



UNIVERSITY COLLEGE DUBLIN

Academic Governance

Academic Council

*Approved by Governing Authority 20 October 2015
Revisions approved by ACEC 30 August 2016*

1. Purpose

The purpose of Academic Council is to:

1. Direct the educational matters of the University such as curriculum, education provision, academic policy and regulatory oversight through approval of Academic Regulations, Student Code and new academic policies. Oversee and assure the quality and standards of academic matters of Recognised Colleges in general and in particular where programmes and activities lead to the award of degrees and qualifications of the University.
2. Consider matters of academic governance of the University.
3. Advise and make recommendations to the University on academic institutional and sectoral initiatives and strategic priorities such as education strategy, HEA policy and other institutional and national initiatives.
4. Oversee the academic governance framework: constitute, reconstitute and discontinue committees.
5. Maintain oversight of functions undertaken by subcommittees with a key role in approving an annual work programme for subcommittees and prescribing annual reporting requirements.

2. Composition

1. The composition of Academic Council shall be as described by statute of University College Dublin.
2. The Academic Council shall have as members, in accordance with statute, the Head of Subject for the subject areas and disciplines listed in the UCD Subject Register.
3. The Academic Council shall have as members, in accordance with statute, one Associate Professor or Assistant Professor/Lecturer elected by each School. Such members shall be elected for a three-year term and shall be eligible for re-election for a maximum of two consecutive terms.
4. The Academic Council shall have as members, in accordance with statute, an appropriate number of students. Such students shall be appointed for one calendar year and shall be eligible for re-appointment. Students appointed to the Academic Council shall cease to be members of the Academic Council if they cease to be registered students. The UCD Students' Union shall nominate such students to Academic Council respecting diversity across Colleges, programmes, programme levels and gender not to exceed 23 representatives.

3. Conduct of Business

1. Ordinary Meetings of the Academic Council shall be convened by the Registrar, on the instruction of the President, at least two times in each academic session. Normally, one such meeting shall be held in each semester. Provisional dates for such meetings shall be published by the Registrar at the beginning of each academic session.
2. A Special meeting of the Academic Council may be called at any time by the President. A Special meeting shall be called by the President at any time upon a requisition addressed to the President by not less than one sixth of the members of the Academic Council, stating the object for which the meeting is to be called.
3. When required, the President may request the Academic Council to conduct business electronically. Any decisions will normally be taken by exception.
4. No quorum shall be required for an Ordinary Meeting of the Academic Council or for business conducted electronically. The quorum for a Special Meeting of the Academic Council shall be not less than one third of the members of the Academic Council.
5. The President shall be chairperson of the Academic Council. Where the President is unable to chair a meeting of the Academic Council he/she shall nominate a member of the Academic Council to chair the meeting.
6. Every issue at a meeting of the Academic Council shall, as far as possible, be determined by consensus, but where in the opinion of the President, or the member nominated by the President to chair the meeting, consensus is not possible, the issue shall be decided by a majority of the votes of members present and voting on the issue
7. At meetings of the Academic Council, the President shall have a casting as well as a deliberative vote. A member of the Academic Council nominated by the President to chair a meeting of Academic Council shall have a deliberative, but shall not have a casting, vote.
8. The Registrar shall, in accordance with statute of University College Dublin, act as secretary to the Academic Council and shall be responsible for keeping the record of attendance and the minutes of meetings of the Academic Council.
9. The Registrar shall notify each member of the Academic Council of the date, time and venue of each meeting of Academic Council at least /one week in advance of the meeting.
10. The agenda for each meeting of the Academic Council shall be prepared by the Registrar under the direction of the President, and shall be communicated to each member of the Academic Council at least one week in advance of the meeting.
11. The Registrar shall include on the agenda for each meeting any item referred to the Academic Council by the Governing Authority or any College. The Registrar shall also include on the agenda for each meeting any item requested by a minimum of twenty members of the Academic Council, provided that, in the opinion of the President, such item relates to a function of the Academic Council, as set out in statute.
12. The agenda for each meeting of the Academic Council shall distinguish between items for noting, for formal approval, for decision and for discussion by the Academic Council.
13. A meeting of the Academic Council may decide to co-opt a member of the academic staff or a registered student of the university to membership of the Academic Council for a specified period, on the nomination of the President with the assent of the majority of those members present at the meeting.
14. The Academic Council shall establish and approve the membership and terms of reference of an Executive Committee.

15. The Academic Council may, from time to time, establish other committees in accordance with statute, of University College Dublin and Section 29 of the Universities Act 1997. When establishing such a committee, the Academic Council shall specify the membership, terms of reference and reporting arrangements of the committee.
16. The Academic Council may delegate to the Executive Committee or to any other committee established in accordance with Section 29 of the Universities Act 1997 and statute of University College Dublin any function ascribed to it by Statute 6, as provided for in statute of University College Dublin and Section 29 of the Universities Act 1997.

4. Reporting

The Academic Council will submit reports to the Governing Authority and where appropriate make recommendations.