



Programme Management Board/Board of Studies for the Joint Graduate Certificate in Innovation & Entrepreneurship

Terms of Reference

1. Purpose:

- 1.1. The Programme Management Board/Board of Studies (The Board) is responsible to the University Graduate Programmes Board (UCD), University Council (TCD) and the Courses and Regulations Group (QUB) for the design, development, regulation, quality and general oversight of the joint Graduate Certificate in Innovation & Entrepreneurship, provided through the Innovation Academy. The Board will also carry out the function of the Examination Board when constituted in the presence of the external examiner and absence of the student representative.
- 1.2. The Board will recommend the structure and content of this programme, and any regulations or policy which govern it, and make decisions or recommendations regarding the progression or exclusion of the students registered to these programme.
- 1.3. The Board has a responsibility to ensure that the designated programme is are of the highest quality and is effectively delivered, ensuring the best possible experience for students.

2. Terms of Reference:

- 2.1. The Board shall for the programme within its remit subject to review by the UGPB/UC/CRG:
 - (i) Promote excellence in education ensuring the aims and outcomes of the programme are clearly articulated and the programme structures are academically coherent;
 - (ii) Oversee and enhance the academic quality of the programme and the student learning experience;
 - (iii) Establish, where appropriate and subject to the Universities' regulations and policies, norms and guidelines regarding teaching and learning approaches, student workloads and assessment and grading practice;
 - (iv) Admit students to the programme in accordance with the Universities' regulations and policies;

- (v) Make recommendations to the University Graduate Programme Board (UCD), Dean of Graduate Studies (TCD) and the Courses and Regulations Group (QUB) regarding exclusion of students from the Programme;
 - (vi) Establish in accordance with the Universities' policies, mechanisms to assure and enhance the quality of educational and related activities, and participate fully in the quality assurance/quality enhancement processes of the Universities;
 - (vii) Ensure implementation of Universities' strategy, policies and procedures in teaching, learning, assessment and widening participation.
 - (viii) Consider and approve module grades leading to the award of the Graduate Certificate
- 2.2. The Board shall approve the development, design and content of the Graduate Certificate in Innovation & Entrepreneurship
- 2.3. The Board shall monitor progression and completion rates of students on the designated programmes.
- 2.4. The Board shall, with the resources made available by the Universities, ensure that appropriate supports are in place to meet the welfare, pastoral, academic and administrative needs of students registered to the Graduate Certificate.
- 2.5. Consider, in addition, such matters as the Academic Council or Academic Council Executive Committee, or UGPB or Graduate School Boards (UCD) or the University Council, or Graduate Studies Committee (TCD), the Courses and Regulations Group, Collaborative Provision Group, Education Committee or Academic Council (QUB), or the Innovation Alliance Steering Group may refer to the Board.
- 2.6. The Board is, in all its activities and decisions, subject to review by the University Graduate Programmes Board and the Academic Council (UCD, the University Council (TCD) and the Collaborative Provision Group, under delegated authority from the Education Committee (QUB).

3. Constitution:

TCD Dean of Graduate Studies, Co-Chair
 UCD Dean of Graduate Studies, Co-Chair
 QUB Dean Engineering and Physical Sciences and Chair of the Collaborative Provision Group
 UCD Deputy Registrar for Teaching and Learning
 TCD Graduate Teaching and Learning Representative
 UCD Course Co-Director
 TCD Course Co-Director
 QUB Course Co-Director
 Module Leaders from TCD, UCD and QUB
 One representative from industry
 Student representatives

i.e. for 2012-13: Veronica Campbell (TCD), Julie Berndsen (UCD), Tom Millar (QUB), Bairbre Redmond (UCD), Sam Slote (TCD), AN Other (QUB), Suzi Jarvis (UCD), Frank Roche (UCD), Barry McMahon (TCD), Eileen Harkin-Jones (QUB), Rory O'Shea (UCD), Majella Giblin (TCD), Diana White (TCD), Eoin O'Neill (TCD), Pat Frain (UCD), Nola Hewitt-Dundas (QUB).

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

4. Conduct of Business:

- 4.1. The Board shall meet at least twice per year in an academic oversight capacity. In addition, the Board will be constituted as an Examination Board without student representation and with approved external examiner(s) at the relevant times in the academic year.
- 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. 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.
- 4.4 The Innovation Academy administration will provide support for the Board.

5. Quorum:

A meeting shall be considered quorate when one third of the members entitled to vote (including at least one member from each Institution), and one Co-Chair are present or represented