TOR-GDIC-Academic Committee-V1-2021 05 18-APD

1.0 Purpose and Function of the Committee

a) The Academic Committee is responsible to the Joint Management Committee and to the relevant committees of University College Dublin (UCD) and South China Agricultural University (SCAU) for the creation of an appropriate structure for the overall management, monitoring and maintenance of academic standards for all programmes offered by the Guangzhou-Dublin International College of Life Sciences and Technology (GDIC).

b) The Academic Committee is also responsible for monitoring the overall performance of students registered to these programmes, monitoring their progression and ensuring their academic welfare.

c) The Academic Committee will make recommendations to the Joint Management Committee regarding the structure and content of programmes, and any regulations or policy which govern them, and make decisions or recommendations regarding the admission, progression, graduation or exclusion of the students registered to these programmes.

2.0 Terms of Reference

The Academic Committee, subject to review by the Joint Management Committee, shall be responsible for:

a) Reviewing and recommending to the relevant academic committees of the respective institutions all programme-related proposals;

b) Recommending the structure and content of the GDIC's programmes, and any regulations or policies which govern them, and making decisions or recommendations regarding the admission, progression, graduation or continuation of the students registered to these programmes.

c) Monitoring the overall performance of students registered to GDIC programmes, including exchange and occasional fee-paying students, monitoring their progression and ensuring their academic welfare.

d) Reviewing and approving all teaching and research materials used in GDIC in accordance with the requirements of GDIC and, where applicable, subject to Applicable Laws of the PRC and the approval of UCD;

e) Approval of the participation of all teaching staff in GDIC, based on the evaluation of the academic and professional qualifications and experience possessed by each member of the teaching staff. However, the Academic Committee may delegate the power of approving the participation of all teaching staff to the Provost;

f) Establishing Assessment Boards that include academic staff from both UCD and SCAU involved in the delivery of the relevant programme, to oversee the assessment of modules, approve module grades and report those grades to the relevant Programme Boards within UCD and SCAU for final approval. The Assessment Board may recommend the appointment of extern examiners to the Academic Committee who in turn will make recommendations to the relevant University body. Where possible external examiners from cognate programmes within UCD will be used; The outcomes of assessment will be approved by both SCAU and UCD Programme Boards;

g) Leading the quality assurance/quality enhancement processes for the programme(s), implementing mechanisms to assure and enhance the quality of educational and related activities and participating fully in the quality assurance/quality enhancement processes of SCAU and/or UCD.

h) Adopting and implementing, with adaptation where required, the quality assurance framework outlined in Appendix 2 Academic Standards and Quality Assurance Protocol of the Charter of GDIC.

i) Establishing a Student/Staff Liaison Committee as a subcommittee of the Academic committee and determining the composition of the Student/Staff Liaison Committee and its operating procedures;

j)   Determining the minimum English language standards to be achieved by all students wishing to participate in GDIC and preparing and submitting an annual review report to the Joint Management Committee.

3.0 Chair of the Academic Committee

a)   The Academic Committee shall be chaired by the Provost.

b)   The Chair of Academic Committee shall, within the remit of the Academic Committee:

   i.   chair and ensure the proper, effective and efficient operation of the Academic Committee.
   ii.   offer academic leadership by promoting innovation and best practice in the planning, design, delivery and quality enhancement of programmes.
   iii. develop and maintain effective collaborative relationships with the relevant officers of the College, UCD and SCAU.
   iv.   lead the quality assurance/quality enhancement processes for programmes and participate where appropriate in the agreed quality assurance/quality enhancement processes.
   v.   lead the implementation of such strategy, policies and procedures in teaching, learning, assessment and widening participation as may be agreed between the UCD and SCAU.
   vi.   oversee the effective and efficient administration of programmes.
   vii. build and develop the profile of the programmes.
   viii. liaise and build effective relationships with external and professional bodies, other stakeholders and alumni relevant to programmes.
   ix.   perform ceremonial and representative roles in respect of the programme.
   x.   perform such other duties as may be assigned by the Joint Management Committee with the agreement of the President of UCD and the President of SCAU.

c)   The Chair of the Academic Committee may make decisions in regard to the programmes within the remit of the Academic Committee, or the students applying to or registered to those programmes, on the delegated authority of the Academic Committee.

d)   The Chair in regard to their academic functions as outlined in these terms of reference will report and be accountable to the Joint Management Committee, and to the UCD Academic Council / SCAU relevant Academic Governing body.

4.0 Composition of the Academic Committee

The composition of the committee is:

   GDIC Provost (Chair)
   GDIC Principal
   GDIC Party Secretary (SCAU)
   GDIC Deputy Provost
   GDIC Vice Principal for Teaching Affairs
   UCD Programme Directors (1 per programme)
   SCAU Programme Directors (1 per programme)

In-attendance:

   UCD and GDIC Administrative Support Staff as required

The Academic Committee may co-opt members as required. Co-opted members are non-voting members.

5.0 Reporting

The Academic Committee shall regularly report its activities to the Joint Management Committee and the UCD Academic Council and relevant SCAU Academic Committee.

6.0 Conduct of Business

a)   The frequency of meetings shall be determined by resolution of the Academic Committee. Meetings may be held by teleconference calls, videoconferencing, or other electronic means, provided that all members have been notified in advance of such meetings, and provided that a quorum is present. There will be at least one physical meeting per semester.

b)   The meetings of the Academic Committee shall be convened by the Chair, with a minimum of seven days' notice of a meeting. Where the Chair is unable to attend a meeting of the Academic Committee, the Chair may nominate a member of the Committee to act as chairperson for that meeting.

c)   Members can in exceptional circumstances nominate an individual to attend and vote on their behalf but cannot routinely delegate their responsibilities.

d)   A meeting shall be considered quorate when two fifths of the members entitled to vote are present or represented.