



Institute of Banking – University College Dublin (IOB-UCD)

Academic Programme Board Terms of Reference

Revisions approved Academic Council 5 May 2016

1. Purpose and function of the Board

- 1.1. The IOB-UCD Academic Programme 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 all programmes offered by the Institute of Banking (“the Institute” or “the IOB”) which lead to awards of the University, whether delivered by the Institute alone, or in partnership between the Institute and the University or in partnership with another higher education provider.
- 1.2. The key functions of the board will be to oversee and assist the academic and professional development, implementation and review of IOB and joint education and research activities, with particular reference to:
 - (i) Advising on emerging trends in research and education in banking, financial services and related fields;
 - (ii) Ensuring that programmes support the separate and joint strategic objectives of IOB and UCD;
 - (iii) Overseeing the development of IOB and joint programmes and submitting proposals for their accreditation to UCD Academic Council;
 - (iv) Overseeing the student assessment and examination process and approving examination results for submission to UCD Academic Council;
 - (v) Advising and assisting in the recruitment of high-calibre academic and research staff to deliver IOB and joint programmes;
 - (vi) Overseeing quality assurance processes and ensuring that their implementation is consistent with that for other academic units in the University;
 - (vii) Facilitating periodic institutional reviews;
 - (viii) Overseeing the selection, admission, retention and continuation of students registered to these programmes.

2. Terms of Reference

- 2.1. The Academic Programme Board, subject to review by the University Programmes Board and the Academic Council, shall for each programme or group of programmes 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) Agree recommendations to the University Programmes Board regarding the structure and content of the programme and any special regulations relating to the programme.
 - (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 University Programmes Board 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 such strategy, policies and procedures in teaching, learning, assessment and widening participation as may be agreed between the University and the Institute.
- 2.2. The Academic Programme Board shall prepare a strategic and academic plan for each programme or group of programmes at such intervals as the University and the Institute may agree, and following review by the joint IOB-UCD Strategic Management Committee, shall submit that plan for the approval of the Board of the Institute (via the CEO) and the Academic Council (via the University Programmes Board).
- 2.3. The Academic Programme Board shall monitor changes in the activities associated with the delivery of its programmes to ensure they align with the overall strategic plan for the programme and the Institute. Where the Academic Programme Board proposes changes to a Programme or group of programmes that have significant resource implications, these should be planned as part of the formal academic and operational planning process. Where the Academic Programme Board (or the Chair acting on the delegated authority of the Academic Programme Board) proposes a change to a programme or group of programmes that have significant resource implications outside this formal planning process, they must consult with and seek the approval of the CEO of the Institute, and where applicable, of the University.
- 2.4. The Academic Programme Board shall, within the resources made available by the Institute and University, 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 Academic Programme Board shall work with the University and the Institute to promote the programmes both internally and externally.
- 2.6. The Academic Programme Board shall support the Chair in fostering fruitful relationships with external and professional bodies, other stakeholders and alumni relevant to the programmes.
- 2.7. The Academic 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 Chair of the Academic Programme Board shall be entitled to chair, or nominate the chair of, any sub-committee established by the Board.

- 2.8. The Academic Programme Board shall recommend to Academic Council the membership of the Programme Examination Board or Boards required to finalize the module grades for students registered to the programmes.
- 2.9. The Academic 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. 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.
- 2.10. Academic Programme Boards can appoint as many Programme Co-coordinators as necessary.

3. Chair of the IOB-UCD Academic Programme Board

- 3.1. The IOB-UCD Academic Programme Board shall be chaired by the Dean of the School of Professional Finance, IOB or his/her nominee.
- 3.2. The Chair of the Academic Programme Board shall, for each programme or group of programmes within the remit of the Programme Board:
 - (i) Chair and ensure the proper, effective and efficient operation of the Academic 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 relevant officers of the Institute and the University.
 - (iv) Lead the quality assurance/quality enhancement processes for the programme and participate where appropriate in the quality assurance/quality enhancement processes of the Institute and the University.
 - (v) Lead the implementation of such strategy, policies and procedures in teaching, learning, assessment and widening participation as may be agreed between the University and the Institute.
 - (vi) Oversee the effective and efficient administration of the programme.
 - (vii) Support the development of a collaborative administrative network involving UCD Registry, the Institute and University administrators.
 - (viii) Build and develop the internal and external profile of the programme.
 - (ix) Liaise and build effective relationships with external and professional bodies, other stakeholders and alumni relevant to the programme.
 - (x) Perform ceremonial and representative roles in respect of the programme.
 - (xi) Perform such other duties as may be assigned by the CEO of the IOB with the agreement of the Registrar of the University.
- 3.3. The Chair of the Academic Programme Board may make decisions in regard to the programmes within the remit of the Programme Board, or the students applying to or registered to those programmes, on the delegated authority of the Academic Programme Board.
- 3.4. The Chair of the Academic Programme Board, or his/her nominee, shall be a member of the relevant University Programme Boards.
- 3.5. Where the Chair of the Academic Programme Board has concerns regarding the resources available to operate and develop the programme, the Chair may

raise such concerns directly with the CEO of the Institute and/or the Registrar of the University.

- 3.6. The Chair in regard to their academic functions as outlined in these terms of reference will report and be accountable to the CEO of the Institute, and to the Academic Council of the University.

4. Composition of the IOB-UCD Academic Programme Board

- 4.1. The following shall be members of the Academic Programme Board :
- (i) 5 members nominated by the Council of IOB, on recommendation of the CEO (to include the Registrar of the IOB);
 - (ii) 4 members nominated by the Registrar of UCD (to include a member of UCD Registry);
 - (iii) Two students of IOB programmes;
 - (iv) Additional academic, administrative or student members may be co-opted by the Board to ensure appropriate expertise is available to conduct its business effectively.

5. Conduct of Business

- 5.1. The Academic Programme 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 Academic Programme 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. Members can in exceptional circumstances nominate an individual to attend and vote on their behalf, but must seek the advance permission of the Chair, and cannot routinely delegate their responsibilities.
- 5.5. A meeting shall be considered quorate when two fifths of the members entitled to vote are present or represented.