



# TUS

**Technological University of the Shannon:  
Midlands Midwest**

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**TUS Academic Council Documentation 2022 - 2025**



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## **CONSTITUTION OF ACADEMIC COUNCIL OF THE TECHNOLOGICAL UNIVERSITY OF THE SHANNON: MIDLANDS MIDWEST**

Technological University of the Shannon: Midlands Midwest is cognisant of its obligations under the Technological Universities Act (2018) and is a designated awarding body up to Level 10 of the National Framework of Qualifications. The Technological Universities Act (2018), hereafter referred to as the Act, provides for the establishment of an Academic Council in the Technological University.

The Academic Council is a statutory body with powers derived from Section 17 of the Act to manage the technological university's programmes, to make recommendations to the technological university in relation to the development of research, the management of students, the regulations for academic affairs, and the making of awards. Academic Council is the central statutory body in the academic governance of the Technological University, with specific responsibility for programmes, awards and regulations of the Technological University.

Governing Body has a statutory responsibility under Section 17 of the Act to approve the election process and composition of Academic Council and to review the functions of the Academic Council. Governing Body has confirmed that this review will consist of two primary elements:

- a) Governing Body review of the QQI Annual Quality Review of TUS prior to submission to QQI.
- b) An annual Governing Body review meeting with Academic Council.

This current Academic Council of the Technological University of the Shannon: Midlands Midwest has been approved by Governing Body to operate from September 2022 to December 2025.

The Academic Council shall have the following constitution: -

## **1.0 General Functions of the Academic Council under the Technological Universities Act 2018**

- 1.1 The Technological University shall have an Academic Council appointed by the Governing Body [Chapter 5 (16) of the 2018 Act].

The Academic Council shall control the academic affairs of the Technological University, including the curriculum of, and instruction and education provided by, the technological university [Chapter 5 (17) (1)].

In the performance of its functions, an Academic Council shall:

- a) have regard to the resources available to the Technological University, and
- b) be subject to review by the technological university, in a form and at such frequency as may be required by the Technological University. [Chapter 5 (17) (2) of the 2018 Act].

## **2.0 Particular Functions of the Academic Council, under the Technological Universities Act (2018)**

- 2.1 Without prejudice to the generality of subsection (1.1), the functions of an academic council shall include:

- 2.1.1 designing and developing programmes<sup>1</sup> for the technological university, [Chapter 5 (17) (3)(a) of the 2018 Act];
- 2.1.2 supporting the implementation of those programmes, [Chapter 5 (17) (3)(b) of the 2018 Act];
- 2.1.3 promoting the involvement<sup>2</sup>, in a programme, of business, enterprise, the professions, the community, local interests and related stakeholders in the region in which the campuses of the technological university are located, [Chapter 5 (17) (3)(c) of the 2018 Act];
- 2.1.4 making recommendations to the technological university on programmes

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<sup>1</sup> "Programme" means a programme of education and training in accordance with Section 17 (4) of the Technological University Act 2018

<sup>2</sup> Involvement shall be construed in accordance with Section 9 (8) of the Technological University Act 2018

- for the development of research, [Chapter 5 (17) (3)(d) of the 2018 Act];
- 2.1.5. making recommendations to the technological university relating to the selection, admission, retention and exclusion of students, [Chapter 5 (17) (3)(e) of the 2018 Act];
- 2.1.6 making recommendations to the Governing Body regarding the form and content of regulations of a technological university relating to the academic affairs of the technological university including:
- (i) the assessment of students and determination of the results of that assessment; and,
  - (ii) procedures for appeals by students relating to the results of assessments, [Chapter 5 (17) (3)(f) of the 2018 Act].
- 2.1.7 making recommendations to the Technological University for the awarding of fellowships, scholarships, bursaries, prizes or other awards, [Chapter 5 (17) (3)(g) of the 2018 Act];
- 2.1.8 making general arrangements for academic counselling including tutorials, [Chapter 5 (17) (3)(h) of the 2018 Act];
- 2.1.9 performing any other functions delegated to it by the technological university, [Chapter 5 (17) (3)(i) of the 2018 Act]; and,
- 2.1.10 implementing any regulations of the technological university relating to the functions of the academic council. [Chapter 5 (17) (3) (j) of the 2018 Act].

### **3.0 Membership of the Academic Council**

- 3.1 The Governing Body shall make regulations of the technological university which shall provide, in relation to the academic council, for:
- (a) the number of members;
  - (b) procedures for selection and appointment of members;
  - (c) term of office of members;
  - (d) eligibility for re-appointment of members; and,
  - (e) the number of consecutive periods for which members may hold office.

[Chapter 5 (16) (2) of the 2018 Act]

- 3.2 Without prejudice to the generality of Section 3.1:

- 3.2.1 The majority of members of the academic council shall be members of the academic staff of the Technological University, and
- 3.2.2 The regulations of a Technological University under section 3.1 shall provide for the following persons to be members referred to in paragraph 3.2.1:

- (i) at least one member of the academic staff with sufficient experience, in the view of the Technological University, of business, enterprise or a profession;
- (ii) members of the academic staff with sufficient experience, in the view of the Technological University, of collaboration with business, enterprise, the professions and related stakeholders in the region in which the campuses of the Technological University are located; and,
- (iii) such number of students at the technological university as it considers appropriate.

3.2.3 In making regulations under Section 3.1 the Governing Body shall have regard to the objective that at least 40 per cent of members of the Academic Council shall be women and at least 40 per cent shall be men.

[Chapter 5 (16)(3) of the 2018 Act]

3.3 The president shall be:

- (a) an ex officio member of the Academic Council; and,
- (b) entitled to preside at all meetings of the Academic Council or a committee of the council at which he or she is present, but if he or she at any time chooses not to so preside, he or she shall nominate a person to preside in his or her place.

[Chapter 5 (16)(4) of the 2018 Act]

#### **4.0 Committees of the Academic Council**

- 4.1 Academic Council may establish such and so many committees as it considers necessary to assist it in the performance of its functions [Chapter 5 (16)(6) of the 2018 Act].
- 4.2 Persons who are members of the Academic Council or other members of the staff of the Technological University may be members of a committee established under subsection (6). [Chapter 5 (16) (7) of the 2018 Act].

#### **5.0 Procedures of Academic Council**

- 5.1 Academic Council shall hold such and so many meetings as may be necessary for the performance of its functions and, subject to any regulations of a Technological University as relate to the academic council, may regulate its own procedure. [Chapter 5 (16)(5) of the 2018 Act].

The Constitution of the Academic Council of the Technological University of the

Shannon: Midlands Midwest will be reviewed by Governing Body at the commencement of a newly appointed Academic Council and at times of significant legislative change to the Act.

## **6. Appendices**

Appendix 1 Composition of Academic Council

Appendix 2 Members of Academic Council





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## **Appendix 1**

### **Composition of Academic Council 2022 -2025**



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**Technological University of the Shannon: Midlands Midwest**  
**Composition of Academic Council 2022-2025**

<b>REPRESENTATIVES</b>	<b>NUMBER</b>
TU President (Chairperson)	1
Vice President Academic Affairs and Registrar (Secretary)	1
Vice President RDI and Vice President Student Experience	2
Dean of Faculties/School	10
Assistant Registrar/Head of Quality	3
Academic Head of Department	10
Academic Council Elected Representatives	32
Student Representatives	4
<b>Total Membership</b>	<b>63</b>



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## **Appendix 2**

### **Membership of Academic Council 2022 – 2025**



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## Technological University of the Shannon: Midlands Midwest

### Members of Academic Council 2022 - 2025

Representatives	Membership	Number
TU President (Chair)	Prof. Vincent Cunnane	1
Vice President Academic Affairs and Registrar (secretary)	Dr. Terry Twomey	1
Vice President	Ms. Frances O'Connell Dr. Liam Brown	2
Dean of Faculty/School	Dr. Lisa Moran Dr. Don Faller Dr. Sean Lyons Dr. Michael Tobin Mr. Donnacha McNamara Mr. Mike Fitzpatrick Dr. Maria Kyne Dr. Maura Clancy Mr. Seamus Hoyne	10
Assistant Registrar/Head of Quality	Ms. Mary Goode Dr. Carole Glynn Dr. Brendan Murphy	3
Academic Head of Department Elected Representatives	Dr. Trevor Prendergast Dr. Alison Sheridan Dr. Enda Fallon Dr. Desmond Cawley Dr. Aoife Lane Dr. James Griffin Dr. Patrick Gill Dr. Orlaith Borthwick Dr. James Greenslade Dr. Janice O'Connell	10
Academic Council Elected Representatives	Mr. Seamus Doyle Dr. Lisa O'Rourke Scott Ms. Pamela O'Brien Ms. Catherine Carty Ms. Karen Guest Dr. Paul Liston Dr. Kelly Maguire Mr. Kevin McLoughlin Ms. Nora O' Mahony Dr. Derek McNerney Ms. June O'Byrne Prior Ms. Niamh Whelan Mr. Alan Carr Dr. Irene Caulfield	32

Representatives	Membership	Number
	Mr. Keith Moloney Ms. Clodagh Moore Mr. David Sims Ms. Gillian Coughlan Dr. Andy Fogarty Ms. Lisa Kerr Mr. James Maguire Dr. Niamh Ni Cheilleachair Ms. Geraldine McDermott Mr. Alex Courtney Dr. Jackie Stewart Mr. Frank Doheny Mr. Anthony Commins Mr. Stephen Harney Dr. Susan Halvey Mr. Ken Coleman Ms. Muireann deBarra Dr. Mike Fox	
Student Representatives	Ms. Amelia Lown Mr. Shahboz Babaev Mr. Kevin Pakenham Ms. Jenna Barry	4
<b>Total</b>		<b>63</b>



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## Academic Council Standing Orders 2022- 2025





## Document Control Record

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# **Academic Council Standing Orders 2022 - 2025**

## **1.0 Introduction**

These proposed Standing Orders are presented to Governing Body and to the first meeting of the new Academic Council for the purpose of regulating its procedures and business.

## **2.0 Meetings of Academic Council**

### **2.1 First Meeting**

Following confirmation of the appointment of the members of the Academic Council and these Academic Council Standing Orders by the Governing Body of the Technological University of the Shannon: Midlands Midwest, the Chairperson will call a meeting of the Council.

### **2.2 Frequency**

At least three meetings of Academic Council will be held annually in accordance with the calendar agreed by the Council. The calendar of ordinary meetings of Academic Council and of the Sub-Committees will be published.

In exceptional circumstances the published schedule can be subject to change. Meetings may either be corporeal (in person) or can take place incorporeal (virtually). This will either be by MS Teams or other secure means. The relevant method(s) will be communicated to all members in advance. All other elements of the Standing Orders and the conduct of the meeting will apply to all meetings held in this way.

### **2.3 Notice**

Each member of Council will be entitled to five working days' notice of a meeting. Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda and supporting documentation shall be forwarded to each member of the Council and any other person required to attend no later than five working days before the date of the meeting. Supporting documentation shall be sent to Council members or be made available electronically. The Chairperson may at their absolute discretion call a special meeting of Academic Council in an emergency and with 5 days' notice.

### **2.4 Quorum**

The quorum for a meeting shall be half of the members. If a quorum is not reached within 20 minutes of the start time of the meeting, the Chairperson will close the

meeting and not allow any business to be transacted and reconvene a meeting at the earliest opportunity.

## 2.5 Extraordinary Meeting

An extraordinary meeting may be convened by any one of the following:

- a) The Chairperson;
- b) A request in writing to the Chairperson, the request signed by at least half of the members, and lodged with the Chairperson at least 7 working days in advance of the proposed meeting;
- c) The Council at one of its scheduled meetings;
- d) The Chairperson may at their absolute discretion call a special meeting of Council at any time.

## 3.0 Agenda

### 3.1 Documents

Agenda items and/or documents for circulation to members of Council shall normally be reviewed by a subcommittee prior to presentation to Council. In exceptional circumstances, an agenda item may be lodged with the secretary by any member of the Council at least ten working days prior to the meeting they refer to. In exceptional circumstances, items may be tabled at meetings only with prior agreement of the Chairperson and the consent of at least two thirds of those present at the meeting.

### 3.2 Format

- a) The agenda, when appropriate, may contain reserved and non-reserved items, as determined by the Council.
- b) In matters of confidentiality such as student examination results or in cases of conflict of interest, relevant members of Council will be excluded.
- c) Reserved and non-reserved items and matters of confidentiality and conflict of interest will be determined by a simple majority of Council. In matters of unresolved dispute, the Chairperson's decision shall be final.

### 3.3 Other Business

The Any Other Business agenda item can only be used to inform the meeting of items proposed for the following meeting or to briefly convey to member's information of a factual nature to the business of the Council. Any Other Business cannot be used to

seek decision on matters that were not on the agenda and where documentation has not been circulated. Exceptional circumstances regulations in Section 3.1 above may apply here.

#### **4.0 Minutes**

The minutes of meetings shall:

- a) Record attendance and decisions made by the Council.
- b) Record abstention from or disagreement with a decision of Council, when this is specifically requested by a member(s).
- c) Be formally proposed, seconded and adopted.
- d) Be stored on the Quality drive - with the exception of reserved items.

#### **5.0 Procedures**

##### **5.1 Mode of Address**

Speakers shall always address the Chairperson and other members shall be silent when a member is speaking.

##### **5.2 Motions**

A motion is a proposal moved by a member. If resolved upon, it becomes a resolution. All motions should be:

- a) relevant to the business for which the meeting is called and within the scope of the notice conveying the meeting, and within the powers of that meeting;
- b) duly proposed and seconded.

An amendment to a motion requires a proposer and seconder. An amendment shall be put to a vote before the original motion.

A procedural motion requires a proposer and seconder. It should be one of the following;

- a) that the question be not now put.
- b) to proceed to the next business.
- c) that the question be now put.
- d) to adjourn the debate.

e) to refer a recommendation of a committee back for further consideration or report.

### 5.3 Voting at Meetings

As a collegiate body Academic Council will strive as far as possible to make decisions by consensus. Where consensus cannot be obtained and voting is necessary, voting shall normally be conducted by a show of hands by those present and entitled to vote. The Secretary shall count and record the votes for and against a motion or amendment to a motion and also the number of abstentions. Where voting results in a tie, the Chairperson shall have the deciding vote. Voting may also take place by secret ballot if requested by a majority of those present at the meeting.

### 5.4 Points of Order

A member may, at any time during a meeting 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.

### 5.5 Sub-Committees

The Academic Council may, under the Technological Universities Act (2018), Chapter 5 (16) (6), establish committees as it thinks proper to assist it in the performance of its function under the Act.

The Academic Council will have the following sub-committees:

- Apprenticeship
- Postgraduate Studies and Research
- Programme Provision and Review
- Quality Assurance & Enhancement
- Student Experience and Access
- Admissions, Transfer & Progression
- Teaching, Learning and Assessment
- International and RUN-EU
- Flexible Learning

A subcommittee may have up to 30 members, with representation invited from each Faculty/School and from the Students Union. The Secretary of Academic Council will be the Chairperson for each Academic Council sub-committee. The President will be an Ex-officio member of all Academic Council sub-committees.

Entities with defined responsibilities and functions authorised by Academic Council may, with the permission of the outgoing Academic Council, persist informally and subject to approval by the incoming Academic Council (Such entities include Sub-Committees, the Board of Appeal, Academic Council Standing Committee). The duration of such an arrangement may not exceed six months.

#### 5.6 Suspension of Standing Orders

Any or every part of these standing orders may be suspended by resolution in relation to any specific item of business.

#### 5.7 Interpretation

When a dispute arises as to the interpretation of these standing orders, the Chairperson shall rule on the matter.

#### 5.8 Members on Leave

For any member of Academic Council availing of leave options (e.g., maternity leave, career break), the Chairperson will seek a replacement taking into consideration the representation and gender of the member being replaced.

#### 5.9 Function of Vice President for Academic Affairs & Registrar

The Vice President for Academic Affairs & Registrar shall be an ex-officio member of every committee established by the Council. The Vice President for Academic Affairs & Registrar shall be Vice Chairperson of the Council and nominated as Chairperson by the President when absent.

The Vice Presidents for Academic Affairs & Registrar of the University shall be the Secretary of the Academic Council. The Secretary may be assisted by a Recording Secretary who shall not be a member of the Council.



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## **Bylaw 1: Sub-Committees of Academic Council 2022-2025**



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### **Bylaw 1: Sub-Committees of Academic Council**

The Academic Council may establish such and so many committees as it considers necessary to assist it in the performance of its functions. Persons who are members of the Academic Council or other members of the staff of the technological university may be members of a committee established. [Technological Universities Act 2018, Chapter 5 (16) (6 &7) of the 2018 Act] (Constitution of Academic Council).

The Academic Council will have the following sub-committees to assist in the performance of its functions:

- a) The Academic Council Sub-Committee on Apprenticeship
- b) The Academic Council Sub-Committee on Postgraduate Studies and Research
- c) The Academic Council Sub-Committee on Programme Provision and Review
- d) The Academic Council Sub-Committee on Quality Assurance & Enhancement
- e) The Academic Council Sub-Committee on Student Experience and Access
- f) The Academic Council Sub-Committee on Admissions, Transfer & Progression
- g) The Academic Council Sub-Committee on Teaching, Learning & Assessment
- h) The Academic Council Sub-Committee on International and RUN-EU
- i) The Academic Council Sub-Committee on Flexible Learning,

The central role of Sub-Committees of the Academic Council shall include the development and maintenance of academic policy, regulations and procedures to continuously improve academic quality and the submission of related documentation to the Council.

Each Sub-Committee of the Academic Council determines the Terms of Reference. The terms shall include:

- a) General Responsibilities;
- b) Functions;
- c) Related ESG and Quality Standard(s);

- d) Frequency of Meetings;
- e) Entrusted Documentation
- f) Reporting

## **1.0 Membership**

- 1.1 Faculty will be invited to nominate two staff to each subcommittee. The Student's Union will be invited to nominate 4 students to each subcommittee. Members of staff from areas relevant to a particular subcommittee will also be invited to become members of the subcommittee for the term of this Academic Council.
- 1.2 Additional members may be co-opted in pursuit of their functions.
- 1.3 The President of the Technological University shall be entitled to be a member of every Sub-Committee established by Academic Council [Chapter 5 (16)(4) of the 2018 Act]
- 1.4 The Vice Presidents Academic Affairs & Registrar shall be entitled to be a member of every Sub-Committee established by Academic Council and will Chair the Sub-Committees.
- 1.5 The Students' Union has the right to nominate up to four members to each Sub-Committee.
- 1.6 Each Sub-Committee shall also be assigned a Recording Secretary to support the Chairperson.

## **2.0 Working Groups**

- 2.1 Sub-Committees may establish working groups. In the case of working groups with members from outside the Technological University, Academic Council shall be notified.
- 2.2 The Sub-Committees will determine the advisory functions of these working groups.

## **3. Reporting from Sub-Committees**

- 3.1 The Chairperson (or their designated nominee) shall be responsible for reporting the decisions and views of the Sub-Committee to Academic Council, and for transmitting the relevant decisions and views of the Academic Council to the Sub-Committee.

#### **4.0 Quorum of Sub-Committees**

- 4.1 The Chairperson or nominee should preside at every meeting of the Sub-Committee.
- 4.2 A minimum of 10 members in attendance at Sub-Committee meetings shall be regarded as a quorum. Apologies received are not counted in the quorum.

#### **5.0 Attendance Criteria for Sub-Committees**

- 5.1 Where members of the Sub-Committee have not attended for three consecutive meetings (without apologies), the member will be asked to confirm if they wish to continue their membership of the Sub-Committee.
- 5.2 The terms of reference and composition of each Sub-Committee are included in the appendices of this bylaw.

- Appendix 1 Terms of Reference:  
Sub-Committee on Apprenticeship
- Appendix 2 Terms of Reference:  
Sub-Committee on Postgraduate Studies and Research
- Appendix 3 Terms of Reference:  
Sub-Committee on Programme Provision and Review
- Appendix 4 Terms of Reference:  
Sub-Committee on Quality Assurance and Enhancement
- Appendix 5 Terms of Reference:  
Sub-Committee on Student Experience and Access
- Appendix 6 Terms of Reference:  
Sub-Committee on Admissions, Transfer & Progression
- Appendix 7 Terms of Reference:  
Sub-Committee on Teaching, Learning & Assessment
- Appendix 8 Terms of Reference:  
Sub-Committee on International and RUN-EU
- Appendix 9 Terms of Reference:  
Sub-Committee on Flexible Learning



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**Appendix 1. Terms of Reference: Academic Council Sub-Committee on  
Apprenticeship**



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<p style="text-align: center;"><b>ACADEMIC COUNCIL SUB-COMMITTEE ON APPRENTICESHIP</b></p> <p style="text-align: center;"><b>TERMS OF REFERENCE</b></p>
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## **1.0 General Responsibilities**

Subject to the provisions of the Technological Universities Act 2018, the Academic Council Sub-Committee on Apprenticeship shall have general responsibility for:

- 1.1 Advising Academic Council on matters relating to Apprenticeship, having regard to Chapter 9 (1)(i) of the 2018 Act - support the development of a skilled labour force including, where appropriate, engaging in the education and training of apprentices in accordance with policy relating to that education and training for the time being communicated to the Technological University by An tÚdarás, the Government or any Minister of the Government.

## **2.0 Functions**

The Sub-Committee will have particular responsibility for the following:

- 2.1 Defining and reviewing existing areas of Apprenticeship Training for the TU, taking into account areas of commonality and complementarity, specialty, and synergy.
- 2.2 Making recommendation on the growth and development of traditional and new Apprentice programmes within the Technological University and/or with external institutions, where appropriate, having regard to national and relevant international policy.
- 2.3 Developing the Apprenticeship Strategy for the Technological University and monitoring its implementation. This strategy to include plans on student experience, development of transversal skills, progression routes, mobility.
- 2.4 Advising on the nomination of representatives to external bodies in relation to education and training of Apprentice and Craft students.
- 2.5 Advising on liaison with industry, commerce, external bodies, training organisations and other educational institutions in relation to the education and training of Apprentices.

2.6 Liaising with other Sub-Committees of Academic Council in relation to Apprenticeship Programmes as appropriate.

### **3.0 Related Quality Assurance Standards**

#### European Standards and Guidelines (2015)

ESG 1.1 Policy for Quality Assurance

ESG 1.2 Design and Approval of Programmes

ESG 1.3 Student Centred Teaching Learning and Assessment

ESG 1.7 Information Management

ESG 1.9 On-going Monitoring and Periodic Review of Programmes

#### QQI Core Statutory Quality Assurance Guidelines for all Providers (2016)

2.2 Documented Approach to Quality Assurance

2.6 Assessment of Learners

2.7 Supports for learners

2.8 Information and Data Management

2.10 Other Parties Involved in Education and Training

#### Additional References

QQI Topic Specific Statutory Quality Assurance Guidelines on Apprenticeship (2016)

### **4.0 Frequency of Meetings**

This Sub-Committee shall meet at least three times during academic year, and at such other times as required.

### **5.0 Entrusted Documentation**

TUS Apprenticeship Strategy

## **6.0 Sub-Committee Membership**

- 6.1 The membership of the Subcommittee shall have broad representation across the Technological University and shall be established in accordance with *Bylaw 1: Sub-Committees of Academic Council, Section 1.0 Membership*.
- 6.2 A Register of the specific membership shall be maintained by the Office of the Vice President of Academic Affairs and Registrar.

## **7.0 Working Groups**

- 7.1 The Sub-Committee may, subject to such terms and conditions as it may decide, from time to time, establish such Working Groups as it sees fit and delegate such of its functions as it deems appropriate to such Working Groups.
- 7.2 Such Working Groups may include members of the Sub-Committee, of the staff and students of the Technological University and others from outside the TUS as appropriate.
- 7.3 Any proposal to appoint a person who is neither staff member nor a student of TUS to a Working Group shall be subject to the approval of Academic Council.
- 7.4 Each such Working Group shall be chaired by a member of the Sub-Committee and shall report to the Sub-Committee as directed by it.

## **8.0 Reporting**

- 8.1 The Chairperson, or their designated nominee, shall be responsible for reporting the decision and views of the Sub-Committee to Academic Council, and for transmitting the relevant decisions and views of the Academic Council to the Sub-Committee

## **9.0 References**

1. [Technological Universities Act 2018](#)
2. [European Standards and Guidelines \(2015\)](#)
3. [QQI Core Statutory Quality Assurance Guidelines for all Providers \(2016\)](#)
4. [QQI Topic Specific Quality Assurance Guidelines on Apprenticeships](#)





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**Appendix 2. Terms of Reference: Academic Council Sub-Committee on  
Postgraduate Studies and Research**



## Document Control Record

Academic Quality Assurance and Enhancement Handbook Volume 2: No 1	
<b>Document Title</b>	Bylaw 1: Sub-Committees of Academic Council 2022 – 2025 Appendix 2: Terms of Reference: Academic Council Sub-Committee on Postgraduate Studies and Research
<b>Document Entrust</b>	Academic Council
<b>Document Status</b>	Approved
<b>Revision No</b>	1.0
<b>Pages</b>	Page 34 of 101
<b>Approval Body</b>	Academic Council
<b>Date of Approval</b>	29/05/2023
<b>Next Revision</b>	2025

Revision History	
Revision No	Comments/Summary of Changes
1.0	Approved by Academic Council



<p style="text-align: center;"><b>ACADEMIC COUNCIL SUB-COMMITTEE ON POSTGRADUATE STUDIES AND RESEARCH TERMS OF REFERENCE</b></p>
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### **1.0 General Responsibilities**

Subject to the provisions of the Technological University Act, 2018, Qualifications and Quality Assurance (Education and Training) Act 2012, and the Quality Assurance (Education and Training) (Amendment) Act 2019, the Academic Council Sub-Committee on Postgraduate Studies and Research shall have general responsibility for:

- 1.1 Developing and monitoring of the Technological Universities Research strategy, policies and regulations and reporting to the Academic Council on matters related to postgraduate research degrees.
- 1.2 Recommending approval of postgraduate research degree programmes, supervisors and examiners to Academic Council.
- 1.3 The Responsibility of this sub-committee includes the annual monitoring of progress of postgraduate research degrees. The Postgraduate Studies and Research sub-committee will be provided with review a progression status report following annual progression reviews.
- 1.4 Developing and monitoring of the Institute's Research, Development and Innovation (RDI) Strategies, policies and regulations and advising Academic Council on activities and matters related to RDI.

### **2.0 Functions**

The Sub-Committee will have particular responsibility for the following:

- 2.1 Advising Academic Council on matters related to academic standards, having regard to Chapter 5 (17) (3) (d) of the Technological Universities Act 2018;
- 2.2 Developing and administering the TUS regulations for Research Degree Programmes;

- 2.3 Keeping under review, the procedures for monitoring Post-Graduate Research Awards;
- 2.4 Developing and monitoring of key performance indicators (KPI's) for postgraduate research degree programmes of TUS;
- 2.5 Monitor performance as per the objectives set out in the Performance Based Compact and Technological University initiative;
- 2.6 Promoting participation by students in post-graduate research degree programmes;
- 2.7 Highlighting and promoting the postgraduate research activities of TUS;
- 2.8 Reviewing and advising on intra-and inter-departmental initiatives in postgraduate research degree programmes;
- 2.9 Liaising with other Sub-Committees of Academic Council in relation to postgraduate research degree programmes;
- 2.10 Liaising with appropriate external institutions in matters relating to collaborative postgraduate research degree programmes;
- 2.11 Developing and implementing awareness and competency programmes in research supervision, management, methodologies and techniques within TUS;
- 2.12 Promoting participation in Research amongst Institute staff, particularly with regard to the acquisition of higher degrees through research and engaging in postgraduate research supervision;
- 2.13 Development and maintenance of internal standards for postgraduate research degree quality and outcomes which are consistent with national and international standards;
- 2.14 Developing, maintaining and monitoring Institute Policy in relation to intellectual property;
- 2.15 Developing, reviewing and monitoring the TUS Research Institutes, Centres and Groups with the aim of encouraging the clustering of specific areas of expertise and of research, development and innovation focus and competency within TU;
- 2.16 Encouraging and supporting staff to develop and submit external funding applications.
- 2.17 Liaising with the Management of TUS with regard to;
  - Recognition of research as a core staff activity in the context of the adopted strategy of TUS,

- The scale required and the means of provision of dedicated physical resources for research activities,
- The allocation of personnel (including staff) resources for the supervision of research students,
- The provision of seed funding for research degree programmes within TUS,
- Attendance by staff members at conferences and seminars related to research.

2.18 The consideration of the ethical and legal issues related to Postgraduate Research and the mechanisms required to ensure and demonstrate compliance with TUS Health & Safety Regulations;

2.19 Developing guidelines and procedures to assist in the allocation of funding connected with the postgraduate research degree programmes of TUS.

2.20 Reporting to Academic Council on the strategic development of wider research policy and the development of research infrastructure.

### **3.0 Related Quality Assurance Standards**

#### European Standards and Guidelines (2015)

ESG 1.1 Policy for Quality Assurance

ESG 1.3 Student-centred Teaching, Learning and Assessment

ESG 1.7 Information Management

#### QQI Core Statutory Quality Assurance Guidelines for all Providers (2016)

Section 2.2 Documented Approach to Quality Assurance

Section 2.6 Assessment of Learners

Section 2.7 Supports for learners

Section 2.8 Information and Data Management

#### Additional References

QQI Topic-specific Statutory Quality Assurance Guidelines for Providers of Research Degree Programmes (2017)

Ireland's Framework of Good Practice for Research Degree Programmes (2019)

HEA National Framework for Doctoral Education (2017)

The 'Salzburg' Principles, The 'Salzburg II' Recommendations (2010)

National Policy Statement on Ensuring Research Integrity in Ireland (2021)

#### **4.0 Frequency of Meetings**

The Sub-Committee shall meet at least twice per academic term, and at such other times as required.

#### **5.0 Entrusted Documentation**

TUS Research Degree Regulations

#### **6.0 Sub-Committee Membership**

6.1 The membership of the Subcommittee shall have broad representation across the Technological University and shall be established in accordance with *Bylaw 1: Sub-Committees of Academic Council, Section 1.0 Membership*.

6.2 A Register of the specific membership shall be maintained by the Office of the Vice President of Academic Affairs and Registrar.

#### **7.0 Working Groups**

7.1 The Sub-Committee may, subject to such terms and conditions as it may decide, from time to time, establish such Working Groups as it sees fit and delegate such of its functions as it deems appropriate to such Working Groups.

7.2 Such Working Groups may include members of the Sub-Committee, of the staff and students of the TU and others from outside the TU as appropriate.

7.3 Any proposal to appoint a person who is neither staff member nor a student of TU to a Working Group shall be subject to the approval of Academic Council.

7.4 Each such Working Group shall be chaired by a member of the Sub-Committee and shall report to the Sub-Committee as directed by it.

#### **8.0 Reporting**

8.1 The Chairperson, or their designated nominee, shall be responsible for reporting the decision and views of the Sub-Committee to Academic Council, and for transmitting the relevant decisions and views of the Academic Council to the Sub-Committee.

## 9.0 References

1. [Technological Universities Act 2018](#)
2. [European Standards and Guidelines \(2015\)](#)
3. [QQI Core Statutory Quality Assurance Guidelines for all Providers \(2016\)](#)
4. [QQI Topic-specific Quality Assurance Guidelines for Providers of Research Degree Programmes](#)
5. [Ireland's Framework of Good Practice for Research Degree Programmes \(2019\);](#)
6. [HEA National Framework for Doctoral Education](#)
7. [The 'Salzburg' Principles, The 'Salzburg II' Recommendations](#)
8. [National Policy Statement on Ensuring Research Integrity in Ireland](#)
9. [EU Research & Innovation Strategy, 2020-2024](#)
10. [EU Open Science Policy](#)
11. [National Open Research Forum Publications \(Ireland\)](#)
12. [Transforming our World: The 2030 Agenda for Sustainable Development](#)
13. [EUDAT Collaborative Data Infrastructure](#)



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**Appendix 3. Terms of Reference: Academic Council Sub-Committee on  
Programme Provision and Review**





## Document Control Record

Academic Quality Assurance and Enhancement Handbook	
Volume 2: No 1	
<b>Document Title</b>	Bylaw 1: Sub-Committees of Academic Council 2022 – 2025 Appendix 3: Terms of Reference: Academic Council Sub-Committee on Programme Provision and Review
<b>Document Entrust</b>	Academic Council
<b>Document Status</b>	Approved
<b>Revision No</b>	1.0
<b>Pages</b>	Page 41 of 101
<b>Approval Body</b>	Academic Council
<b>Date of Approval</b>	10/03/2023
<b>Next Revision</b>	2025

Revision History	
Revision No	Comments/Summary of Changes
1.0	Approved by Academic Council



**ACADEMIC COUNCIL SUB-COMMITTEE ON  
PROGRAMME PROVISION AND REVIEW  
TERMS OF REFERENCE**

### **1.0 General Responsibilities**

Subject to the provisions of the Technological University Act, 2018, Qualifications and Quality Assurance (Education and Training) Act 2012, and the Quality Assurance (Education and Training) (Amendment) Act 2019, the Academic Council Sub-Committee on Programme Provision and Review shall have general responsibility for:

- 1.1 Advising Academic Council on matters related to its role as a Designated Awarding Body for Taught Programmes. Under the Technological Universities Act 2018, Technological University of the Shannon: Midlands Midwest is a designated awarding body up to Level 10 of the National Framework of Qualifications.
- 1.2 Advising Academic Council on matters related to award and academic standards, having regard to Chapter 5 (17) (3) (a)(b) of the 2018 Act (a particular function of the Academic Council is designing and developing programmes for the technological university and supporting the implementation of those programmes).
- 1.3 Advising Academic Council on programme provision and portfolio across campuses and discipline areas.
- 1.4 Advising Academic Council on policy and guidelines for work placements.
- 1.5 Advising Academic Council on policy and guidelines for Collaborative and Linked Providers.

### **2.0 Functions**

The Sub-Committee will have particular responsibility for the following:

- 2.1 Defining regionally and professionally responsive graduate attributes, guided by mission, vision and values of TUS.
- 2.2 Developing and maintaining policies and procedures for development, approval and review of programme award standards for disciplines.
- 2.3 Developing and maintaining a framework and processes for programme provision planning.
- 2.4 Defining existing and future Programme Portfolio by disciplines and level for TUS, taking into account areas of commonality and complementarity, specialty, and synergy. Scale, variety, complexity and varied distribution of programme provision across campuses also needs to be considered.
- 2.5 Developing and maintaining the Technological University's policies and procedures for Programme and Module Development and Review, which ensures that the TU's suite of programmes presented are suitably aligned to: (i) to the national framework of qualifications, (ii) academic award standards, (iii) valid, reliable programme and module learning outcomes, (iv) relevant teaching, learning, and assessment strategies and methodologies, (v) both academic and/or professional accreditation quality standards. Conducting gap analysis of existing policies as appropriate.
- 2.6 Developing and maintaining policies and procedures for development, approval and review of Joint Awards and Collaborative Programmes including national and transnational.
- 2.7 Developing and maintaining quality assurance policies and procedures for management of Linked Providers of programmes.
- 2.8 Developing and maintaining the Institute's policies and procedures for placement and work- based learning.
- 2.9 Reviewing new Programme Proposals prior to external validation.
- 2.10 Monitoring the responses to conditions and recommendations of internal and external panels in the programmatic review process and in the new programme or module validation process.
- 2.11 Liaising with other Sub-Committees of Academic Council in relation to programmes and modules, as appropriate.
- 2.12 Advising Academic Council on the incorporation of learning strategies that promote active and applied learning to engage students and enhance the learning experience.

2.13 Monitoring national and international academic standards and best practice, and make recommendations for improvement to related policies and procedures (e.g. Quality and Qualifications Ireland (QQI)).

### **3.0 Related Quality Standards**

#### European Standards and Guidelines (2015)

ESG 1.2 Design and Approval of Programmes

ESG 1.3 Student-centred Teaching, Learning and Assessment

ESG 1.6 Learning Resources and Student Support

ESG 1.9 On-going Monitoring and Periodic Review of Programmes

#### QQI Core Statutory Quality Assurance Guidelines for all Providers (2016)

Section 2.3 Programmes of Education and Training

Section 2.5 Teaching and Learning

Section 2.6 Assessment of Learners

Section 2.7 Supports for learners

Section 2.8 Information and Data Management

Section 2.10 Other Parties Involved in Education and Training

Section 2.11 Self-evaluation, Monitoring and Review

#### Additional References

QQI Policies and Criteria for the Validation of Programmes of Education and Training (2017)

QQI Assessment and Standards, Revised 2022

### **4.0 Frequency of Meetings**

This Sub-Committee shall normally meet twice per term, and at such other times as required.

### **5.0 Entrusted Academic Quality Documentation (to be developed)**

- Graduate Attributes Framework
- Curriculum Structure (Stages, ECTS & Workload, Core/Cognate/Elective Modules)
- Academic Procedure for the Validation of Major, Minor, Special Purpose & Supplemental Awards
- Academic Policy & Procedure for Programme and Module Changes

- New Programme Development Policy and Guidelines
- Programmatic Review Policy and Guidelines
- New Programme Guidelines
- Policy on Collaborative Provision & Joint Awards (National and Transnational)
- Policy on Linked Provision
- Writing and Using Learning Outcomes, A Guide for Academics
- Placement Guidelines
- Industrial Liaison and Engagement Advisory Policy

## **6.0 Sub-Committee Membership**

- 6.1 The membership of the Subcommittee shall have broad representation across the Technological University and shall be established in accordance with *Bylaw 1: Sub-Committees of Academic Council, Section 1.0 Membership*.
- 6.2 A Register of the specific membership shall be maintained by the Office of the Vice President of Academic Affairs and Registrar.

## **7.0 Working Groups**

- 7.1 The Sub-Committee may, subject to such terms and conditions as it may decide, from time to time, establish such Working Groups as it sees fit and delegate such of its functions as it deems appropriate to such Working Groups.
- 7.2 Such Working Groups may include members of the Sub-Committee, of the staff and students of the TU and others from outside the TU as appropriate.
- 7.3 Any proposal to appoint a person who is neither staff member nor a student of TU to a Working Group shall be subject to the approval of Academic Council.
- 7.4 Each such Working Group shall be chaired by a member of the Sub-Committee and shall report to the Sub-Committee as directed by it.

## **8.0 Reporting**

- 8.1 The Chairperson, or their designated nominee, shall be responsible for reporting the decision and views of the Sub-Committee to Academic Council, and for transmitting the relevant decisions and views of the Academic Council to the Sub-Committee.

## 9.0 References

1. [Technological Universities Act 2018](#)
2. [European Standards and Guidelines \(2015\)](#)
3. [QQI Core Statutory Quality Assurance Guidelines for all Providers \(2016\)](#)
4. [QQI Policies and Criteria for the Validation of Programmes of Education and Training \(2017\)](#)
5. [QQI Assessment and Standards, Revised 2022](#)



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**Appendix 4. Terms of Reference: Academic Council Sub-Committee on  
Quality Assurance and Enhancement**



## Document Control Record

<b>Academic Quality Assurance and Enhancement Handbook</b> Volume 2: No 1	
<b>Document Title</b>	Bylaw 1: Sub-Committees of Academic Council 2022 – 2025 Appendix 4: Terms of Reference: Academic Council Sub-Committee on Quality Assurance and Enhancement.
<b>Document Entrust</b>	Academic Council
<b>Document Status</b>	Approved
<b>Revision No</b>	1.0
<b>Pages</b>	Page 48 of 101
<b>Approval Body</b>	Academic Council
<b>Date of Approval</b>	10/03/2023
<b>Next Revision</b>	2025

Revision History	
Revision No	Comments/Summary of Changes
1.0	Approved by Academic Council





**ACADEMIC COUNCIL SUB-COMMITTEE ON  
QUALITY ASSURANCE AND ENHANCEMENT  
TERMS OF REFERENCE**

### **1.0 General Responsibilities**

Subject to the provisions of the Technological University Act, 2018, Qualifications and Quality Assurance (Education and Training) Act 2012, and the Quality Assurance (Education and Training) (Amendment) Act 2019, the Academic Council Sub-Committee for Quality Assurance and Enhancement shall have general responsibility for:

- 1.1 Advising the Academic Council on Academic Quality Assurance and Quality Enhancement matters. The Academic Council protects, maintains, and develops the academic standards of the programmes and activities of the Institute [Section 17 (1) of the 2018 TU Act];
- 1.2 Advising the Academic Council on matters related to academic standards, having regard to Section 17 (3) of the 2018 TU Act. A particular function of the Academic Council is to make recommendations to the Governing Body regarding the form and content of regulations of a technological university relating to the academic affairs of the technological university [Section 17 (3) (f) of the 2018 Act] and implement any regulations of the Technological University related to the functions of the academic council [Section 17 (3) (j) of the 2018 TUI Act];
- 1.3 Advising the Academic Council on matters related to its role as a Designated Awarding Body under the TU Act (2018).
- 1.4 Advising the Academic Council on matters related to academic standards having regard to Section 17 (3)(g) of the 2018 TU Act. A particular function of the Academic Council is to make recommendations to the Technological University for the award of fellowships, scholarships, bursaries, prizes or other awards.

## 2.0 Functions

The Sub-Committee shall have particular responsibility for the following:

- 2.1 Being responsible to the Academic Council for the monitoring, maintenance, and enhancement of standards related to taught and research programmes and modules of study, their quality and the academic environment in which they operate.
- 2.2 Making recommendations to Academic Council on the identification, achievement and enhancement of award standards for the Technological Universities' academic programmes.
- 2.3 Identify the requirements for, establish, monitor and review procedures for quality assurance for the purpose of further improving and maintaining the quality of education, training and research, which is provided, organized, and procured by the Technological University in accordance with Section 9 of the TU Act, 2018;
- 2.4 Developing and maintaining a Quality Assurance Handbook for the Technological University and keeping under review all academic quality assurance and quality enhancement procedures of the Institute as described in the handbook;
- 2.5 Monitoring and oversight of the Technological University's obligations as a Designated Awarding Body and advising Academic Council accordingly;
- 2.6 Developing and maintaining the External Examiners Policies and Procedures;
- 2.7 Considering nominations for External Examiners and recommending to Academic Council;
- 2.8 Considering External Examiners Reports and reporting to Academic Council;
- 2.9 Liaising with other Sub-Committees of the Academic Council as required to support the functions of this sub-committee;
- 2.10 Liaise with external institutions as required, in relation to the monitoring, maintenance, and enhancement of standards related to taught and research programmes and modules of study, their quality and the academic environment in which they operate.
- 2.11 Monitoring national and international academic standards and best practices and make recommendations for improvement to related policies and procedures (e.g. NFQ National Framework of Qualifications, QQI and ESG award standards)
- 2.12 Auditing compliance with selected academic quality and quality assurance policies and procedures and reporting to Academic Council.
- 2.13 Periodically reviewing academic quality policies and procedures of the Institute and forwarding any related recommendations to Academic Council.
- 2.14 Carrying out such other functions as are considered appropriate, subject to the approval of Academic Council.
- 2.15 Preparing and submitting reports on its work to Academic Council.

- 2.16 Advising Academic Council on matters relating to the implementation of Cyclical Reviews.
- 2.17 Actively contribute to the major external quality assurance instruments such as cyclical reviews and the implementation of national surveys.

### **3.0 Related ESG Standard(s) and Quality Assurance Standards**

#### European Standards and Guidelines (ESG 2015)

ESG 1.1 Policy for Quality Assurance

ESG 1.10 Cyclical External Quality Assurance

#### QQI Core Statutory Quality Assurance Guidelines for all Providers (2016)

Section 2.1 Governance and Management of Quality

Section 2.2 Documented Approach to Quality Assurance

#### Additional References

QQI Policy on Quality Assurance Guidelines (2016)

QQI Sector Specific Statutory Quality Assurance Guidelines for Designated Awarding Bodies (2016)

### **4.0 Frequency of Meetings**

The Academic Council Sub Committee for Quality Management: Assurance, Enhancement and Integration shall normally meet four times annually and at such other times as required.

### **5.0 Entrusted Academic Quality Documentation**

TUS Academic Quality Assurance and Enhancement Handbook and all associated Volumes and constituent documents.

### **6.0 Sub-Committee Membership**

- 6.1 The membership of the Subcommittee shall have broad representation across the Technological University and shall be established in accordance with *Bylaw 1: Sub-Committees of Academic Council, Section 1.0 Membership*.
- 6.2 A Register of the specific membership shall be maintained by the Office of the Vice President of Academic Affairs and Registrar.

## **7.0 Working Groups**

- 7.1 The Sub-Committee may, subject to such terms and conditions as it may decide, from time to time, establish such Working Groups as it sees fit and delegate such of its functions as it deems appropriate to such Working Groups.
- 7.2 Such Working Groups may include members of the Sub-Committee, of the staff and students of the TU and others from outside the TU as appropriate.
- 7.3 Any proposal to appoint a person who is neither staff member nor a student of TU to a Working Group shall be subject to the approval of Academic Council.
- 7.4 Each such Working Group shall be chaired by a member of the Sub-Committee and shall report to the Sub-Committee as directed by it.

## **8.0 Reporting**

- 8.1 The Chairperson, or their designated nominee, shall be responsible for reporting the decision and views of the Sub-Committee to Academic Council, and for transmitting the relevant decisions and views of the Academic Council to the Sub-Committee.

## **9.0 References**

- 1. [Technological Universities Act 2018](#)
- 2. [European Standards and Guidelines \(2015\)](#)
- 3. [QQI Core Statutory Quality Assurance Guidelines for all Providers \(2016\)](#)
- 4. [QQI Policy on Quality Assurance Guidelines \(2016\)](#)
- 5. [QQI Sector Specific Statutory Quality Assurance Guidelines for Designated Awarding Bodies \(2016\)](#)



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**Appendix 5. Terms of Reference: Academic Council Sub-Committee on  
Student Experience and Access**



## Document Control Record

Academic Quality Assurance and Enhancement Handbook	
Volume 2: No 1	
<b>Document Title</b>	Bylaw 1: Sub-Committees of Academic Council 2022 – 2025 Appendix 5: Terms of Reference: Academic Council Sub-Committee on Student Experience and Access
<b>Document Entrust</b>	Academic Council
<b>Document Status</b>	Approved
<b>Revision No</b>	1.0
<b>Pages</b>	Page 52 of 101
<b>Approval Body</b>	Academic Council
<b>Date of Approval</b>	27/10/2023
<b>Next Revision</b>	2024

Revision History	
Revision No	Comments/Summary of Changes
1.0	Approved by Academic Council



## **ACADEMIC COUNCIL SUB-COMMITTEE ON STUDENT EXPERIENCE AND ACCESS**

### **1.0 General Responsibilities**

Subject to the provisions of the Technological Universities Act 2018, the Academic Sub-Committee on Student Experience: Management and Services shall have general responsibility for:

- 1.1 Advising the Academic Council on the state-of-the-art digital ecosystem and infrastructure for the TU; comprising of hardware, software and equipment; that will enable it to fulfil its functions efficiently and effectively as outlined in Section 17(1) of the Act, including:
  - 1.1.1 The administration of the academic affairs of the TU,
  - 1.1.2 Student administration & management,
  - 1.1.3 The delivery of student services & supports.
- 1.2 Advising Academic Council on the range of state-of-the-art delivered services in the TU for each of the following that will allow for students to be treated with respect, equity, empathy and professionalism:
  - 1.2.1 New Entrants
    - 1.2.1.1 Programme Information
    - 1.2.1.2 Transition supports
    - 1.2.1.3 Induction
  - 1.2.2 Student administration services:
    - 1.2.2.1 Registration
    - 1.2.2.2 Fee Payment
  - 1.2.3 Student Support Services:
    - 1.2.3.1 Careers Service
    - 1.2.3.2 Learning Supports
    - 1.2.3.3 Disability Services

- 1.2.3.4 Access Services (post entry)
- 1.2.3.5 Finance Service
- 1.2.3.6 Workplacement
- 1.2.4 Student Services: Information Hub with:
  - 1.2.4.1 Learning Analytic
  - 1.2.4.2 E-Library
  - 1.2.4.3 Timetable
  - 1.2.4.4 Information
  - 1.2.4.5 News feed
- 1.2.5 Student Welfare services:
  - 1.2.5.1 Counselling/e-Counselling
  - 1.2.5.2 Healthy Campus
  - 1.2.5.3 Medical services
- 1.2.6 Library Services
- 1.2.7 Student Sport services
- 1.2.8 Student Clubs and Societies

## 2.0 Functions

Using a tiered and phased methodology, the Sub-Committee will have particular responsibility for the following:

- 2.1 Enabling the definition of the business architecture to support the integration of both common and disparate existing [E] and any new [N] systems to support: (i) the administration of academic affairs of the TU; (ii) student administration and management; and (iii) student services & supports including a review of the architecture, processes, management, service provisions, and timelines, provided by such systems.

The systems include, both existing [E] and new include [N]:

- Banner [E] and Banner 9 [N]:
- Careers [Target Connect[E]; Graduateland] [E] **Disparate**
- Counselling [CoreNet; Yellows Scheduler] (both) [E]
- Disability [MINDACLIENT] (both)[E]
- GURU (both) [E]
- Health [Socrates] (both) [E]
- Library/e-Library [E]: range of embedded systems



- MIS for Academic Affairs[N]: Predictive; analytics on student performance data
  - Module Manager 3 (both) [E]
  - Moodle (both) [E] [Different Plug-ins]
  - Student Management System [N]:
  - Enrolment (Marketing/Recruitment/Prospect interactions; e-Services)
  - Scheduler (for timetabling classes/examinations) (different uses[E]
  - Turnitin (AIT)/Urkund (LIT) [E]
  - Workplacement [InPlace (AIT)/Event Map Solutions (LIT)] [E] **Disparate**
  - Zoom for Education (AIT) [E]/Microsoft Teams [E]
- 2.2 Liaison with other working groups/sub-committees to enable the development of the infrastructure and architecture that will support: (i) the administration of academic affairs of the TU; (ii) student administration and management; and (iii) student services & supports.
- 2.3 Reviewing existing business processes and re-engineering their design to ensure efficient and effective processes, both manual and digitized, to support: (i) the administration of academic affairs of the TU; (ii) student administration and management; and (iii) student services & supports.
- 2.4 Reviewing and redeveloping relevant existing policies and procedures as contained in the respective volumes of the Institutional Quality Assurance and Enhancement Handbook as they relate to: (i) the administration of academic affairs of the TU; (ii) student administration and management; and (iii) student services & supports.
- 2.5 Recommending initiatives which may be undertaken by the TU to promote, assist and support students with disabilities, mature students and students from a socio-economically disadvantaged background.
- 2.6 Reviewing the provision of student services, as outlined in 1.2, to ensure that they are provided in an effective and efficient manner to students in line with their needs and through relevant and multiple channel methods.
- 2.7 Carrying out such other functions as may be considered relevant and pertinent subject to the approval of ASC.
- 2.8 Preparing and submitting reports on its work to ASC.

### **3.0 Related Quality Standards**

#### European Standards and Guidelines (2015)

ESG 1.6 Learning Resources and Student Support

ESG 1.7 Information Management

ESG 1.9 On-going Monitoring and Periodic Review of Programmes

#### QQI Core Statutory Quality Assurance Guidelines for all Providers (2016)

Section 2.7 Supports for learners

Section 2.8 Information and Data Management

Section 2.11 Self-evaluation, Monitoring and Review

#### Additional References

QQI Code of Practice for Provision of Programmes of Education and Training to International Learners (2015)

QQI Topic-specific Statutory QA Guidelines for Providers of Blended Learning Programmes (2018)

### **4.0 Frequency of Meetings**

The Academic Sub Committee for Student Experience: Management & Services shall normally meet four times annually and at such other times as required.

### **5.0 Entrusted Documentation**

Student Success Strategy

Student Support Policies and Procedures

## 6.0 Sub-Committee Membership

- 5.1 The membership of the Subcommittee shall have broad representation across the Technological University and shall be established in accordance with *Bylaw 1: Sub-Committees of Academic Council, Section 1.0 Membership*.
- 5.2 A Register of the specific membership shall be maintained by the Office of the Vice President of Academic Affairs and Registrar.

## 7.0 Working Groups

- 7.1 The Sub-Committee may, subject to such terms and conditions as it may decide, from time to time, establish such Working Groups as it sees fit and delegate such of its functions as it deems appropriate to such Working Groups.
- 7.2 Such Working Groups may include members of the Sub-Committee, of the staff and students of the TU and others from outside the TU as appropriate.
- 7.3 Any proposal to appoint a person who is neither staff member nor a student of TU to a Working Group shall be subject to the approval of Academic Council.
- 7.4 Each such Working Group shall be chaired by a member of the Sub-Committee and shall report to the Sub-Committee as directed by it.

## 8.0 Reporting

- 8.1 The Chairperson, or their designated nominee, shall be responsible for reporting the decision and views of the Sub-Committee to Academic Council, and for transmitting the relevant decisions and views of the Academic Council to the Sub-Committee

## 9.0 References

- 1. [Technological Universities Act 2018](#)
- 2. [European Standards and Guidelines \(2015\)](#)
- 3. [QQI Core Statutory Quality Assurance Guidelines for all Providers \(2016\)](#)
- 4. [QQI Code of Practice for Provision of Programmes of Education and Training to International Learners](#)
- 5. [QQI Statutory Topic-specific QA Guidelines for Providers of Blended Learning Programmes](#)



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**Appendix 6. Terms of Reference: Academic Council Sub-Committee on  
Admissions, Transfer & Progression**



## Document Control Record

Academic Quality Assurance and Enhancement Handbook	
Volume 2: No 1	
<b>Document Title</b>	Bylaw 1: Sub-Committees of Academic Council 2022 – 2025 Appendix 6: Terms of Reference: Academic Council Sub-Committee on Admissions, Transfer & Progression
<b>Document Entrust</b>	Academic Council
<b>Document Status</b>	Approved
<b>Revision No</b>	1.0
<b>Pages</b>	Page 59 of 101
<b>Approval Body</b>	Academic Council
<b>Date of Approval</b>	29/05/2023
<b>Next Revision</b>	2024

Revision History	
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1.0	Approved by Academic Council



**ACADEMIC COUNCIL SUB-COMMITTEE ON  
ADMISSIONS TRANSFER AND PROGRESSION  
TERMS OF REFERENCE**

### **1.0 General Responsibilities**

Subject to the provisions of the Technological University Act, 2018, Qualifications and Quality Assurance (Education and Training) Act 2012, and the Quality Assurance (Education and Training) (Amendment) Act 2019, the Sub-Committee on Admissions, Transfer and Progression shall have general responsibility to/for:

- 1.1 Make recommendations to Academic Council relating to the recruitment, selection, admission, progression, retention, and exclusion of students <sup>Note 1 3</sup>(Section 17 (3) (e) of the Technological Universities Act, 2018).
- 1.2 Make recommendations to Academic Council relating to the assessment of students and determination of results of that assessment (Section 17 (3) (f) (i) of the Technological Universities Act, 2018).
- 1.3 Make recommendations to Academic Council relating to the procedures for appeals by students relating to the results of assessment (Section 17 (3) (f) (ii) of the Technological Universities Act, 2018).
- 1.4 The development and maintenance of the TU's Regulations having regard to the governing legislation and standards.
- 1.5 The development and maintenance of the TU's academic integrity policies, procedures, and regulations including those related to the management of

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<sup>3</sup> *In accordance with Section 2 of the Technological Universities Act 2018, "student, in relation to an institute or technological university, means-*  
*(a) a person registered as a student by the institute or technological university,*  
*or*  
*(b) a full-time officer of the student union who was first elected to his or her office while he or she was registered as a student by the institute or technological university"*

academic mis-conduct cases through a *Board of Academic Integrity* that reports to this sub-committee and to Academic Council.

## 2.0 Functions

The Working Group/Sub-Committee will have particular responsibility for the following:

- 2.1 Advising on all matters relating to student success and advising on the implementation of measures for the promotion of relevant initiatives relating to admissions, transfer and progression initiatives within the TU.
- 2.2 Advising on the development of the institutional capacity to monitor student success through various measures including transition, completion, retention, progression and academic performance indicators.
- 2.3 Monitoring and reporting on the student application, admissions, completion, retention, progression and academic performance statistics of the TU.
- 2.4 Advising on strategies that enhance student access, transfer and progression including the provision of impartial expert advice including the identification of best practices, key enablers and opportunities for the enhancement of student success.
- 2.5 Advising on quality assurance in the areas of Student Success, including student access, transfer and progression arrangements.
- 2.6 Developing the Student Success Strategy for the Technological University and monitoring its implementation.
- 2.7 Monitoring national and international academic standards and best practices as they relate to student success; advising on student success developments within national bodies including the National Forum; THEA; QQI; and NStEPS and making recommendations for improvement to related policies and procedures.
- 2.8 Developing and promoting a compendium of student success strategies as a learning resource for staff and students, including induction and post-induction programmes and those targeted at first years.
- 2.9 Reviewing and monitoring the implementation of the TU's *Recognition of Prior Learning Policy* and making appropriate recommendations to its implementation and/or procedures where identified.
- 2.10 Developing and monitoring the TU's admission policies and procedures for the various access routes, the selection procedures used for the respective routes, and for the various type of applicants.

- 2.11 Developing and monitoring advanced entry admission and transfer policy having regard to academic standards for the recognition of experiential and or certified learning, and quality assurance mechanisms.
- 2.12 Monitoring and reporting on the student performance processes and statistics of the TU.
- 2.13 Reviewing the TU's assessment appeal procedures.
- 2.14 Advising on the development of Institutional policies and guidelines related to academic integrity
- 2.15 Monitoring and implementing new initiatives, practices and training to support a culture of academic integrity in the Institution
- 2.16 Formulating responses to national and international developments related to academic integrity in HEIs
- 2.17 Investigating, through a Board of Academic Integrity, reported cases of academic misconduct (see Appendix 1).
- 2.18 Providing advice arising from the case management work conducted through the Board of Academic Integrity.
- 2.19 Reviewing relevant existing policies and procedures as contained in the respective volumes of the Institutional Quality Assurance and Enhancement Handbook as they pertain to the work of the sub-committee.
- 2.20 Carrying out such other functions as may be considered relevant and pertinent subject to the approval of Academic Council.
- 2.21 Preparing and submitting reports on its work to Academic Council.

### **3.0 Related Quality Standards**

#### European Standards and Guidelines (2015)

- ESG 1.3 Student-centred Teaching, Learning and Assessment
- ESG 1.7 Information Management
- ESG 1.8 Public Information

#### QQI Core Statutory Quality Assurance Guidelines for all Providers (2016)

- Section 2.3.2 – Learner admission, progression and recognition
- Section 2.6 Assessment of learners



Section 2.8 Information and Data Management

Section 2.9 Public Information and Communication

### Additional References

QQI Sector-specific Statutory QAG for Designated Awarding Bodies (2016)

QQI Policy Restatement: Policy and Criteria for Access, Transfer and Progression in Relation to Learners (2015)

QQI Code of Practice for Provision of Programmes of Education and Training to International Learners (2015)

QQI Assessment and Standards, Revised 2022

QQI Quality Assuring Assessment: Guidelines for Providers (Version 2 - revised 2018).

## **4.0 Frequency of Meetings**

The Academic Council Sub Committee for Student Experience: Engagement and Success shall normally meet four times annually and at such other times as required.

## **5.0 Entrusted Documentation**

- Admissions Policy
- Student Success Strategy
- Assessment Regulations

## **6.0 Sub-Committee Membership**

5.1 The membership of the Subcommittee shall have broad representation across the Technological University and shall be established in accordance with *Bylaw 1: Sub-Committees of Academic Council, Section 1.0 Membership*.

5.2 A Register of the specific membership shall be maintained by the Office of the Vice President of Academic Affairs and Registrar.

## **7.0 Working Groups**

7.1 The Sub-Committee may, subject to such terms and conditions as it may decide, from time to time, establish such Working Groups as it sees fit and delegate such of its functions as it deems appropriate to such Working Groups.

7.2 Such Working Groups may include members of the Sub-Committee, of the staff and students of the TU and others from outside the TU as appropriate.

- 7.3 Any proposal to appoint a person who is neither staff member nor a student of TU to a Working Group shall be subject to the approval of Academic Council.
- 7.4 Each such Working Group shall be chaired by a member of the Sub-Committee and shall report to the Sub-Committee as directed by it.

## **8.0 Reporting**

- 8.1 The Chairperson, or their designated nominee, shall be responsible for reporting the decision and views of the Sub-Committee to Academic Council, and for transmitting the relevant decisions and views of the Academic Council to the Sub-Committee.

## **9.0 References**

1. [Technological Universities Act 2018](#)
2. [European Standards and Guidelines \(2015\)](#)
3. [QQI Core Statutory Quality Assurance Guidelines for all Providers \(2016\)](#)
4. [QQI Sector-specific QAG for Designated Awarding Bodies](#)
5. [QQI Policy Restatement: Policy and Criteria for Access, Transfer and Progression in Relation to Learners \(2015\)](#)
6. [QQI Code of Practice for Provision of Programmes of Education and Training to International Learners](#)
7. [QQI Assessment and Standards, Revised 2022](#)
8. [QQI Quality Assuring Assessment: Guidelines for Providers \(Version 2 - revised 2018\).](#)



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**Appendix 7. Terms of Reference: Academic Council Sub-Committee on  
Teaching, Learning & Assessment**



## Document Control Record

Academic Quality Assurance and Enhancement Handbook Volume 2: No 1	
<b>Document Title</b>	Bylaw 1: Sub-Committees of Academic Council 2022 – 2025 Appendix 7: Terms of Reference: Academic Council Sub-Committee on Teaching, Learning & Assessment
<b>Document Entrust</b>	Academic Council
<b>Document Status</b>	Approved
<b>Revision No</b>	1.0
<b>Pages</b>	Page 68 of 101
<b>Approval Body</b>	Academic Council
<b>Date of Approval</b>	29/05/2023
<b>Next Revision</b>	2025

Revision History	
Revision No	Comments/Summary of Changes
1.0	Approved by Academic Council



**ACADEMIC COUNCIL SUB-COMMITTEE ON  
TEACHING, LEARNING, & ASSESSMENT  
TERMS OF REFERENCE**

### **1.0 General Responsibilities**

Subject to the provisions of the Technological Universities Act 2018, the Academic Sub-Committee on Teaching, Learning & Assessment shall have general responsibility for:

- 1.1 Advising Academic Council on all matters relating to Teaching, Learning, & Assessment and advising on the implementation of measures for the promotion of relevant Teaching, Learning & Assessment initiatives within TUS.
- 1.2 Advising Academic Council on the development of Digital Capacity in Teaching, Learning & Assessment
- 1.3 Advising Academic Council on Active Learning strategies that enhance student engagement in the implementation of distinct educational philosophy.
- 1.4 Advising Academic Council on the objectives set by the National Forum for Enhancement of Teaching Education & Learning and the implementation of these objectives within TUS.

### **2.0 Functions**

The Sub-Committee will have particular responsibility for the following:

- 2.1 Advising Academic Council on strategies that enhance the teaching, learning and assessment in the Technological University having regard to the overall mission of TUS and the Technological Universities Act 2018.
- 2.2 Developing the Teaching, Learning, & Assessment Strategy for the Technological University and monitoring its implementation.
- 2.3 Advising Academic Council on quality assurance in the areas of Teaching, Learning & Assessment Development.

- 2.4 Support the development of Academic Staff Development Policies in line the National Professional Development Framework, and advising on funding and implementation of these.
- 2.5 Promoting and encouraging continuous professional development in teaching, learning and assessment for all academic staff within the TU at all stages; from appointment and induction, through subsequent career development.
- 2.6 Making recommendations on models of team-based curriculum design processes to enable collaborative and integrated approaches across all stages of curriculum design, development and accreditation.
- 2.7 Identifying best practice that will contribute to the development in the learner of the whole person and acquisition of life-long transversal skills such as adaptability, critical thinking, creativity, problem solving and team work.
- 2.8 Being responsible to the Academic Council for providing impartial expert advice on active learning strategies, including use of innovative pedagogies.
- 2.9 Developing and promoting a compendium of active learning strategies as a learning resource.
- 2.10 Identifying best practice, key enablers, and opportunities for the enhancement of authentic Assessment 'OF' 'FOR'/'AS' Learning including associated staff development opportunities.
- 2.11 Exploring best practice and making recommendations on models of assessment for work-based learning.
- 2.12 Support the integration of Digital Learning to enrich student engagement and create a learner-centered experience.
- 2.13 Supporting the use of blended and online learning delivery formats in Flexible Learning Programmes.
- 2.14 Support and promote collaboration through the establishment of communities of practice for the scholarship of teaching, learning and assessment and research among others.
- 2.15 Advising Academic Council on developments within the Teaching Council.

### **3.0 Related Quality Standards**

#### European Standards and Guidelines (2015)

ESG 1.3 Student-centred Teaching, Learning and Assessment

ESG 1.5 Teaching Staff

ESG 1.6 Learning Resources and Student Support

#### QQI Core Statutory Quality Assurance Guidelines for all Providers (2016)

Section 2.5 Teaching and Learning

Section 2.6 Assessment of Learners

Section 2.7 Supports for learners

#### Additional References

QQI Assessment and Standards, Revised 2022

QQI Quality Assuring Assessment: Guidelines for Providers (Version 2 - revised 2018).

### **4.0 Frequency of Meetings**

The Academic Council Sub-Committee Teaching, Learning & Assessment shall meet at least once per term, and at such other times as required.

### **5.0 Entrusted Documentation**

- TUS Teaching, Learning & Assessment Strategy
- TUS Blended & Online Learning Policy
- TUS Learning Design Models/Frameworks for Blended and Online Learning
- TUS Operational Guide for Blended and Online Learning
- TUS Compendium of Active Learning Strategies
- Suite of unaccredited and accredited CPD offerings and associated resources for staff.

### **6.0 Sub-Committee Membership**

5.1 The membership of the Subcommittee shall have broad representation across the Technological University and shall be established in accordance with *Bylaw 1: Sub-Committees of Academic Council, Section 1.0 Membership*.

5.2 A Register of the specific membership shall be maintained by the Office of the Vice President of Academic Affairs and Registrar.

### **7.0 Working Groups**

7.1 The Sub-Committee may, subject to such terms and conditions as it may decide, from time to time, establish such Working Groups as it sees fit and delegate such of its functions as it deems appropriate to such Working Groups.

7.2 Such Working Groups may include members of the Sub-Committee, of the staff and students of the TU and others from outside the TU as appropriate.

7.3 Any proposal to appoint a person who is neither staff member nor a student of TU to a Working Group shall be subject to the approval of Academic Council.

- 7.4 Each such Working Group shall be chaired by a member of the Sub-Committee and shall report to the Sub-Committee as directed by it.

## **8.0 Reporting**

- 8.1 The Chairperson, or their designated nominee, shall be responsible for reporting the decision and views of the Sub-Committee to Academic Council, and for transmitting the relevant decisions and views of the Academic Council to the Sub-Committee

## **9.0 References**

1. [Technological Universities Act 2018](#)
2. [European Standards and Guidelines \(2015\)](#)
3. [QQI Core Statutory Quality Assurance Guidelines for all Providers \(2016\)](#)
4. [QQI Assessment and Standards, Revised 2022](#)
5. [QQI Quality Assuring Assessment: Guidelines for Providers \(Version 2 - revised 2018\)](#)





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**Appendix 8. Terms of Reference: Academic Council Sub-Committee on  
Flexible Learning**



## Document Control Record

Academic Quality Assurance and Enhancement Handbook Volume 2: No 1	
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<b>Document Entrust</b>	Academic Council
<b>Document Status</b>	Approved
<b>Revision No</b>	1.0
<b>Pages</b>	Page 74 of 101
<b>Approval Body</b>	Academic Council
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<b>Next Revision</b>	2025

Revision History	
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1.0	Approved by Academic Council



## **ACADEMIC COUNCIL SUB-COMMITTEE FLEXIBLE LEARNING TERMS OF REFERENCE**

### **1.0 General Responsibilities**

Subject to the provisions of the Technological University Act 2018, the Academic Council Sub-Committee on Flexible Learning <sup>(Note 4)</sup> shall have general responsibility for:

- 1.6 Advising Academic Council on the development and support of flexible learning in TUS, in its role as a Designated Awarding Body, while remaining consistent with TUS quality assurance, policy, processes and programme provision guidelines.
- 1.7 Advising Academic Council on matters related to award and academic standards for flexible learning programmes, having regard to Chapter 5 (17) (3)(a)(b) of the 2018 Act. (a particular function of the Academic Council is designing and developing programmes for the technological university and supporting the implementation of those programmes).
- 1.8 Advising Academic Council on the design and development of flexible learning programmes for the Technological University and supporting the implementation of those programmes.
- 1.9 Advising Academic Council on the development and updating of the Technological University's flexible learning programme portfolio, to ensure it is balanced across campuses and discipline areas and responsive to industry needs

### **2.0 Functions**

The Sub-Committee will have particular responsibility for the following:

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<sup>4</sup> For the purposes of this Subcommittee, Flexible Learning refers to all TUS Programmes run through/in conjunction with a designated Faculty for online and blended programme delivery. These programmes are normally intended for mature learners and those studying while otherwise employed or engaged (sometimes referred to as life-long learning). Flexible Learning may include Major, Minor and Special Purpose Awards or Microcredentials, available specifically in blended or online delivery. Flexible Learning Programmes, normally, do not require full-time attendance at college and are not offered on the CAO.

- 2.1 Defining/identifying regional and national skills requirements and associated Flexible Learning Programme opportunities guided by mission, vision and values of TUS.
- 2.2 Monitoring national and international academic standards and best practice, and make recommendations to Academic Council for improvement to related policies and procedures that support flexible learning programme provision.
- 2.3 Developing and maintaining a framework and processes for Flexible Learning programme provision planning.
- 2.4 Defining existing and future Flexible Learning Programme Portfolio by disciplines and level for the TU, taking into account areas of commonality and complementarity, specialty, and synergy. Scale, variety, complexity and varied distribution of Flexible Learning programme provision across campuses also needs to be considered.
- 2.5 Developing and maintaining the Technological University's policies and procedures for flexible learning programmes, which ensures that the TU's suite of flexible learning programmes are suitably aligned to: (i) to the national framework of qualifications, (ii) academic award standards, (iii) valid, reliable programme and module learning outcomes, (iv) relevant teaching, learning, and assessment strategies and methodologies, and (v) both academic and/or professional accreditation quality standards.
- 2.6 Supporting programme teams in the inclusion of appropriate learning design in the development, delivery and assessment of blended and online flexible learning programmes.
- 2.7 Reviewing new Flexible Learning Programme Proposals prior to external validation.
- 2.8 Reviewing new Microcredential Programme Proposals prior to development.
- 2.9 Developing and maintaining a framework for the management of Microcredentials.
- 2.10 Monitoring the responses to conditions and recommendations of external panels for the programmatic review of flexible learning programmes and in the new flexible learning programme or module validation process.
- 2.11 Advising Academic Council on the provision and effective use of digital technology to support and facilitate the delivery of blended and online flexible learning programmes.

2.12 Advising Academic Council on the development of Student supports that can be integrated into Flexible learning programmes to enhance the wider student experience taking account the particular needs of Flexible Learning Students.

2.13 Liaising with other Sub-Committees of Academic Council in relation to flexible learning programmes and modules, as appropriate.

### **3.0 Related ESG Standard(s)**

#### European Standards and Guidelines (2015)

ESG 1.2 Design and Approval of Programmes

ESG 1.3 Student-centred Teaching, Learning and Assessment

ESG 1.6 Learning Resources and Student Support

ESG 1.9 On-going Monitoring and Periodic Review of Programmes

#### QQI Core Statutory Quality Assurance Guidelines for all Providers (2016)

Section 2.3 Programmes of Education and Training

Section 2.5 Teaching and Learning

Section 2.6 Assessment of Learners

Section 2.7 Supports for learners

Section 2.8 Information and Data Management

Section 2.10 Other Parties Involved in Education and Training

Section 2.11 Self-evaluation, Monitoring and Review

#### Additional References

QQI Policies and Criteria for the Validation of Programmes of Education and Training (2017)

QQI Assessment and Standards, Revised 2022

### **4.0 Frequency of Meetings**

This Sub-Committee shall normally meet twice per term, and at such other times as required.

### **5.0 Entrusted Academic Quality Documentation (to be developed)**

- Academic Procedure for the Validation of Special Purpose Awards
- TUS Policy on Microcredentials

## **6.0 Sub-Committee Membership**

- 6.1 The membership of the Subcommittee shall have broad representation across the Technological University and shall be established in accordance with *Bylaw 1: Sub-Committees of Academic Council, Section 1.0 Membership*.
- 6.2 A Register of the specific membership shall be maintained by the Office of the Vice President of Academic Affairs and Registrar.

## **7.0 Working Groups**

- 7.1 The Sub-Committee may, subject to such terms and conditions as it may decide, from time to time, establish such Working Groups as it sees fit and delegate such of its functions as it deems appropriate to such Working Groups.
- 7.2 Such Working Groups may include members of the Sub-Committee, of the staff and students of the TU and others from outside the TU as appropriate.
- 7.3 Any proposal to appoint a person who is neither staff member nor a student of TU to a Working Group shall be subject to the approval of Academic Council.
- 7.4 Each such Working Group shall be chaired by a member of the Sub-Committee and shall report to the Sub-Committee as directed by it.

## **8.0 Reporting**

- 8.1 The Chairperson, or their designated nominee, shall be responsible for reporting the decision and views of the Sub-Committee to Academic Council, and for transmitting the relevant decisions and views of the Academic Council to the Sub-Committees.

## **9.0 References**

- 1. [Technological Universities Act 2018](#)
- 2. [European Standards and Guidelines \(2015\)](#)
- 3. [QQI Core Statutory Quality Assurance Guidelines for all Providers \(2016\)](#)
- 4. [QQI Policies and Criteria for the Validation of Programmes of Education and Training \(2017\)](#)
- 5. [QQI Assessment and Standards, Revised 2022](#)



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**Appendix 9. Terms of Reference: Academic Council Sub-Committee on  
International and RUN-EU**



## Document Control Record

Academic Quality Assurance and Enhancement Handbook	
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<b>Document Entrust</b>	Academic Council
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<b>Approval Body</b>	Academic Council
<b>Date of Approval</b>	04/09/2023
<b>Next Revision</b>	2025

Revision History	
Revision No	Comments/Summary of Changes
1.0	Approved by Academic Council





## **ACADEMIC COUNCIL SUB-COMMITTEE ON INTERNATIONAL AND RUN-EU**

### **TERMS OF REFERENCE**

#### **1.0 General Responsibilities**

Subject to the provisions of the Technological Universities Act (2018), the Academic Council Sub-Committee on International and RUN-EU shall have general responsibility for:

- 1.1 Advising Academic Council on all matters relating to International Collegiate mobility and associated arrangements and agreements.
- 1.2 Reporting on the provisions of the EU Erasmus/Erasmus Plus programme and advising Academic Council accordingly.
- 1.3 Advising Academic Council on the development of the RUN-EU (European University) Network and its associated work packages and supporting and monitoring their implementation.
- 1.4 Advising Academic Council on TUS's relationship with international and RUN-EU partner Universities.
- 1.5 Advising Academic Council on TUS's strategic aims for developing International sustainability goals.

#### **2.0 Functions**

The Sub-Committee will have particular responsibility for the following:

- 2.1 Advising Academic Council on the development, monitoring and review of all aspects of Internationalisation Strategy.
- 2.2 Advising the International Office on development of an International Student Handbook to support the Technological Universities provision of International Education.

- 2.3 Be responsible to Academic Council for monitoring matters relating to the reporting and maintaining the quality of all aspects of International Collegiate mobility.
- 2.4 Advising Academic Council on the involvement of Students and Staff in International exchanges and collaborative transnational programmes.
- 2.5 Advising Academic Council on all aspects related to the internationalisation of the curriculum.
- 2.6 Advising Academic Council on the provision of suitable supports for International Students at TUS to enhance their wider International Student experience.
- 2.7 Contributing to the development of TUS policy on Transnational programme provision.
- 2.8 Advising Academic Council on the RUN EU projects/initiatives that TUS is participating in.
- 2.9 Advising Academic Council on the development of policy proposals to support the RUN-EU initiative and liaising with other subcommittees of academic council accordingly.
- 2.10 Reporting to Academic Council on the development of transnational collaborative programmes and the involvement of Staff and Student in these programmes among the partner Institutions of the RUN-EU Network.
- 2.11 Reviewing academic quality assurance of RUN-EU-specific programmes including review of RUN-EU new programme proposals, responses to conditions and recommendations of external panels and programme modification proposals.
- 2.12 Liaising with other Sub-Committees of Academic Council in relation to RUN-EU programmes and modules, as appropriate.
- 2.13 Monitoring the impact of RUN projects/initiatives and advising Academic Council how TUS can further support and develop the RUN-EU initiative.

### **3.0 Related Quality Standards**

#### European Standards and Guidelines (2015)

ESG 1.2 Design and Approval of Programmes

ESG 1.3 Student-centred Teaching, Learning and Assessment

ESG 1.6 Learning Resources and Student Support

ESG 1.7 Information Management

## ESG 1.9 On-going Monitoring and Periodic Review of Programmes

### QQI Core Statutory Quality Assurance Guidelines for all Providers (2016)

Section 2.3 Programmes of Education and Training

Section 2.5 Teaching and Learning

Section 2.6 Assessment of Learners

Section 2.7 Supports for learners

Section 2.8 Information and Data Management

Section 2.11 Self-evaluation, Monitoring and Review

### Additional References

QQI Policies and Criteria for the Validation of Programmes of Education and Training (2017)

QQI Assessment and Standards, Revised 2022

QQI Code of Practice for Provision of Programmes of Education and Training to International Learners (2015)

QQI International Education Mark

## **4.0 Frequency of Meetings**

This Sub-Committee shall normally meet twice per term, and at such other times as required.

## **5.0 Entrusted Academic Quality Documentation (to be developed)**

- International Students Handbook
- Internationalisation Strategy Document

## **6.0 Sub-Committee Membership**

6.1 The membership of the Subcommittee shall have broad representation across the Technological University and shall be established in accordance with *Bylaw 1: Sub-Committees of Academic Council, Section 1.0 Membership*.

6.2 A Register of the specific membership shall be maintained by the Office of the Vice President of Academic Affairs and Registrar.

## **7.0 Working Groups**

- 7.1 The Sub-Committee may, subject to such terms and conditions as it may decide, from time to time, establish such Working Groups as it sees fit and delegate such of its functions as it deems appropriate to such Working Groups.
- 7.2 Such Working Groups may include members of the Sub-Committee, of the staff and students of the TU and others from outside the TU as appropriate.
- 7.3 Any proposal to appoint a person who is neither staff member nor a student of TU to a Working Group shall be subject to the approval of Academic Council.
- 7.4 Each such Working Group shall be chaired by a member of the Sub-Committee and shall report to the Sub-Committee as directed by it.

## **8.0 Reporting**

- 8.1 The Chairperson, or their designated nominee, shall be responsible for reporting the decision and views of the Sub-Committee to Academic Council, and for transmitting the relevant decisions and views of the Academic Council to the Sub-Committees.

## **9.0 References**

- 1. [Technological Universities Act 2018](#)
- 2. [European Standards and Guidelines \(2015\)](#)
- 3. [QQI Core Statutory Quality Assurance Guidelines for all Providers \(2016\)](#)
- 4. [QQI Code of Practice for Provision of Programmes of Education and Training to International Learners](#)
- 5. [QQI Policies and Criteria for the Validation of Programmes of Education and Training \(2017\)](#)
- 6. [QQI Assessment and Standards, Revised 2022](#)
- 7. [QQI International Education Mark](#)



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## **Bylaw 2: Academic Council Board of Appeal 2022-2025**



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Academic Quality Assurance and Enhancement Handbook	
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## **Academic Council Board of Appeal 2022 - 2025**

The Academic Council Board of Appeal is established by the Academic Council of the Technological University.

The Academic Council Board of Appeal shall be the Body of Final Recourse/Appeal within Technological University of the Shannon: Midlands Midwest in specific matters of dispute between the Technological University and a Student and its decision shall be final and binding on the Student and the Technological University. The Board deals with all student academic appeals and with all student discipline appeals. The Board of Appeal is used when all other internal appeal processes have been exhausted. Related documents are listed in Appendix 1. The Board is not part of the appellate process in the TUS Student Complaints and Problem Resolution Procedure. The Academic Council Board of Appeal is an appellate board. An appellate board does not normally rehear a case (see section 1.3).

When all other available internal remedies have been exhausted, an Academic Council Board of Appeal may be convened to deal with an appeal by a student against an act or decision of the Technological University or of any person or persons acting on behalf of the Technological University.

The practice and procedures of the Academic Council Board of Appeal shall at all times comply with the rules of natural justice and fair procedures.

### **1.0 Principles to be Applied in an Appeal<sup>5</sup>**

- 1.1 If the legitimate regulations and procedures of the Technological University were not followed by the decision-maker, then the decision must be set aside by the Board of Appeal and the Appeal allowed.
- 1.2 If the decision, based on the facts of the case and the Technological University regulations and procedures, was such that no reasonable decision-maker could

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<sup>5</sup> *O'Culachain (Inspector of Taxes) v. McMullan Brothers* [1995] 2 ILRM 494

have reached such a decision, then the decision of the decision-maker must be set aside by the Board of Appeal and the Appeal allowed. (The test of reasonableness does not preclude the Board from dismissing an Appeal even though the Board may disagree with the decision of the decision-maker.)

- 1.3 If the decision was based solely on documentary evidence, the Board of Appeal may review the evidence, and reverse an incorrect decision.

## **2.0 Role of the Academic Council Board of Appeal**

- 2.1 To hear all relevant evidence submitted.

- 2.2 To determine the Appeal

## **3.0 Members of the Academic Council Board of Appeal**

- 3.1 The composition of the Academic Council Board of Appeal shall not include the person who made a complaint or allegation against the Student. No member of a Board of Discipline from which the appeal arose shall sit on the Academic Council Board of Appeal.
- 3.2 Employees, Students or Academic Council members cannot be appointed to Academic Council Board of Appeal if they are a family member of the Appellant, a Student or Instructor in the Appellant's program, or involved in the case in ANY way.
- 3.3 The Academic Council Board of Appeal shall be made up of members from a panel of persons as follows:
  - a) The Vice President Academic Affairs and Registrar, and a nominee of the Vice President Academic Affairs and Registrar;
  - b) All Deans of Faculty/School and all Heads of Department;
  - c) Eight Elected Members of Academic Council, not including elected Head of Department, preferably gender balanced;
  - d) Eight External Members from the Institute of Technology, Technological University and/or University sectors.
- 3.4. Subject to section 2.1 and 2.2, when hearing an Appeal, Academic Council Board of Appeal shall be comprised of, *inter alia*, seven members as follows:
  - a) The Vice President Academic Affairs and Registrar OR the nominee of the



Vice President Academic Affairs and Registrar;

- b) At least one Dean of Faculty/School other than the Dean of Faculty/School in which the appellant is studying;
- c) At least one Head of Department other than the Head of Department in which the Appellant is studying;
- d) Two Elected Members of Academic Council, not including elected Head of Department;
- e) Two External Members.

#### **4.0 Nomination of Members of Academic Council Board of Appeal**

- 4.1 It shall be the duty of Academic Council, at its first ordinary meeting to:
- a) nominate the members of Academic Council Board of Appeal for the period of tenure of Academic Council;
  - b) nominate External Academics to Academic Council Board of Appeal.

#### **5.0 Duties of Academic Council Board of Appeal Members**

- 5.1 The Vice President Academic Affairs and Registrar or a nominee of the Vice President Academic Affairs and Registrar shall act as Chairperson of the Academic Council Board of Appeal and shall be responsible for the proper conduct of the meetings of the Academic Council Board of Appeal, having due regard to fair procedures and natural justice.
- 5.2 The Secretary to the Academic Council Board of Appeal shall act as the recording secretary and shall be responsible for:
- a) recording attendance on the Academic Council Board of Appeal Attendance Sheet;
  - b) maintaining a written record of the business of Academic Council Board of Appeal;
  - c) maintaining a file of all materials relating to the business of the Academic Council Board of Appeal.
- 5.3 The members of the Academic Council Board of Appeal are required to observe confidentiality regarding ANY discussions and recommendations.

All those in attendance at the Academic Council Board of Appeal shall sign the

Academic Council Board of Appeal Attendance Sheet (Appendix 3). The attendance sheet includes a declaration that each attendee must maintain strict confidentiality in relation to matters arising during the appeal process and in the discussions at the Academic Council Board of Appeal. Under no circumstances should any person attending a meeting of an Academic Council Board of Appeal disclose to any other person a decision of the Academic Council Board of Appeal or any document, information or opinion considered, conveyed or expressed at the meeting unless duly authorised.

- 5.4 The members of the Academic Council Board of Appeal shall give full and proper examination to all of the details of the appeal.
- 5.5 The members of the Academic Council Board of Appeal, may, if necessary and in the interests of fairness, seek confidential external professional advice on matters before the Board.

## **6.0 Lodgement of an Appeal**

- 6.1 Where the appeal is against the decision of a Board of Assessment Enquiry or a Research Review of Examination Decisions Panel into an alleged offence under Assessment Regulations, notice of the appeal shall be sent, by the Appellant to the Vice President Academic Affairs and Registrar by registered post, not later than ten (10) working days from the date of posting to the Appellant Student of the decision of the Board of Assessment Enquiry/ the Research Review of Examination Decisions Panel.
- 6.2 Where the appeal is the final recourse against an act or decision of the Technological University, or of any person or persons acting on behalf of the Technological University arising under other defined (non- assessment) regulations or procedures (see Appendix 1), notice of the appeal shall be sent by the Appellant Student to the Vice President Academic Affairs and Registrar by registered post within one (1) calendar month after the date of the act or decision that is the subject of the appeal.
- 6.3 A Student, who does not submit a request in writing to the Vice President Academic Affairs and Registrar within the prescribed time period, loses the right to submit an appeal under this procedure. However, in exceptional circumstances, a late appeal may be admitted.
- 6.4 In ALL cases, the Appellant Student must include in the notice of appeal:
  - a) the grounds of the appeal;

- b) the fee for the appeal.

## **7.0 Action on Lodgement of an Appeal**

- 7.1 The Vice President Academic Affairs and Registrar, or nominee of the Vice President Academic Affairs and Registrar, shall cause the Academic Council Board of Appeal to be convened.
- 7.2 The Vice President Academic Affairs and Registrar, or nominee of the Vice President Academic Affairs and Registrar, shall inform the Appellant by registered post at least seven (7) days prior to the date of the appeal hearing of:
  - a) the date on which the appeal is to be heard;
  - b) the right of the Appellant under the appeals procedure;
  - c) the full details of the procedure governing the hearing of the appeal;
  - d) the right of the Appellant to be accompanied by a companion at the appeal, provided such person is not a member of the Academic Staff of the Technological University;
  - e) the right of the Appellant to have a representative at the appeal;
  - f) the right of the Appellant to bring witnesses.
- 7.3 To facilitate administration, the Vice President Academic Affairs and Registrar, or nominee of the Vice President Academic Affairs and Registrar, may invite the Appellant to provide information on the names and contact details of any witnesses, companion or representative that the Appellant proposes to bring to the appeal hearing (Appendix 2).

## **8.0 Academic Council Board of Appeal Procedure**

Once convened, an Academic Council Board of Appeal normally shall proceed as follows:

- 8.1 The Chairperson shall cause to be set out for the members of the Board:
  - a) principles to be applied in an Appeal;
  - b) the role of the Academic Council Board of Appeal;
  - c) the details of the Appeal;
  - d) all written statements relating to the Appeal;
  - e) the names of the witnesses to be called.
- 8.2 The Appellant shall be available to the Board throughout the appeal.

- 8.3 The Appellant shall have the right to make a submission on his/her behalf to the Board of Appeal.
- 8.4 The members of the Academic Council Board of Appeal may question the Appellant and any witness.
- 8.5 When the Appellant and witnesses have been called and examined, and have withdrawn, the Academic Council Board of Appeal shall consider all the evidence available to it and arrive at a determination of the appeal.
- 8.6 Where an adjournment of the meeting of an Academic Council Board of Appeal is sought by any person, or persons, this may be granted by the Chairperson acting on the advice of the other members of the Academic Council Board of Appeal, and the term of such adjournment where granted shall be likewise determined.
- 8.7 The Academic Council Board of Appeal shall normally complete the review within thirty (30) days immediately following lodgment of the appeal by the Appellant. This time may be extended by mutual consent of the Appellant Student and the Chairperson acting on the advice of the other members of the Academic Council Board of Appeal.

## **9.0 Witnesses at the Academic Council Board of Appeal**

- 9.1 An Academic Council Board of Appeal may summon as a witness any person who may, in the belief of the Academic Council Board of Appeal, have relevant evidence or testimony to furnish to the Academic Council Board of Appeal.
- 9.2 The Appellant shall be permitted to call witnesses in support of the Appeal.

## **10.0 Decision of Academic Council Board of Appeal**

- 10.1 The Decision of the Academic Council Board of Appeal shall be one of the following:
- a) to allow the Appeal;
  - b) to reject the Appeal;

If significant new evidence is submitted to the Academic Council Board of Appeal by the Appellant Student with a persuasive and compelling explanation, the Academic Council Board of Appeal may remit the case for a further hearing.

## **11.0 Action on a Decision of an Academic Council Board of Appeal**

- 11.1 It shall be the duty of the Secretary to the Academic Council Board of Appeal to

convey the decision of the Academic Council Board of Appeal, in writing, to the Vice President Academic Affairs and Registrar and, in the case of an appeal under the Disciplinary Procedures, to the President, within three (3) working days.

11.2 On receipt of this written decision, it shall be the duty of the Vice President Academic Affairs and Registrar, and in the case of an appeal under the Disciplinary Procedures, the duty of the President, to convey that decision within five (5) working days, in writing:

- a) to the Appellant at their permanent home address by registered post;
- b) where appropriate, to the members of the Board of First Instance whose decision was the subject of the appeal;
- c) where appropriate, to the Board of Examiners;
- d) where appropriate, to the Academic Council;
- e) where appropriate, to any other person or body.

## **12.0 Fee for Appeal**

The University is committed to an appeal process which is fair, thorough and robust. The process is resource intensive. The fee for the current term of the Academic Council shall be €100.00.

If an appeal is allowed or if the case is remitted, the fee shall be refunded to the Student (Appellant). Bank Drafts/Postal Orders/Cheques to be made payable to the Technological University of the Shannon: Midlands Midwest.

## **13.0 Presentation of Examination Award**

If as a consequence of a successful appeal, a Candidate has been presented for an award to the Board of Examiners and is regarded as being qualified for an award, such a Candidate shall be presented for that award at the next appropriate Awards Ceremony.

## **14.0 Report to Academic Council**

A report on the activities of the Academic Council Board of Appeal shall be provided annually to the Academic Council. The report shall be factual and the parties involved in the appeals shall not be named.

## **Appendix 1. Documents relevant to Academic Appeals and Student Discipline Appeals**

- TUS Academic Regulations for Taught Programmes
- TUS Research Regulations, Policies & Procedures
- TUS Policy on Recognition of Prior Learning (RPL) 2022 – 2025
- TUS Student Code of Conduct and Discipline 2022 – 2025
- TUS Student Policy on Dignity and Respect: Dealing with Harassment and/or Bullying among Students 2022 – 2025
- TUS Fitness to Study/Practise



## Appendix 2. Academic Council Board of Appeal Information from Student

### **Instructions:**

Please complete in typescript or in BLOCK LETTERS (using black ink).

Submit completed form to [Registrar@tus.ie](mailto:Registrar@tus.ie)

- 1. Please specify (if any) the names and addresses of ALL Witnesses that you propose to call at the Appeal** (continue on additional sheets if necessary).

Name of Witness (1):	
Address:	<hr/>
Email:	<hr/>
Telephone Number:	<hr/>

Name of Witness (2):	
Address:	<hr/>
Email:	<hr/>
Telephone Number:	<hr/>

- 2. Please specify (if any) the name and address of any Companion who will accompany you at the appeal.** (Please note: The companion must not be a member of the Academic Staff of TUS)

Name of Companion:	_____
Address:	_____
Email:	_____
Telephone Number:	_____

- 3. Please specify (if any) the name and address of any Representative who will accompany you at the appeal**

Name of Representative:	_____
Address:	_____
Email:	_____
Telephone Number:	_____

X

\_\_\_\_\_  
Applicant Signature

Date: \_\_

**For Official Use Only**

<b>Form received by Vice President Academic Affairs and Registrar:</b>	
Date:	_____
Signed:	_____





### Appendix 3. Academic Council Board of Appeal Attendance Sheet

#### Confidentiality

The proceedings of the Academic Council Board of Appeal are strictly confidential. Please sign this undertaking to respect the strict confidentiality of this Academic Council Board of Appeal.

Date of Appeal: \_

**Print Name:**

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### **Bylaw 3: Standing Committee of the Academic Council 2022-2025**



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### **Standing Committee of the Academic Council 2022 - 2025**

The Technological University operates over 12 months, particularly with postgraduate and work placement modules. Outside the academic terms the Academic Council may establish a Standing Committee. The Standing Committee is a committee with a fixed term of office, namely the summer period. The terms of reference must necessarily be limited in scope and function and tailored to the precise requirements of the summer period.

Typically, the Standing Committee addresses issues of urgency. Any decision made by such Standing Committees must be confirmed at the next meeting of the Academic Council and at the latest within six months.

The composition of the Standing Committee of the Academic Council is as follows:

- a) President or Vice President Academic Affairs & Registrar;
- b) A Dean of Faculty/School;
- c) A Head of Department;
- d) Any four Elected Members of Academic Council.



## **TUS Academic Council Documentation**

### **Links to Relevant Legislation/Standards**

[Technological Universities Act 2018](#)

[Qualifications and Quality Assurance \(Education and Training\) Act 2012](#)

[Qualifications and Quality Assurance \(Education and Training\) \(Amendment\) Act 2019](#)

[ESG 2015 - Standards and Guidelines for Quality Assurance in the European Higher Education Area](#)