

Academic Council Terms of Reference

		This policy is effective from	<u>24 Jan 2023</u>
Approval body	<u>An Bord, NCAD</u>	Approval date	<u>24 Jan 2023</u>
Owner	<u>Head of Academic Affairs</u>	Next review date	<u>Jan 2024</u>

1 Policy Statement

- 1.1 Section 5 of the National College of Art and Design Act, 1971, provides for the functions of An Bord. Through its Terms of Reference, An Bord has specified the matters reserved to it for decision, and has delegated to the Director responsibility for the day-to-day management of the College, subject to its oversight and those matters reserved to it.
- 1.2 An Bord recognises that academic governance is an important and unique element of NCAD as an educational institution. It recognises the important role of the Academic Council in relation to academic governance in the College, and recognises its position as a designated Standing Committee of the College.
- 1.3 In accordance with Section 18 of the Act 1971 and Section 127 of the HEA Act 2022, and for the avoidance of any doubt, An Bord delegates to the Academic Council the role of planning, co-ordination, development and overseeing of the academic work of the College, and to protect, maintain and develop the academic standards of the courses and activities of the College.
- 1.4 Any matters decided upon by the Academic Council which will have financial or human resource implications for the College will be subject to approval by An Bord.
- 1.5 This delegated authority, as specified in section 2 below, shall be exercised in accordance with these Terms of Reference, approved by An Bord. Alterations to these Terms of Reference or to the operation of the Council can only occur with the approval of An Bord.
- 1.6 The purpose of this document is to outline the Terms of Reference of the Academic Council (the "Council").

Doc version	Approval date	Modified by	Summary of modifications
V01	20 June 2003	N/A	N/A
V02	05 March 2004	An Bord	Membership amended
V03	01 Dec 2006	An Bord	Membership amended
V04	07 July 2017	Crow Horwath for An Bord Head of Academic Affairs	General review
V05	22 Nov 2020	Academic Council	Change to quorum requirements Update re HEA Act 2022 Amendment to Functions to reflect UCD Academic Regulations re Programme Governance.
V06	24 Jan 2023	Academic Council	Amendment to ESU membership to include possibility of ESU President nominating a representative from amongst audit/credit members of the ESU Committee

- 1.7 An Bord and the Council recognise the College's need for an accreditation partner or partners and the importance of the processes associated with accreditation. An Bord shall approve formal agreements with accreditation partner(s) following full consultation with Academic Council. In the event of a change in accreditation partner, An Bord and Academic Council shall agree a process to support any such change.

2 Functions

- 2.1 Without prejudice to the generality of para 1.4 above, the Academic Council shall have the following academic governance functions:
- 2.1.1 to establish appropriate structures to implement those programmes of study;
 - 2.1.2 to make, and to implement, the academic regulations of the College, including, *inter alia*, regulations for the conduct of examinations, for the evaluation of academic progress, the determination of results, and the appeals process relating to results;
 - 2.1.3 to review and approve the academic policies of the College;
 - 2.1.4 to hear and adjudicate on all appeals in relation to examination performance;
 - 2.1.5 to make recommendations for the award of fellowships, scholarships, bursaries, prizes or other awards;
 - 2.1.6 to consult with An Bord in relation to accreditation agreements with an accreditation partner or partners;
 - 2.1.7 to exercise any other functions, which may be delegated to it by An Bord;
 - 2.1.8 to implement any regulations which may be made by An Bord concerning any of the matters aforesaid; and
 - 2.1.9 to establish such and so many subcommittees as are appropriate for effective and efficient conduct of business.
- 2.2 Without prejudice to the generality of para 1.4 above, the Academic Council shall have the following responsibilities as Governing Board for all NCAD Programmes and in relation to the students registered to these programmes, as per section 1.4 of UCD's Academic Regulations:
- 2.2.1 the implementation of the College strategy, policies and procedures;
 - 2.2.2 Design, development, regulation, delivery, and quality assurance and enhancement;
 - 2.2.3 Assuring outcomes-based emphasis in programme design and assessment;
 - 2.2.4 Approving the structure and content of the programme and any special regulations relating to the programme;
 - 2.2.5 Oversight of the admission of students;
 - 2.2.6 Oversight of internships;
 - 2.2.7 Oversight of study abroad opportunities;

- 2.2.8 Adjudication on student applications for leave of absence and transfer between programmes;
 - 2.2.9 Academic welfare of the students registered to the programmes and identifying students whose academic welfare is of concern;
 - 2.2.10 Consideration of extenuating circumstances and approval of appropriate actions;
 - 2.2.11 Progression of students within the programme;
 - 2.2.12 Where a student's academic performance is deemed to be unacceptable by the Governing Board, the Governing Board will follow approved policies and procedures in accordance with the Academic Regulations;
 - 2.2.13 Overseeing and enhancing the academic quality of programmes and the student learning experience;
 - 2.2.14 Where applicable, ensuring appropriate arrangements are in place for research students.
- 2.3 As Governing Board for all NCAD Programmes, Academic Council shall appoint a member of faculty as programme Director, reporting to the Chairperson of the School Board, for each programme delivered by the School. The Chairperson of the School Board shall report to the Chairperson of the Academic Council in relation to all the School's programmes. The Programme Director's responsibilities include:
- 2.3.1 day to day management of the programme;
 - 2.3.2 consulting with faculty and staff involved in the delivery of the programme;
 - 2.3.3 monitoring student satisfaction and engagement with the programme and constituent modules, including through annual programme review forums;
 - 2.3.4 identifying students whose academic welfare is of concern and reporting concerns to the School Board, and thence to the Academic Council;
 - 2.3.5 making recommendations in relation to quality assurance and programme enhancement to the School Board, and thence to the Academic Council;
- 2.4 As Governing Board for all NCAD Programmes, Academic Council may assign specific activities of the Board to individuals, units or establish such and so many committees as it thinks necessary to ensure effective delivery of NCAD's programmes. The Academic Council retains responsibility and oversight for any such assigned activities.
- 2.5 As Governing Board for all NCAD Programmes, NCAD's Academic Council has established a Programme Examination Board for all the programmes of the College. The Programme Examination Board shall have terms of reference and shall be responsible for:
- 2.5.1 the consideration and approval of grades submitted by Schools
 - 2.5.2 approval of the progression of students on NCAD programmes

- 2.5.3 consideration of extenuating circumstances and approval of appropriate actions
 - 2.5.4 recommendation of final awards (and class, if appropriate) to UCD's Academic Council or its relevant committee;
 - 2.5.5 reflection on student performance, grade distributions and other assessment matters;
 - 2.5.6 making recommendations to the Academic Council for future action.
- 2.6 In considering the grades submitted to it, the Programme Examination Board shall have regard to the specified programme outcomes and shall assess student performance against the achievement of programme outcomes. The Programme Examination Board shall be entitled to require a School to review, in a timely manner, any grades submitted.
- 2.7 Where a Programme Examination Board and a School cannot agree on the grades submitted, whether for individual students or entire modules, the matter shall be referred to Academic Council or its relevant committee for adjudication.

3 Membership

- 3.1 There shall be no more than thirty members of the Academic Council, the majority of whom will hold academic appointments within the College, and at least two members will be students of the College.
- 3.2 Individuals who occupy the following roles will be members of the Council on an *ex-officio* basis:
- The Director;
 - College Secretary and Registrar;
 - Head of Academic Affairs and Research;
 - Head of Design;
 - Head of Education;
 - Head of Fine Art;
 - Head of Visual Culture;
 - Head of Student Services and Admissions;
 - Quality and Academic Support Officer;
 - Head of Library;
 - Head of each Department within the four Schools;
 - Head of First Year Art and Design;
 - Student Union President
 - Student Union Vice President

- President of the Evening Students' Union (ESU), or a nominee from amongst Officers of the ESU Committee.
- 3.3 The academic staff from each School will elect a non-management academic staff member for appointment to the Council.
- 3.4 The Schools of Education and Visual Culture, and the Department of First Year shall each elect an additional non-management academic staff member from the School/Department for appointment to the Council to ensure proportionate representation on the Council.
- 3.5 Members will cease to hold office on the Council in the event that they:
- Cease to hold an ex-officio position, or
 - Cease to be an academic staff member of NCAD, or
 - Cease to be a registered student of NCAD.

4 Meetings

- 4.1 Meetings of the Council shall be convened by the Head of Academic Affairs, on the advice of the Chairperson of the Council.
- 4.2 The Council shall meet at least twice in an academic year, with at least one meeting taking place in each trimester.
- 4.3 Provisional dates will be circulated by the Head of Academic Affairs to members at the beginning of each academic year.
- 4.4 A special meeting of the Council may be called at any time by the Chairperson, either at his/her own volition, or at any time upon requisition addressed to the Chairperson by not less than one third of the members of the Council, which states the reason for the meeting to be called.
- 4.5 The quorum for a meeting of the Council will be 10 members and must include at least one representative from each School and one representative from the Department of First Year Studies.
- 4.6 Members may not be represented at Council meetings by substitute non-members.

5 Sub-committees of Council

- 5.1 The Academic Council may:
- 5.1.1 Establish such and so many committees, consisting either wholly or partly of persons who are not members of the Council, as it thinks proper to assist the Academic Council in the performance of its functions. The committees will cover areas such as:

- Academic Programmes (Programmes Board, School Board, Department of First Year Studies Board);
- Examinations (Exam Board);
- Assessment Appeals;
- Research and Innovation;
- Quality Assurance and Enhancement;
- Learning, Teaching and Assessment;

5.1.2 Determine the method for nominating non-Council members to be members of its Committee(s), including by staff or student election;

5.1.3 Determine, subject to these Terms of Reference, the functions of any committee it establishes, and its procedure (or terms of reference).

6 Chairperson of the Council

6.1 The Director shall be Chairperson of the Academic Council.

6.2 In the event that the Director is unable to attend a meeting of the Council, the Head of Academic Affairs will act as Chairperson of the meeting.

7 Secretary

7.1 The Head of Academic Affairs will act as Secretary (the *Secretary*) to the Academic Council.

8 Agenda

8.1 The Secretary will prepare the agenda for each meeting, in consultation with the Chairperson.

8.2 The agenda shall include any item referred to the Council by An Bord.

8.3 The agenda shall also include any item requested by a minimum of three (3) members of the Council, and submitted ten (10) working days prior to the meeting, provided that, in the opinion of the Chairperson, it relates to a function of the Council;

8.4 The agenda should distinguish between items for noting, for discussion, for decision, and for consideration and recommendation to An Bord.

9 Decision Making

9.1 Every issue at a meeting of the Council shall, as far as practicable, be determined by consensus.

9.2 Where the Chairperson believes that consensus is not possible, the issue shall be decided by a majority of the votes of members present and voting on the issue.

9.3 The Chairperson will have a casting vote in the event that there is an equal division of votes.

10 Minutes

- 10.1 The Secretary will be responsible for recording the minutes of meetings.
- 10.2 The Secretary may be assisted at meetings by a Recording Secretary, who may not be a member of the Council.
- 10.3 The minutes will record attendance and the deliberations and decisions of the Council, but will be designed to capture the substance of proceedings rather than every detail and contribution.
- 10.4 Draft minutes should be submitted to the Chairperson for review no later than five working days after the Council meeting, and following review by the Chairperson, the draft minutes should be tabled for approval at the next meeting of the Council.

11 Recommendations to An Bord

- 11.1 In accordance with its terms of reference, the Council, following deliberation, should submit relevant matters to An Bord for approval.

12 Review

- 12.1 The Terms of Reference should be reviewed on an annual basis by the Academic Council to ensure that they remain up-to-date and fit for purpose. The Council shall make recommendations for changes to An Bord, which must review and approve any changes.