

# Terms of Reference: Consolidated Graduate Research Board

Approved ACEC 11 December 2025

## Terms of Reference

### Purpose

Section 9 of Chapter 14 of Statute 25 requires each programme of study to have a Governing Board, established by Academic Council. A Governing Board's responsibilities in relation to the programmes it governs and the students registered to those programmes are set out in section 1.6 of the Academic Regulations.

Academic Council hereby establishes the UCD Graduate Research Board as the Governing Board for graduate research programmes and graduate research students of the University.

### The UCD Graduate Research Board, subject to review by the Academic Council or its relevant committees, shall:

<b>Programme Governance</b>	<ol style="list-style-type: none"><li>1) Be responsible for the development, approval, and review of the graduate research programmes of the University.</li><li>2) Develop policies, procedures, guidelines, and initiatives as appropriate to promote effectiveness, excellence, and fairness in the delivery and governance of graduate research programmes.</li><li>3) Ensure procedures are in place to monitor –<ol style="list-style-type: none"><li>a. trends in the progress of research students, including completion rates and progression times;</li><li>b. supervisor, transfer assessment panel, and examination committee appointments; and</li><li>c. the careers of research graduates.</li></ol></li></ol>
<b>Student Decisions</b>	<ol style="list-style-type: none"><li>4) Establish frameworks that delegate to Schools or reserve to the Graduate Research Board decision-making as appropriate for the admission and progression, of students on graduate research programmes.</li><li>5) Establish frameworks that delegate to Schools or reserve to the Graduate Research Board as appropriate for the appointment of supervisors and doctoral studies panels.</li><li>6) Approve the transfer of graduate research students.</li><li>7) Adjudicate on applications for recognition of prior or concurrent learning.</li><li>8) Adjudicate on student applications for permission to continue in graduate research programmes beyond the prescribed period of registration or to present for the degree of PhD following a period of registration which is less than the regulatory minimum.</li><li>9) Adjudicate on student applications for a leave of absence</li><li>10) Make decisions in line with the University's approved policies and procedures in relation to Continuation and Readmission, Fitness to Continue in Study and Student Fitness to Practice.</li></ol>
<b>Quality Assurance</b>	<ol style="list-style-type: none"><li>11) Measure, compare, and monitor indicators and reports of graduate research education quality and ensure feedback supports continuous quality improvement.</li><li>12) Review graduate research degree programmes at intervals not exceeding five years.</li></ol>
<b>Strategy</b>	<ol style="list-style-type: none"><li>13) Promote implementation of University strategy with regard to graduate research programmes and students.</li></ol>

**General**

14) Consider such matters as the Academic Council or its relevant committees may refer.

**Composition****Composition**

1. Chair (to be nominated by the Chair of the University Programmes Board)
2. Dean of Graduate Studies
3. A Representative from each College
4. Representative of Graduate Research Students
5. [Others, to be considered]
6. Co-opted Members
7. Chair of NCAD Academic Council (or nominee)

**Meeting Schedule and Support****Meeting Schedule and Support****Conduct of Business**

- The Board shall meet at least four times in an academic session.
- Meeting papers will be circulated to members a minimum of 5 working days prior to the meeting
- The Board may determine matters electronically, as appropriate.
- The meetings shall be convened by the Chair with a minimum of seven days' notice.
- The members of the Board may only nominate others to attend meetings on their behalf in exceptional circumstances and with the permission of the Chair.
- A meeting shall be considered quorate when a third of the members are present. No quorum shall be required for business transacted electronically.

**Reporting Responsibility**

The Board shall report to the Academic Council or its relevant Committee at least once during the academic session.

**Board Support**

The Board shall be supported by UCD Graduate Studies.