



The UCD Public Health, Physiotherapy and Sports Science Taught Programme Board

Terms of Reference

Approved by Academic Council 30 April 2025

1. Purpose and function of the Board

- 1.1. The Public Health, Physiotherapy and Sports Science Programme Board is responsible to the Academic Council or its relevant committee, 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 Academic Council or its relevant committee, 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 or its relevant committee, 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) Make decisions in line with the University's approved policies and procedures in relation to Continuation and Readmission, Fitness to Continue in Study and Fitness to Practice.
 - (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 Head of School, 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. The Board 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, or Associate Deans 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 Head of School, 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, 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, and Sports Science, who 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, who may chair the Board, on nomination by the Dean.
- 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 Directors 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 Governing Board shall establish so many Programme Examination Boards, as subcommittees of the Governing Board, as are required for the programmes it governs. The responsibilities of the Programme Examination Board shall be as per the Academic Regulations.
- 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 Associate Deans 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 School Office.
 - (vii) Support the development of a collaborative administrative network involving UCD Registry, the School of Public Health, Physiotherapy, and Sports Science School 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) Subject Heads and Subject Associate Deans, School of Public Health, Physiotherapy and Sports Science
 - (iii) Associate Dean of Teaching and Learning, School of Public Health, Physiotherapy, and Sports Science
 - (iv) Associate Dean of Global Engagement, School of Public Health, Physiotherapy, and Sports Science
 - (v) Associate Dean of Equality, Diversity and Inclusion, School of Public Health, Physiotherapy, and Sports Science
 - (vi) Programme Directors, School of Public Health, Physiotherapy and Sports Science
 - (vii) Director of Clinical Education and Practice Development, School of Public Health, Physiotherapy and Sports Science
 - (viii) One nominee from the College of Health and Agricultural Sciences (*Chair of the School of Public Health, Physiotherapy and Sports Science Board to seek nominees*)
 - (ix) Three student members of which at least two are nominated by the Student 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) Deputy Head of School
 - (ii) Stage coordinators for programmes with more than one stage.
 - (iii) The Director of the School of Public Health, Physiotherapy, and Sports Science Office or their nominee.
 - (iv) The most Student Adviser associated with the programme should be a non-voting member of the Programme Board.
 - (v) Widening Participation Board Representative
 - (vi) Library Representative
 - (vii) Registry Representative
 - (viii) Senior Programme Managers
- 4.3. A 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 4 times per academic year, to include at least 2 meetings in the Autumn trimester and at least 2 meetings in the Spring trimester; 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. The meeting papers will be circulated a minimum of five days prior to a meeting.
- 5.4. Head of School, Programme (or Programme Option) Directors 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.