

# SECTION A2

## Table of Contents

<b>Ref: 1</b>	Mission and Vision Statement	Page 2
<b>Ref: 1.1</b>	Legislative Framework	Page 2
<b>Ref: 1.2</b>	The Mission and Vision Statement	Pages 2-3
<b>Ref: 1.3</b>	Guiding Principles and Values	Page 4
<b>Ref: 2</b>	Governance Structures & Processes	Page 4
<b>Ref: 2.1</b>	Governing Body	Pages 4-5
<b>Ref: 2.2</b>	Corporate Governance Processes	Pages 5-6
<b>Ref: 3</b>	Management Structures & Processes	Page 7
<b>Ref: 3.1</b>	Institute Organisation Chart	Page 7
<b>Ref: 3.2</b>	The President	Page 7
<b>Ref: 3.3</b>	The Executive Team	Page 8
<b>Ref: 3.4</b>	Academic Management Structures	Pages 9-12
<b>Ref: 3.5</b>	Central Services Structures	Pages 12
<b>Appendix A2</b>	Governing Body, Standing Orders, Academic Council, QA and Standards Sub-Committee, Research & Development Committee, Research & Development Committee, Planning Sub-Committee, Student Affairs Sub-Committee, Student Handbook	Pages 14-30

# INSTITUTE MISSION & PURPOSE

## 1. Mission and Vision Statement

### 1.1 Legislative Framework

The Institutes of Technology are governed by four statutes of Oireachtas Eireann (The Regional Technical Colleges Act 1992, The Regional Technical Colleges Act 1994, The Qualifications Authority Act 1999 and The Regional Technical Colleges Act 1999). As such, the broad parameters within which the Institutes operate are well defined. In general terms, their remit is:

*“to provide vocational, technical education and training for the economic, technological, scientific, commercial, industrial, social and cultural development of the State with reference to the region served by the college”.*

with the following primary functions:-

- to provide courses of study as the Governing Body of the college considers appropriate;
- to enter into arrangements with the National Council for Educational Awards (*now HETAC*), *FETAC*, with any University in the State or with any other authority approved by the Minister from time to time for the purpose of having degrees, diplomas, certificates and other educational awards conferred, granted or given ;
- to engage in research, consultancy and development work and to provide such services in relation to these matters as the Governing Body of the college considers appropriate;

These broad parameters also allow for joint arrangements with other colleges nationally and internationally, and for supporting the commercialisation of research and other development activities.

### 1.2 The Mission and Vision Statement

Within this legislative framework, IT Tralee has developed for itself a clear vision and mission shared by all concerned and aligned to the needs of all our stakeholders both regionally and nationally. The vision and mission statement outlined below were developed after the fullest consultation with staff, students and the wider community.

## Vision Statement

*The role of the Institute is, within the framework of national and international developments in higher education, to provide:*

- *in an efficient and effective manner,*
- *in an appropriately resourced and supportive environment,*
- *within a framework of equality of opportunity*

*easily accessible, multilevel, programmes of quality, of teaching, research and development work which:*

- *develop a deep understanding of the chosen field of study; develop a capacity for independent critical thinking and foster academic scholarship;*
- *provide for initial and ongoing training and development of professional, managerial, practical and technical skills;*
- *afford students and staff of the Institute opportunities for intellectual and personal growth;*
- *lead to awards which are recognised nationally and internationally;*
- *contribute to the knowledge and human resource base relevant to, and needed for, economic, social and cultural development of the State in general and of the region served by the Institute in particular, and to co-operate and collaborate with other bodies with similar missions;*
- *are of the highest quality standards and bear the hall mark of excellence.*

This statement is comprehensive and reflects the growth in size and confidence of the Institute. Through its many regional, national and international contacts the Institute is aware of how far it has come and how far it is possible to go. It can be stated simply in our mission statement:

### **Mission Statement**

***To excel in teaching, research and development work, for the benefit of students, industry and the wider community.***

The Institute therefore sees its role as threefold: Teaching, Research and Development activities. To date, teaching has been the primary role with research and development work tending to support or complement these activities.

Learners and staff are clearly key stakeholders, and the wider community is taken to mean all parties, at regional, national and international level, that have an interest in the services provided by the Institute. Though not exhaustive, this list includes employers, industry, graduates, parents, other education providers, development agencies, policy development groups and the general public.

## **1.3 Guiding Principles & Values**

The Mission and Vision Statements are set against guiding principles of:

- Ensuring that the learner is at the centre of our activities and plans
- Recognising the importance of staff development and performance management
- An expectation by staff of high standards of professionalism and performance
- Ensuring that appropriate standards of knowledge, skills and competence are applied across all programmes offered by the Institute
- Continuous quality improvement in all our activities through the development and implementation of a wide range of quality assurance procedures covering all our operations
- Continuous development of our portfolio of activities
- Operating to the highest standards of Health and Safety
- Operating in a spirit of openness and transparency with our stakeholders, including staff, learners and the general public, through the provision of relevant and timely information in accessible formats
- Operating in an inclusive way in all activities and taking a partnership approach where possible
- Developing in a partnership and collaborative manner with other institutions and bodies to ensure the highest quality programmes are widely available to learners
- Encouraging the use of innovative and entrepreneurial techniques in our teaching, learning, research, consulting and development activities
- Maintaining a policy of equal opportunity and treatment for all staff and learners
- Supporting and implementing national education policies, including the enhancement of access, transfer and progression opportunities for learners, and ensuring fair and equitable assessment mechanisms for learners

The Mission and Vision Statements form the cornerstone of the Institute's Strategic Plan (2008-2013). Within this plan, goals and objectives have been set for the primary areas of teaching and learning, research and development activity. Detailed project plans are in place which map strategic objectives to concrete actions. Progress on these plans is monitored on a regular basis via the Institute Management Framework. Within this framework, the overall strategic objectives are reviewed on an annual basis. In this way, the effectiveness of the Mission and Vision Statements are being continuously evaluated as part of the day-to-day operation of the Institute. The Mission and Vision Statements encapsulate a regional, national and international role for the Institute and this is reflected in the Institute's Strategic Plan (2008-2013).

The Mission Statement is widely promulgated throughout the Institute, including publication in the Prospectus, programme documentation and the external website (<http://www.ittralee.ie>) and it is displayed on public information monitors on both campuses.

## **2. Governance Structures & Processes**

### **2.1 Governing Body**

In accordance with Section 7 of the RTC Act, the Governing Body manages and controls the affairs of the Institute, including property of the Institute, subject to policies of the Minister and programmes and budgets approved annually. While operating primarily in a policy setting role, the Governing Body is ultimately responsible for the academic quality, integrity, planning and financial health of the Institute.

## **Governing Body Organisation & Membership**

The Governing Body is composed of a Chair, seventeen members and the President of the Institute. The seventeen members are appointed as follows:-

- Six persons nominated by the VEC
- Three staff (two academic, one non-academic)
- Two registered students
- One nomination by the Irish Congress of Trade Unions

Five persons, nominated by the VEC, being representatives of industry, agriculture, commerce, the professions and other interests, as appropriate to the activities of the Institute. These are appointed on the recommendation of the Academic Council.

The Institute's fourth Governing Body was appointed in April 2005 and its membership and the areas represented are outlined in Appendix A2 Item 1. The composition of the Governing Body of the Institute in general reflects the constituents which the Institute serves, and the diverse backgrounds of the members represent different viewpoints, interests and experiences.

The Governing Body generally meets on a monthly basis. The Secretary/Financial Controller acts as Secretary to the Governing Body, but is not represented in his executive capacity. Members of the Executive are requested from time to time to present reports on particular items e.g. admissions, programme developments, campus development, staff development, finance etc. The Governing Body has appointed an Internal Audit Sub-Committee and Development Sub-committee to assist it in its work. The Governing Body holds a joint meeting with the Academic Council on a twice yearly basis to discuss matters of mutual interest. The first such joint meeting took place on 30<sup>th</sup> November 1999.

## **2.2 Corporate Governance Processes**

Corporate Governance comprises the systems and procedures by which enterprises are directed and controlled, and in the interests of transparency and accountability it is important that the corporate governance of third level institutions operates to the highest standards. The new code of practice for Governance of State Bodies approved in October 2001 has the following new requirements in addition to codifying a number of practices which are common since 1992. The key requirements for our Institute include:-

- Written Codes of Conduct for members of the Governing Body and employees;
- Procedures which ensure quality customer service for all Institute stakeholders;
- The requirement for five year rolling plans including targets, progress monitoring and performance measurement has been implemented as part of our Strategic Management Framework.

Other requirements of corporate governance are considered here.

## Internal Audit Function

Corporate Governance requires that each Institute have a properly constituted internal audit function.

The Institute is committed to the continuing development and improvement of its financial service. The annual Financial Statements are audited by the **Comptroller & Auditor General (C&AG)** and sent to the Public Accounts Committee of Dail Eireann. They are also subject to audit by the European Court of Auditors thus ensuring that the highest level of accounting standards and procedures are maintained at all times. The role of the C&AG is to independently examine and reported to Dail Eireann on whether public funds and resources are used in accordance with the law, managed to good effect and properly accounted for.

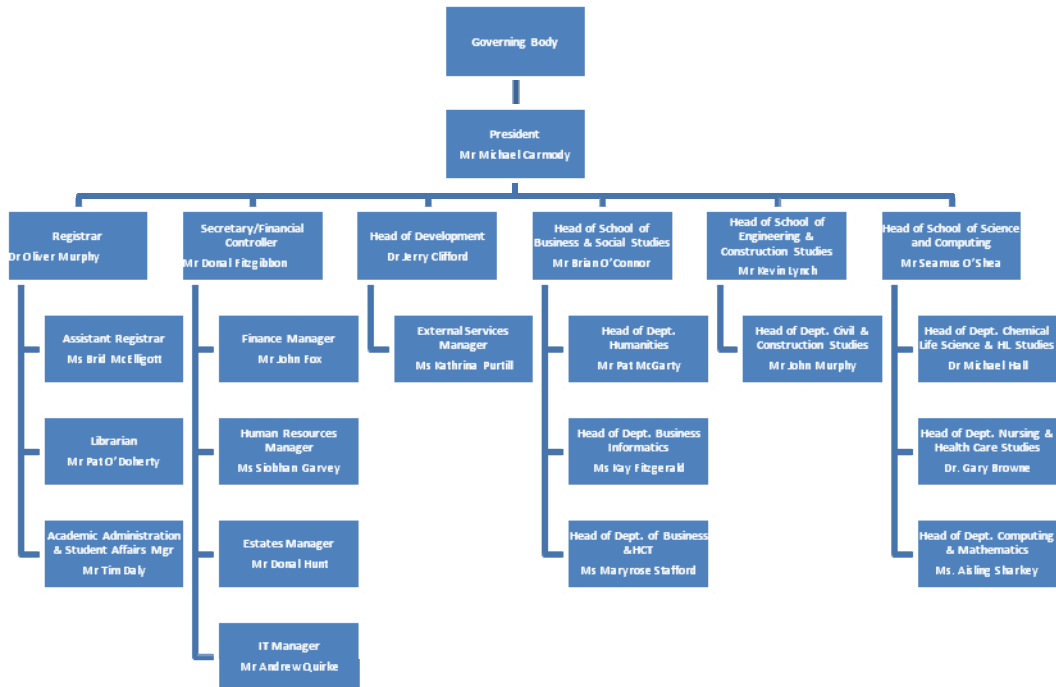
As required by the Department of Education & Science under the Cascade Agreement, the Institute, in common with all Institutes of Technology, also has an **internal audit performed by Mazars**. The Institute participates in this process in accordance with an agreed strategic internal audit plan. To date the Mazars audit has covered areas such as admissions, value for money, training & recruitment expenditure, management information, superannuation, litigation, strategic planning and in-company courses. On review of each area with Institute staff, the auditors produce a report of recommendations and a timescale for implementation. The implementation of these recommendations are subsequently reviewed on an annual basis. The exercise has proved very useful and we value the objective opinions and recommendations of the auditors, noting their exposure to best practice in other Institutes. The Mazars audit team is also producing Best Practice documents from all Institutes which are very valuable in the development of quality assurance procedures and is currently identifying areas in which economies of scale and better VFM which can be achieved by collaboration between Institutes.

An internal audit function has been established as a Sub-committee of the **Governing Body**, which considers financial audit, value for money and audit of effectiveness of resource allocation. The Institute is subject to **EU Audit** in respect of operations supported by EU funding including capital spend, student ESF payments, etc.

# 3. Management Structures & Processes

## 3.1 Institute Organisation Chart

The Institute's organisation chart is as follows:



## 3.2 The President

As per the 1992 Regional Colleges Act, the function of the President is to control and direct the activities of the Institute and is responsible to the Governing Body thereof for the efficient and proper management of the College. The President is an ex-officio member of the Governing Body, Academic Council and all Sub-committees of these bodies.

### 3.3 The Executive Team

The President is assisted in the management of the Institute by an Executive team reporting to him consisting of the Registrar, Secretary/Financial Controller, Head of Development, and the Head of School of Business & Social Studies, Engineering & Construction Studies, and Science and Computing. It normally meets on a weekly basis to plan and manage the activities of the Institute. The Chair is rotated and the Secretary/Financial Controller acts as Secretary. The primary areas of responsibility for carrying out the functions of the Institute can be broadly broken down as follows:

Office	Role & Responsibilities
<b>President</b>	Leadership and Institute mission, strategic planning
<b>Registrar</b>	Academic quality assurance, academic records, Library, Learner Services.
<b>Secretary/Financial Controller</b>	Financial management, ensuring compliance with legislation, support services including IS/IT, Human Resources and Finance
<b>Development</b>	External Liaison, Research, International activities, Adult Education and campus development
<b>Academic Schools of Study (Business, Engineering &amp; Science)</b>	Programme Delivery and design, Academic planning

### General Management Team

The General Management Team is comprised of the Executive, Academic Heads of Department and Central Services Managers. It meets monthly to ensure that the full management team are adequately informed of, and have an input to, the issues relating to the policies and operations of the Institute. Its purpose is to ensure that all General Management Team members, in their respective roles can make informed decisions to ensure the efficient and effective operation of the Institute. The GMT can make recommendations to the Executive regarding a course of action. The current Chair of the Executive also Chairs the GMT meetings on an annual rotational basis, with a Secretary nominated from the Heads of Department/Central Services Managers. A schedule of two hour meetings is agreed annually (generally the last Monday of the month).

## 3.4 Academic Management Structures

### Academic Council

The Regional Technical Colleges Act (1992) provided for the establishment of a statutory Academic Council "*appointed by the Governing Body to assist it in the planning, co-ordination, development and overseeing of the educational work of the college, and to protect, maintain and develop the academic standards of the courses and the activities of the college*".

Section 10 of the Act assigns particular functions to the Academic Council, as follows:

- to design, develop and assist in implementing courses of study in accordance with the programmes and budget approved annually under *Section 13* of this Act and consistent with the functions of the college;
- to make recommendations to the Governing Body for the establishment of appropriate structures to implement the courses of study referred to at *paragraph (a)* of this subsection;
- to make recommendations to the Governing Body on programmes for research and development work;
- to make recommendations to the Governing Body on programmes for the selection, admission, retention and exclusion of students;
- be responsible, subject to the approval of the Governing Body, for making the academic regulations of the college;
- to propose to the Governing Body, subject to the requirements of the National Council for Educational Awards (now HETAC), FETAC, or any University or other authority to which *Section 5 (1) (b)* applies, the form of regulations to be made by the Governing Body for the conduct of examinations and for the evaluation of academic progress;
- to make recommendations to the Governing Body for the award of scholarships, prizes or other awards;
- to make general arrangements for tutorial or other academic counselling;
- to exercise any other functions, consistent with this Act, which may be delegated to it by the Governing Body;
- to assist in implementing any regulations which may be made by the Governing Body concerning any of the matters aforesaid.

### Establishment & Membership of the Academic Council

In accordance with the requirements of Section 11 of the RTC Act 1992, the Governing Body of ITT has established a statutory Academic Council. The terms of reference of the Academic Council as approved by the Governing Body are contained in the Constitution of the Academic Council (see Appendix A2 Item 2).

The membership of the Academic Council is as follows:

<i>Ex-officio members:</i>	President (Chair)
	Registrar (Secretary)

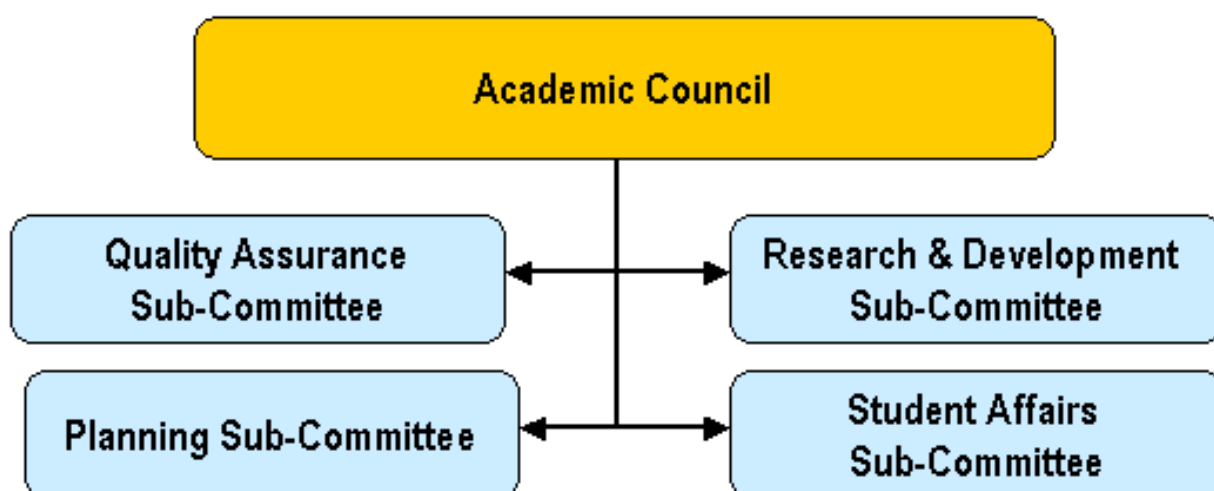
Heads of School  
Heads of Department  
Head of Development  
Librarian

**Academic Staff Representatives:** Four members of Academic Staff are elected by the staff of each School who are entitled to vote in College elections. Additional members may be elected such that the Academic Staff representatives exceed the ex-officio members of the Academic Council by one.

**Learner Representatives:** The President of the Students' Union and the male/female Vice-President of the Students' Union as appropriate.

The Institute's third Academic Council is currently holding office. The Academic Council of the College operates in accordance with its standing orders (see Appendix A2 Item 3).

## Academic Council Sub-Committees



Role and function of the Academic Council (see Appendix A2 Item 4)

Role and function of the Quality Assurance Sub-Committee (see Appendix A2 Item 5)

Role and function of the Research and Development Sub-Committee (see Appendix A2 Item 6)

Role and function of the Planning Sub-Committee (see Appendix A2 Item 7)

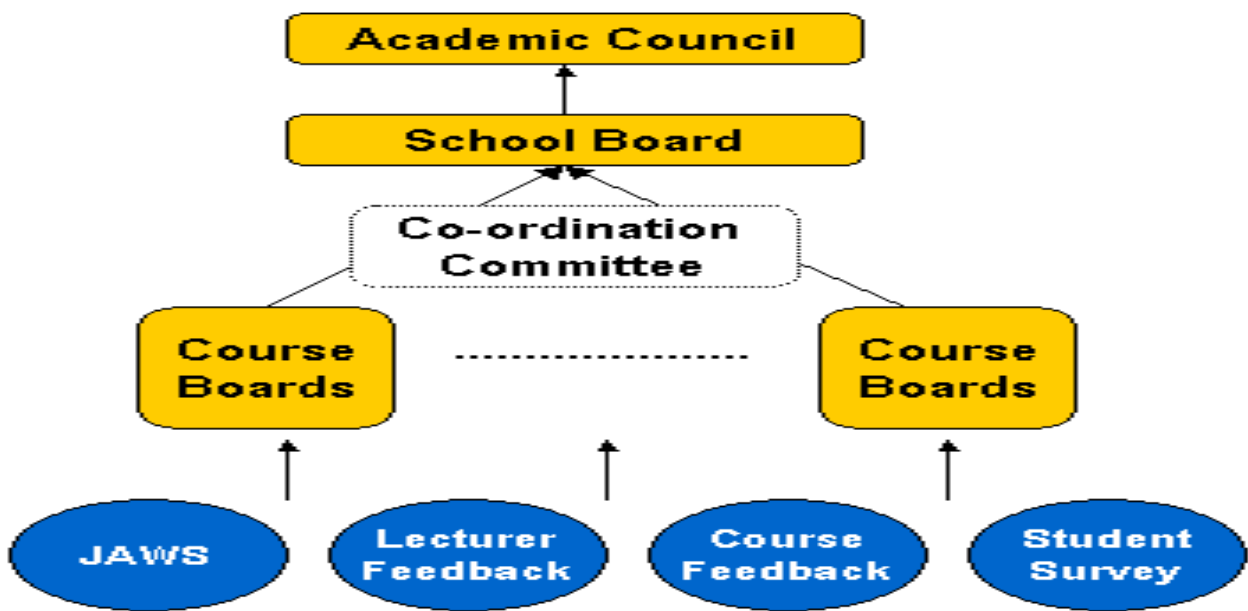
Role and function of the Student Affairs Sub-Committee (see Appendix A2 Item 8)

## Academic Schools and Departments

The Institute currently operates a **School structure** to manage its programme provision. At present, the Institute has three Schools of Study, each of which has one or more Departments.

- School of Business & Social Studies
  - Department of Business Studies and Humanities
  - Department of Hotel, Catering & Tourism
  - Department of Business Informatics
- School of Engineering & Construction Studies
  - Department of Agricultural/Manufacturing Engineering<sup>1</sup>
  - Department of Civil Engineering & Construction Studies
- School of Science and Computing
  - Department of Chemical & Life Sciences/Health & Leisure Studies
  - Department of Computing
  - Department of Nursing Studies

As part of the Institutional Review Process, in conjunction with the development of an Institution-wide quality assurance system, the Quality Assurance Sub-Committee of the Academic Council reviewed the terms of reference and operations of the Institute Academic structures. The revised terms of reference were agreed by the Academic Council in June 2004.



<sup>1</sup> The Department of Agricultural/Manufacturing Engineering is managed by the Head of School of Engineering

### ***School Board***

The School Board consists of all members of staff assigned to that School on appointment together with the President and Registrar. The School Board considers overall policy issues affecting the School including course provision, staff development, resource allocation at a macro level, development of promotion and marketing strategies and it acts as a mechanism for information gathering and dissemination.

### ***Course Board***

The Course Board is the core unit in the Institute academic quality assurance process, with an emphasis on ownership and responsibility for the effective operation of the course being assigned to the Board. A key component is student membership on the Course Board structure or alternatively, Course Boards may opt to initiate joint academic staff and student workshops (JAWS) running in parallel with the Course Board. Functions include:-

- Quality Assurance issues
- Consideration of learner and other feedback.
- Overview of examination paper standards and Extern Examiner's reports
- Learner assessment/attendance considered as separate item at Course Board meetings with Head of School/Department as Chair (learner members are not present for discussion).
- Annual report to the Academic Council

### ***Co-ordination Committee***

Each School can adopt an ad-hoc Co-ordination Committee as required whose functions would include taking an overview of the activities of the School as a whole in terms of course provision, quality and effectiveness of course delivery, resource utilisation and staff development.

## **3.5 Central Services Structures**

### **Central Services**

Essential support services are managed centrally in the Institute and include the following departmental units:

- Human Resources
- Estates Management
- Information Technology & Systems
- External Services
- Academic and Student Affairs
- Library
- Finance

## Appendix A2

<b>A2 Item 1</b>	Governing Body and Membership	Page 14
<b>A2 Item 2</b>	Standing Orders	Pages 15-17
<b>A2 Item 3</b>	Role and Function of the Academic Council	Pages 18-21
<b>A2 Item 4</b>	Role and Function of the Quality Assurance Sub-Committee	Pages 22-23
<b>A2 Item 5</b>	Role and Function of the Research and Development Sub-Committee	Pages 24-25
<b>A2 Item 6</b>	Role and Function of the Planning Sub-Committee	Pages 26-28
<b>A2 Item 7</b>	Role and Function of the Student Affairs Sub-Committee	Pages 29-30

## **Governing Body Members for the period 2009/2010**

Mr. Flan Garvey	Chairman
Mr. Michael Carmody	President
Cllr. Terry O'Brien	Kerry Education Service (-the VEC in Kerry)
Cllr. Maria O'Gorman	Kerry Education Service (-the VEC in Kerry)
Mr. Pat Loughnane	Kerry Education Service (-the VEC in Kerry)
Dr. Barney O'Reilly	Kerry Education Service (-the VEC in Kerry)
Mr. John T Griffin	Co. Limerick VEC
Cllr. Peter Considine	Co. Clare VEC
Mr Andrew McCarthy	Irish Congress of Trade Unions
Mr. Sean Clifford	CIF Nominee
Mr. Eamon O Neachtain	Udaras na Gaeltachta
Ms. Mary Owens	Failte Ireland
Ms Harriet Cotter	Enterprise Ireland
Mr. David Scott	Student's Representative (period to 31.06.10)
Ms. Katie Sheehy	Student's Representative (period to 31.06.10)
Ms. Mary Dennehy	Admin / Technical Representative
Dr. Joan Cleary	Academic Staff Representative
Mr. Martin O'Grady	Academic Staff Representative

# Standing Orders of the Academic Council

## FREQUENCY

1. The Academic Council shall hold meetings as per the schedule agreed by the academic council at its September meeting.

Each regular meeting shall commence punctually at 2:15pm and conclude not later than 4:00pm, unless it is agreed to extend the meeting by a majority vote of the members present.

2. An Academic Council meeting shall be convened within seven working days of receipt by the Chairperson of a written request from one third of its members or by a decision of the Academic Council or by the Chairperson.
3. A quorum of Academic Council shall consist of a half plus one of its members. If by 2:15pm if a quorum is not present the meeting will be rescheduled and the Secretary of the Academic Council will notify members of rescheduled meeting by email.
4. In the absence of the Chairperson and/or the Secretary, a Chairperson and/or Secretary shall be chosen from among those present for the duration of the meeting.

## MOTIONS

5. Subject to the discretion of the Chairperson the proposer of a motion or proposal shall be allowed five minutes and each subsequent speaker three minutes. No speaker shall speak more than once on the same motion.

## VOTING

6.
  - 6.1 Voting shall be by a show of hands. Any member may request and be granted a secret ballot. A simple majority vote shall decide all issues except in the case of Section 9, 13, 14. hereunder.
  - 6.2 Two tellers shall be appointed who shall count the votes when a vote is taken. Should the tellers not agree, the Chairperson of the Academic Council shall order a recount.
  - 6.3 The Chairperson shall have a second or casting vote should the votes on any motion be equally divided.
  - 6.4 Any member may request that their disagreement on any issues decided upon by the Academic Council be recorded in the minutes.

## PROCEDURAL MOTIONS

7.
  - 7.1 To Terminate Discussion. A motion that the discussion be terminated shall be moved and seconded without discussion. If such a motion be carried the motion originally under discussion shall be put and decided without further discussion other than a reply by the motioner thereof. If the procedural motion be lost, the discussion on the original motion shall be resumer.

- 7.2 Proceed to next business. If a motion to proceed to the next business has been proposed and seconded the proposer of the motion under discussion shall have the right briefly to speak in opposition, and the procedural motion shall be put without further discussion. If the procedural motion be passed, the discussion on the motion under discussion shall be abandoned and the Academic Council shall proceed to the next business on the Agenda.
- 7.3 A procedural motion shall not be moved by an Academic Council member who has proposed or seconded the motion under discussion.

## **POINTS OF ORDER**

8. Interruptions shall be allowed only on a point of order or information as decided by the Chairperson.
9. The ruling of the Chairperson on all points of order shall be final, unless challenged. The challenger shall have the right to give reasons for challenging the ruling and the Chairperson shall reply briefly. The challenger shall be successful if no fewer than two thirds of the Academic Council members present and voting support it.

## **THE SECRETARY**

10. The Secretary of the Academic Council shall be the Registrar.

The Secretary's functions shall be inter alia:

- (i) The keeping of minutes of every properly convened meeting.
- (ii) The notification of each Academic Council member of the venue, time and agenda papers of a forthcoming meeting and the minutes of the last meeting. The minimum notification shall be one calendar week except where a meeting is convened under Section 2, where the minimum notification shall be two days.
- (iii) The notification to the Secretary of the Governing Body of all decisions reached by the Academic Council together with the minutes mentioned at Section 10 (i) above.
- (iv) The notification to all Academic Staff members of all the decisions, excluding those details deemed by the majority of the Academic Council to be of a confidential or personal nature.
- (v) Any additional functions which the Academic Council may from time to time decide.

## **THE AGENDA**

11. The Secretary shall include an item on the Agenda of the next Academic Council meeting provided:
- (i) The request is signed by two members, the chairperson of the Academic Council or the chairperson of any Sub-Committee of the Academic Council.
  - (ii) The request is received 10 calendar days prior to the next scheduled meeting.
  - (iii) The order of items on the Agenda may be changed at any time during the course of the meeting, provided a motion outlining the new schedule is passed by a simple majority vote of members present.
  - (iv) Every effort shall be made to promote the use of the Irish language where appropriate.
  - (v) There will be no provision for any other business.

## **NON-MEMBERS**

12. The Secretary, by a decision of the Academic Council, may request non members to attend meetings of the Academic Council if it is felt that they can offer specialist advice on a particular agenda item.

## **SUSPENSION OF STANDING ORDERS**

13. A motion to suspend standing orders shall be deemed successful if supported by two thirds of the members present and voting.

## **MOTION TO RECONSIDER**

14. A motion to reconsider a previously passed motion shall be deemed successful if supported by all of the members present and voting.

***Institiúid Teicneolaíochta Trá Lí***  
**INSTITUTE OF TECHNOLOGY TRALEE**

**Procedure AC1-**  
**Academic Council**

Procedure:	AC1
Revision:	00

***Status: Approved***

# **PROCEDURE 1: ACADEMIC COUNCIL**

## **AC1.1 Academic Council**

The Academic Council of the Institute is appointed by the Governing Body of the Institute for a three year term of office. The Constitution of the Academic Council as approved by the Governing Body of the Institute is included in Appendix 1.

## **AC1.2 Membership**

In accordance with the requirements of Section 11 of the RTC Act 1992, the Governing Body of ITT has established a statutory Academic Council. The terms of reference of the Academic Council as approved by the Governing Body are contained in the Constitution of the Academic Council.

The membership of the Academic Council is as follows:

<i>Ex-Officio members:</i>	President (Chair)
	Registrar (Secretary)
	Heads of School
	Heads of Department
	Head of Development
	Librarian
<i>Academic Staff Representatives:</i>	Five members of Academic Staff are elected by the staff to each School who are entitled to vote in College elections. Additional members maybe elected such that the academic staff representatives exceed the ex-officio members of the Academic Council by one.
<i>Student Representatives:</i>	The President of the Students' Union and the male/female Vice-President of the Students' Union as appropriate.

The Council may also co-opt additional persons to ensure a balanced representation of Institute activity.

### **AC1.3 Status**

The Academic Council is a statutory body in accordance with the Regional Technical Colleges Act (1992).

### **AC1.4 Meetings**

Meetings are co-ordinated in accordance with the Standing Orders of the Academic Council. Included in Item 3, Appendix A2.

The Council meets on the second working Monday of each month during the Academic Year. Special meetings may also be held from time to time as required.

The President acts as Chairperson of the Academic Council. The Registrar acts as Secretary to the Council.

Minutes of meetings are available to all staff on the Institute's intranet.

### **AC1.5 General Functions**

The Regional Technical Colleges Act (1992) provided for the establishment of a statutory Academic Council 'appointed by the Governing Body to assist it in the planning, co-ordination, development and overseeing of the educational work of the college, and to protect, maintain and develop the academic standards of the courses and the activities of the college'.

### **AC1.6 Procedure**

Section 10 of the RTC Act assigns particular functions to the Academic Council, as follows:

- (a) to design, develop and assist in implementing courses of study in accordance with the programmes and budgets approved annually under Section 13 of this Act and consistent with the functions of the College;
- (b) to make recommendations to the Governing Body for the establishment of appropriate structures to implement the courses of study referred to at paragraph (a) of this subsection;
- (c) to make recommendations to the Governing Body on programmes for the selection, admission, retention and exclusion of students;
- (d) be responsible, subject to the approval of the Governing Body, for making the academic regulations of the college;
- (e) to propose to the Governing Body, subject to the requirements of the National Council for Educational Awards or any University or other authority to which Section 5 (1) (b) applies, the form of regulations to be made by the Governing Body for the conduct of examinations and for the evaluation of academic progress;
- (f) to make recommendations to the Governing Body for the award of scholarships, prizes or other awards;

- (g) to make general arrangements for tutorial or other academic counselling;
- (h) to exercise any other functions, consistent with this Act, which may be delegated to it by the Governing Body;
- (i) to assist in implementing any regulations which may be made by the Governing Body concerning any of the matters aforesaid;
- (j) to assist in implementing any regulations which may be made by the Governing Body concerning any of the matters aforesaid.

## **AC1.7 Procedure**

The Academic Council operates through a Sub-Committee structure. The Sub-Committees as approved from January 2001 are:

- Quality Assurance Sub-Committee
- Research and Development Sub-Committee
- Planning Sub-Committee
- Student Affairs Sub-Committee

The terms of reference of the Sub-committees are included in items 5, 6, 7 & 8 in Appendix A2.

The Academic Council produces an Annual Report which is available on the Institute's intranet.



# *Institiúid Teicneolaíochta Trá Lí* **INSTITUTE OF TECHNOLOGY TRALEE** **Academic Council** *Quality Assurance Sub-Committee*

## **1. Terms of Reference**

The terms of reference of the Quality Assurance Committee of the Academic Council are to assist the Institute to:

- Develop a quality assurance framework for the academic activities of the Institute.
- Develop policies and procedures in relation to academic quality assurance and standards.
- Promote a quality assurance ethos among the academic staff of the Institute.
- Review the effectiveness of quality assurance procedures in operation within the Institute.
- Consult with students in relation to Quality Assurance matters, and involve students as an integral part of the Quality Assurance process.
- Ensure the standard and quality of course development, provision and delivery by reference to National Qualification Frameworks, Institute programme specifications, subject benchmarks or other appropriate information.
- Ensure assessment and examinations processes are fair and consistent.
- Evaluate the effectiveness of learner assessment procedures.
- Develop protocols for evaluating the effectiveness of quality assurance procedures.
- Develop procedures for the ongoing monitoring of courses and for periodic evaluation of courses/suites of courses.
- Develop protocol for the updating of subjects/modules on approved courses.
- Review the activities of the proposed Teaching and Learning Centre.
- Compare the standards of its awards with those of other Higher Education Institutions.
- To issue a report, based on all the Annual Course Board Forms CBA 1 and CBA 2, to the Academic Council for the December meeting.
- Review exemptions granted to all students.

The Committee is a sub-committee of the Academic Council.

## **2. Membership**

- Registrar (Chair)
- President
- Quality Officer (Secretary)\*
- One Head of School or Department from each School of Study

- One elected academic staff member from each School of Study
- President or Vice-President of the Students' Union

*\* Quality Officer if and when appointed*

The Committee may co-opt additional members from time to time to assist it in its work and for such period of time as it deems necessary.

### **3. Meetings**

The Committee shall meet once per term, and at such other times as it may decide.

The Committee may form working groups from time to time consisting of members of the Committee and other persons as decided by the Committee.

### **4. Reporting**

Minutes of meetings shall be provided to the Academic Council by the Registrar.

Subject to the general approval of the Council, the Committee may issue draft reports, policies and procedures or other documentation to staff.

Policies and procedures developed by the Committee require formal Academic Council approval, and, if required, Governing Body approval before taking effect.

### **5. Particular Functions**

The Committee will generally concern itself with matters relating to:

- Development of a quality assurance framework
- Development, monitoring and review of policies and procedures concerned with
  - quality assurance generally
  - course development
  - course delivery
  - feedback and mechanisms
  - assessment and examinations
  - academic regulations
  - performance indicators
  - continuing professional development of academic staff
  - such other matters as the Academic Council may refer to it from time to time.



***Institiúid Teicneolaíochta Trá Lí***  
**INSTITUTE OF TECHNOLOGY TRALEE**  
**Academic Council**  
***Research & Development Sub-Committee***

### **1. Terms of Reference**

The terms of reference of the Research and Development Committee are to assist the Institute to:

- Promote a research and development ethos within the Institute.
- Develop policies and procedures to facilitate research.
- Reviewing policies and priorities in relation to research.
- Facilitate collaboration on research projects with local industry.
- Develop policies and procedures in relation to the admission, supervision and monitoring of postgraduate research students.
- Monitor the facilities available to postgraduate students.

### **2. Membership**

- Head of Development (Chair)
- President
- Registrar
- Two representatives from Academic Management
- One elected academic staff member from each School of Study
- President or Vice President of the Students Union
- One Supervisor (elected annually by postgraduate student supervisors)
- One registered postgraduate student (elected annually by registered postgraduate students).

The Committee may co-opt additional members from time to time to assist it in its work and for such periods of time as it deems necessary.

### **3. Meetings**

The Committee shall meet at least once per term.

#### **4. Reporting**

Minutes of meetings shall be provided to the Academic Council. The Head of Development shall submit a report, in November and February of each year, on postgraduate applications and admissions to the Academic Council.

The Head of Development shall advise the Academic Council and Registrar annually on the progress of postgraduate research students.

The Registrar shall inform HETAC annually of the status of postgraduate students in accordance with HETAC requirements.

#### **5. Particular Functions**

The Research and Development Committee shall generally concern itself with:

- Advising the Academic Council on matters relating to academic standards having regard to Section 11 of the 1992 RTC Act;
- Development, implementation and monitoring of policies and procedures in relation to the admission, supervision and progress monitoring of postgraduate research students;
- Establishment of Postgraduate Advisory Committees;
- Reviewing reports from Postgraduate Advisory Committee of each School;
- Reviewing facilities available to postgraduate students and supervisors;
- Ensuring compliance with HETAC requirements;
- Promotion of research among staff and students; including provision of courses and seminars;
- Provision and evaluation of research scholarships;
- Development of a publications policy;
- Providing reports as required to the Academic Council;
- Provision of training to Supervisors in consultation with the PAC(s);
- Reviewing Postgraduate Research Policy and making recommendations to the Academic Council;
- Assessing applications for scholarships awarded by the Institute and taking appropriate recommendations;
- Reviewing PAC application evaluation procedures.



***Institiúid Teicneolaíochta Trá Lí***  
**INSTITUTE OF TECHNOLOGY TRALEE**  
**Academic Council**  
***Planning Sub-Committee***

## **1. Terms of Reference**

The terms of reference of the Planning Sub-committee are to assist the Institute to:

- Develop, implement and review progress in relation to the Strategic Plan for the Institute.
- Prepare and issue a schedule for Institutional Reviews, reviews of all programmes of study by School/Department and such other reviews as may occur from time to time.
- Plan future course development and provision.
- Plan adequate facilities to support its mission and strategic plan.
- Review proposals for new course development and forward report on same to the Academic Council

The Committee is a sub-committee of the Academic Council.

## **2. Membership**

- President (Chair)
- Head of Development
- Registrar
- Two representatives from Academic Management
- One elected academic staff member for each School of Study
- President or Vice President of the Students' Union

The Committee may co-opt additional members from time to time to assist it in its work and for such period of time as it deems necessary.

## **3. Meetings**

The Committee shall meet once per term, and at such other times as it may decide.

The Committee may form working groups from time to time consisting of members of the Committee and other persons as decided by the Committee.

#### **4. Reporting**

Minutes of meetings shall be provided to the Academic Council by the Registrar.

Subject to the general approval of the Council, the Committee may issue draft reports, policies and procedures or other documentation to staff.

Policies and procedures developed by the Committee require formal Academic Council approval, and if required, Governing Body approval, before taking effect.

#### **5. Particular Functions**

The Planning Committee will generally concern itself with matters relating to:

- Development, implementation and ongoing review of the Institute Strategic Plan;
- Development of policies and procedures in relation to Institutional Reviews, Programmatic Review or other reviews as appropriate;
- Development of on-campus and off-campus course provision including open and distance learning;
- Development of schedule for regular evaluation of programmes;
- Development of schedule from obtaining feedback from stakeholders;
- Modularisation of courses, credit transfer systems, and semesterisation;
- Development of links with other Institutions and bodies in Ireland and abroad;
- Planning of physical development of the campus and facilities.
- Audit of Institute's Quality Assurance Procedures [An audit Committee, which reports to the Planning Sub Committee will be responsible for developing a schedule of QA audits and the implementation of same. (Terms of Reference of QA Audit Committee specified below).

## **Terms of Reference of QA Audit Committee / Membership of QA Audit Committee**

The QA Audit Committee will report to the Planning Sub-Committee of the Academic Council, and will be a sub-committee of same.

*Membership – a total of six members as follows:*

- Three members of the Institute management team, one of whom will be Chairperson nominated by the President;
- Three members of the Academic Council who have been elected to same – one from each of the three schools;
- President of Students Union or nominee;
- One representative from administration/support staff.

*The role and functions of the Committee:*

1. Develop a schedule for reviewing QA procedures
2. Develop a training programme for staff involved in the audit
3. Develop standard template in relation to audits
4. Issue Annual Report to Planning Sub-Committee.
5. In addition to auditing compliance, the audit will also involve reviewing the fitness for purpose of the existing procedures and will make recommendations for improvement.



# ***Institiúid Teicneolaíochta Trá Lí*** **INSTITUTE OF TECHNOLOGY TRALEE** **Academic Council** ***Student Affairs Sub-Committee***

## **1. Terms of Reference**

The Terms of Reference of the Student Affairs Committee are to assist the Institute to:

- Develop policies and procedures relating to the recruitment, admission and retention of students by the Institute.
- Promote the Institute as a caring institution among students, staff and external customers.
- Enhance the experience for the student as a learner within the Institute.
- Provide adequate support for students.
- Monitor and review the provision of student support services within the Institute.
- Review on an annual basis the Institute's Access Programmes, including review of student progression rates for HEA designated groups.
- Develop, implement and monitor the operation of a student charter.

The Committee is a sub-committee of the Academic Council.

## **2. Membership**

- Academic Affairs and Student Services Manager (Chair)
- Administration Officer (Student Services) (Secretary).
- President
- Head of Development or nominee
- Admissions Officer
- Access Officer
- Two representatives from Academic Management
- One elected academic staff member from each School of Study
- President or Vice President of the Students Union

The Committee may co-opt additional members from time to time to assist it in its work and for such period of time as it deems necessary.

## **3. Meetings**

The Committee shall meet once per term, and at such other times as it may decide. The Committee may form working groups from time to time consisting

of members of the Committee and other persons as decided by the Committee.

#### **4. Reporting**

Minutes of meetings shall be provided to the Academic Council by the Registrar.

Subject to the general approval of the Council, the Committee may issue draft reports, policies and procedures or other documentation to staff.

Policies and procedures developed by the Committee require formal Academic Council approval and, if required, Governing Body approval before taking effect.

#### **5. Particular Functions**

The Student Affairs committee shall generally concern itself with matters relating to:

- Admissions policies for standard and special category applicants
- Policies in relation to access, admission and support for groups under-represented at third level
- Policies in relation to provision of retention measures
- Accreditation of prior learning and exemptions
- Student support systems, including those for disabled and disadvantaged students
- Development, implementation and monitoring the operation of a student charter, including student rights and responsibilities; feedback; complaints procedures; code of discipline
- Policies and procedures in relation to student attendance, withdrawal, suspension or expulsion
- Provision of scholarships, awards and other support funding
- Provision of orientation and induction programmes
- Monitoring of registered student numbers and early departures