



## **The UCD Science Taught Programmes Board**

### **Terms of Reference**

Revisions approved Academic Council 5 May 2016

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

- 1.1. The Science Taught 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 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 Vice Principal for Teaching and Learning of the College of Science.
  - (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 education within the College. These plans shall be prepared within the overall planning framework for the University, Colleges and Schools.
- 2.2. The College Principal (*ex Officio* Dean of Science) may appoint an Associate Dean for Taught Programmes.
- 2.3. 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.
- 2.4. 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 Associate Dean for Taught Programmes 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 consult with and seek the approval of the Principal College of Science.
- 2.5. The Programme Board shall, within the resources made available by the University and the College of Science ensure that appropriate supports are in place to meet the welfare, pastoral, academic and administrative needs of students registered to the programmes.
- 2.6. The Programme Board shall work with the University and the College of Science to promote the programmes both internally and externally.
- 2.7. The Science Taught Programmes Board shall be chaired by the Associate Dean for Taught Programmes.
- 2.8. The Programme Board shall support the Dean in fostering fruitful relationships with external and professional bodies, other stakeholders and alumni relevant to the programmes.

- 2.9. 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 Dean shall be entitled to chair, or nominate the chair, of any sub-committee established by the Board.
- 2.10. The Programme Board may appoint Programme co-ordinators for the programmes within the remit of the Board, and determine their roles and responsibilities, on the recommendation of the Dean of Science.
- 2.11. The Programme Board may appoint individual stage co-ordinators for different aspects of the programmes within its remit, and determine their roles and responsibilities, on the recommendation of the Dean of Science.
- 2.12. 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 the Programmes.
- 2.13. The Programme Board shall hold a Programme Forum, at least once per semester. The Programme Forum should include all staff involved in the delivery of the Programme. 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. Dean of Science**

- 3.1. The Dean of Science is appointed by the President on the recommendation of a selection panel. The selection panel for the Dean of Science shall be chaired by the President or their nominee, and shall comprise:
  - (i) Principal, College of Science, or their nominee
  - (ii) Two academics (internal or external) nominated by the President
  - (iii) A member of the academic staff of the College of Science, nominated by the College
- 3.2. The Dean of Science is appointed for a fixed term not exceeding five years, and will be eligible for re-appointment.
- 3.3. The Dean of Science (or his nominee the Associate Dean for Taught Programmes) shall, in respect of each of the programmes within the remit of the Science Programme Board:
  - (i) Chair and ensure the proper, effective and efficient and 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 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 operation and development of the Science Programme Office, and the effective and efficient administration of the programme
  - (vii) Support the development of a collaborative administrative network involving UCD Registry, the Science Programme Office and School administrators
  - (viii) Work with the Programme Board and the University to ensure that the programme 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.
- 3.4. The Dean of Science may make decisions in regard to the programmes within the remit of the Science Taught Programmes Board, or the students applying to or registered to those programmes, on the delegated authority of the Programmes Board.
- 3.5. The Dean of Science may be supported in their role by Associate Deans. The role and responsibilities of Associate Deans shall be aligned to University level academic leadership role descriptions.
- 3.6. The Dean of Science shall be an *ex officio* member of the College Executive of the College of Science and the University Programmes Board.
- 3.7. The Dean of Science will report and be accountable, via the Registrar to the President.
- 3.8. The Dean of Science shall have oversight of operation and development of the Science Programme Office.

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

- 4.1. The following shall be voting members of the Board
- (i) Dean of Science
  - (ii) Vice Principal for Teaching and Learning, College of Science
  - (iii) Vice-Principal for Research and Innovation, College of Science
  - (iv) Associate Dean for Taught Programmes (Chair)
  - (v) The Heads of Schools of
    - (a) UCD School of Biology and Environmental Science
    - (b) UCD School of Biomolecular and Biomedical Science
    - (c) UCD School of Chemistry
    - (d) UCD School of Computer Science
    - (e) UCD School of Earth Sciences
    - (f) UCD School of Mathematics & Statistics
    - (g) UCD School of Physics
  - (vi) Programme Coordinators
  - (vii) The senior member of academic staff responsible for the following degree programme options
    - (a) Applied and Computational Mathematics
    - (b) Biochemistry and Molecular Biology
    - (c) Plant Biology

- (d) Cell and Molecular Biology
- (e) Chemistry
- (f) Chemistry with Environmental & Sustainable Chemistry
- (g) Chemistry with Biophysical Chemistry
- (h) Computer Science
- (i) Environmental Biology
- (j) Financial Mathematics
- (k) Genetics
- (l) Geology
- (m) Mathematics
- (n) Mathematical Science
- (o) Mathematics, Biology & Education
- (p) Mathematics, Chemistry & Education
- (q) Mathematics, Applied Mathematics & Education
- (r) Medicinal Chemistry and Chemical Biology
- (s) Microbiology
- (t) Neuroscience
- (u) Pharmacology
- (v) Physics
- (w) Physics with Astronomy and Space Science
- (x) Physiology
- (y) Statistics
- (z) Theoretical Physics
- (aa) Zoology

- (viii) Director of Graduate School
- (ix) Two academic members nominated by the Registrar
- (x) Seven student members nominated by the Students' Union.

4.2. The following shall be non-voting members of the Board

- (i) The co-ordinators of different stages of the Bachelor of Science programme
- (ii) The Director of the Science Programme Office
- (iii) The Programme Manager for the Bachelor of Science Degree
- (iv) Chairs of Programme Board sub-committees who are not members of the Programme Board
- (v) One student member nominated by the Students' Union.
- (vi) The most senior student adviser associated with a programme should be a non-voting member of the Programme Board.
- (vii) Representative from BSc in Biomedical & Health Sciences
- (viii) Associate Dean for International Study (North America)
- (ix) Associate Dean for International Study
- (x) Associate Dean for Widening Participation
- (xi) Representative from the UCD School of Business.

4.3. The Programme Manager for the Bachelor of Science programme shall act as Secretary to the 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 Dean, with a minimum of seven days notice of a meeting.
- 5.3. 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.
- 5.4. A meeting shall be considered quorate, that is, when one third of the members entitled to vote are present or represented.