


Academic Council and Academic Council subcommittees terms of reference and standing orders		
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Academic Council and Academic Council subcommittees terms of reference and standing orders

Revision History

Revision	Date	Revision Description DCRT#	Originator
17	26 October 2011	Update of membership	Registrar
18	13 January 2012	Update of policy	Registrar
19	27 March 2012	Update of membership – new term	Registrar
20	14 June 2012	Updated based on feedback from new Academic Council	Registrar
21	15 Nov 2012	Technical update	Registrar
22	30 July 2013	Technical update for 2013-2014	Registrar
23	30 October 2013	Update of membership	Registrar
24	2 May 2014	Update of membership	Registrar
25	12 June 2014	Update of membership	Registrar
26	1 July 2014	Update of membership	Registrar
27	4 Aug 2016	Update of membership	Registrar
28	19 Sept 2016	Update of membership	Registrar
29	18 Oct 2016	Update of membership	QA Officer
30	24 Nov 2016	Update of membership	QA Officer

1. Purpose

The purpose of this document is to outline the terms of reference for, and membership of, the Academic Council and formal subcommittees of Academic Council of the Institute.

This document subsumes and replaces procedure Academic Council Appointment: Notes (dated 10 December 1999) and 4RGB01 220103 on regulations on appointment of Academic Council (adopted by the Academic Council on 17 February 2005).

2. Scope

This document refers to the following committees:

Academic Council
<ul style="list-style-type: none">• Admissions subcommittee of Academic Council
<ul style="list-style-type: none">• Quality assurance subcommittee of Academic Council
<ul style="list-style-type: none">• Research and postgraduate studies subcommittee of Academic Council
<ul style="list-style-type: none">• Ad-hoc working groups

This document is relevant to all staff of the Institute and members of Academic Council and Academic Council subcommittees, in particular.

3. Academic Council

Terms of reference (section 10 of RTC Act)

The terms of reference for the Academic Council are extracted directly from the Regional Technical Colleges Act (1992).

- (1) Each college shall have an Academic Council appointed by the Governing Body to assist it in the planning, co-ordination, development and overseeing of the educational work of the college and to protect, maintain and develop the academic standards of the courses and the activities of the college.
- (2) (a) Each Governing Body may by regulations made under this section provide for the membership and terms of office of the Academic Council.
 - (b) The majority of members shall be holders of academic appointments within the college and at least one shall be a registered student of the college.
 - (c) The members appointed to the Academic Council shall hold office for a period of three years and shall be eligible for reappointment.
- (3) Without prejudice to the generality of subsection (1) the Academic Council shall have the following particular functions-
 - (a) to design, develop and assist in implementing courses of study in accordance with the programmes and budget approved annually under section 13 of this Act and consistent with the functions of the college;
 - (b) to make recommendations to the Governing Body for the establishment of appropriate structures to implement the courses of study referred to at paragraph (a) of this subsection;
 - (c) to make recommendations to the Governing Body on programmes for research and development work;

- (d) to make recommendations to the Governing Body for the selection, admission, retention and exclusion of students;
- (e) be responsible, subject to the approval of the Governing Body, for making the academic regulations of the college;
- (f) to propose to the Governing Body, subject to the requirements of the National Council for Educational Awards or any university or other authority to which section 5 (1) (b) applies, the form of regulations to be made by the governing body for the conduct of examinations and for the evaluation of academic progress;
- (g) to make recommendations to the Governing Body for the award of scholarships, prizes or other awards;
- (h) to make general arrangements for tutorial or other academic counselling;
- (i) to exercise any other functions, consistent with this Act, which may be delegated to it by the Governing Body;
- (j) to assist in implementing any regulations which may be made by the Governing Body concerning any of the matters aforesaid.
- (4) The Academic Council, with the approval of the governing body, may-
 - (a) establish such and so many committees, consisting either wholly or partly of persons who are not members of the college, as it thinks proper to assist the Academic Council in the performance of its functions under this Act, and
 - (b) determine, subject to the provisions of this Act, the functions of any committee established under paragraph (a) of this subsection.
- (5) The acts of a committee established under subsection (4) (a) shall be subject to confirmation by the Governing Body unless the Governing Body dispenses with the necessity for such confirmation.
- (6) Subject to the provisions of this Act and to the directions of the Governing Body, the Academic Council may regulate its own procedure.

Academic Council Composition

1. These regulations were originally made on 22nd January 2003 by the Governing Body under Section 10 of the Regional Technical Colleges Act 1992, and amended on 17 February 2005, 19 December 2005, 11 February 2009, and 14 June 2012 by the Academic Council of the Institute.
2. The purpose of these regulations is to provide for the membership and terms of office of the Academic Council in accordance with Section 10(2)(a) of the Regional Technical Colleges Act 1992.
3. Membership of the Academic Council for the period 2nd May 2014 to 28 February 2018 shall be as follows: (except for student representatives who are appointed annually with their term of office expiring on 30 June, the year following their election (from 2012)).

President (ex-officio)	1
Registrar (ex-officio)	1
Heads of School (ex-officio)	2
Heads of Department (ex-officio)	4
Quality Assurance Officer (ex-officio)	1
Librarian (ex-officio)	1
Academic Administration and Student Affairs Manager (ex-officio)	1
One person being an officer of the Students Union of the Institute with responsibility for educational issues (ex-officio)	1
Two persons, one male representative and one female, who are members of the student body <u>elected</u> by the student body in accordance with these regulations. The student body for this purpose shall comprise the registered students of the Institute and the full-time officers of any student representative body recognised by the Governing Body for this purpose. A person elected to the academic council through this process shall be deemed to have resigned his/her place on ceasing to be a registered student or a full-time officer of a recognised student representative body. The election shall provide for one male and one female alternate who will assume a place on the council vacated for any reason by the person first elected. Elections for student representation will take place at a date determined by the Registrar and where possible will coincide with Student Union elections in May annually (from 2010), with term of office for student members expiring on 30 June, the year following their election.	2
One person, being a member of the support staff, <u>elected</u> by that staff in accordance with these regulations. A person elected to the academic council through this process shall be deemed to have resigned his/her place on ceasing to be employed by the college.	1
Sixteen persons, being members of the academic staff of the college, other than the Registrar, Heads of School and Heads of Department, who are employed on a permanent, full-time basis or who are required, during the period beginning on the 1 st day of September preceding the election and ending on the following 31 st day of August, to teach not less than 280 time-tabled hours in the college, <u>elected</u> by that staff in accordance with these regulations. Given the Institute legal obligation relating to gender, it was agreed that the first five males elected, the first five females elected and the next six elected of either gender will be invited to join Academic Council. It was also agreed that three people will be maintained on a reserve list (if possible) and elections to generate an additional reserve list will only be conducted once during the life of the Academic Council, at mid term. A person elected to the Academic Council through this process shall be deemed to have resigned his/her place on ceasing to be employed by the college as a member of the academic teaching staff.	16
Total membership	31

Conduct of elections for staff membership of Academic Council

1. The Secretary/Financial Controller shall be responsible for the conduct of the necessary elections. Two members of the staff of the Registrar's Office nominated by the President will act as scrutinisers.
2. The elections shall be by proportional representation using the single transferable vote on the Seanad Éireann model.
3. For each election the Secretary/Financial Controller shall place on the college's notice board a Provisional List of Electors, i.e. a list of staff/students eligible to take part. A separate list will be placed for each potential electoral group. Any staff member/ student who considers that (s)he has been wrongly omitted from this Provisional List of Electors may make representations to the Secretary/Financial Controller. A definitive List of Electors will then be posted.
4. Candidates for election must be eligible electors. Nominations must be made in writing to the Secretary/Financial Controller by the date and time specified. Candidates may nominate themselves. Candidates may also be nominated by one or more other eligible electors but, in that event, must signify in writing their agreement to being nominated. Two days before nominations close, a communication will issue to all staff and students indicating the number of nominations received at that point for each position available. Lists of those validly nominated will be placed on the notice boards within one working day following the close of nominations.
5. Voting will take place on a date advertised. Voting will take place from 10 am to 6.30 p.m. in a pre-published location. Voters will be asked to produce evidence of identity containing a photograph. Ballot papers will be available only in the election room. The Secretary/Financial Controller or their nominee will note the issue of each ballot paper against the voter's name on the List of Electors. A secure box will be provided for depositing the completed ballot papers for each election. At closing and opening of ballot boxes, an independent scrutinisher will be present.
6. The electoral franchise will allow all academic staff to nominate staff for election, to be nominated for election, and to vote. This entitlement is based on a staff member's position as an appointed member of academic staff, and would not be altered by any additional roles taken on in an acting capacity. The entitlement agreed above also extends to staff that hold acting positions that entitle them to hold ex-officio positions on Academic Council. For the purposes of elections to Academic Council, the Registrar is considered to be a member of academic staff, and the President is not.
7. The electoral franchise will allow all students to nominate students for election, to be nominated for election, and to vote. This entitlement is based on a student's position as a registered student, either in full-time or part-time mode.
8. For the purposes of elections to Academic Council, the Registrar, Heads of School and Heads of Departments are considered to be members of academic staff, and the President is not.

9. The Secretary/Financial Controller, in the presence of the scrutinisers, will count the votes and determine the results of the elections. Results will be posted on the college notice boards as soon as available.
10. Ballot papers will be retained in a secure place for three months following the elections.
11. The following are the minimum specified dates and times for the elections:

A	Provisional Lists of electors posted	dd/mm/yy
B	Representations to be made by 12.00 noon	Four working days after A
C	Final lists of electors posted	One working day after B
D	Communication of number of nominations received to date for each position	Two working days before E
E	Latest time for receipt of nominations 12.00 noon	Four working days after C
F	List of nominated candidates posted	One working day after E
G	Elections	Four working days after F
H	Posting of results	One working day after G
I	Planned first meeting of Council	Four working days after H

Conduct of elections for student membership of Academic Council [updated]

1. The Registrar (or nominee) shall be responsible for the conduct of the election of students to Academic Council. One member of the staff of the Secretary/Financial Controller Office will act as scrutiniser.
2. The elections shall be by proportional representation using the single transferable vote.
3. The election shall take place annually in conjunction with the Students' Union Elections; therefore, the election will be held no later than the 30th of April each year.
4. Candidates for election must be eligible electors. All registered full-time, part-time and apprentice students are eligible electors.
5. Dates of elections and a copy of the election regulations shall be communicated to all students two weeks prior to elections.
6. Nominations must be made in writing to the Registrar (or nominee) by the date and time specified. Candidates may nominate themselves. Candidates may also be nominated by one or more other eligible electors but, in that event, must signify in writing their agreement to being nominated.
7. Two days before nominations close, a communication will issue to all staff and students indicating the number of nominations received at that point for male and female student representatives.

8. Voting will take place on a date advertised in conjunction with the Students' Union Elections. Voting will take place for the same period of time as for the SU Elections specified in the SU Constitution (4RSS07), in a pre-published location. Voters will be asked to present valid identification (ITB student card) in order to cast their vote.
9. The Registrar (or nominee), in the presence of a scrutiner, will count the votes and determine the results of the elections. Results will be communicated to the electorate as soon as available.
10. Ballot papers will be retained in a secure place for three months following the elections.
11. Guideline Schedule for the election of Student Representatives. This should align to the election of Students to the Students' Union. *

A.	Election Schedule published	dd/mm/yy
B.	Communication of number of nominations received to date for each position	Two working days before C
C.	Latest time for receipt of nominations 5pm	Five working days after A
D.	List of nominated candidates published	One working day after C
E.	Elections	At least 10 working days after A.
F.	Posting of results	By one working day after E

*this is a guide only and will vary depending on SU Election Schedule.

Membership (Term: 28 Feb 2015 – 28 February 2018)

The following members are currently appointed:

Basis for appointment	Name	Expiry date
President (ex officio) (Chairperson)	Diarmuid O'Callaghan	-
Registrar (ex officio)	Larry McNutt	-
Head of School of Informatics and Engineering (ex officio)	Vacant	-
Head of School of Business and Humanities (ex officio)	Pat O'Connor	-
Head of Department of Computing (ex officio)	Brian Nolan	-
Head of Department of Engineering (ex officio)	Richard Gallery	-
Head of Department of Business (ex officio)	Fiona Malone	-
Head of Department of Humanities (ex officio)	Cormac Doran	-
Quality Assurance Officer (ex officio)	Michael Keane	-
Librarian (ex officio)	Aidín O'Sullivan	-
Academic Administration and Student Affairs Manager (ex officio)	Bronagh Elliott	-
Student's Union Education Officer (ex officio)	Jason Aughney	30 June 2017
Elected academic staff 1	Aiden Carthy	28 February 2018
Elected academic staff 2	Damien Cox	28 February 2018
Elected academic staff 3	Fionnuala Darby	28 February 2018
Elected academic staff 4	Gerome Donnelly	28 February 2018
Elected academic staff 5	Kevin Farrell	28 February 2018
Elected academic staff 6	Geraldine Gray	28 February 2018
Elected academic staff 7	Michael Hagan	28 February 2018
Elected academic staff 8	Anthony Keane	28 February 2018
Elected academic staff 9	Barry Kirkpatrick	28 February 2018
Elected academic staff 10	Georgina Lawlor	28 February 2018
Elected academic staff 11	Ann Murphy	28 February 2018
Elected academic staff 12	David Murphy	28 February 2018
Elected academic staff 13	Tom Nolan	28 February 2018
Elected academic staff 14	Sandra Ratcliffe	28 February 2018
Elected academic staff 15	Stephen Sheridan	28 February 2018
Elected academic staff 16	Matt Smith	28 February 2018
Elected non-academic staff	Sinead Dunne	28 February 2018
Elected Male student	Daragh O'Connell	30 August 2017
Elected Female student	Asmaa Ibrahim Abou Kanour	30 August 2017

By invitation:

Mary Meaney	TU4D	-
Philip Owende	QA Subcommittee of AC	-

The following academic staff are on a reserve list:

- Jennifer Cowman, Shauna Garry, Tom Mulvey

The following support staff are on a reserve list:

- Vacant

The following female student is on a reserve list:

- Vancant

The following male student is on a reserve list:

- Giorgio Davy

Note 1: In future elections, if either (or both) the male or female student representative positions on Academic Council are unfilled after the formal annual student representatives election process, then that position will remain unfilled until the following year's student representatives election. In that event, the Students' Union President should communicate to the student body that they can still direct issues and opinions to the Academic Council via the Students' Union Education Officer member.

Academic Council standing orders

Membership, Chairperson and Secretary

Appointment and Membership of Council

- As provided for in the "Regional Technical Colleges Act, 1992", Academic Council is appointed by Governing Body. Membership of Academic Council will be determined by Governing Body, having regard to Section 10.2 of the Act.

Chairperson

- As provided for in the "Regional Technical Colleges Act, 1992", the President of the Institute will be the Chairperson of Academic Council and will be ex officio a member of any sub-committees of Academic Council. In the absence of the Chairperson, meetings of Academic Council will be chaired by the Registrar, and in the absence of both, by a Head of School as agreed with the President.

Secretary

- The Registrar will act as Secretary to the Council

Meetings

Schedule of Meetings

- A schedule of meetings for the academic year shall be agreed by Council at its first meeting in any academic year. An academic year shall run from September to June. The dates of meetings so adopted can be re-scheduled or postponed by the Chairperson if the need arises.

Notice of Meetings

- All members of the Council shall receive five working days notice of a meeting in writing, complete with the draft agenda and any other relevant documentation.

Documentation

- All documents for circulation to members of the Council shall be lodged with the Secretary at least ten working days in advance of the meeting to which they refer. The Secretary will ensure that documents for a meeting are circulated at least five working days in advance of the meeting.
- A document may be tabled at a meeting provided it relates to one of the agenda items for the meeting and provided two thirds of the members present agree to it being tabled.

Frequency of Meetings

- Meetings will normally be held during September to June. At least three meetings will be held each year. Additional meetings can be convened either by:
 - Council at one of its scheduled meetings,

- The Chairperson, or
- By a request to the Chairperson signed by at least ten members of the Council given at least ten working days in advance of the proposed date of the meeting.

Duration of Meetings

- The normal duration of meetings shall be not more than two hours and meetings will commence normally no later than 5.00p.m. A motion (see below) to extend beyond the normal duration must be agreed by at least two thirds of the members, present and voting. A motion for closure, if seconded in the usual way, must be put to a vote at once, without being discussed.

Agenda

Adoption of Agenda

- The agenda will contain the items raised for discussion at the meetings. Agenda items must be relevant to the terms of reference of Academic Council as listed above. Any member of the Council can place an item for discussion on the agenda, subject to the Secretary receiving it ten working days in advance of the meeting to which it refers. The adoption of the agenda shall be the first item of business at each meeting. Members may alter, delete or postpone draft items, but may not add new items, save as provided hereunder.

Emergency Items

- In the course of the consideration of the draft agenda for a meeting any member may seek to add an item to the agenda as an 'emergency item'. An emergency item can only be one which could not have been foreseen ten working days in advance of the meeting and which must be resolved before the next scheduled meeting of the Council. A vote must be held on every proposal for an emergency item to be inscribed, and for it to be inscribed it must receive the assenting votes of at least two thirds of the members present and voting.

Questions

- Any member of staff may submit a question relevant to the work of the Council for reply at the Council. Questions may be addressed to the Chairperson, the Secretary or Heads of Schools. Questions must be lodged in writing with the Secretary at least ten working days in advance of a meeting. A question may be submitted as an 'Emergency Question' under the same conditions and following the same procedure as set out in paragraph above.

Other Business

- The 'other business' item on each agenda shall only be used to:
 - Inform the meeting of agenda items that are proposed for the next meeting
 - Convey briefly other items of information of a factual nature

Minutes

- The Secretary will keep, or cause to be kept, minutes of every meeting of the Council, and shall circulate to all members the draft minutes of each meeting at least five working days in advance of the next meeting. At each meeting the minutes of the preceding meeting shall be confirmed or confirmed as amended. Adoption of the minutes shall be proposed and seconded and they will then be signed by the Chairperson as confirmed with or without amendment.
- The minutes of meetings will record attendance and decisions made by the Council together with any specific endorsement e.g., where a member of Council specifically requests that his/her disagreement with a decision shall be recorded
- Minutes of Council meetings shall be circulated to the Governing Body
- Copies of Minutes of the Council may be inspected by any member of the academic staff on request

Quorum and Attendance

- The quorum for a meeting shall be at least one third of the members.
- If a quorum is not reached, the meeting will not proceed and the Chairperson will table an alternative date for the meeting.
- The Council may by resolution invite a non-member to be in attendance at a meeting or meetings.

Address

- Speakers shall always address the Chairperson. When a member is speaking other members will be silent, subject to intervention by the Chairperson or with the exception of points of order (see below).

Motions

- A motion is a proposal which is put forward. A resolution is the acceptance of a motion by a meeting.
- For a motion to be put to a meeting it requires a proposer and a seconder. A motion from the Chair does not require a seconder.
- For an amendment to a motion to be put, it requires a proposer and a seconder. An amendment shall be put to a vote before the original motion.
- If an amendment is not carried, the Chairperson shall put the motion in its original form to a vote. If an amendment is carried, the Chairperson shall put the amended motion to the meeting. Before a motion or an amendment is put to a vote, the Secretary shall read out the text to be voted on.

Voting

- Voting shall normally be by show of hands. The results of voting shall be counted and recorded by the Secretary.
- The number of votes for and against a motion and the number of declared abstentions shall be recorded in the minutes.
- If the votes for and against a proposal are equal the President has an additional, casting, vote as Chairperson.

Confidentiality

- The Academic Council recognise that certain discussion items may be of a confidential nature. A member of the Academic Council or any Committee or Sub-Committee shall not disclose to any person/persons not a member of the Academic Council, Committee or Sub-Committee as the case may be, any business of the Academic Council which Academic Council deems to be confidential.

Attendance at Meetings

- Attendance will be recorded as:

Present	Member attended all or part of the meeting
Absent with apology furnished	Member furnished apology at or before the meeting
Absent	Member absent and no apology was furnished at or before the meeting

- If a member can not attend a meeting of Council, this should be communicated to the Secretary of the Council in advance of the meeting. Alternatively, it can be communicated to the Chairperson of the meeting at the beginning of the meeting. This notification should include a brief explanation of the reason for non-attendance. In the absence of communication, the member will be deemed "Absent".
- In the case of elected members, a member absent from three consecutive meetings shall be deemed to have resigned from the Council, unless absence is due to illness or has been approved in advance by Council or unless a satisfactory explanation is furnished which is approved by Council.
- If an elected member is absent for three consecutive meetings, the Secretary will communicate this fact to the member, outlining consequent actions. If no satisfactory explanation is obtained, this outcome shall be communicated to the next meeting of Council. At that point, the person will be removed from Council and a member will be appointed from the reserve list of elected members, if available or following appropriate election, to replace the member for the remainder of that person's period in office.

Resignation from the Council

- An elected member may at any time resign from membership of the Council by letter addressed to the Chairperson and the resignation shall take effect from the date of receipt by the Chairperson of such letter.

Points of Order

- A member may, at any time and without notice, interrupt debate by raising a "point of order". The Chairperson shall decide whether the point of order is admissible, and the Chairperson's ruling shall be final.

Interpretation

- Where a dispute arises as to the interpretation of these Orders, the Chairperson shall rule on the matter. His/her ruling shall stand unless it is formally challenged and the challenge is seconded. Should this happen, the Chairperson and the challenger (and they alone) shall briefly address the meeting on the matter and a vote will then be taken.

Changes in the Standing Orders

- The Council may from time to time make changes in Standing Orders in order to improve the workings of the Council and will inform the Governing Body of their intentions.

Sub-Committees

Formation of Sub-Committees

- Sub-committees of the academic council can be formed by decision of the Council where it decides that further work may be needed for a specific length of time on a clearly stated aim. The aim, duration and terms of reference to be decided by the Council as part of the relevant motion.

Membership

- Membership of sub-committees will be open to members and non-members of the Academic Council and the membership will be stated as part of the relevant motion.

Chairperson

- The chairperson of the committee will be decided by membership following the adoption of the relevant motion.

Reporting

- The specific method and time frame for reporting back to the Council will be decided at the time of the sub-committee's constitution.

Duration

- In the case of appointment to a permanent sub-committee of the Council, the normal duration of appointment will be for a 3-year renewable term, or until the term of office of the appointee on the Academic Council expires.

Records

- Minutes of Academic Council meetings
- Minutes of subcommittee of Academic Council.

Admissions subcommittee of Academic Council

Policy

- The admissions subcommittee shall be appointed by Academic Council and shall have general responsibility to Academic Council to advise on matters relating to admissions to academic courses, including advanced entry, entry to add-on courses and granting of exemptions from specific modules based on prior certified or experiential learning. The committee shall have regard to academic standards and maintenance of quality in exercising its duties.
- The subcommittee may second members and establish working groups, some members of whom may be from outside the subcommittee, Academic Council or the Institute, as approved by Academic Council and where appropriate, Governing Body.
- The Chairperson of the committee shall generally be the Registrar.
- The Chairperson shall be responsible for reporting the decisions of the committee to Academic Council and for transmitting relevant decisions and views of Academic Council to the committee.
- The committee shall meet approximately two times per year or more frequently if required.
- The term of office of members will expire with the term of office of the Academic Council.

Terms of reference

- To advise Academic Council on matters relating to admission to full-time and part-time academic programmes.
- To advise Academic Council on advanced entry of students after year one of two- and three-year courses.
- To advise Academic Council on admission to add-on courses.
- To advise Academic Council on granting of exemptions from modules based on prior certified or experiential learning.
- To advise Academic Council on matters relating to proposed alterations in admission standards.
- To advise Academic Council on monitoring reports relating to admission and registration of students.
- To develop relevant policies relating to admissions.
- To periodically review quality assurance procedures relevant to admissions and make recommendations for change to Academic Council.
- To periodically audit the effectiveness of the Institute quality assurance procedures relating to admissions.
- To liaise with other subcommittees of Academic Council as required.
- To carry out other appropriate functions with the approval of Academic Council.
- Submit reports of its work to Academic Council as appropriate.

Current members

The following members were appointed for the period 2 May 2014 – 28 Feb 2018

Larry McNutt	Registrar
Fiona Malone	Head of Department of Business
Cormac Doran	Head of Department of Humanities
Richard Gallery	Head of Department of Engineering
Brian Nolan	Head of Department of Informatics
Bronagh Elliott	Academic Administration and Student Affairs Manager
Tom Nolan	Elected academic staff (School of Informatics and Engineering)
Denise Lyons	Invited academic staff (School of Business and Humanities)
Noeleen Johnson	Admissions Officer (seconded)

Records

- Minutes of admissions subcommittee meetings.

Quality Assurance subcommittee of Academic Council

Policy

- The quality assurance subcommittee shall be appointed by Academic Council and shall have general responsibility to Academic Council for developing and monitoring the implementation of the Institute's academic quality programmes.
- The subcommittee may second members and establish working groups, some members of whom may be from outside the subcommittee, Academic Council or the Institute, as approved by Academic Council and where appropriate, Governing Body.
- The Chairperson of the subcommittee shall normally be the Registrar.
- The Chairperson shall be responsible for reporting the decisions of the committee to Academic Council and for transmitting relevant decisions and views of Academic Council to the committee.
- The committee shall meet approximately three times per year or more frequently if required.
- The term of office of members will expire with the term of office of the Academic Council.

Terms of reference

- To advise Academic Council on matters relating to academic quality and standards of undergraduate and postgraduate programmes.
- To advise Academic Council on matters relating to academic quality of new course validation.
- To advise Academic Council on monitoring reports including course board annual reports, relating to standards of taught courses, their quality and the academic environment in which they operate.
- To consider annual examination results, progression and retention statistics and report to Academic Council accordingly.
- To monitor implementation of recommendations of extern examiner reports and make recommendations to Academic Council.
- To periodically review quality assurance procedures and make recommendations for change to Academic Council.
- To periodically audit the effectiveness of the Institute quality assurance procedures.
- To liaise with other subcommittees of Academic Council as required.
- To carry out other appropriate functions with the approval of Academic Council.
- Submit reports of its work to Academic Council as appropriate.

Current members

The following members were appointed for the period 2nd May 2014 – 28 Feb 2018

Chairperson	Philip Owende
Larry McNutt	Registrar
Vacant	Head of School of Informatics and Engineering
Pat O'Connor	Head of School of Business and Humanities
Michael Keane	Quality Assurance Officer
Aidín O Sullivan	Librarian
Jason Aughney	Student Union President
Barry Kirkpatrick	Elected academic staff
Stephen Sheridan	Invited academic staff
Brian Watters	Invited academic staff
Amanda Brennan	Governing Body Audit implementation representative (co-opted)

Records

- Minutes of quality assurance subcommittee meetings.

Research and postgraduate studies subcommittee of Academic Council

Policy

- The research and postgraduate studies subcommittee shall be appointed by Academic Council and shall have general responsibility to Academic Council for developing and monitoring the administration of the Institute's regulations for postgraduate studies through research.
- The subcommittee may second members and establish working groups, some members of whom may be from outside the subcommittee, Academic Council or the Institute, as approved by Academic Council and where appropriate, Governing Body.
- The Chairperson of the subcommittee shall normally be the Registrar.
- Members of the subcommittee should have appropriate experience of research and where possible, experience of supervision of research students.
- The Chairperson shall be responsible for reporting the decisions of the committee to Academic Council and for transmitting relevant decisions and views of Academic Council to the committee.
- The committee shall meet approximately two times per year or more frequently if required.
- The term of office of members will expire with the term of office of the Academic Council.

Terms of reference

- To advise Academic Council on matters relating to academic standards in postgraduate research and postgraduate academic programmes.
- To advise Academic Council on matters relating to new postgraduate course validation.
- To advise Academic Council on matters relating to admission of new postgraduate students and progression from Masters to PhD programmes.
- To advise Academic Council on matters relating to ethical implications of postgraduate studies programmes.
- To advise Academic Council on monitoring reports relating to current postgraduate students and postgraduate student supervisors.
- To advise Academic Council on appointment of internal and external examiners for postgraduate students.
- To develop relevant policies relating to postgraduate research.
- To periodically review quality assurance procedures relevant to postgraduate studies and make recommendations for change to Academic Council.
- To periodically audit the effectiveness of the Institute quality assurance procedures relating to postgraduate studies.
- To consider ethical, legal and safety issues in relation to postgraduate research.
- To liaise with other subcommittees of Academic Council as required.

- To carry out other appropriate functions with the approval of Academic Council.
- Submit reports of its work to Academic Council as appropriate.

Current members

The following members were appointed for the period 2nd May 2014 – 28 Feb 2018

Brian Nolan	Chairperson
Larry McNutt	Registrar
Pat O'Connor	Head of School of Business & Humanities
Michael Keane	Quality Assurance Officer
Fiona Malone	Head of Department of Business
Cormac Doran	Head of Department of Humanities
Philip Owende	Invited academic staff
Anthony Keane	Invited academic staff
Luke Raeside	Invited academic staff
Markus Hofmann	Invited academic staff
Arnold Hensman	Invited academic staff
Geraldine Gray	Invited academic staff
Aiden Carthy	Invited academic staff
Bríd Ní Chonaill	Invited academic staff
Marie Brennan	Invited academic staff
Jennifer Cowman	Invited academic staff
Assumpta Harvey	Learning and Innovation Centre Manager (Seconded)
Vacant	Postgraduate Student representative (Seconded)
Academic Administration & Student Affairs Manager / Admissions Officer	Receipt of correspondence

Records

- Minutes of research and postgraduate studies subcommittee meetings.

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