



## College of Business

### Graduate School of Business Taught Programmes Board Terms of Reference

#### 1. Purpose:

- 1.1 The Graduate School of Business Taught Programmes Board is responsible for monitoring the overall performance and progression of students registered to its programmes and ensuring their academic welfare.
- 1.2 The Board will recommend the structure and content of these programmes, and any regulations or policy which govern them, and make decisions or recommendations regarding the admission, progression, continuation and graduation of the students registered to these programmes
- 1.3 The Board will ensure procedures are in place for the admission, progression, continuation, completion, recognition of concurrent or prior learning, internationalisation of programmes, internships and employability opportunities and other aspects of programme design or governance identified by Academic Council or its relevant committee.
- 1.4 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 In accordance with the University's policies and regulations, the Board's responsibilities in relation to the programmes it governs and the students registered to these programmes include the following:
  - a) Ensuring the implementation of University strategy, policies, and procedures
  - b) Design, development, regulation, delivery, and quality assurance and enhancement
  - c) Assuring outcomes-based emphasis in programme design and assessment
  - d) Ensuring that assessment strategy is appropriate and measures achievement of programme outcomes
  - e) Approving the structure and content of the programme and any special regulations relating to the programme
  - f) Oversight of the admission of students
  - g) Oversight of internships
  - h) Oversight of study abroad opportunities
  - i) Adjudication on student applications for leave of absence and transfer between programmes
  - j) Academic welfare of the students registered to the programmes and identifying students whose academic welfare is of concern
  - k) Consideration of extenuating circumstances and approval of appropriate actions
  - l) Progression of students within the programme
  - m) Overseeing and enhancing the academic quality of programmes and the student learning experience
  - n) 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 The Board shall establish so many Programme Examination Boards, as subcommittees of the Board, as are required for the programmes it governs. Programme Examination Boards shall be responsible for:
  - a) the consideration and approval of grades submitted by Schools;
  - b) approval of the progression of students on taught programmes;
  - c) consideration of extenuating circumstances and approval of appropriate actions;
  - d) recommendation of final award (and class, if appropriate) on the delegated authority of Academic Council or its relevant Committee;
  - e) reflection on student performance, grade distributions and other assessment matters;
  - f) making recommendations to the Board for future action.
- 2.3 Monitor completion rates of graduate taught students.
- 2.4 Identify opportunities and make recommendations for both external and internal institutional collaboration to the Graduate School Board and the Academic Council or its relevant Committee.
- 2.5 The Board shall 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.
- 2.6 The Board shall, within the resources made available by the University and the College, ensure that appropriate supports are in place to meet the welfare, pastoral and academic administrative needs of students registered to the programmes.
- 2.7 The Board shall work with the University and the College to promote the programmes both internally and externally.
- 2.8 The Board shall support the Chair in fostering fruitful relationships with external and professional bodies, other stakeholders and alumni relevant to the programmes.
- 2.9 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.
- 2.10 The Board may devolve decision-making authority regarding student applications to the UCD Smurfit Student Recruitment and Admissions Team
- 2.11 Consider, in addition, such matters as the Academic Council or its committees may refer to the Board.

### **3. Chair of the Graduate School Business Taught Programmes Board**

- 3.1 The Board shall be chaired by the Associate Dean / Director of the Graduate Business School, or their nominee.
- 3.2 The Chair of the Board shall, in respect of each of the programmes within the remit of the Board:

- a) Chair and ensure the proper, effective and efficient operation of the Board;
  - b) Offer academic leadership by promoting innovation and best practice in the design, development, delivery and quality enhancement of the programmes;
  - c) Develop and maintain effective collaborative relationships with the Principal of the College of Business, College Executive, Head of Subject Areas, Vice Principal Teaching & Learning and College of Business Teaching & Learning Committee
  - d) Lead the quality assurance/quality enhancement processes for all programmes and participate where appropriate in the quality assurance/quality enhancement processes of the University;
  - e) Lead the implementation of University strategy, policies and procedures in teaching, learning, assessment and widening participation;
  - f) Oversee the operation and development of the Graduate School of Business Programme Office, and the effective and efficient administration of the programmes;
  - g) Support the development of a collaborative administrative network involving the Registrar's Office, the Graduate School of Business Taught Programme Office and School administrators;
  - h) Build and develop the internal and external profile of the programmes;
  - i) Liaise and build effective relationships with external and professional bodies, other stakeholders and alumni relevant to programmes;
  - j) Perform ceremonial and representative roles in respect of the programmes;
  - k) Perform such other duties as may be assigned by the President or the Registrar.
- 3.3 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.
- 3.4 The Dean of Business is an ex-officio member of the Graduate School of Business Taught Programmes Board. Where there is a separate Chair of the Board, that individual shall also be on the Executive of the College of Business.
- 3.5 Where the Chair has concerns regarding the resources available to operate and develop the programme, the Chair may, following consultation with the Principal of the College of Business and the Registrar, raise such concerns directly with the President.
- 3.6 The Chair in regards to their academic functions as outlined in these terms of reference, will report and be accountable, via the Registrar, to the President.

#### **4. Composition of the Board**

- 4.1 The following shall be voting members of the Board:
- i. Chair
  - ii. Vice Principal Teaching and Learning, College of Business
  - iii. Programme Directors
  - iv. Director Assurance of Learning, College of Business
  - v. Subject Area Heads, College of Business
  - vi. Head of Student Recruitment and Admissions, College of Business
  - vii. Representative (academic) from School(s) which contribute to Graduate School Business Programme Offerings
  - viii. One academic member nominated by the Principal, College of Business
  - ix. Two members nominated by the Registrar
  - x. Three student members nominated by the Student's Union

- 4.2 The Director of the UCD Smurfit School Office shall be a non-voting member of and act as Secretary to the Board. The student adviser associated with the programmes, the Director of the Global Campus Office and the Senior Manager UCD Smurfit Careers Network should be non-voting members of the Board.

## **5. Conduct of Business**

- 5.1 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; meetings shall be aligned to the schedule of meetings of the appropriate University committees.
- 5.2 The meetings of the Board shall be convened by the Chair, with a minimum of seven days' notice of a meeting.
- 5.3 Meeting papers will be circulated to members five working days prior to meeting.
- 5.3 Where the Chair is unable to attend a meeting of the Board, the Chair may nominate a member of the Board to act as chairperson for that meeting.
- 5.4 Where a Head of Subject Area is an ex-officio member of the Board and appointed under 4.1(vi) above, and is unable to attend a meeting of the Board, they may nominate an academic to attend the meeting, representing and voting on behalf of the Head; other members of the Board may not nominate others to attend meetings on their behalf.
- 5.5 A meeting shall be considered in quorate when one third of the members entitled to vote are present or represented.