



UCD College of Arts and Humanities Graduate Taught Programmes Board Terms of Reference

Approved by ACEC 12 August 2020

1. Purpose:

The College of Arts and Humanities Graduate Taught Programmes Board bears overall responsibility for graduate taught education and graduate taught students within the College. The Board will provide an overall strategic direction and an academic plan for the graduate taught provision of the College and will ensure the effective delivery of quality programmes and the best possible experience for the students. Schools and Research Institutes are responsible for the design and delivery of graduate education and for the welfare of graduate students. The role of the Board is to:

- (i) Discharge a number of important statutory and academic governance functions on behalf of the University on the delegated authority of Academic Council or its relevant Committee;
- (ii) Facilitate the development of a coherent strategy for graduate taught education within the College;
- (iii) Assure and enhance the quality of graduate taught education and the graduate taught student experience.

2. Terms of Reference:

The Board shall, subject to review by the Academic Council or its relevant committee:

- 2.1. Promote excellence in graduate taught education by establishing a strategy and academic plan for graduate taught education in the College.
- 2.2. 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 or its relevant Committee on such approvals.
- 2.3. Be responsible for graduate taught programmes and students within the College and in so doing shall:
 - (i) Assist Schools and Institutes in the design, development and delivery of graduate taught programmes;
 - (ii) Support educational and pedagogical development within graduate taught programmes in collaboration with the College Vice-Principal for Teaching and Learning;
 - (iii) Adjudicate on student applications for leave of absence from and transfer between graduate taught programmes.

- 2.5. Oversight of the general admission criteria to graduate taught programmes. Admit students to graduate taught programmes in accordance with the University's regulations and policies, and assist in the maintenance of their student record.
- 2.6. 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.
- 2.7. Monitor graduate student progression and completion rates on graduate taught programmes.
- 2.8. Identify opportunities and make recommendations for both external and internal institutional collaboration to the Academic Council or its relevant committee.
- 2.9. Approve the appointment of internal examiners and recommend the appointment of special external examiners to the Academic Council or its relevant Committee.
- 2.10. The Board shall establish so many Programme Examination Boards, as subcommittees of the 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 Board shall support the development of strategic and operational plans for graduate taught education within the College. These plans shall be prepared within the overall planning framework for the University, Colleges and Schools.
- 2.12. The Board shall, within the resources made available by the University and the Colleges, ensure that appropriate supports are in place to meet the welfare, pastoral and academic administrative needs of students registered to the programmes.
- 2.13. The Board shall work with the University and the relevant College(s) to promote the programmes both internally and externally.
- 2.14. The Board shall be chaired by the Associate Dean Graduate Arts and Humanities.
- 2.15. The Board shall support the Associate Dean Graduate in fostering fruitful relationships with external and professional bodies, other stakeholders and alumni relevant to the programmes.
- 2.16. 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.
- 2.17. Consider, in addition, such matters as the Academic Council or its relevant committee may refer to the Board.
- 2.18. The Board is, in all its activities and decisions, subject to review by the Academic Council or its relevant committee.

3. Constitution:

Ex Officio Members:

Associate Dean Graduate Arts and Humanities (Chair)
Graduate School Manager, UCD College of Arts and Humanities
Directors from associate Research Centres/Institutes with active graduate Programmes
Graduate Representative, Students' Union
College Principal, UCD College of Arts and Humanities
Vice-Principal for Global Engagement, UCD College of Arts and Humanities
Vice-Principal for Research and Innovation, UCD College of Arts and Humanities
Vice-Principal for Teaching and Learning, UCD College of Arts and Humanities

Nominated Members:

1 Representative from each School within the College (nominated by Head of School)
1 Representative from the administrative staff (elected by administrators with responsibility for graduate affairs in the College)

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 4 times per academic year, to include at least 2 meetings in the Autumn trimester and at least 2 meetings in the Spring trimester and meetings shall be aligned to the schedule of meetings of the appropriate University committees.
- 4.2. The meetings of the Board shall be convened by the Chair, with a minimum of seven days' notice of a meeting. Meeting documentation shall be circulated to members no later than five working days' in advance of a meeting.
- 4.3. 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.
- 4.4. 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.
- 4.5. 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.
- 4.6. A meeting shall be considered in quorate when one third of the members entitled to vote are present or represented.
- 4.7. The Manager of the Graduate School shall act as Secretary to the Board.