



The UCD Public Health, Physiotherapy, Performance and Sports Sciences Programme Board

Terms of Reference

Revisions approved Academic Council 5 May 2016

1. Purpose and function of the Board

- 1.1. The Public Health, Physiotherapy, Performance and Sports Sciences 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.
- 1.2. The 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 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 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 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) Receive, consider, and act upon or respond to, recommendations from the Associate Dean for Teaching and Learning and the School Teaching and Learning Committee.
 - (x) 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.
 - (xi) Ensure implementation of University strategy, policies and procedures in teaching, learning, assessment and widening participation.
 - (xii) Monitor progression and completion rates of students.
 - (xiii) The Board shall support the development of strategic and operational plans for graduate 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 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 Chair 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, following consultation with the School Executive, seek the endorsement of the Principal of the College of Health and Agricultural Sciences.
- 2.4. The Programme Board shall, within the resources made available by the University and the College of Health and Agricultural Sciences, 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, the College of Health and Agricultural Sciences and the School of Public Health, Physiotherapy, Performance and Sports Science to promote the programmes both internally and externally.
- 2.6. The Programme Board shall be chaired by the Head of School of Public Health, Physiotherapy, Performance and Sports Science and will claim the title of Dean in their relevant subject area. The responsibility of the Dean will be supported by a number of Associate Deans.
- 2.7. The Programme Board shall support the Chair 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 Chair shall be entitled to chair, or nominate the chair, of any sub-committee established by the Board.
- 2.9. The Programme Board may appoint as many Programme Co-ordinators as necessary for the programmes within the remit of the Board, or to perform other functions in relation to the programmes, and shall determine their roles and responsibilities, on the recommendation of the Chair, with the approval of the Principal of the College of Health and Agricultural Sciences.
- 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. 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. Chair of the Programme Board

- 3.1. The Head of the School of Public Health, Physiotherapy, and Sports Science will be the Chair of the Programme Board and the Dean in the relevant subject area.
- 3.2. The Dean is appointed for a fixed term not exceeding five years, and will be eligible for re-appointment.
- 3.3. The Dean shall, in respect of each of the programmes within the remit of the 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 the programme.
 - (iii) Develop and maintain effective collaborative relationships with the Principal, and College Executive of the College of Health and Agricultural Sciences, the Head of School and the Heads of Teaching and Learning and Head of Graduate Studies of the School of Public Health, Physiotherapy, and Sports Science and other relevant Schools involved in delivery of the programmes.
 - (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 School of Public Health, Physiotherapy and Sports Science Programme Office.
 - (vii) Support the development of a collaborative administrative network involving UCD Registry, the School of Public Health, Physiotherapy and Sports Science Programme Office, administrators of the School of Public Health, Physiotherapy and Sports Science and other relevant 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 programmes.
- 3.4. The Dean 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 Programme Board.
- 3.5. The Dean shall be an ex-officio member of the Executive of the School of Public Health, Physiotherapy and Sports Science and the University Programmes Board.
- 3.6. The Dean will report and be accountable, via the Registrar and the Bursar, to the President.

4. Composition of the Board

- 4.1. The following shall be voting members of the Board
- (i) The Chair of the Board
 - (ii) Associate Dean of Teaching and Learning, School of Public Health, Physiotherapy and Sports Science
 - (iii) Associate Dean of Research and Innovation, School of Public Health, Physiotherapy and Sports Science
 - (iv) Associate Dean of Graduate Affairs, School of Public Health, Physiotherapy and Sports Science
 - (v) Programme Co-ordinators of the programmes listed at 1.1 above
 - (vi) The Heads of each the following (or their nominees):
 - School of Public Health, Physiotherapy and Sports Science
 - School of Medicine
 - College of Business
 - School of Sociology
 - (vii) One academic member nominated by the Principal, College of Health and Agricultural Sciences
 - (viii) Two academic members nominated by the Registrar
 - (ix) Three student members nominated by the Students' Union (one of whom should be undergraduate and one of whom should be a taught graduate student, and between them they should represent the programmes)
- 4.2. The following shall be non-voting members of the Board
- (i) Stage coordinators for programmes with more than one stage.
 - (ii) The Director of the School of Public Health, Physiotherapy and Sports Science Programme Office or their nominee.
 - (iii) The most senior student adviser associated with the programme should be a non-voting member of the Programme Board.
- 4.3. The Programme Manager shall act as Secretary to the Board in terms of undergraduate programmes. The Board will determine the appropriate administrative support for graduate programmes.

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 business of any meeting of the Board may, on occasion, deal exclusively with Undergraduate or Graduate matters in order to facilitate efficient management of Board Meetings. The Chair shall chair all such meetings.
- 5.3. The meetings of the Board shall be convened by the Chair, with a minimum of seven days notice of a 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. The other members of the Board may not nominate others to attend meetings on their behalf.
- 5.6. A meeting shall take place when a quorum, that is, one third of the members entitled to vote, are present or represented.