

ACADEMIC COUNCIL OF DUBLIN CITY UNIVERSITY

Membership, terms of office and standing orders

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1. Context of the Universities Act, 1997

As specified in the Universities Act, 1997, Academic Council shall, subject to the financial constraints determined by the Governing Authority and to review by that authority, control the academic affairs of the University, including the curriculum of, and instruction and education provided by, the University. The functions of Academic Council shall include:

- 1.1 to design and develop programmes of study
- 1.2 to establish structures to implement those programmes
- 1.3 to make recommendations on programmes for the development of research
- 1.4 to make recommendations relating to the selection, admission, retention and exclusion of students
- 1.5 to propose the form and contents of statutes to be made relating to the academic affairs of the University, including the conduct of examinations, the determination of examination results, the procedures for appeals by students relating to the results of such examinations and the evaluation of academic progress

- 1.6 to make recommendations for the awarding of fellowships, scholarships, bursaries, prizes or other awards
- 1.7 to make general arrangements for tutorial or other academic counselling
- 1.8 to perform any other functions, not in conflict with the Universities Act, 1997, which may be delegated to it by the Governing Authority, and
- 1.9 to implement any statutes and regulations made by the Governing Authority relating to any of the matters referred to above.

2. Membership of Academic Council

By decision of the Governing Authority of Dublin City University on 9 June 2005, and subsequent decisions of Academic Council, the membership of Academic Council is determined as follows:

1. *Ex officio* members:

- President – *Chair*
- Deputy President/Registrar – *Deputy Chair*
- Assistant Registrar – *Recording Secretary*
- Vice-President for Learning Innovation
- Vice-President for Research
- Deputy President – Education and Welfare, Students' Union
- Deans of Faculty or equivalent
- Heads of School
- Directors of Unit
- Director of Graduate Research
- Chair of Examinations Appeals Board
- Registrar and two other members of staff, St Patrick's College
- Director and Registrar, Mater Dei Institute of Education
- Dean of Studies/Acting Registrar and another staff member, All Hallows College
- Director, Royal Irish Academy of Music
- Representative of Faculty administration.

2. Members selected by Faculties/Oscail:

- Eighteen members of academic staff from each Executive Faculty
- Two members of academic staff from Oscail.

The method of selection of these members is a matter for Faculties/Oscail. However, the group of eighteen from each Executive Faculty must include:

- The Associate Dean for Research
- The Associate Dean for Teaching and Learning/Education
- a minimum of two who are professors/associate professors
- a minimum of five who have significant responsibility for taught programmes

- a minimum of two from each School within the Faculty.

3. Elected student members:

Six members, one each from the following:

- Dublin City University Business School
- Faculty of Engineering and Computing
- Faculty of Humanities and Social Sciences
- Faculty of Science and Health;
- Postgraduate research students
- St Patrick's College.

In respect of the above categories, the underlisted codicils apply:

There is provision for the co-option of a further three members to Academic Council.

Academic staff members selected by Executive Faculties/Oscail hold office for three years.

Elections of student members are managed by students. Student members hold office for one year, from 15 June to 14 June. Candidates for election as student members must be registered and in good standing with the University.

All members of Academic Council are members in their own right and are not on the Council as representatives.

3. Terms of office of Academic Council

Academic Council should be reconstituted every three years, i.e. 2011, 2014, etc., normally at the end of the academic years 2010-11, 2013-14, etc.

The names of academic staff members selected by Executive Faculties/Oscail should be notified to the Office of the Deputy President/Registrar by the end of August of the relevant year – normally 20011, 2014, etc.

Elections for student members take place in Semester 2 of each academic year in accordance with approved procedures.

Any vacancy should be filled within a maximum of three months of the Office of the Deputy President/Registrar being notified of the occurrence of the vacancy.

4. Education Committee

The remit of the EC includes:

1. Engaging in strategic planning in relation to academic affairs as an

integral part of the university's ongoing strategic planning; determining, at the beginning of each academic year and in consultation with Executive, a short list of core strategic matters for discussion in the course of the year, with each forming an agenda item for consideration at a designated meeting; making recommendations about these issues to Executive and (in the case of academic issues) Academic Council, as appropriate.

2. Maintaining oversight of the university's suite of undergraduate and postgraduate programmes to:
 - 2.2.1 ascertain trends in terms of student recruitment, retention, progression and graduation (on the basis of information supplied by Faculties with the support of the Institutional Research and Analysis Office)
 - 2.2.2 identify (a) areas of duplication (within and across Faculties); (b) areas where no offerings exist though the university has expertise; (c) areas of actual or potential cross-Faculty or cross-institutional co-operation
 - 2.2.3 stimulate developments and collaboration
 - 2.2.4 make recommendations to the Academic Council on the possible reconfiguring of existing programmes to take account of synergies and the possible retirement of programmes as well as the future overall size and balance of undergraduate and postgraduate provision and EU and non-EU student participation.
3. Overseeing developments proposed by Faculties in relation to the university's academic framework and making recommendations on them to Executive and the Academic Council, taking account of (a) financial implications (on the basis of information supplied by means of an agreed template); (b) academic implications, particularly in so far as the implementation of the Academic Framework for Innovation is concerned; (c) management and administration implications and (d) relevant policies in areas such as internationalisation.
4. In the case of proposals approved by Faculties for new programmes or for significant reworking of existing programmes, taking strategic decisions on whether or not they should be approved for further development (including development towards accreditation, where appropriate). Such decisions will take account of the likely financial viability of any proposal. Detailed consideration of proposals will be devolved to a Validation Subgroup of the EC.
5. In conjunction with the OVPR, reviewing the position of the university with regard to education through research, including recruitment, retention and support for research students.

Its membership consists of:

- Deputy President/Registrar (Chair)
- Assistant Registrar (Secretary)
- Vice-President for Research
- Vice-President for Learning Innovation
- Deans of Faculty
- A representative of the Associate Deans for Teaching & Learning/ Education
- Director of Student Support and Development
- Deputy President – Education and Welfare, Students’ Union
- A member elected from Academic Council
- Director of SIF Programmes
- Director of Quality Promotion.

5. University Standards Committee

The University Standards Committee is responsible to Academic Council for development, maintenance and review of University academic regulations and guidelines. The USC delegates discussion of matters pertaining to graduate research to the Graduate Studies Board.

The remit of the USC includes:

- (i) Oversight of the development and operation of University regulations and guidelines in relation to academic affairs, including being directly responsible for University-level regulatory issues, such as exam regulations and derogations to Marks and Standards.
- (ii) Having oversight of academic affairs with a view to maintaining good practice.
- (iii) Oversight of developments to the University’s academic framework (e.g. changes to the existing modular system).
- (iv) Consideration of relevant matters arising from minutes of Faculty Teaching/Education Committees, to include:
 - a. requests for derogations from Marks and Standards
 - b. requests for changes to examination regulations
 - c. requests for approval of nominations/renewals/changes to duties of external examiners for taught programmes
 - d. regulatory issues as highlighted in external examiners’ reports and also relevant matters from Faculty Research Committees and quality reviews.
- (v) Periodically reviewing and making recommendations in relation to the University’s policies on admissions, including CAO, non-traditional, access and international admissions.
- (vi) Considering, and where appropriate making recommendations on, relevant issues submitted by the Students’ Union.

The USC will meet a minimum of five times per year.

Its membership consists of:

- Deputy President/Registrar (Chair)
- Assistant Registrar (Secretary)
- Vice-President for Research
- Associate Deans for Teaching and Learning/Education, and representative from Oscail in respect of teaching and learning
- Representative from the Associate Deans for Research
- Director of Registry
- Head of the Learning Innovation Unit
- Deputy President – Education and Welfare, Student's Union
- Registrar, St Patrick's College
- Administrative Registrar, Mater Dei Institute of Education
- Dean of Studies and Acting Registrar, All Hallows College
- Representative of Faculty Administration
- One representative of the Director of the Library and the Director of Information Systems and Services, normally on a rotating basis per academic year.
- One Head of School
- The Director of Graduate Research
- Such other members as may be co-opted from time to time.

6. Graduate Studies Board

The GSB is responsible to the University Standards Committee and Academic Council for the development, maintenance and review of postgraduate research regulations, guidelines and good practice. Good practice in the structure and delivery of taught doctoral programmes falls within this remit. The Chair of the GSB is a member of the USC and of Academic Council.

The remit of the GSB includes:

- (i) Formulation of policy in relation to postgraduate research.
- (ii) Oversight of the development and operation of University regulations and guidelines in relation to postgraduate research.
- (iii) Consideration of matters arising from Faculty Research Committees, Faculty Awards Boards for Research Degrees and quality reviews in relation to postgraduate research.
- (iv) Consideration of graduate training elements submitted by Faculties for approval
- (v) Consideration of, and making recommendations on, matters relating to individual students (including external examiner nominations).

The GSB will normally meet six times per year.

Its membership consists of:

- Director of Graduate Research (Chair)
- Assistant Registrar (Secretary)
- Director of Research Support Services (OVPR)
- Associate Deans for Research
- Chair of the Oscail Research Committee
- Representative from the Associate Deans for Teaching and Learning/ Education
- Assistant Awards Officer, Student Awards, Registry
- Senior Administrative Assistant, Graduate Research Office
- Dean of Research and Humanities, St Patrick's College
- Representative from Mater Dei Institute of Education
- Representative from All Hallows College
- Representative from the postgraduate student body
- Two additional members who may be co-opted from time to time.

7. Standing orders of Academic Council

7.1 Chair, secretariat

7.1.1 The President is Chair of the Council. In the absence of the Chair from a meeting, the Deputy President/Registrar, as Deputy Chair, or such other person as may be determined by the President, will chair that meeting.

7.1.2 The Assistant Registrar is Secretary to the Council.

7.2 Meetings

7.2.1 A schedule of meetings for each academic year will be adopted by the Council in advance of that year. For the purpose of these orders, an academic year will run from the beginning of October to the end of the following September. These dates of meetings so adopted can be postponed or brought forward by the Chair should the need arise.

7.2.2 Additional meetings can be convened either (i) by the Council at one of its scheduled meetings; (ii) by the Chair; (iii) by a request to the Chair signed by at least one quarter of the members of the Council and submitted at least ten working days in advance of the proposed date of the meeting.

7.2.3 The normal duration of meetings will be not more than two hours. A motion to extend a meeting beyond this duration must be agreed by at least two-thirds of the members present and voting.

7.3 Agenda

7.3.1 The agenda is divided into three parts:

- A Minutes and related issues
- B Policy and strategy issues
- C Items for formal approval/noting.

The members of the Council will, in advance of each meeting and by a specified deadline, be requested to notify the Secretary of any items in part C which they wish to have discussed at the meeting. All items not so notified will be deemed, at the meeting, to be approved without discussion.

7.3.2 The first item of business at each meeting will be the adoption of the agenda.

7.3.3 Any member may request to have an item placed on the agenda for a meeting of the Council. The item must be e-mailed to the Secretary at least ten working days in advance of the meeting to which it refers.

7.4 Minutes

The Secretary will keep minutes of every meeting of the Council and will circulate these in draft form to all members at least five working days before the next meeting.

7.5 Documents

7.5.1 All documents for circulation to the members of the Council will be lodged with the Secretary at least ten working days in advance of the meeting to which they refer. Documents (or draft agenda items or questions) given to the Chair will be considered to have been given to the Secretary. The Secretary will cause documents for a meeting to be circulated at least five working days before the meeting.

7.5.2 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.

7.5.3 Occasionally, it may be appropriate to deal electronically with an urgent item which needs to be resolved before the next scheduled meeting. The permission of the Chair to do this must be sought in all cases. If permission is granted, the Secretary will cause the documentation relating to the item to be circulated by e-mail and will request responses by a specified date and time. After the deadline has passed, the Secretary will inform the Council, by e-mail, of the outcome of the discussion. The outcome will be noted in the minutes of the next scheduled meeting. (See 7.11.2 below.)

7.6 Quorum and attendance

- 7.6.1 A meeting will not commence until at least one third of the members are present. If a quorum is not forthcoming, the Chair will set an alternative date for the meeting.
- 7.6.2 The President may invite non-members of the Council to attend for specific items of the agenda.

7.7 Mode of address

Speakers will always address the Chair. While a member is speaking, other members will be silent.

7.8 Motions

- 7.8.1 A motion is a proposal which is put forward. A resolution is the acceptance of a motion by a meeting.
- 7.8.2 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.
- 7.8.3 For an amendment to a motion to be put, it requires a proposer and a seconder. An amendment will be put to a vote before the original motion.
- 7.8.4 If an amendment is not carried, the Chair will put the motion in its original form to a vote. If an amendment is carried, the Chair will put the amended motion to the meeting. Before a motion or an amendment are put to a vote, the Secretary will read out the text to be voted on.

7.9 Voting

- 7.9.1 Where a motion has been put to the meeting, the Chair will ask the Council whether it assents, and the decision will normally be by acclamation. Where there appears to be a division, the Chair will call for a vote; such a vote may also be requested by any member. The results of voting will be counted and recorded by the Secretary.
- 7.9.2 It is open to any member to propose a motion demanding a secret ballot and this motion, if seconded, can be dealt with in the usual way.
- 7.9.3 The number of votes for and against a motion, and the number of abstentions, will be recorded in the minutes.
- 7.9.4 If the votes for and against a proposal are equal, the Chair has an additional, casting, vote as Chair.

7.10 Points of order and closure

- 7.10.1 A member may, at any time and without notice, interrupt debate by raising a 'point of order'. The Chair will decide whether the point of order is admissible, and his/her ruling will be final.
- 7.10.2 A motion for closure, if seconded in the usual way, must be put to the vote at once, without being discussed.

7.11 Emergency items

- 7.11.1 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. A vote must be held on every proposal for an emergency item to be inscribed, and for it to be inscribed it must get the assenting votes of at least two-thirds of the members present and voting. Members may vote only for or against the inscription of an emergency item; members abstaining will not be considered, for the purposes of the vote, to be 'present and voting'.
- 7.11.2 Occasionally, it may be appropriate to deal electronically with an urgent item which needs to be resolved before the next scheduled meeting. The permission of the Chair to do this must be sought in all cases. If permission is granted, the Secretary will cause the documentation relating to the item to be circulated by e-mail and will request responses by a specified date and time. After the deadline has passed, the Secretary will inform the Council, by e-mail, of the outcome of the discussion. The outcome will be noted in the minutes of the next scheduled meeting. (See 7.5.3 above.)

7.12 Questions

- 7.12.1 Any member of staff may submit a question relevant to the work of the Council for reply at the Council. Questions must be e-mailed to the Secretary at least ten working days in advance of a meeting. The President will judge if a question is relevant to the work of the Council, and if it is he/she will circulate it to all members at least five working days in advance of the meeting. If he/she decides that a question is not relevant he/she must inform the next meeting of the text of the question and why it was judged not to be relevant. Questions may be answered either orally or in writing. The minutes of each meeting will record the text of all questions and replies.
- 7.12.2 A question may be submitted as an emergency question under the same conditions and following the same procedure as set out in the foregoing paragraph on emergency items.

7.13 Other business

The rubric 'other business' on each agenda will be used only (a) to inform the meeting of agenda items which are proposed for the next following meeting or (b) to convey briefly other items of information of a factual nature.

7.14 Interpretation

Where a dispute arises as to the interpretation of these orders, the decision of the Chair is final.