and widening participation
 - (vi) Oversee, where appropriate, the operation and development of the Engineering and Architecture Programme Office, to ensure the effective and efficient administration of the programme
 - (vii) Support the development of a collaborative administrative network involving UCD Registry, the Engineering and Architecture Programme Office and School administrators
 - (viii) Work with the Programme Board and the University to ensure that the programme meets the required standard for national/international accreditation
 - (ix) Build and develop the internal and external profile of the programme
 - (x) Liaise and build effective relationships with external and professional bodies, other stakeholders and alumni relevant to the programme
 - (xi) Perform ceremonial and representative roles in respect of the programme
 - (xii) Perform such other duties as may be assigned by the President or the Registrar.
- 3.5. The Dean of Engineering may make decisions in regard to the programmes within the remit of the Engineering Taught Programmes Board, or the students applying to or registered to those programmes, on the delegated authority of the Programme Board.
- 3.6. The Dean of Engineering shall be an *ex-officio* member of the Executive of the College of Engineering and Architecture and of the University Programmes Board.
- 3.7. The Dean of Engineering will report and be accountable, via the Registrar, to the President.

- 3.8. The Dean of Engineering shall have oversight of operation and development of the Engineering and Architecture Programme Office.

4. Composition of the Board

4.1. The following shall be voting members of the Board

- (i) Dean of Engineering (Chair)
- (ii) Vice Principal for Teaching and Learning, College of Engineering and Architecture
- (iii) Associate Dean for Taught Programmes
- (iv) Director of the Graduate School
- (v) Vice Principal for Internationalisation, College of Engineering and Architecture
- (vi) Associate Dean of Engineering
- (vii) Programme Coordinators
- (viii) School Heads of Teaching and Learning or permanent nominee
- (ix) Heads of School of
 - a) UCD School of Architecture, Planning and Environmental Policy
 - b) UCD School of Biosystems Engineering and Food Engineering
 - c) UCD School of Chemical and Bioprocess Engineering
 - d) UCD School of Civil Engineering
 - e) UCD School of Electrical and Electronic Engineering
 - f) UCD School of Mechanical and Materials Engineering
 - d) UCD School of Chemistry (or permanent nominee)
 - e) UCD School of Computer Science (or permanent nominee)
 - f) UCD School of Mathematics and Statistics (or permanent nominee)
 - g) UCD School of Physics (or permanent nominee)
- (x) The Head of Subject for the following Subjects
 - a) Biosystems Engineering
 - b) Agricultural Systems Technology
 - c) Chemical and Bioprocess Engineering
 - d) Civil Engineering
 - e) Electrical Engineering
 - f) Electronic Engineering
 - g) Mechanical Engineering
 - h) Materials Science and Engineering
- (xi) Two academic members nominated by the Registrar
- (xii) Five Student members nominated by the Students' Union

4.2. The following shall be non-voting members of the Board

- (i) Chairs of Programme Board sub-committees who are not members of the Programme Board
- (ii) The Director of the Engineering and Architecture Programme Office
- (iii) The Engineering Programme Manager
- (iv) The most senior student adviser associated with the programme should be a non-voting member of the Programme Board.
- (v) Graduate School Manager

4.3. The Engineering Programme Manager will normally act as Secretary to the Board.

5. Conduct of Business:

- 5.1. The Engineering Taught Programmes 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 Dean of Engineering. A minimum of seven days notice of a meeting shall be given for a meeting.

- 5.3. Where the Dean is unable to attend a meeting of the Board, the Dean may nominate a member of the Board to act as chairperson for that meeting.
- 5.4. Head of School, Programme (or Programme Option) Coordinators and Heads of Subject can in exceptional circumstances nominate an individual to attend and vote on their behalf, but cannot routinely delegate their responsibilities.
- 5.5. A meeting shall be considered to have a quorum when one third of the members entitled to vote are present or represented.