

Document Identifier: Academic Council Terms of Reference

Policy Title:	Academic Council Terms of Reference
Description:	This document provides information on matters relating to Marino Institute of Education's Academic Council.
Author (Position):	Academic Council Chair
Version:	3
Approved By:	MIE Governing Body
Policy Approval Date:	June 2023
Date of Next Policy Review:	June 2027 (or as necessary)

Academic Council Terms of Reference

1. The Purpose of the Academic Council is to:

- 1.1. Direct the educational matters of the Institute such as curriculum, education provision, academic policy and regulatory oversight through approval of Academic Regulations, Student Code and new academic policies.
- 1.2. Consider matters of academic governance of the Institute. The Council will ensure that programmes and courses are regularly monitored and evaluated. Directors of course programmes shall provide an annual report according to the guidelines prepared by the Governing Body¹. The Academic Council shall also oversee and consider the outcome of any academic reviews undertaken.
- 1.3. Advise and make recommendations to the Institute on academic institutional and sectoral initiatives and strategic priorities such as education strategy, Department of Education and Skills/Higher Education Authority policy and other institutional and national initiatives.
- 1.4. Oversee the academic governance framework: constitute, reconstitute and discontinue committees.
- 1.5. Maintain oversight of functions undertaken by subcommittees with a key role in approving an annual work programme for subcommittees and prescribing annual reporting requirements.
- 1.6. Following the holding of Examination Meetings, to make recommendations relating to principles and regulations regarding the selection, admission², progression³, retention and exclusion of students.
- 1.7. To propose and approve the academic policies that underpin the academic affairs of the Institute, including the conduct of examinations, the determination of examination results, the procedures for appeals by students relating to the results of such examinations and the evaluation of academic progress
- 1.8. To make recommendations for the criteria of awarding of fellowships, scholarships, bursaries, prizes or other awards.

¹ See [Code of Governance](#) and [Matters Reserved for the Governing Body of MIE](#)

² See [Admission, Access and Transfer Policy](#)

³ See [Academic Assessment and Academic Progression](#)

2. Composition of the Academic Council

- 2.1. The composition and terms of reference shall be decided by the Governing Body⁴ which shall address how vacancies arising are to be filled.
- 2.2. The Academic Council shall have as members, the President (ex officio), the Registrar and Vice President for Academic Affairs, the Vice President of Education and Strategic Development, the Deans, the Director of Research, the Head of each academic department and the programme leader of each undergraduate and postgraduate programme.
- 2.3. The Academic Council shall have as members two members of Governing Body⁴. Such members shall be appointed for a three-year term. Members appointed by Governing Body⁴ shall cease to be members of the Academic Council if they cease to be members of Governing Body⁴.
- 2.4. The Academic Council shall have as members one lecturer elected by each School. Such members shall be elected for a three-year term and shall be eligible for re-election for a maximum of two consecutive terms.
- 2.5. The Academic Council shall have as members two students, nominated by the [Students' Union](#). Such students shall be appointed for one calendar year and shall be eligible for re-appointment. Students appointed to the Academic Council shall cease to be members of the Academic Council if they cease to be registered students.
- 2.6. The Academic Council shall have as members the Head of [Library Services](#) and the Director of IT Services.

3. Conduct of Business

- 3.1. Ordinary Meetings of the Academic Council shall be convened by the Registrar and Vice President Academic Affairs, at least four times per year. Provisional dates for such meetings shall be published by the Registrar at the beginning of each academic session.
- 3.2. A Special meeting of the Academic Council may be called at any time by the President. A Special meeting shall be called by the President at any time upon a requisition

⁴ See [Code of Governance](#) and [Matters Reserved for the Governing Body of MIE](#)

addressed to the President by not less than one quarter of the members of the Academic Council, stating the object for which the meeting is to be called.

- 3.3. When required, the President may request the Academic Council to conduct business electronically. Any decisions will normally be taken by exception.
- 3.4. No quorum shall be required for an Ordinary Meeting of the Academic Council or for business conducted electronically. The quorum for a Special Meeting of the Academic Council shall be not less than one third of the members of the Academic Council.
- 3.5. The President shall be chairperson of the Academic Council. Where the President is unable to chair a meeting of the Academic Council the Registrar and Vice President Academic Affairs will chair the meeting.
- 3.6. Every issue at a meeting of the Academic Council shall, as far as possible, be determined by consensus, but where in the opinion of the President, or the chair of the meeting, consensus is not possible, the issue shall be decided by a majority of the votes of members present and voting on the issue
- 3.7. At meetings of the Academic Council, the President/the chair shall have a casting as well as a deliberative vote.
- 3.8. Normally the Registrar will act as secretary to the Academic Council and shall be responsible for keeping the record of attendance and the minutes of meetings of the Academic Council. The Assistant Registrar will act as note taker for Academic Council.
- 3.9. A schedule of meetings will be created at the start of the year. The Registrar or nominee will remind Academic Council members of the date and notify each member of the time and venue of each meeting of Academic Council at least one week in advance of the meeting.
- 3.10. The Registrar, following consultation with the President, will prepare the agenda for each meeting of the Academic Council and communicate same to each member of the Academic Council at least one week in advance of the meeting.
- 3.11. The Registrar will include on the agenda for each meeting any item referred to the Academic Council by the Governing Body⁵ or any Dean. The Registrar will also include on the agenda for each meeting any item requested by a minimum of ten members of

⁵ See [Code of Governance](#) and [Matters Reserved for the Governing Body of MIE](#)

the Academic Council, provided that, in the opinion of the President, such items relate to a function of the Academic Council.

3.12. A meeting of the Academic Council may decide to co-opt a member of the academic staff or a registered student of the university to membership of the Academic Council for a specified period, on the nomination of the President with the assent of the majority of those members present at the meeting.

3.13. The Academic Council may, from time to time, establish other committees, specifying the membership, terms of reference and reporting arrangements of the committee.

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

4. Mode of Address

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

5. Reporting

The Academic Council will submit reports to the Governing Body⁶ and where appropriate make recommendations.

6. Related Documents

- 6.1. [Code of Governance](#)
- 6.2. [Matters Reserved for the Governing Body of MIE](#)
- 6.3. [Admission, Access and Transfer Policy](#)
- 6.4. [Academic Assessment and Academic Progression](#)

⁶ See [Code of Governance](#) and [Matters Reserved for the Governing Body of MIE](#)