



## **College of Social Sciences and Law**

### **Graduate School Board**

#### **Terms of Reference**

Revisions approved Academic Council 5 May 2015

---

#### **1. Purpose:**

- 1.1. The Board shall facilitate the development of a coherent strategy for graduate education within the College.
- 1.2. The Board is responsible to the University Programmes Board for the design, development, regulation, quality and general oversight of graduate programmes, taught and research, in the College of Social Sciences and Law.
- 1.3. The Board will recommend the structure and content of graduate programmes, and any regulations or policy which govern them, and make decisions or recommendations regarding the admission, progression, continuation and graduation of students to these programmes.
- 1.4. The Board shall discharge a number of important statutory and academic governance functions on behalf of the University on the delegated authority of Academic Council.
- 1.5. The Board has a responsibility to ensure that graduate programmes are of the highest quality and are effectively delivered, ensuring the best possible experience for students.
- 1.6. The School of Law will continue to have governance over their graduate taught programmes through their own programme board.

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

- 2.1. The Board is, in all its activities and decisions, subject to review by the University Programmes Board and the Academic Council.
- 2.2. The College Graduate School Board shall, subject to review by the University Programmes Board and the Academic Council:
  - 2.2.1. Approve proposals regarding the structure and content of the graduate programmes and any special regulations or policy relating to such programmes, seeking University-level endorsement as appropriate and reporting annually to Academic Council on such approvals.
  - 2.2.2. support Schools, Institutes and Programmes in the overall design, development, delivery and

- evaluation of structured graduate research programmes and graduate taught programmes;
- 2.2.3. promote excellence in the development and operation of graduate programmes, taught and research, within the College;
  - 2.2.4. ensure that aims and outcomes of programmes are clearly articulated;
  - 2.2.5. ensure that programme structures are academically coherent;
  - 2.2.6. establish, where appropriate and subject to the University's regulations and policies, norms and guidelines regarding teaching and learning approaches, student workloads and assessment and grading practice;
  - 2.2.7. maintain appropriate links with undergraduate programmes in consultation with the College Vice-Principal for Teaching & Learning;
  - 2.2.9. admit students to graduate research programmes in accordance with the University's regulations and policies, and assist in the maintenance of their student record;
  - 2.2.10. 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.
  - 2.2.11. monitor graduate student progression and completion rates;
  - 2.2.12. adjudicate on student applications for leave of absence from and transfer between graduate programmes;
  - 2.2.13. approve the progression and/or transfer of graduate research students;
  - 2.2.14. review and approve students' requests for accreditation of prior learning as guided and advised by the appropriate School(s);
  - 2.2.15. review and approve students' requests for credit for modules taken outside UCD as guided and advised by the appropriate School(s);
  - 2.2.16. appoint supervisor(s) and advisor(s) for research students and appoint Doctoral Studies Panels;
  - 2.2.17. assure the quality of the supervisory arrangements for graduate research students;
  - 2.2.18. approve the appointment of internal examiners and recommend the appointment of external examiners to the Academic Council Committee on Examinations;
  - 2.2.19. recommend the membership of the Programme Examination Board(s) required to finalise the module grades for students registered to the programmes within its remit to the Academic Council Committee on Examinations;
  - 2.2.20. identify opportunities and make recommendations for both external and internal institutional collaboration to the University Programmes Board;
  - 2.2.21. 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;
  - 2.2.22. ensure that, within the resources made available by the University and the Colleges, appropriate supports are in place to meet the welfare, pastoral and academic administrative needs of students registered to the programmes;
  - 2.2.23. work with the relevant School(s), the University and the relevant College(s) to promote the programmes both internally and externally;
  - 2.2.24. support the Director in fostering fruitful relationships with external and professional bodies, other

stakeholders and alumni relevant to the programmes;

- 2.2.25. receive, consider, and act upon or respond to, recommendations from the Teaching & Learning Committee of the College;
- 2.2.26. consider, in addition, such matters as the Academic Council or Academic Council Executive Committee, or the University Programme Board or College Principal and/or Executive may refer to the Board.
- 2.3. The Board may form such and so many sub-committees as it deems necessary to execute its functions and discharge its responsibilities. The Chair shall be entitled to chair, or nominate the chair, of any sub-committee established by the Board.
- 2.4. With regards taught programmes, the Board may devolve decision-making authority regarding student applications to an appointed Admissions Tutor, to the University's Admissions Office or the International Office.

### **3. Constitution:**

#### **3.1. Ex Officio Members:**

- 3.1.1. College Principal
- 3.1.2. Graduate School Director (Chair)
- 3.1.3. Graduate School Manager

#### **3.2. Nominated Members:**

- 3.2.1. One academic representative from each School within the College (nominated by the respective Head of School).
- 3.2.2. One administrative representative from each School within the College (nominated by the respective Head of School).
- 3.2.3. Either one graduate research student or graduate taught student or nominated Students' Union representative.

#### **3.3. Co-Opted Members:**

The Board may co-opt additional non-voting members to ensure appropriate expertise is available to conduct its business effectively.

### **4. Conduct of Business:**

- 4.1. The Board should meet at least two times per semester and meetings shall be aligned to the schedule of meetings of the appropriate University committees.
- 4.2. The meetings of the Board shall be chaired by the Graduate School Director.
- 4.3. The meetings of the Board shall be convened by the Chair, with a minimum of seven days' notice of a meeting.
- 4.4. Where a nominated School representative is unable to attend a meeting, a delegate may be identified in advance of the meeting. Recommendations from a School will not be approved unless a representative from the School is present at the meeting.
- 4.5. The Chair of the Board may make decisions in regard to the programmes within the remit of the Board, or the students applying to or registered to those programmes, on the delegated authority of the Board.

- 4.6. In the conduct of its business, the Board shall engage in open and frank dialogue and, wherever possible, arrive at decisions on a consensual basis.
- 4.7. Where a vote is required, each School has one vote.
- 4.8. The secretary to the Board shall be the Graduate School Manager.
- 4.9. A meeting shall be considered to have a quorum when one third of the Schools are represented.

## Revision history

28 September 2011	GSB	The GSB agreed with the suggestion to update the Terms of Reference of the GSB, merging the older GTPB and GSB ToRs, removing the membership of the research institute(s) and returning to strictly one academic and one administrator from each school. It also suggested and approved that both academics and administrators should be full voting members of the GSB.
13 October 2011	Johan A. Elkind (GSD)	First draft.
14 October 2011	Johan A. Elkind (GSD)	Small amendment, providing examples of academic and administrative decisions (4.7).
18 October 2011	Johan A. Elkind (GSD)	Added reference to IPA (3.4).
20 October 2011	Michael E. Kennedy (Senior Policy Officer)	Minor revisions and check on alignment with similar documents in preparation. Item 2.3 was added accordingly.
21 October 2011	Johan A. Elkind (GSD)	Reversion to original voting procedures and addition of explanatory note. Item 4.7 was revised accordingly.
25 October 2011	GSB	<p>The GSB approved the ToR with the following amendments:</p> <ul style="list-style-type: none"> <li>• that administrative staff should be listed under Article 3.2 (nominated members);</li> <li>• that Article 7.4 should be revised to state that, where a vote is required, there is only one vote per School (as opposed to one vote per academic member);</li> <li>• that the reference to the IPA be dropped given the fact that the DGov programme has not been approved at this stage;</li> <li>• that the explicit reference to the SU for nomination of student representatives is dropped, to allow for alternative selection procedures when a nomination is not forthcoming.</li> </ul>
10 June 2015	GSB	<p>Change of College name to reflect restructuring</p> <p>University Graduate Programmes Board changed to University Programmes Board</p> <p>School of Law's management of graduate taught programmes will continue within the Law Programme</p>

2 December 2015 GSB

Office.  
Nomination of rep from the Student's Union.

1.3 continuation  
2.2.10 Eligibility to continue  
2.3 Deleted as duplication of 2.2.10  
3.1.2 (Chair)