



## **Social Sciences Graduate Taught Programmes Board**

### **Terms of Reference**

*Approved ACEC 12 August 2020*

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#### **1. Purpose:**

- 1.1. The Social Sciences Graduate Taught Programmes Board shall facilitate the development of a coherent strategy for graduate taught education within the College.
- 1.2. The Board is responsible to the Academic Council or its relevant committee for the design, development, regulation, quality and general oversight of graduate taught programmes in Social Sciences.
- 1.3. The Board will make recommendations on the structure and content of graduate taught programmes, and advise on any regulations or policy which govern them, and will make decisions or recommendations regarding the admission, progression, continuation and graduation of students on these programmes in line with University policies and procedures.
- 1.4. The Board shall discharge a number of important statutory and academic governance functions on behalf of the University on the delegated authority of Academic Council.
- 1.5. The Board has a responsibility to ensure that graduate taught programmes are of the highest quality and are effectively delivered, ensuring the best possible experience for students.

#### **2. Terms of Reference:**

- 2.1. The Board is, in all its activities and decisions, subject to review by the Academic Council or its relevant committee.
- 2.2. The Board shall, subject to review by the Academic Council or its relevant committee:
  - 2.2.1. Approve proposals regarding the structure and content of graduate taught 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.
  - 2.2.2. Support Schools and Institutes in the overall design, development, delivery and evaluation of graduate taught programmes;

- 2.2.3. Promote excellence in the development and operation of graduate programmes;
- 2.2.4. Ensure that aims and outcomes of graduate taught programmes are clearly articulated;
- 2.2.5. Ensure that graduate taught programme structures are academically coherent;
- 2.2.6. Establish, where appropriate and subject to the University's regulations and policies, norms and guidelines regarding teaching and learning approaches, student workloads and assessment and grading practice;
- 2.2.7. Maintain appropriate links with undergraduate programmes in consultation with the College Vice-Principal for Teaching & Learning;
- 2.2.8. 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.
- 2.2.9. Monitor graduate taught student progression and completion rates;
- 2.2.10. Adjudicate on student applications for leave of absence from and transfer between graduate taught programmes;
- 2.2.10. Review and approve students' requests for accreditation of prior learning as guided and advised by the appropriate School(s);
- 2.2.11. Review and approve students' requests for credit for modules taken outside UCD as guided and advised by the appropriate School(s);
- 2.2.12. 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;
- 2.2.13. Identify opportunities and make recommendations for both external and internal institutional collaboration to the Academic Council or its relevant committee;
- 2.2.14. In collaboration with the Law governing board, 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;
- 2.2.15. Ensure that, within the resources made available by the University and the Colleges, appropriate supports are in place to meet the welfare, pastoral and academic administrative needs of students registered to graduate taught programmes;
- 2.2.16. Work with the relevant School(s), the University and the relevant College(s) to promote the programmes both internally and externally;
- 2.2.17. Support the Associate Dean, Graduate Social Sciences in fostering fruitful relationships with external and professional bodies, other stakeholders and alumni relevant to the programmes;
- 2.2.18. Receive, consider, and act upon or respond to, recommendations from the Teaching & Learning Committee of the College;
- 2.2.19. Consider, in addition, such matters as the Academic Council or its relevant committee or College Principal and/or Executive may refer to the Board.
- 2.3 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.

- 2.4 The Board may devolve decision-making authority regarding student applications to an appointed Admissions Tutor, to the University's Admissions Office or the International Office.

### **3. Constitution:**

3.1. Ex Officio Members:

- 3.1.1. College Principal
- 3.1.2. Associate Dean, Graduate Social Sciences  
(Chair)
- 3.1.3. College Director or their nominee

3.2 Nominated Members:

- 3.2.1. One academic representative from the following Schools within the College (nominated by the respective Head of School);  
Archaeology  
Economics  
Education  
Geography  
Information and Communication Studies  
Philosophy  
Politics and International Relations  
Psychology  
Social Policy, Social Work and Social Justice  
Sociology
- 3.2.2. One administrative representative from those Schools named in 3.2.1 (nominated by the respective Head of School).
- 3.2.3. Either one graduate taught student or nominated Students' Union representative.
- 3.3. 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 chaired by the Associate Dean, Graduate Social Sciences
- 4.3. The meetings of the Board shall be convened by the Chair, with a minimum of five working days' notice of a meeting. Meeting documentation shall be circulated to members no later than five working days' in advance of a meeting.
- 4.4. Where a nominated School academic representative is unable to attend a meeting, a delegate, also an academic from the School, may be identified in advance of the

meeting. Recommendations from a School will not be approved unless an academic representative from the School is present at the meeting.

- 4.5. 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.
- 4.6. 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.
- 4.7. Where a vote is required, the Associate Dean, Graduate Social Sciences and each School academic representative has one vote.
- 4.8. The secretary to the Board shall be the Director, College of Social Sciences and Law, or their nominee
- 4.9. A meeting shall be considered quorate, when a third of the members entitled to vote are present or represented.

**20 July 2020 Nuala Brady in consultation with US & Dean of Law (Draft)  
incorporate change in governance, academic regulations, membership**

**Edited to**

	GSB	The GSB agreed with the suggestion to update the Terms of Reference of the GSB, merging the older GTPB and GSB ToRs, removing the membership of the research institute(s) and returning to strictly one academic and one administrator from each school. It also suggested and approved that both academics and administrators should be full voting members of the GSB.
13 October 2011	Johan A. Elkink (GSD)	First draft.
14 October 2011	Johan A. Elkink (GSD)	Small amendment, providing examples of academic and administrative decisions (4.7).
18 October 2011	Johan A. Elkink (GSD)	Added reference to IPA (3.4).
20 October 2011	Michael E. Kennedy (Senior Policy Officer)	Minor revisions and check on alignment with similar documents in preparation. Item 2.3 was added accordingly.
21 October 2011	Johan A. Elkink (GSD)	Reversion to original voting procedures and addition of explanatory note. Item 4.7 was revised accordingly.
25 October 2011	GSB	The GSB approved the ToR with the following amendments: <ul style="list-style-type: none"><li>• that administrative staff should be listed under Article 3.2 (nominated members);</li><li>• that Article 7.4 should be revised to state that, where a vote is required, there is only one vote per School (as opposed to one vote per academic member);</li><li>• that the reference to the IPA be dropped given the fact that the DGov programme has not been approved at this stage;</li><li>• that the explicit reference to the SU for nomination of student representatives is dropped, to allow for alternative selection procedures when a nomination is not forthcoming.</li></ul>
10 June 2015	GSB	Change of College name to reflect restructuring University Graduate Programmes Board changed to University Programmes Board School of Law's management of graduate taught programmes will continue within the Law Programme Office. Nomination of rep from the Student's Union.
2 December 2015	GSB	1.3 continuation 2.2.10 Eligibility to continue 2.3 Deleted as duplication of 2.2.10 3.1.2 (Chair)