



## **The UCD Medicine Programmes Board**

### **Terms of Reference**

Revisions approved Academic Council 5 May 2016

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

- 1.1. The Medicine 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 programmes within its remit.
- 1.2. The Board is also responsible for monitoring the overall performance of students registered to these programmes, monitoring their progression and ensuring their academic welfare.
- 1.3. 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 and graduation of the students registered to these programmes.

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

- 2.1. The Medicine 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.
  - (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 the 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 Programmes 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 Programmes Board (or the Dean acting on the delegated authority of the Programmes 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 Head and the School Executive of the School of Medicine.
- 2.4. The Programmes Board shall, within the resources made available by the 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 Programmes Board shall work with the University and the School of Medicine to promote the programmes both internally and externally.
- 2.6. The Medicine Programmes Board shall be chaired by the Dean of Medicine. The responsibilities of the Dean will be shared with a number of Associate Deans:
- (i) The Associate Dean, Programmes & Educational Innovation has oversight for all taught programmes and is the Deputy Chair of the Medicine Programmes Board.
  - (ii) The Associate Dean, Taught Graduate Programmes has responsibility for Taught Graduate Programmes and Continuing Professional Development activities and students thereof.
  - (iii) The Associate Dean, Research & Innovation has responsibility for graduate research programmes and students thereof.
  - (iv) The Associate Dean, International Studies has responsibility for monitoring and enhancing the academic support to international students of the School of Medicine in any programme.

- 2.7. The Programmes 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 Programmes 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/standing committee. The Dean shall be entitled to chair, or nominate the chair, of any sub-committee established by the Board.
- 2.9. The Programmes Board may appoint as individual co-ordinators for different aspects of the programmes, and determine their roles and responsibilities, on the recommendation of the Dean of Medicine.
- 2.10. The Programmes Board shall recommend to Academic Council Committee on Examinations the membership of the Programme Examination Board or Boards required to finalize the module grades for students registered to the constituent programmes.
- 2.11. The Programmes Board or Sub-Committee(s) of the Programmes Board shall hold a Programme Forum, at least once in each academic year. The Programme Forum should include all academic staff involved in the delivery of the programme or the part of the programme associated with the relevant sub-committee(s). The major strategic and operational decisions facing 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 Medicine**

- 3.1. The Dean of Medicine will ordinarily be the Head of School of Medicine.
- 3.2. The Dean of Medicine shall, in respect of each of the programmes within the remit of the Medicine Programme Board:
  - (i) Chair and ensure the proper, effective and efficient and operation of the Programmes 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 Principal of the College of Health and Agricultural Sciences, the Heads of Section within the School of Medicine, and with other 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 the effective and efficient administration of the programme, supported by and in collaboration with the Health Sciences Programme Office
  - (vii) Support the development of a collaborative administrative network involving the Registrar's Office, the Health Sciences Programme Office and School administrators
  - (viii) Work with the Programme Board and the University to ensure that the programmes meet the required standards for national, and where required, 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
- 3.3. The Dean of Medicine may make decisions in regard to the programmes within the remit of the Medicine Programmes Board, or the students applying to or registered to those programmes, on the delegated authority of the Programmes Board.
- 3.4. The Dean of Medicine shall be an ex-officio member of the University Programmes Board and of the Executive Management Committee of the School of Medicine.
- 3.5. The Dean of Medicine will report and be accountable, via the Registrar and the Bursar, to the President and to Academic Council.

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

- 4.1. The following shall be voting members of the Board
- (i) Dean of Medicine (Chair)
  - (ii) Associate Dean, Programmes and Educational Innovation (Deputy Chair)
  - (iii) Associate Dean, Graduate Taught Programmes
  - (iv) Associate Dean, Research and Innovation
  - (v) Associate Dean, International Affairs
  - (vi) Associate Dean, Radiography
  - (vii) Director of Clinical Education
  - (viii) Director, Health Sciences Programme Office
  - (ix) Chair, BHLS Degree Committee (or Deputy Chair as alternative)
  - (x) Chair, Medicine Degrees Committee 1 (or Deputy Chair as alternative - Scope – Stages 1,2,3 & 4a Direct Entry Medicine MB BCh BAO) incl PMC)
  - (xi) Chair, Medicine Degrees Committee 2 (or Deputy Chair as alternative) (Scope – Stage 1 & 2 Graduate Entry Medicine MB BCh BAO)
  - (xii) Chair, Medicine Degrees Committee 3 (or Deputy Chair as alternative) (Scope – Stages 4b, 5 & 6 – Direct Entry Medicine & Stages 3 & 4 – Graduate Entry Medicine)
  - (xiii) Chair, Radiography Degree Committee (or Deputy Chair as alternative)
  - (xiv) Chair, EMS Degree Committee (or Deputy Chair as alternative)
  - (xv) Chair, Graduate Taught Programmes Committee 1 (or Deputy Chair as alternative) (Scope – All graduate taught programmes - Belfield)
  - (xvi) Chair, Graduate Taught Programmes Committee 2 (or Deputy Chair as alternative) (Scope – All graduate taught programmes – hospital, inc CPD)
  - (xvii) Chair, Biomedical Research Degrees Committee (or Deputy Chair as alternative)
  - (xviii) Chair Clinical Research Degrees Committee (or Deputy Chair as alternative)
  - (xix) School Head of Teaching and Learning, School of Biomolecular and Biomedical Science
  - (xx) School Head of Teaching and Learning, Public Health, Physiotherapy and Sports Science
  - (xxi) Biomedical Section Head or Nominee
  - (xxii) Member of Academic Staff from Clinical Subjects in Medicine
  - (xxiii) Member of Academic Staff from Diagnostic Imaging
  - (xxiv) Two Registrar’s nominees
  - (xxv) Chair of Admissions Committee

- (xxvi) Chair of Staff Student Committee
  - (xxvii) Academic Member nominated by College of Science
  - (xxviii) Teaching Fellow (if applicable)
  - (xxix) Three student members nominated by the Student's Union (student reps to be selected across UG, GT and GR programmes from BHLS, Medicine, Radiography)
- 4.2. The following shall be non-voting members of the Board
- (i) Up to four members co-opted by the Board ensure appropriate expertise is available to conduct its business effectively.
  - (ii) Three student members nominated by the Students' Union
  - (iii) Senior Student Adviser
- 4.3. The Programme Office Manager for the Bachelor of Medicine programme shall act as Secretary to the Board.

## **5. Conduct of Business:**

- 5.1. The Board should meet at least twice 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, with a minimum of seven days notice of a meeting.
- 5.3. Where the Dean is unable to attend a meeting of the Board, the Associate Dean, Programmes and Educational Innovation may act as chairperson for that meeting.
- 5.4. The members of the Board may not nominate others to attend meetings on their behalf with the exception of those listed within the programme board membership as Deputy or alternate to a sub-committee Chair.
- 5.5. A meeting shall be considered quorate when one third of the members entitled to vote are present.