



## **The UCD Law Programme Board**

### **Terms of Reference**

Revisions approved Academic Council 5 May 2016

#### **1. Purpose and Function of the Board**

- 1.1. The Law 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 the programmes within its remit.
- 1.2. The Law 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 Law Programme 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 and graduation of students registered to these programmes.
- 1.4. The Law Programme Board bears responsibility for all taught and graduate research programmes within the School, ensuring the effective delivery of graduate research programmes and the best possible experience for the students.

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

- (1) The Law Programme 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 for each programme and agree a strategy and academic plan for all programmes.
  - 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 programmes support the academic coherence of each programme and the quality of the graduate output.
  - iv. Oversee and enhance the academic quality of programmes 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 programmes 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 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) 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 Law Programme Board proposes changes to programmes that have significant resource implications, these should be planned as part of the formal academic and operational planning process. Where the Law Programme Board (or the Dean acting on the delegated authority of the Programme Board) proposes a change to programme/s that have significant resource implications outside this formal planning process, they must consult with and seek the approval of the Principal of the College of Social Sciences and Law.
- 2.4 The Law Programme Board shall, with the resources made available by the University and the College, ensure that appropriate supports are in place to meet the welfare, pastoral, academic and administrative needs of students registered to programmes.
- 2.5 The Law Programme Board shall work with the University and the College of Social Sciences and Law to promote the programmes both internally and externally.
- 2.6 The Law Programme Board shall support the Chair in fostering fruitful relationships with external and professional bodies, other stakeholders and alumni relevant to programmes.
- 2.7 The Law 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 shall be entitled to chair, or nominate the chair, of any sub-committee established by the Law Programme Board.
- 2.8 The Law Programme Board shall recommend to the Academic Council Committee for Examinations, the membership of the Programme Examination Board or Boards required to finalize the module grades for students registered to the programmes.

2.9 The Law 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 The Programme Board can nominate as many Programme Coordinators as necessary.

### **3. Chair of the Law Programme Board**

3.1 The Programme Board shall be chaired by the Dean of the School of Law or his/her nominee.

3.2 The Dean shall, in respect of each of the programmes within the remit of the Law Programme 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 programmes
- iii. Develop and maintain effective collaborative relationships with the Executive of the School of Law and the Principal and College Executive of the College of Social Sciences and Law.
- iv. Lead the quality assurance/quality enhancement processes for programmes 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 the operation and development of the Law Programme Office, and the effective and efficient administration of programmes
- vii. Support the development of a collaborative administrative network involving UCD Registry, the Law Programme Office and School administrators
- viii. Build and develop the internal and external profile of programmes
- ix. Liaise and build effective relationships with external and professional bodies, other stakeholders and alumni relevant to programmes
- x. Perform ceremonial and representative roles in respect of programmes
- xi. Perform such other duties as may be assigned by the President or the Registrar

3.3 The Dean may make decisions in regard to the programmes within the remit of the Law Programme Board, or the students applying to or registered to those programmes, on the delegated authority of the Programme Board.

3.4 The Dean of Law is an *ex-officio* member of the College Executive of the College of Social Sciences and Law. Where there is a separate Chair of the Programme Board, that individual shall be on the Executive of the School of Law. The Chair shall also be an *ex-officio* member of the University Programmes Board.

3.5 The Dean will report and be accountable, via the Registrar and the Bursar, to the President.

3.6 The Dean will be supported by Associate Deans. The roles and responsibilities of Associate Deans shall be aligned to University level academic leadership role descriptors.

#### **4. Composition of the Law Programme Board**

- 4.1 The following shall be voting members of the Law Programme Board
- i. Dean (Chair)
  - ii. Associate Dean for Teaching and Learning, School of Law
  - iii. Associate Dean for Undergraduate Programmes, School of Law Associate Dean for Taught Programmes, School of Law
  - iv. Programme Coordinators
  - v. The Heads of the following units (or their nominees) School of Business, School of Economics, School of Politics & International Relations, School of History, School of Philosophy, School of Languages, Cultures && Literature, UCD School of Social Policy, Social Work and Social Justice, Institute for Chinese Studies,
  - vi. One academic member nominated by the Principal, College of Social Sciences and Law
  - vii. Two academic members nominated by the Registrar
  - viii. Three student members nominated by the Students' Union
- 4.2 The Director of the Law Programme Office (or nominee(s)) shall be a non-voting member(s) of and act as Secretary to the Board
- 4.3 The most senior student adviser associated with the programme should be a non-voting member of the Programme 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 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 quorate when one third of the members entitled to vote are present or represented.