



The UCD Business Undergraduate Taught Programmes Board

Terms of Reference

Revisions approved Academic Council 14 March 2024

1. Purpose and function of the Board

- 1.1. The Business Undergraduate Taught Programmes Board is responsible to Academic Council or its relevant committee for the design, development, regulation and quality, and for overseeing the delivery of the programmes.
- 1.2. The Board is also responsible for monitoring the overall performance of students registered to these programmes, monitoring their progression and ensuring their academic welfare.
- 1.3. 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 students registered to these programmes.

2. Terms of Reference

- 2.1. The Board, subject to review by Academic Council or its relevant committee, shall for each programme within its remit:
 - (i) Promote excellence in education by articulating the aims and outcomes of the programme and agree a strategy and academic plan for the programme.
 - (ii) Approve proposals regarding the structure and content of the programme and any special regulations relating to the programme, seeking University-level endorsement as appropriate and reporting annually to Academic Council or its relevant committee on such approvals.
 - (iii) Ensure that the modules contributing to the programme support the academic coherence of the programme and the quality of the graduate output.
 - (iv) Oversee and enhance the academic quality of the programme and the student learning experience.
 - (v) Establish, where appropriate and subject to the University's regulations and policies, programme-wide norms and guidelines regarding teaching and learning approaches, student workloads and assessment and grading practice.
 - (vi) Admit students to the programme in accordance with the University's regulations and policies.

- (vii) Adjudicate on student applications for leave of absence from and transfer between programmes, in accordance with the University's regulations and policies.
 - (viii) 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.
 - (ix) Receive, consider, and act upon or respond to, recommendations from the Teaching & Learning Committee of the College of Business and the Executive of the College of Business.
 - (x) Establish in accordance with University policy, mechanisms to assure and enhance the quality of educational and related activities and participate fully in the quality assurance/quality enhancement processes of the University.
 - (xi) Ensure implementation of University strategy, policies and procedures in teaching, learning, assessment and widening participation.
 - (xii) Monitor progression and completion rates of students.
 - (xiii) The Board shall support the development of strategic and operational plans for education within the College. These plans shall be prepared within the overall planning framework for the University, Colleges and Schools.
- 2.2. The Board shall prepare annual academic operational programme plans, identifying resource implications of any proposed change in activity. The plans shall be developed in consultation with the College Principal and College Executive. Agreed plans will be subject to review /approval at the University level for their alignment to the programme and University strategic plan. The Board will also be required to prepare strategic academic programme plans, at such intervals as the University may require.
- 2.3. Where the Board proposes changes to the Programme that have significant resource implications, these should be planned as part of the formal academic and operational planning process. Where the Board (or the Chair acting on the delegated authority of the Board) proposes a change to the programme that has significant resource implications outside this formal planning process, they must consult with and seek the approval of the Principal of the College of Business.
- 2.4. 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.
- 2.5. The Board shall work with the University and the College of Business to promote the programmes both internally and externally.
- 2.6. The Board shall support the Chair in fostering fruitful relationships with external and professional bodies, other stakeholders and alumni relevant to the programmes.
- 2.7. The Board may form such and so many sub-committees as it deems necessary to perform its functions and may delegate any of its functions to a sub-committee. The Chair of the Business Undergraduate Taught Programmes Board shall be entitled to chair, or nominate the chair of, any sub-committee established by the Board.

- 2.8. 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.
- 2.9. The Board shall hold a Programme Forum, at least once per trimester. The Programme Forum should include all academic staff involved in the delivery of the programmes. The major strategic and operational decisions facing the Board during the trimester should be presented to the Forum, and the input and advice of the Forum sought and taken into consideration by the Board.
- 2.10. The Board can appoint as many Programme Directors as necessary and shall determine their roles and responsibilities.

3. Chair of the Business Undergraduate Taught Programmes Board

- 3.1. The Board shall be chaired by the Associate Dean – Quinn School of Business.
- 3.2. The Chair shall, in respect of each of the programmes within the remit of the Board:
 - (i) Chair and ensure the proper, effective and efficient operation of the Board
 - (ii) Offer academic leadership by promoting innovation and best practice in the design, development, delivery and quality enhancement of the programme
 - (iii) Develop and maintain effective collaborative relationships with the Principal of the College of Business, the Executive of the College of Business, Heads of Subject Areas, and the Vice Principal, Teaching and Learning in the College of Business.
 - (iv) Lead the quality assurance/quality enhancement processes for the programme and participate where appropriate in the quality assurance/quality enhancement processes of the University
 - (v) Lead the implementation of University strategy, policies and procedures in teaching, learning, assessment and widening participation
 - (vi) Oversee the operation and development of the Quinn School of Business Office, and the effective and efficient administration of the programme
 - (vii) Support the development of a collaborative administrative network involving UCD Registry, the Business School Office (Blackrock and Belfield branches) and School administrators
 - (viii) Build and develop the internal and external profile of the Undergraduate Business School
 - (ix) Liaise and build effective relationships with external and professional bodies, other stakeholders and alumni relevant to the programme
 - (x) Perform ceremonial and representative roles in respect of the programme
 - (xi) Perform such other duties as may be assigned by the President or the Registrar
- 3.3. The Chair 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 College Executive of the College of Business. The Associate Dean of the Quinn School shall 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 Business Undergraduate Taught Programmes Board

- 4.1. The following shall be voting members of the Board
 - (i) Chair
 - (ii) Vice Principal for Teaching and Learning, College of Business
 - (iii) Programme Directors
 - (iv) The Heads of the following subject areas (or their nominees)
 - (a) Accountancy
 - (b) Banking and Finance
 - (c) HRM and Employment Relations
 - (d) Management
 - (e) Management Information Systems
 - (f) Marketing
 - (v) The Heads of the following Schools (or their nominees)
 - (a) Economics
 - (b) Languages, Cultures and Linguistics
 - (c) Mathematics and Statistics
 - (d) Institute for Chinese Studies
 - (vi) Director, Assurance of Learning, College of Business
 - (vii) One academic member nominated by the Principal, College of Business
 - (viii) Two members nominated by the Registrar
 - (ix) Up to four student members nominated by the Students' Union who are completing a programme for which the Board is responsible including the SU Business College Officer
 - (x) A representative of the College of Business Widening Participation Committee
- 4.2. The Director, Quinn School Office and Director, Centre for Distance Learning shall be non-voting members of the Board. The most senior student adviser associated with a programme should be a nonvoting member 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. Documentation for consideration by the Board

will be circulated in advance no later than five working days before the scheduled 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. Dean of Business, Programme Directors and Heads of Subject can in exceptional circumstances nominate an individual to attend and vote on their behalf, but cannot routinely delegate their responsibilities.
- 5.5. A meeting shall be considered to have a quorum when one third of the members entitled to vote are present or represented.