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Ollscoil Teicneolaíochta na Sionainne:
Lár Tíre, An tIarthar Láir

Technological University of the Shannon:
Midlands Midwest

TUS Academic Council Documentation 2026 - 2029



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Ollscoil Teicneolaíochta na Sionainne:
Lár Tíre, An tIarthar Láir

Technological University of the Shannon:
Midlands Midwest

**Constitution of Academic Council of the Technological University of the
Shannon: Midlands Midwest 2026 - 2029**



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Constitution of Academic Council of the Technological University of the Shannon: Midlands Midwest 2026 - 2029

1.0 Introduction

The Technological University of the Shannon: Midlands Midwest (hereafter referred to as the Technological University or TUS) 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 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 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 TUS Annual Quality Report to QQI;
- b) An annual Governing Body review meeting with Academic Council.

This current Academic Council of the Technological University has been approved by Governing Body to operate from January 2026 to December 2029.

2.0 General Functions of the Academic Council under the Technological Universities Act (2018)

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

- a) 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)];
- b) In the performance of its functions, an Academic Council shall,

- 1) have regard to the resources available to the Technological University; and,
- 2) 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].

3.0 Particular Functions of Academic Council under the Technological Universities Act (2018)

Without prejudice to the generality of Section (2)(a), the functions of an academic council shall include:

- a) designing and developing programmes¹ for the Technological University [Chapter 5 (17) (3)(a) of the 2018 Act];
- b) supporting the implementation of those programmes [Chapter 5 (17) (3)(b) of the 2018 Act];
- c) promoting the involvement², 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];
- d) making recommendations to the Technological University on programmes for the development of research, [Chapter 5 (17) (3)(d) of the 2018 Act];
- e) 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];
- f) 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:
 - 1) the assessment of students and determination of the results of that assessment; and,
 - 2) procedures for appeals by students relating to the results of assessments [Chapter 5 (17) (3)(f) of the 2018 Act].
- g) 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];
- h) making general arrangements for academic counselling including tutorials

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

² Involvement shall be construed in accordance with Section 9 (8) of the Technological University Act 2018.

[Chapter 5 (17) (3)(h) of the 2018 Act];

- i) performing any other functions delegated to it by the technological university [Chapter 5 (17) (3)(i) of the 2018 Act]; and,
- j) implementing any regulations of the Technological University relating to the functions of the academic council [Chapter 5 (17) (3) (j) of the 2018 Act].

In exercising these functions, the subcommittee shall give due regard to considerations with respect other governing legislation including, but not limited to the HEA Act, 2022.

4.0 Membership of Academic Council

- a) The Governing Body shall make regulations of the technological university which shall provide, in relation to the academic council, for:
 - 1. the number of members;
 - 2. procedures for selection and appointment of members;
 - 3. term of office of members;
 - 4. eligibility for re-appointment of members; and,
 - 5. the number of consecutive periods for which members may hold office.

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

- b) Without prejudice to the generality of Section 4(a), the majority of members of the academic council shall be members of the academic staff of the Technological University.
- c) Without prejudice to the generality of Section 3(a), the regulations of a Technological University under Section 4(a) shall provide for the following persons to be members referred to Section 4.0(b)(1):
 - 1. at least one member of the academic staff with sufficient experience, in the view of the Technological University, of business, enterprise or a profession;
 - 2. 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,
 - 3. such number of students at the Technological University as it considers appropriate.
- d) In making regulations under Section 4(a) 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].

e) The president shall be:

- 1) an ex officio member of the Academic Council;
and,
- 2) 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 preside, he or she shall nominate a person to preside in his or her place.

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

f) Governing Body approved the [Regulation for Membership of the Academic Council of TUS 2026 – 2029](#) on 23rd September 2025.

5.0 Committees of Academic Council

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].

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].

Committees of Academic Council shall be referred to as subcommittees and shall establish a Terms of Reference, in accordance with Academic Council Byelaw 1, Subcommittees of Academic Council.

6.0 Procedures of Academic Council

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 procedures of Academic Council shall be documented in Academic Council Standing Orders.

The Constitution of the Academic Council of the Technological University 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.

7.0 Standing Committee of Academic Council

A Standing Committee of Academic Council may be established to address issues of urgency over the summer period. The terms of reference are necessarily limited in scope and function and tailored to the precise requirements of the summer period and issues to be dealt with. A Standing Committee of Academic Council is established in accordance with Academic Council Byelaw 2, Standing Committee of Academic Council.

8.0 Academic Council Board of Appeal

The Academic Council Board of Appeal shall be the Body of Final Recourse/Appeal within Technological University 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 Academic Council Board of Appeal shall be constituted and operate in accordance with Academic Council Byelaw 3, Board of Appeal.



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Technological University of the Shannon:
Midlands Midwest

Membership of TUS Academic Council 2026 – 2029



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Technological University of the Shannon: Midlands Midwest

Members of Academic Council 2026 - 2029

Representatives	Membership	Number
President (Chairperson)	Prof. Vincent Cunnane	1
Chief Academic Officer (Vice Chairperson)	Prof. Raphaela Kane	1
Vice President Academic Affairs and Registrar (Secretary)	Dr. Maria Kyne	1
Vice-President Research Development and Innovation	Dr. Liam Brown	1
Vice President for Student Education and Student Experience	Frances O'Connell	1
Head of Quality/Assistant Registrar	Dr. Brendan Murphy Mary Goode Kate Dwyer	3
Head Librarian	Celine Peignen	1
Dean of Faculty/School	Prof. Anthony Caleshu Dr. Don Faller Dr. James Griffin Dr. Lisa Moran Dr. Maura Clancy Dr. Michael Tobin Seadna Ryan Seamus Hoyne Dr. Sean Lyons Tony Mahon	10
Academic Head of Department Elected Representatives	Dr. Adam de Eyto Alan Duffy Dr. Amy McGuire Breda Lynch Dr. Carmel Kealey Dr. Cormac O'Shea Dr. Derek McInerney Dr. Niall Colgan Dr. Orlaith Borthwick Dr. Pat Gill	10

Representatives	Membership	Number
Elected Academic Staff Membership	Aisling Burke Alan Carr Alexander Courtney Prof. Austin Coffey Billy Madden Brendan McLarney Catherine Carty Clodagh Moore Colm Crowe Dr. Daniela Butan Deborah O Sullivan Dr. Deirdre Walsh Des McMahon Edith O'Leary Dr. Elaine Walsh Glen O'Sullivan Jim Gilchrist Dr. Joe Fitzpatrick Joe Mulcahy Dr. Joe Tierney Dr. John Flannery Dr. John Larkin Kevin Farrell Dr. Kieran Dowd Dr. Lisa Henihan Dr. Lisa O'Rourke Scott Dr. Marie Walsh Michelle Molloy Dr. Paul Archbold Dr. PJ Ryan Serena Keane Dr. Sergii Kushch Dr. Shane O'Sullivan Síle Mulvihill	34
Student Membership	Dara Lenihan Jos Gijbels Malcolm McDonagh Shannon Ree Maher	4

Appendix 1. Composition of Academic Council

Extract from:

Regulation for Membership of the Academic Council of TUS 2026 – 2029

(Section 1, Membership of Academic Council 2026-2029, Pages 2 – 3)

Ex Officio Membership	Total
President (Chairperson)	1
Chief Academic Officer	1
Vice-President Academic Affairs and Registrar	1
Vice-President Research Development and Innovation <i>(S.3(b)(i))</i>	1
Vice President for Student Education and Student Experience	1
Head of Quality	1
Assistant Registrar	2
Head Librarian	1
Dean of Faculty <i>(S.3(b)(ii))</i>	10
Elected Academic Heads of Department	10
Elected Academic Staff Membership	
Elected Lecturing Staff <i>(S.3(a))</i>	34
Student Membership <i>(S.3(b)(iii))</i>	
Undergraduate and Postgraduate Student Members	4
Total Ex Officio	29
Total Elected Academic Staff	34
Total Student Membership	4
Total Academic Council Membership	67



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Academic Council Standing Orders 2026 - 2029



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Academic Council Standing Orders 2026 - 2029

1.0 Introduction

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

2.0 Meetings of Academic Council

a) First Meeting

Following confirmation of the appointment of the members of the Academic Council by the Governing Body of the Technological University of the Shannon: Midlands Midwest, the Chairperson shall call a meeting of the Council.

b) Frequency

At least four meetings of Academic Council shall be held annually in accordance with the calendar agreed by the Council. The calendar of ordinary meetings of Academic Council and of the Subcommittees shall 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 elements of the Standing Orders and the conduct of the meeting will apply to all meetings held in this way.

c) Notice

A schedule of meetings of the Council for a given academic year, shall be prepared by the Secretary to Academic Council and presented to the Council for agreement. The schedule may be subject to variation at the discretion of the Chairperson/Secretary to Academic Council

- 1) Each member of Council shall be entitled to five working days' notice of a meeting, including any special meeting of the Council.
- 2) Unless otherwise agreed, notice of each meeting confirming the venue/virtual forum, 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.
- 3) Supporting documentation shall be sent to Council members electronically.

d) Quorum

The quorum for a meeting shall be half of the members of Academic Council. If a quorum is not reached within 20 minutes of the start time of the meeting, the Chairperson shall not allow any business to be transacted and close the meeting.

A further meeting shall be reconvened at the earliest opportunity.

e) Extraordinary Meeting

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

- 1) the Chairperson;
- 2) 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;
- 3) Academic Council at one of its scheduled meetings;

The Chairperson may at their absolute discretion call a special meeting of Academic Council at any time.

3.0 Agenda

a) Documents

Agenda items and/or documents presented to Academic Council for approval 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 a meeting.

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.

b) Agenda and Format

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

- 4) 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(a) above may apply here.

4.0 Procedures

a) Chairperson and Secretary

- 1) The President shall be the Chairperson of Academic Council.
- 2) The Chief Academic Officer shall be Vice Chairperson of Academic Council and nominated as Chairperson by the President when not in attendance.
- 3) The Vice President for Academic Affairs & Registrar shall be the Secretary of the Academic Council.
- 4) The Secretary may be assisted by Recording Secretaries, who shall not be a member(s) of the Council.

b) Mode of Participation

- 1) Speakers shall always address the Chairperson and other members shall be silent when a member is speaking.
- 2) The attention of members of Academic Council is drawn to the *TUS Meeting Etiquette Guide* ([C.f. TUS Guide to Promoting Inclusive Committees and Meetings](#)).

c) Motions

A motion is a proposal moved by a member. If resolved upon, it becomes a resolution.

All motions should be:

- 1) 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;
- 2) 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;

- 1) that the question be not now put;
- 2) to proceed to the next business;
- 3) that the question be now put;
- 4) to adjourn the debate;
- 5) to refer a recommendation of a committee back for further consideration or report.

d) 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 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.

e) Points of Order

A member may at any time during a meeting interrupt debate by raising a “point of order”. A point of order is a query as to whether correct procedures are being followed in accordance with these Standing Orders. The Chairperson shall decide whether the point of order is admissible, and the Chairperson’s ruling shall be final.

f) Subcommittees

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 2026 – 2029 shall have the following subcommittees:

- Taught Programme Provision
- Postgraduate Studies and Research
- Student Education and Experience
- Academic Affairs and Quality

- 1) A subcommittee may have up to 50 members, with representatives invited from each Faculty/School and from the Student’s Union.

2) The President, Chief Academic Officer and Vice President for Academic Affairs & Registrar shall 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.

g) 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.

h) Interpretation

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

i) Members on Leave

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

5.0 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 made available to all TUS staff through publication to the Academic Council App on the TUS Apps dashboard.

To aid minute taking, the live transcription function of MS teams shall be utilised to convert spoken audio into text.



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Byelaw 1: Subcommittees of Academic Council 2026 - 2029



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Byelaw 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:

- 1) Taught Programme Provision
- 2) Postgraduate Studies and Research
- 3) Student Education and Experience
- 4) Academic Affairs and Quality

The central role of Subcommittees 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.

1.0 Membership

- a) The President of the Technological University shall be entitled to be a member of every Subcommittee established by Academic Council [Chapter 5 (16)(4) of the 2018 Act].
- b) The following staff shall be entitled to be a member of every Subcommittee established by Academic Council:
 - Chief Academic Officer;
 - Vice President Academic Affairs & Registrar,
 - Vice President Student Education & Experience;
 - Vice President Research Development and Innovation;
 - Assistant Registrars and Heads of Quality.
- c) Faculty will be invited to nominate Academic Management and Academic Staff

members to each subcommittee consistent with emerging faculty structures. The profile of membership may vary depending on the subcommittee and shall be agreed by the VP Academic Affairs and Registrar in consultation with Deans of Faculty/Heads of Department.

- d) Professional Support Services shall be invited to nominate members to each subcommittee. The profile of membership may vary depending on the subcommittee and shall be agreed by the VP Academic Affairs and Registrar in consultation with relevant Vice Presidents/Heads of Function.
- e) The Student's Union will be invited to nominate students to each subcommittee. The profile of membership may vary depending on the subcommittee and shall be agreed by the VP Academic Affairs and Registrar in consultation with the Student's Union.
- f) Relevant staff may, at the discretion of the Chairperson, be invited to attend subcommittees to present information for particular agenda items, or to be present as observers.
- g) Additional members may be co-opted in pursuit of the functions of the respective subcommittee at the discretion of the Chairperson.
- h) In constituting the subcommittees, Academic council shall be informed by the principles and considerations outlined in the [TUS Guide to Promoting Inclusive Committees and Meetings](#).
- i) A Register of the specific membership shall be maintained by the Office of the Vice President of Academic Affairs and Registrar.

2.0 Chairperson

The Chairperson for the respective subcommittees shall be the relevant Vice President as follows:

Subcommittee	Chairperson
Taught Programme Provision	Vice President Academic Affairs & Registrar
Postgraduate Studies and Research	Vice President Research, Development and Innovation
Student Education and Experience	Vice President Student Education & Experience
Academic Affairs and Quality	Vice President Academic Affairs & Registrar

The Chairperson may nominate another member of the subcommittee as Chairperson when absent.

3.0 Terms of Reference

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

- 1) General Responsibilities;
- 2) Functions;
- 3) Related Quality Assurance Standards and Relevant References.

4.0 Procedures for Meetings of the Subcommittees

a) First Meeting

Following confirmation by Academic Council of this *Byelaw 1, Subcommittees of Academic Council* the Secretary to Academic Council shall constitute the membership of the subcommittees in accordance with Section 1.0, Membership. The first meeting of each respective subcommittee shall consider a Terms of Reference (Section 3.0) for recommendation to Academic Council.

As the process of constituting the subcommittee may not be completed prior to the first meeting, the normal rules of Quorum (Section 4 (c)) may not apply

b) Frequency of Meetings and Notice

A meeting of the subcommittees shall normally precede a scheduled meeting of Academic Council. The calendar of ordinary meetings of Academic Council and of the subcommittees that precede them shall be published. In exceptional circumstances the published schedule can be subject to change.

Unless otherwise agreed, notice of each meeting confirming the venue/virtual forum, time and date together with an agenda and supporting documentation shall be forwarded to each member of the subcommittee and any other person required to attend, no later than five working days before the date of the meeting.

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.

An agenda and supporting documentation shall be sent to subcommittee members electronically.

c) Quorum

A minimum of 20 members in attendance at Subcommittee meetings shall be regarded as a quorum. Apologies received are not counted in the quorum. If a quorum is not reached within 20 minutes of the start time of the meeting, the Chairperson shall not allow any business to be transacted and close the meeting. A further meeting shall be reconvened at the earliest opportunity.

d) Agenda

An agenda and supporting documentation shall be forwarded to each member of the subcommittee and any other person required to attend, no later than five working days before the date of the meeting.

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.

e) Mode of Participation

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

The attention of members of the subcommittee members is drawn to the *TUS Meeting Etiquette Guide* ([C.f. TUS Guide to Promoting Inclusive Committees and Meetings](#)).

f) Advising/Recommending to Academic Council

Based on its deliberations, in accordance with the General Responsibilities and Functions of the subcommittee as outlined in Section 1.0 and Section 2.0 respectively of this Terms of Reference, the subcommittee may advise and/or make recommendations for approval to Academic Council on matters before it. As a collegiate body, the subcommittee shall strive as far as possible to make decisions by consensus.

In making recommendations to Academic Council, 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. Where voting results in a tie, the Chairperson shall have the deciding vote.

g) Minutes of Meetings

The minutes of meetings shall:

- a) record attendance and decisions made by the subcommittee;
- b) record abstention from or disagreement with a recommendation of the subcommittee, when this is specifically requested by a member(s);
- c) be formally proposed, seconded and adopted.

To aid minute taking, the live transcription function of MS teams shall be utilised to convert spoken audio into text.

h) Attendance Criteria for Subcommittee Meetings

Where members of the Subcommittee have not attended three consecutive meetings (without apologies), the member will be asked to confirm if they wish to continue their membership of the Subcommittee.

6.0 Working Groups

- a) Subcommittees may establish working groups. In the case of working groups with members external to TUS, Academic Council shall be notified.
- b) The subcommittees shall determine the advisory functions/scope of respective working groups.
- c) Working Groups shall establish a Terms of Reference consistent with the advisory function/scope assigned on its establishment by the subcommittee.

5.0 Reporting from Subcommittees

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

7.0 Terms of Reference for Subcommittees

The terms of reference are included in the appendices of this byelaw.

Appendix 1: Terms of Reference, Taught Programme Provision.

Appendix 2: Terms of Reference, Postgraduate Studies and Research.

Appendix 3: Terms of Reference, Student Education and Experience.

Appendix 4: Terms of Reference: Academic Affairs and Quality.



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Appendix 1. Terms of Reference

Academic Council Subcommittee for Taught Programme Provision



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**ACADEMIC COUNCIL SUBCOMMITTEE ON
TAUGHT PROGRAMME PROVISION
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 (as amended) and TUS Academic Council Constitution, the Academic Council Subcommittee for Taught Programme Provision³ shall have the following general responsibilities.

- a) Advising and making recommendations to Academic Council on matters related to TUS role as a Designated Awarding Body, including academic and award 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 taught programmes for the technological university and supporting the implementation of those programmes*);
- b) Advising and making recommendations to Academic Council on taught programme provision and portfolio development across campuses, discipline areas, and modes of delivery, to ensure it is balanced and responsive to industry need;
- c) Advising and making recommendations to Academic Council on the design, development and support of flexible learning programmes⁴, and supporting the implementation of those programmes;
- d) Advising and making recommendations to Academic Council on matters relating to Apprenticeship provision, having regard to Chapter 9 (1)(i) of the 2018 Act, (*support the development of a skilled labour force including, where appropriate, engaging in*

³ *Taught Programmes refers to taught Undergraduate and Postgraduate Major and Non-major award programmes, including Flexible Learning Programmes/Microcredentials and Apprenticeships (See [TUS Policy on Taught Programme Validation and Modification](#)).*

⁴ *Flexible Learning refers to all TUS Programmes run through/in conjunction with a designated Faculty, normally intended for mature learners and those studying while otherwise employed or engaged (also referred to as life-long learning). Flexible Learning may include Major, Minor and Special Purpose Awards or Microcredentials, and may be available specifically in blended or online delivery. Flexible Learning Programmes normally do not require full-time attendance and are not offered on the CAO.*

the education and training of apprentices), including the development of the TUS Apprenticeship Strategy and monitoring its implementation;

- e) Advising Academic Council on matters related to the internationalisation of the curriculum and the provision of education to international students.
- f) Advising and making recommendations to Academic Council on the development of transnational collaborative programmes among the partner Institutions of the RUN-EU Network and the involvement of TUS Staff and Students in these programmes.

In exercising these responsibilities, the subcommittee shall give due regard to considerations with respect other governing legislation including, but not limited to the HEA Act, 2022.

2.0 Functions

The subcommittee shall have the following particular functions.

- a) Advising academic Council on matters pertaining to regional and national skills requirements, professionally responsive graduate attributes, and associated taught programme opportunities guided by purpose, vision and values of TUS.
- b) Making recommendations to on the growth and development of the programme portfolio, including traditional and new Apprenticeship programmes, within TUS and/or with external institutions, where appropriate, having regard to national and relevant international policy.
- c) Advising Academic Council on the development of the taught programme portfolio, adoption and delivery of programmes by campus, mode of delivery discipline and level for TUS, taking into account areas of commonality and complementarity, scale, speciality, varied distribution and synergy.
- d) Monitoring performance related to taught programme portfolio as per the objectives set out in the TUS Strategic Plan, HEA systems Performance Agreement and other relevant Technological University initiatives.
- e) Making recommendations to Academic Council pertaining to the development and review of TUS policies and procedures for taught programme/module development, approval, and review, including:
 - (1) new programme development and programmatic review;
 - (2) collaborative/joint programmes and awards (National and Transnational);which ensure that TUS programmes are appropriately aligned to the National Framework of Qualifications and TUS award standards.

- f) Monitoring national and international academic standards and best practice, and making recommendations to Academic Council for ongoing enhancement of related policies and procedures that support taught programme provision.
- g) Advising Academic Council on matters pertaining to the accreditation of TUS programmes by Professional, Regulatory, Statutory Bodies (PRSBs) and associated professional accreditation quality standards.
- h) Advising Academic Council on liaison with industry, commerce, external bodies, training organisations and other educational institutions in relation to the taught programme portfolio, including flexible learning provision and the education and training of Apprentices.
- i) Advising and making recommendations to Academic Council on policy and guidelines for work placement and work-integrated learning.
- j) Making recommendations to academic council on the development and review of policies and procedures for Linked Providers of taught programmes.
- k) Advising and making recommendations to Academic Council on the design, development and implementation of taught programmes that assures:
 - (1) the incorporation of relevant teaching, learning, and assessment strategies including the promotion of active and applied learning to engage students and enhance the learning experience;
 - (2) the inclusion of appropriate learning design and Universal Design for Learning (UDL) in the design, development, delivery and assessment of taught programmes, including blended and online flexible learning programmes;
 - (3) effective use of digital technology to facilitate and support taught programme design, delivery, and assessment, including the incorporation of innovative pedagogy;
 - (4) the incorporation of the United Nations Sustainable Development Goals (SDGs) during programme design, development, delivery and assessment;
 - (5) academic integrity and authenticity of the learning.
- l) Making recommendations to Academic Council with respect to:
 - 1) proposed new taught programme proposals prior to programme development and external validation;
 - 2) monitoring the responses to conditions and recommendations of external panels in the new taught programme validation/programmatic review processes;
 - 3) the approval of the programmes following new programme validation/programmatic review;
 - 4) the annual modification of programmes/modules as a result of ongoing monitoring and review.

- m) Carrying out such other functions as are considered appropriate, subject to the approval of Academic Council.
- n) Liaising with other subcommittees of the Academic Council as required to support the functions of this subcommittee.

3.0 Related Quality Assurance Standards & Relevant References

A suite of links to relevant European and National Quality System Resources is available at: [TUS European and National Quality System Resources](#)



TUS

Ollscoil Teicneolaíochta na Sionainne:
Lár Tíre, An tIarthar Láir
Technological University of the Shannon:
Midlands Midwest

Appendix 2. Terms of Reference: Academic Council Subcommittee for Postgraduate Studies and Research



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**ACADEMIC COUNCIL SUB-COMMITTEE FOR
POSTGRADUATE STUDIES AND RESEARCH
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 Subcommittee for Postgraduate Studies and Research shall have the following general responsibilities.

- a) Making recommendations to Academic Council with respect to the development implementation and monitoring of the TUS research strategy, research policies and academic regulations and reporting to Academic Council on matters related to postgraduate research degrees.
- b) Making recommendations to Academic Council with respect to approval of postgraduate research degree programmes, supervisors and examiners.
- c) Making recommendations to Academic Council on the quality assurance and continuous enhancement of research degree provision, ensuring academic standards, supervisory practice, and the research student experience to meet university objectives, regulatory requirements, and sectoral best practice.
- d) Making 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).
- e) Providing oversight, annual monitoring and advising Academic Council with respect to postgraduate research degree progress, including annual progression reviews.

In exercising these responsibilities, the subcommittee shall give due regard to considerations with respect other governing legislation including, but not limited to the HEA Act, 2022.

2.0 Functions

The subcommittee shall have the following particular functions.

- a) Advising Academic Council on matters related to academic standards, having regard to Chapter 5 (17) (3)(d) of the Technological Universities Act 2018.
- b) Advising and making recommendations to Academic Council on the development of wider research strategy, policy and the development of research infrastructure.
- c) Monitoring research performance and postgraduate research programmes as per the objectives set out in the TUS Strategic Plan, HEA Systems Performance Agreement and other relevant Technological University initiatives.
- d) Making recommendations to Academic Council on the development and review of TUS regulations for research degree programmes and awards.
- e) Promoting participation by students in postgraduate research degree programmes and highlighting and promoting the postgraduate research activities of TUS.
- f) Reviewing and advising on intra-and inter-departmental initiatives in postgraduate research degree programmes.
- g) Advising Academic Council on liaison with external institutions in matters relating to collaborative and joint postgraduate research degree programmes (national and transnational).
- h) Advising Academic Council on the development and implementation of skills-based programmes in research supervision, management, methodologies and techniques within TUS.
- i) Considering nominations for Internal/External Examiners and making recommendations to Academic Council accordingly.
- j) Making recommendations to Academic Council relating to the assessment of students and determination of results of that assessment.
- k) Advising Academic Council on the promotion of participation in research by University staff, particularly with regard to the acquisition of research degrees and engaging in postgraduate research supervision.
- l) Advising Academic Council on the development and monitoring of internal standards for postgraduate research degree quality and outcomes which are consistent with national and international standards.
- m) Making recommendations to Academic Council on the development, review and monitoring of policy pertaining to intellectual property (IP).
- n) Making recommendations to Academic Council on the development, approval and review of 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 TUS.

- o) Advising Academic Council on ethical and legal issues related to postgraduate research.
- p) Advising Academic Council on matters pertaining to compliance with TUS Health & Safety Regulations for research provision.
- q) Advising Academic Council on supports to assist staff to engage in research initiatives including funding applications.
- r) Carrying out such other functions as are considered appropriate, subject to the approval of Academic Council.
- s) Liaising with other subcommittees of the Academic Council, as required to support the functions of this subcommittee.

3.0 Related Quality Assurance Standards & Relevant References

A suite of links to relevant European and National Quality System Resources is available at: [TUS European and National Quality System Resources](#).



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Ollscoil Teicneolaíochta na Sionainne:
Lár Tíre, An tIarthar Láir

Technological University of the Shannon:
Midlands Midwest

**Appendix 3. Terms of Reference: Academic Council Subcommittee for
Student Education and Experience**



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ACADEMIC COUNCIL SUBCOMMITTEE FOR STUDENT EDUCATION AND EXPERIENCE

1.0 General Responsibilities

This subcommittee's remit extends across all undergraduate and post graduate taught and research student⁵ cohorts and encompasses the students' education and experience across all modes of programme delivery and the students' methods of engagement.

Subject to the provisions of the Technological Universities Act 2018, and TUS Academic Council Constitution, the Academic Council Subcommittee for Student Education and Experience shall have the following general responsibility for the enhancement of teaching and learning and the advancement of an inclusive, student centred university environment.

- a) Reviewing and recommending policies, strategies and frameworks for: (1) innovative pedagogical, curriculum design, and assessment practices that assure academic integrity, and (2) the advancement of an inclusive student-centred university experience.
- b) Providing direction on university initiatives that increase the capacity for and impact on the enhancement of teaching, learning, curriculum design and assessment practices including those that relate to;
 - innovative pedagogical practices,
 - graduate Attributes,
 - digital technologies for learning, teaching and assessment, and the TUS digital ecosystem,
 - Universal Design for Learning (UDL),
 - Education for Sustainable Development (ESD),

⁵ *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"

- assessment design and review.
- c) Providing oversight, guidance, and assurance on strategies that promote access pathways to higher education and that maximise the successful participation of students, cognisant of statutory and national policy requirements (example: National Access Plan; HEA Programme(s) for Access to Higher Education (PATH) initiatives, *inter alia*).
 - d) Providing oversight, guidance, and assurance of strategies that promote inclusion, accessibility, and a positive campus learning environment and student wellbeing, including the range of all student services.
 - e) Reviewing, reporting and evaluating KPIs related to student engagement, retention, progression, and other academic performance indicators that align to student success measures and outcomes and make recommendations to Academic Council on associated enhancement initiatives.
 - f) Providing oversight, guidance, and assurance of TUS university policies, procedures and practices that align with national and international quality standards and statutory requirements that encompass: (1) teaching, learning, assessment and curriculum design; (2) the advancement of an inclusive student-centred university environment; (3) academic performance measurement standards including student engagement, progression, retention and completion.
 - g) Advising Academic Council on emerging risks relating to student education and experience.
 - h) Reviewing outcomes from institutional reviews, including the assurance of implemented actions for enhancement.

In exercising these responsibilities, the subcommittee shall give due regard to considerations with respect to other governing legislation including, but not limited to the HEA Act, 2022.

2.0 Functions

The subcommittee shall have the following particular functions.

- a) Providing oversight of the development, implementation and monitoring of relevant strategies and plans that align with TUS strategic ambitions, statutory requirements, and with the HEA performance agreements centred on discreet strategic themes, including: (1) Learning Teaching, Assessment & Curriculum Design; (2) Access and Widening Participation; (3) the Student Experience; and (4) Transition and Student Success.
- b) Advising and making recommendations to Academic Council on quality enhancement initiatives related to: (1) Learning Teaching and Assessment &

- Curriculum Design; (2) Access and Widening Participation; (3) the Student Experience; and (4) Transition and Student Success.
- c) Advising and making recommendations to Academic Council on the development of policy and procedures related to: (1) Learning Teaching and Assessment & Curriculum Design; (2) Access and Widening Participation; (3) the Student Experience; and (4) Transition and Student Success.
 - d) Reviewing and informing academic policies, procedures and practices that impact on: (1) Learning Teaching and Assessment & Curriculum Design; (2) Access and Widening Participation; (3) the Student Experience; and (4) student success performance parameters.
 - e) Reviewing and informing the provision of student support services to assure student wellbeing, including their associated business processes, to ensure that they are provided in line with statutory requirements where relevant, and are delivered in an effective and efficient manner in line with student needs and through relevant and multiple channel methods.
 - f) Considering regulatory, sector and external requirements that impact on governing policies, procedures and practices related to teaching, learning, assessment and curriculum design, and the inclusion of students in the university environment.
 - g) Supporting continuous professional development for those who teach and support student learning to promote excellence, including the development of relevant policies, in keeping with the HEA National Professional Development Framework.
 - h) Enabling the embedding of student partnership and the assurance of student feedback mechanisms in TUS to inform institutional decision making.
 - i) carrying out such other functions as are considered appropriate, subject to the approval of Academic Council.
 - j) Liaising with other subcommittees of the Academic Council as required to support the functions of this subcommittee.

3.0 Related Quality Assurance Standards & Relevant References

A suite of links to relevant European and National Quality System Resources is available at: [TUS European and National Quality System Resources](#).



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Ollscoil Teicneolaíochta na Sionainne:
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**Appendix 4. Terms of Reference: Academic Council Subcommittee for
Academic Affairs and Quality**



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ACADEMIC COUNCIL SUB-COMMITTEE FOR ACADEMIC AFFAIRS AND QUALITY

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 Subcommittee for Academic Affairs and Quality shall have the following general responsibilities.

- a) Advising and making recommendations to Academic Council on matters related to its role as a Designated Awarding Body under the TU Act (2018).
- b) 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]*).
- c) Advising and making recommendations to 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]).
- d) Advising and making recommendations to Academic Council relating to the recruitment, selection, admission, progression, retention, and exclusion of students⁶ (Section 17 (3)(e) of the Technological Universities Act, 2018).

⁶ 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"

- e) Making recommendations to Academic Council on the development and ongoing review of TUS Academic Regulations having regard to the governing legislation and standards and making recommendations to Academic Council accordingly.
- f) Advising and making recommendations to Academic Council with respect to academic integrity policies and procedures.
- g) Advising and making recommendations to Academic Council with respect to Generative AI, including its use as a tool in learning, teaching and assessment and issues relating to academic integrity and AI.
- h) Making 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).
- i) Making 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).
- j) Advising the Academic Council on matters related to making awards 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*).
- k) Advising Academic Council on matters related to the implementation of the TUS Internationalisation Strategy and the provision of education to international learners.

In exercising these responsibilities, the subcommittee shall give due regard to considerations with respect other governing legislation including, but not limited to the HEA Act, 2022.

2.0 Functions

The subcommittee shall have particular responsibility for the following:

- a) Monitoring and oversight of the Technological University's obligations as a Designated Awarding Body and advising Academic Council accordingly.
- b) Monitoring performance as per the relevant objectives set out in the TUS Strategic Plan, HEA Systems Performance Agreement and other relevant Technological University initiatives and advising Academic Council accordingly.
- c) Making recommendations to Academic Council on the policy and procedures for quality assurance and enhancement for the purpose of further improving and maintaining the quality of education, training and research in accordance with Section 9 of the TU Act, 2018.

- d) Making recommendations to Academic Council on the development and ongoing review of the Academic Quality Assurance and Enhancement Handbook for the Technological University, having regard to national and international academic standards and best practice.
- e) Advising Academic Council on the quality assurance, monitoring, maintenance, and enhancement of academic standards related to taught and research programmes/modules, including the enhancement of the academic environment in which they operate.
- f) Making recommendations to Academic Council relating to the TUS admission policies and procedures for the various access routes, the selection procedures used for the respective routes, and for the various type of applicants.
- g) Making recommendations to Academic Council relating to the TUS External Examiners Policies and Procedures.
- h) Considering nominations for External Examiners and making recommendations to Academic Council accordingly.
- i) Making recommendations to Academic Council relating to the assessment of students and determination of results of that assessment.
- j) Monitoring the processing of responses to External Examiners Reports and reporting to Academic Council.
- k) Advising on the development of University policies and guidelines related to academic integrity.
- l) Advising Academic Council on national and international developments related to academic integrity.
- m) Monitoring compliance with academic quality assurance policies and procedures and reporting to Academic Council.
- n) Advising Academic Council on academic and quality matters pertaining to the of provision of education to International learners.
- o) Contributing to external quality assurance instruments such as Cyclical Review, TrustEd, and the implementation of national surveys, and advising Academic Council accordingly.
- p) Advising Academic Council on the development of quality assurance of the RUN-EU (European University) Network and on TUS's relationship with international and RUN-EU partner Universities.
- q) Advising Academic Council on quality assurance and enhancement strategies in the areas of Student Success, including student access, transfer and progression arrangements.

- r) Advising Academic Council on the involvement of students and embedding the student voice in quality assurance processes and for a.
- s) Carrying out such other functions as are considered appropriate, subject to the approval of Academic Council.
- t) Liaising with other subcommittees of the Academic Council as required to support the functions of this subcommittee.

3.0 Related Quality Assurance Standards & Relevant References

A suite of links to relevant European and National Quality System Resources is available at: [TUS European and National Quality System Resources](#)



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Ollscoil Teicneolaíochta na Sionainne:
Lár Tíre, An tIarthar Láir

Technological University of the Shannon:
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Byelaw 2: Standing Committee of the Academic Council 2026 - 2029



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Standing Committee of the Academic Council 2026 - 2029

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, normally the summer period. The terms of reference are necessarily limited in scope and function and tailored to the precise requirements of the fixed term of office and issues to be dealt with. Typically, the Standing Committee addresses issues of urgency.

Any decision made by such Standing Committees must be confirmed at the subsequent 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 Chief Academic Officer
- b) Vice President Academic Affairs & Registrar;
- b) Any Dean of Faculty/School;
- c) Any Head of Department;
- d) Any four Elected Members of Academic Council.



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Ollscoil Teicneolaíochta na Sionainne:
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Byelaw 3: Academic Council Board of Appeal 2026 - 2029



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Academic Council Board of Appeal 2026 - 2029

1.0 Introduction

The Academic Council Board of Appeal is established by the Academic Council of the Technological University of the Shannon: Midlands Midwest (hereafter referred to as the Technological University or TUS). The Academic Council Board of Appeal shall be the body of final recourse/appeal within TUS in specific matters of dispute between the Technological University and a Student and its decision shall be final and binding on the Student and TUS.

The Academic Council Board of Appeal is an appellate body convened, when all other available internal procedures have been exhausted, to consider appeals by students against acts or decisions of the Technological University, or of any person(s) or committee acting on its behalf. The Board has jurisdiction to determine all student academic appeals and all student disciplinary appeals arising from the operation of the academic quality assurance and enhancement framework of TUS. The constituent documents of the TUS academic quality assurance and enhancement framework for which the Academic Council Board of Appeal is relevant are listed in **Appendix 1**.

2.0 Scope of the Academic Council Board of Appeal

The following criteria shall apply to the Academic Council Board of Appeal:

- a) the Board of Appeal shall apply in respect of all registered students⁷ of the Technological University;
- b) the Board of Appeal shall apply in respect of all former students of the Technological University, provided that any appeal by a former student is lodged within 10 working days of the date of the decision the former student is seeking to appeal.

⁷ A Student is defined in accordance with Section 2 of the TU 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;"

- c) students on joint degree programmes may be subject to appeals mechanisms as outlined in the relevant institutional partnership agreement.

Appellants must exhaust all the appropriate stages of the relevant academic and disciplinary procedures prior to bringing an appeal forward to the Academic Council Board of Appeal.

3.0 Principles to be Applied by the Academic Council Board of Appeal

The Academic Council Board of Appeal shall:

- a) conduct all appeals in accordance with the principles of fair procedures and natural justice. In particular, the Board shall ensure that any student affected by a decision under appeal is afforded a fair and meaningful opportunity to participate in the appeal process, including the right to be heard, the right to be accompanied by a nominated person, and the right to know and respond to the case against them, in the interests of fair procedures;
- b) act independently and impartially and without bias. No decision-maker shall participate as a Board of Appeal member where that person has had prior involvement in the matter, has a conflict of interest, or where a reasonable apprehension of bias arises;
- c) ensure that any disciplinary sanction upheld, varied, or imposed is proportionate to the seriousness of the misconduct, the circumstances of the case, and the rights and interests of the student concerned;
- d) respect any legitimate expectation arising from published regulations, established procedures, or consistent university practice, unless there are lawful and compelling reasons to depart from these, and such departure is given effect in accordance with fair procedures;
- e) exercise its functions reasonably and lawfully, in a manner in which decisions shall be evidence-based, consistent with the findings made, and within the range of decisions open to a reasonable decision-maker;
- f) provide clear and adequate written reasons for its determination, identifying the material issues considered and the basis for the decision, sufficient to enable the appellant to understand the outcome and pursue any further action external to TUS;
- g) in acting as an appellate board, shall not substitute its own judgment for that of the original decision-maker solely on the basis that it would have reached a different

conclusion and shall intervene only where a recognised ground of appeal is established (Section 6.0) and shall otherwise afford appropriate deference to decisions lawfully made within the scope of the original decision-maker's authority.

4.0 Grounds for Submitting an Appeal by a Student

A student may appeal a decision of the Technological University to the Academic Council Appeals Board on one, or more, of the following grounds:

- a) that a material procedural irregularity occurred in the conduct of the original decision-making process, including a failure to comply with the procedures, or a failure to observe the principles of fair procedures and that such irregularity may have affected the outcome;
- b) that the decision was based on a material error of fact or that a manifest error occurred in the process by which the academic assessment, disciplinary decision, or determination under appeal was conducted, including, in the case of an academic appeal, a failure to properly apply applicable assessment criteria or procedures, but not including any challenge to the exercise of academic judgment itself;
- c) that the decision or sanction imposed was disproportionate, unreasonable, or otherwise fell outside the range of decisions open to a reasonable decision-maker having regard to the circumstances of the case;
- d) that material evidence has become available which was not, and could not reasonably have been, presented during the original process, and which could reasonably have affected the decision reached.

Appeals shall not be considered on the basis of:

- a) disagreement with the academic judgment of the examiners;
- b) dissatisfaction/disappointment with the result of the examination.

It is emphasised that the Board of Appeal does not constitute part of the appellate process in the *TUS Student Complaints and Problem Resolution Procedure*. Accordingly, an appeal shall not be permitted on the basis of any of the following matters, whether or not such matters have given rise to a complaint, and where no formal academic or disciplinary decision has been made under applicable TUS regulations, policies, and procedures:

- a) allegations of inadequate supervision or support during a study period;

- b) dissatisfaction with the quality, delivery, or organisation of a programme of study, module, or learning resources;
- c) complaints relating to the conduct, behaviour, or performance of staff, where such matters are appropriately dealt with under the *TUS Student Complaints and Problem Resolution Procedure*;
- d) matters concerning general student services, facilities, or administrative or support arrangements.

5.0 Appellate Role and Grounds for Upholding or Dismissing an Appeal

5.1 Role of the Academic Council Board of Appeal

The appellate role of the Academic Council Board of Appeal shall be to:

- a) consider and evaluate all relevant evidence and submissions properly before it in accordance with these Regulations and the principles of fair procedures;
- b) determine the appeal, by confirming, varying, setting aside, or remitting the decision under appeal, in whole or in part, in accordance with its powers under these Regulations;
- c) issue a reasoned determination, setting out the decision of the Board and the principal reason(s) for that decision.

The Board of Appeal shall determine appeals by reference to the Grounds for upholding or dismissing an appeal set out in Section 5.2 and Section 5.3 below, respectively.

The Board of Appeal shall not conduct a re-hearing of the merits of a case.

5.2 Grounds for Upholding an Appeal

In making a determination (Section 9.4), an appeal shall be upheld by the Academic Council Board of Appeal where, having considered the grounds of appeal and the material properly before it, the Board is satisfied that one or more of the following applies:

- a) that the decision under appeal was reached in breach of applicable procedures of the Technological University, or otherwise in breach of the principles of fair procedures, and that such breach materially affected the decision;
- b) that the decision was based on a material error of fact, or that a manifest error occurred in the process by which the assessment, disciplinary decision, or

determination was made, including, in the case of an academic appeal, a failure to properly apply applicable assessment criteria or procedures, but not including any challenge to the exercise of academic judgment itself;

- c) that the decision or sanction imposed was unreasonable or disproportionate, having regard to the facts of the case and the applicable regulations and procedures, and fell outside the range of decisions open to a reasonable decision-maker;⁸
- d) that material evidence has become available which was not, and could not reasonably have been, presented during the original process, and which could reasonably have affected the decision reached.

For the avoidance of doubt, with respect to academic appeals, an appeal shall not be upheld on the basis of disagreement with academic judgment, including the academic merit of work, marks or grades awarded, or the academic discretion exercised by examiners, save insofar as such matters arise in the context of one or more of the grounds set out above.

⁸ *For the avoidance of doubt, the test of reasonableness does not require the Board to allow an appeal merely because it would have reached a different decision; the question is whether the decision under appeal fell outside the range of decisions open to a reasonable decision-maker.*

5.3 Grounds for Dismissing an Appeal

Without prejudice to the generality of Section 5.2, an appeal may be dismissed by the Academic Council Board of Appeal where, having considered the grounds of appeal and the material properly before it, the Board is satisfied that one or more of the following applies:

- a) that the appellant has failed to establish any of the grounds for upholding an appeal set out in Section 5.2, and that the decision under appeal was reached in accordance with applicable procedures and in compliance with the principles of fair procedures;
- b) that, notwithstanding any disagreement on the part of the appellant, the decision under appeal was supported by the material evidence before the original decision-maker and fell within the range of decisions and proportionate outcomes open to a reasonable decision-maker in the circumstances;
- c) that, in the case of an academic appeal, the matters raised relate solely to academic judgment, including the academic merit of work, marks or grades awarded, or the exercise of academic discretion by examiners, and do not establish any procedural irregularity, material error of fact, manifest error in process, or other ground capable of sustaining an appeal under Section 5.2.

6.0 Membership of the Academic Council Board of Appeal

- a) An Academic Council Board of Appeal shall be constituted by the Vice President Academic Affairs and Registrar and shall be comprised of five (5) members, as follows:
 - 1) the Vice President Academic Affairs and Registrar, or the nominee of the Vice President Academic Affairs and Registrar, who shall act as Chairperson to the Board;
 - 2) at least one Dean of Faculty/School, or elected Head of Department (to Academic Council), other than the Dean of Faculty/School or Department in which the Appellant is studying;
 - 3) one elected member of Academic Council, not including elected Heads of Department;
 - 4) two External Members with senior executive management experience in the Irish higher education sector, selected by the Vice President Academic Affairs and Registrar.

- b) An Academic Council Board of Appeal shall not include any person who made a complaint or allegation against the student, or who was involved at any preceding stage in the investigation, consideration, or determination of the matter under appeal, or whose participation could give rise to a reasonable perception of bias.
- c) TUS Employees cannot be appointed to an Academic Council Board of Appeal if they are a family member of the Appellant, a Student or Instructor in the Appellant's programme, or involved in the case in any way.
- d) In constituting the Academic Council Board of Appeal, the Vice President Academic Affairs and Registrar shall make all reasonable efforts to ensure, insofar as practicable, that the membership of the Board reflects an appropriate gender balance.

7.0 Obligations of Academic Council Board of Appeal Members

- a) 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.
- b) The Chairperson shall be responsible for the proper conduct of the meetings of the Academic Council Board of Appeal, having due regard to the principles outlined in Section 2.0, including fair procedures and natural justice.
- c) The Chairperson shall appoint a Secretary to the Academic Council Board of Appeal, who shall act as the recording secretary and shall be responsible for:
 - 1) maintaining a record of attendance at the Academic Council Board of Appeal;
 - 2) maintaining a written record of the business of the Academic Council Board of Appeal;
 - 3) maintaining a file of all materials relating to the business of the Academic Council Board of Appeal.
- d) The members of the Academic Council Board of Appeal are, at all times, required to observe strict confidentiality regarding all discussions, matters arising and decisions relating to the 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.

- e) All those in attendance at the Academic Council Board of Appeal shall sign the Academic Council Board of Appeal Attendance Sheet (**Appendix 2**).
- f) The members of the Academic Council Board of Appeal shall give full and proper examination to all of the details of the appeal.

8.0 Rights of the Appellant

The Academic Council Board of Appeal shall conduct all appeal proceedings in accordance with the principles of natural justice and fair procedures and shall seek to protect the rights of all persons involved, while ensuring that matters are addressed in a respectful, proportionate, and dignified manner.

An appellant shall be entitled:

- a) to receive timely and appropriate notification of all relevant stages of the appeal process, in accordance with the procedures set out in these Regulations;
- b) to have their privacy and confidentiality respected, insofar as is reasonably practicable and consistent with the proper conduct of the appeal and applicable legal obligations;
- c) to be treated with dignity and respect throughout the appeal process; and,
- d) to be accompanied by a nominated person during the formal stages of the appeal procedure, in accordance with this Policy.

Any Student that is a party to the Appeals Procedure has a right to access Student Support Services where relevant.

9.0 Procedures

9.1 Lodgement of an Appeal

- a) A student wishing to invoke an Academic Council Board of Appeal shall complete the *Application to Invoke the Academic Council Board of Appeal* (**Appendix 3**) and submit the completed form by email to Registrar@tus.ie.
- b) Upon receipt of a completed Application, the student shall be issued with details of how to pay the Appeal Fee (Section 10.0) to TUS via online banking from Registrar@tus.ie.
- c) The student shall submit confirmation of payment (online receipt) of the appeal fee to Registrar@tus.ie. The Appeal process cannot be commenced until the evidence of payment of the fee has been submitted.
- d) 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 to Registrar@tus.ie, not later than ten (10) working days from the date of posting to the student of the decision of the Board of Assessment Enquiry/Research Review of Examination Decisions.
- e) 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 to Registrar@tus.ie within ten (10) working days after the date of the act or decision that is the subject of the appeal.
- f) 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, at the absolute discretion of the Vice President Academic Affairs and Registrar.
- g) In all cases, the student must include in the notice of appeal:
 - 1) the grounds of the appeal;
 - 2) the fee for the appeal.

9.2 Action on Lodgement of an Appeal

- a) 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.
- b) The Vice President Academic Affairs and Registrar, or nominee of the Vice President Academic Affairs and Registrar, shall provide a copy of this Academic Council Board of Appeal Byelaw and shall inform the Appellant, by registered post, and by email, at least seven (7) days prior to the date of the appeal hearing of:
 - 1) the date on which the appeal is to be heard;
 - 2) the right of the Appellant to be accompanied by a nominated person at the appeal, provided such person is not a member of the academic staff of the Technological University;
 - 3) the right of the Appellant to bring witnesses, where the Board of Appeal request additional information.
- c) To facilitate administration, the Vice President Academic Affairs and Registrar, or nominee of the Vice President Academic Affairs and Registrar, shall invite the Appellant to provide information with respect to the names and contact details of any witnesses, and/or nominated person that the Appellant proposes to bring to the appeal hearing (**Appendix 4**). This information must be submitted to the Vice President Academic Affairs and Registrar at Registrar@tus.ie 5 days prior to the scheduled hearing.
- d) It is the responsibility of the Appellant to make themselves available at a scheduled Academic Council Board of Appeal. Only in exceptional circumstances, at the absolute discretion of the Chairperson, shall a hearing be re-scheduled.
- e) If the Appellant is calling witness(es), subject to the approval of the Chairperson of the Board of Appeal, it is their responsibility to notify the witness(es) of the details of the Board of Appeal. The provision of witnesses is not to provide a de-novo hearing for the Appellant but rather to support one or more of the grounds of appeal listed at section 4.0 only. The Appellant may be asked to verify this in advance of approval of the witness(es).
- f) If the Board of Appeal is calling witness(es), subject to the approval of the Chairperson of the Board of Appeal, the Appellant shall be notified of the names of the witnesses by the Chairperson of the Board of Appeal. The provision of witnesses is not to provide a de-novo hearing for the Board of Appeal, but rather to support one or more of the grounds of appeal listed at section 4.0 only.

- g) Where an Appellant fails, without reasonable cause, to attend a scheduled hearing of the Academic Council Board of Appeal, the Board may proceed to determine the appeal in the Appellant's absence on the basis of the written submissions and material properly before it, or may dismiss the appeal, as it considers appropriate in the circumstances.

9.3 Academic Council Board of Appeal Hearing

All Academic Council Board of Appeal hearings shall take place in-person. Once convened, an Academic Council Board of Appeal normally shall proceed as follows:

- a) the Chairperson shall cause to be set out for the members of the Board:
 - 1) principles to be applied in an Appeal,
 - 2) the role of the Academic Council Board of Appeal,
 - 3) the details of the Appeal,
 - 4) all written statements relating to the Appeal including any relevant evidence and all documentation considered by the original decision-making body;
 - 5) the names of the witnesses to be called;
- b) the Appellant shall be available, in-person, to the Board of Appeal throughout the appeal hearing;
- c) the Appellant shall have the right to make a submission on their own behalf to the Board of Appeal;
- d) the members of the Board of Appeal may question the Appellant;
- e) the 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, on the grounds of appeal listed at Section 4.0 only;
- f) the Appellant shall be permitted to call witnesses in support of the Appeal where the Board of Appeal request additional information. However, any new witness information is to support the grounds listed at Section 4.0 only;
- g) when the Appellant and witness(es) have been called and examined, and have withdrawn, the Academic Council Board of Appeal shall consider all the evidence available to it;
- h) 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;

- i) 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 the Chairperson acting on the advice of the other members of the Academic Council Board of Appeal.

9.4 Decision of Academic Council Board of Appeal

9.4.1 Determination of an Appeal

Following consideration of the appeal in accordance with these Regulations, the Academic Council Board of Appeal shall determine the appeal and may make one of the following decisions:

- a) to allow the appeal, and set aside the decision under appeal in whole or in part;
- b) to dismiss the appeal, and confirm the decision under appeal in whole or in part;
- c) to allow the appeal in part, and vary the decision or any sanction imposed; or
- d) where significant new or previously unavailable evidence is submitted by the appellant, and where the Board is satisfied that the evidence could reasonably have affected the decision reached, to remit the matter to the original decision-maker or other appropriate body for reconsideration in accordance with any directions of the Board.

In cases where a Board of Appeal upholds an appeal either on the ground of a procedural irregularity or material error of fact in the process leading to the original decision, the Board of Appeal, at their discretion, may refer the case back to the original decision-making body for a new hearing with such conditions as the Board of Appeal deems appropriate within the procedures. This may include the constitution of a new committee.

9.4.2 Decision-making Process

In determining an appeal, the Academic Council Board of Appeal shall carefully consider the principles governing appeals (Section 3.0 *Principles to be Applied by the Academic Council Board of Appeal*), the grounds for upholding or dismissing an appeal

(Section 5.0 Appellate Role and Grounds for Upholding or dismissing an Appeal), and arrive at a determination of the appeal, and in doing so shall:

- a) consider only such evidence and submissions as are relevant to the grounds of appeal properly before it;
- b) apply the applicable regulations, policies, and procedures of the Technological University;
- c) uphold the principles governing appeals, including fair procedures, reasonableness, proportionality, and appellate restraint;
- d) independently assess sanctions at appeal stage, deliberately weigh aggravating and mitigating circumstances, assess proportionality, and assess the range of sanctions available;
- e) ensure that its determination is based on the material before it and falls within the range of decisions open to a reasonable decision-maker.

9.4.3 Reasons for Decision

The Board of Appeal shall issue a written determination in respect of each appeal. The determination shall:

- a) state the decision of the Board;
- b) identify the principal issues considered; and,
- c) set out the principle reason(s) for the decision on the grounds upon which the appeal was upheld or dismissed.

9.5 Action on a Decision of an Academic Council Board of Appeal

- a) It shall be the duty of the Vice President of Academic Affairs and Registrar to convey the decision of the Academic Council Board of Appeal, in writing, to the following within seven (7) working days of the decision:
 - 1) to the Appellant at their permanent home address by registered post and to the appellants email address;
 - 2) where appropriate, to the members of a Board of First Instance whose decision was the subject of the appeal;
 - 3) where appropriate, to the Board of Examiners;
 - 4) where appropriate, to the Academic Council;
 - 5) where appropriate, to any other person or body.

- b) If the Chairperson of the Academic Council Board of Appeal is a nominee of the Vice President of Academic Affairs and Registrar, they shall convey the decision of the Board to the Vice President of Academic Affairs and Registrar within 2 working days of the decision. The parties listed in 9.5(b) shall be informed within seven (7) working days of the decision.
- c) The communication of the decision to the appellant is final and the Board of Appeal shall not enter into further communication with the appellant with respect to the decision.

10.0 Fee for Appeal

The University is committed to an appeal process which is fair, thorough and robust. The fee for the current term of the Academic Council shall be €200.00.

If an appeal is allowed or if the case is remitted, the fee shall be refunded to the Appellant.

11.0 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.

12.0 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.

13.0 Data Protection and Management of Records

These Procedures will be implemented in a manner compliant with the Data Protection Acts 1988 to 2018 ^[2]; and the General Data Protection Regulation (EU) 2016/679^[3] and the TUS Data Protection Policy^[4] and records will be managed in accordance with the TUS Data Retention and Records Management Policy^[5].

14.0 References

- 1) TUS Student Complaints and Problem Resolution Procedure.
- 2) Data Protection Acts 1988 to 2018.
- 3) General Data Protection Regulation.
- 4) TUS Data Protection Policy.
- 5) TUS Data Retention and Records Management Policy.



Appendix 1. Documents Relevant to the Academic Council Board of Appeal

1. TUS Academic Regulations for Taught Programme
2. TUS Admissions, Transfer and Progression Policy for Taught Undergraduate and Postgraduate Programmes
3. TUS Policy for Exit Awards
4. TUS Policy on Recognition of Prior Learning
5. TUS Student Garda Vetting Policy and Procedure
6. TUS Policy on Fitness to Study for Listed Programmes which Lead to Practise in Regulated Settings
7. TUS Research Ethics Policy and Procedures for Taught Programmes
8. TUS Postgraduate Research Regulations
9. TUS Postgraduate Research Regulations for Professional Doctorates
10. TUS Regulations for Industry-Based PhD Research Degrees
11. TUS Article-Based PhD Thesis/PhD Thesis by Publication
12. TUS Global Admissions Policy
13. TUS Student Code of Conduct and Discipline
14. TUS Student Policy on Dignity and Respect: Dealing with Harassment and/or Bullying among Students



Appendix 3. Application to Invoke the Academic Council Board of Appeal

Notes:

1. In completing this form, please refer in detail to Section 9.1 of these procedures.
2. Please return this form and the associated fee to Registrar@tus.ie:
3. Please note that, in accordance with Section 9.1, the application process is not complete until proof of payment of the appeal fee has been submitted to Registrar@tus.ie

1. Appellant Details (*Please complete Section A or B as relevant*)

Name of Appellant:	_____
Student Number:	_____
TUS Department:	_____

Grounds of the Appeal

Please set out the grounds for the appeal.

Use additional pages as necessary.



Appendix 4. Academic Council Board of Appeal Information from Student

Instructions:

- 1) Please complete in typescript or in BLOCK LETTERS (using black ink).
- 2) Submit completed form to: Registrar@tus.ie at least 5 working day before the scheduled hearing.

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:	_____
Email:	_____
Telephone Number:	_____

Name of Witness (2):	_____
Address:	_____
Email:	_____
Telephone Number:	_____

2. Please specify (if any) the name and address of a nominated person who will accompany you at the appeal. (Please note: The nominated person must not be a member of the academic staff of TUS)

Name of Nominated Person :	_____
Address:	_____
Email:	_____
Telephone Number:	_____

Please note that TUS does not cover the expenses of any witness(es)/nominated person called by the Appellant.

X _____
Applicant Signature

Date: _

For Official Use Only

Form received by Vice President Academic Affairs and Registrar:	
Date: Date:	_____
Signed:	_____



TUS

Ollscoil Teicneolaíochta na Sionainne:
Lár Tíre, An tIarthar Láir

Technological University of the Shannon:
Midlands Midwest

**TUS Academic Council Documentation 2026 – 2029:
Links to Relevant Legislation**



Document Control Record

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Links to Relevant Legislation

- 1) [Technological Universities Act 2018](#)
- 2) [HEA Act 2022](#)
- 3) [Qualifications and Quality Assurance \(Education and Training\) Act 2012](#)
- 4) [Qualifications and Quality Assurance \(Education and Training\) \(Amendment Act\) 2019](#)
- 5) [Equal Status Acts 2000 - 2015](#)
- 6) [Data Protection Act 1988 - 2018](#)
- 7) [General Data Protection Regulation \(EU\) 2016/679](#)
- 8) [Student Support Act 2011](#)
- 9) [Freedom of Information Act 2014](#)
- 10) [Protected Disclosures Act 2014](#)
- 11) [Protected Disclosures \(Amendment\) Act 2022](#)

An extended set of links to relevant European and National Quality System Resources is available at:

[TUS European and National Quality System Resources](#)