



College of Arts, Celtic Studies and Social Sciences, University College Cork.

Rules of the College

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Preamble

These rules specify the structure and governance of the College of Arts, Celtic Studies and Social Sciences, in keeping with the Principal Statute of the University (E.1.b. and 6) and in support of its objects (A.2).¹

Chapter 1. Governance

1. *Scope of the Rules.* The rules provide for the efficient and responsible governance of the College (E.4.e). Membership of the University, and the rights and freedoms of staff, are as provided for in the Universities Act 1997 and in the Principal Statute, and nothing in these rules shall be construed in such a way as to conflict with their provisions.

2. *Conduct of meetings.* All meetings in the College shall be conducted in keeping with the Standing Orders of the College (Appendix 1).

3. *Standing Orders.* The Standing Orders of the College may be revised or amended by resolution of the College Council.

Chapter 2. The Structure of the College

1. The structure of the College shall comprise the following College bodies:

- a. the Executive Management Committee (E.2.d)
- b. the College Council (E.3.b)
- c. the College Assembly (E.3.b)
- d. the Schools (E.4.a), including the College Graduate School
- e. the Departments and other organizational units with responsibility for teaching and research in subjects and disciplines which are budgetary units of the College as these are allocated to the Schools or to the College (E.4.c)
- f. Standing Committees at College level
- g. the School Assembly of each School
- h. the Executive Management Committee of each School
- i. Standing Committees at School level
- j. Interdisciplinary Programmes
- k. Boards of Studies for Interdisciplinary Programmes
- l. Research Institutes, Centres and Units

Chapter 3. The College: Mission and Identity

1. *Mission.* The College of Arts, Celtic Studies and Social Sciences shall have as its mission to analyse and interpret individual, cultural, social and historical issues in their personal, local, national and international contexts, and to add to the human experience by the creation of new knowledge and understanding. The College shall fulfil its mission in engaging in its core function of teaching, research and service in the pursuit and dissemination of knowledge and education.

2. *Title.* The College defines its identity and recognises its various historical origins and traditions through its full title of the College of Arts, Celtic Studies and Social Sciences, which is the title that shall be used in all formal documentation produced by the University.

¹ References to the Principal Statute are given in parentheses by chapter (A–H), section and subsection. Cross-references within these rules are by chapter and paragraph number.

3. *Constitution.* The College forms part of the organisation of the University and incorporates the various academic subject and disciplines assigned to it by the Governing Body (E.1.a and E.1.c).
4. *Membership.* Staff and students are members of the College by virtue of their membership of the University (A.4). Staff shall be members of Schools on the basis of their assignment to budgetary units (ch. 11.2), and may be members of more than one unit in the University (E.1.c).
5. *Promotion of academic freedom.* The College, in performing its functions, shall:
 - a. have the right and responsibility to preserve and promote the traditional principles of academic freedom in the conduct of its affairs, and
 - b. be entitled to regulate its affairs in accordance with its independent ethos and traditions and the traditional principles of academic freedom (A.5.a)
 - c. maintain, support and protect the freedom of its academic staff, guaranteed in Section 14 of the Universities Act 1997, to question and test received wisdom, to put forward new ideas, and to state controversial or unpopular opinions in their teaching, research and any other activities either in or outside the university
 - d. protect vested rights as described in Section 25(8) of the Act
 - e. protect any other rights and entitlements created or recognised by the Act.

Chapter 4. Academic and Management Responsibilities

1. *Academic responsibility.* The College's academic responsibilities are owed to the Academic Council (E.3.a). Academic responsibility within the College is owed (directly or indirectly) to the College Council (E.6.c).
2. *Responsibilities in management matters.* All responsibilities in management matters within the College are owed (directly or indirectly) to the Head of College (E.6.c).
3. *Powers of the College.* The College has academic responsibility for the academic subjects and disciplines assigned to it, and fulfils its functions and responsibilities on the basis of the reduction of the powers and responsibilities of the Faculty of Arts and Social Sciences and the Faculty of Celtic Studies (E.3.d). By virtue of their membership of the University, members of the College enjoy the right of membership of Faculties of the University as determined by the Governing Body (E.5.a), and participate in their fulfilment of their functions and responsibilities in accordance with the rules of the various Colleges (E.5. b–e).

Chapter 5. Head of College

1. *Primary duties.* The Head of College shall be responsible for the management of the College. S/he shall be the executive officer of the College, shall provide leadership for the College in a collegial manner, and shall work in collaboration with other Heads of College.

The primary duties of the Head of College shall be:

- a. to promote good governance within the College;
- b. to lead the strategic development of the College in line with the University's strategic plan;
- c. to manage the College budget;
- d. to support the enhancement of teaching and research within the College and across Colleges;

- e. to promote the discharge of the College's social responsibilities; and
 - f. to represent the College both within the University and externally (E.2.a).
2. *Academic management.* The Head of College shall ensure that appropriate academic instruction, assessment and examination are provided to students registered for academic programmes within the College, in accordance with published information in the Book of Modules, Calendar, Marks and Standards, and Timetables.
 3. *College Examination Boards.* The Head of College or nominee shall normally chair College Examination Boards.
 4. *Delegation.* The Head of College may delegate duties and responsibilities on a temporary basis to a Vice-Head of College or other deputy.
 5. *Reporting to President.* The Head of College shall be responsible to the President or the President's nominee for the performance of his/her duties, and of any additional duties delegated by the President or the President's nominee. The Head of College shall report at least annually to the President on the performance and accounts of the College, which report shall be made available to College members. S/he shall also report to other officers and management bodies, as directed by the President (E.2.b).
 6. *Appointment.* The Head of College shall be appointed by the Governing Body on the advice of the President. The Head of College's term of office shall ordinarily be five years, with eligibility to be re-appointed (ordinarily, once only) by the Governing Body on the advice of the President (E.2.c).

Chapter 6. Vice-Head of College

1. *Establishment.* There shall be one or more Vice-Heads of College as the College Council shall determine on the recommendation of the Head of College.
2. *Primary duties.* A Vice-Head of College shall carry such powers and responsibilities as the Head of College shall devolve. These shall be set down in writing in advance of appointment and approved by the College Executive Management Committee.
3. *Deputising for Head.* A Vice-Head of College shall deputise for the Head of College as necessary when requested to do so.
4. *Appointment.* Vice-Head(s) of College shall be appointed by the College Council, on the recommendation of the Head of College, having followed a formal process of appointment conducted by the College Executive Management Committee. The period of appointment shall be three years with the possibility of renewal for one further term of three years or part thereof subject to a review process to assess achievements and performance as specified in Appendix 2. No appointment process for Vice Head(s) of College shall be initiated within one year or less of an anticipated vacancy of the Headship of College.

Chapter 7. College Executive Management Committee

1. *Functions.* The College shall have an Executive Management Committee to assist and advise the Head of College in the discharge of his/her responsibilities (E.2.d.). The Executive Management Committee shall normally meet monthly during the academic year and periodically during the summer recess depending on need. The Executive Management Committee shall meet:

- a. to consider policy proposals from the Head of College and assist in their development;
- b. to engage with the Head of College in strategic planning;
- c. to provide a forum for sharing management information;
- d. to ensure that operational matters are dealt with efficiently and effectively throughout the College;
- e. to approve student applications at College level, during the Summer recess, if required;
- f. to support the Head of College and Vice Head(s) of College in the discharge of their duties;
- g. to advise the Head of College and Vice Head(s) of College on all issues relating to the management and good governance of the College;
- h. to advise the Head of College as appropriate on the allocation of budgets and decisions concerning staffing.

2. *Membership.* The membership of the College Executive Management Committee

Head of College (Chair)
 Vice-Head(s) of College
 Heads of School contained in Schedule I
 College Manager
 College Financial Analyst
 College Student Officer or equivalent
 College HR Business Manager

Where the College Council so decides, up to six members of staff reflecting and representing the academic subjects and disciplines in the College and the various historical origins and traditions of the College, Arts, Celtic Studies, and Social Sciences, the tenure of these members to be determined by the College Council; and, where the College Council so decides, three such members may be Deans:

- one, who may be Dean of Arts, to be elected by postal ballot by members of the College Assembly who identify themselves with Arts;
 - one, who may be Dean of Celtic Studies, to be elected by postal ballot by members of the Scoil Léann na Gaeilge/School of Irish Learning;
 - one, who may be Dean of Social Sciences, to be elected by postal ballot by members of the College Assembly who identify themselves with Social Sciences;
- all permanent academic staff shall be eligible to hold the office of Dean;
 Deans shall provide non-executive expertise to the College Executive Management Committee and shall provide advice and assistance to the Head of College.

3. *Reporting.* The College Executive Management Committee shall report on its decisions and recommendations to the College Council.

Chapter 8. College Assembly

1. *Primary functions.* The College Assembly (E.3.b) shall consider reports on College activities and major strategic directions, including the annual report of the Head of College, strategic planning reports, reviews of the College rules (under ch. 17.1).

2. *Meetings.* College Assembly shall meet at least twice in the Academic Year. Meetings of the College Assembly shall precede meetings of the College Council where the same items of business are to be considered. A special meeting of the College Assembly may be called at

the discretion of the Head of College, and shall be called within two weeks if requested in writing by 30 members from at least five Schools.

3. *Membership.* The membership of the College Assembly shall include:

President or nominee to Chair
Registrar and Senior Vice-President Academic or nominee

Staff. All members of staff in the College, in all categories of staff, having permanent (full- or part-time) contracts, or temporary contracts of at least one year's duration.

Students. Students who are members of School Assemblies, or who are members of College Council or of any College Committees, or who are representatives of College on Academic Council.

Representatives from each of the Schools, Departments or disciplines in other Colleges that teach on at least one of the degree programmes offered by the College, on the basis of regulations made by the College Council and specified in Schedule II. These representatives shall be nominated annually by the Head of College in consultation with the Head of the relevant School, Department or discipline.

The Head of College shall have the right to invite officers of the University to be in attendance for the discussion of specific items of business.

Chapter 9. College Council

1. *Primary functions.* Among its functions, the College Council (E.3.b) shall:

- a. approve academic programmes;
- b. report to Academic Board and Academic Council as required;
- c. co-ordinate the academic activities of the College;
- d. consider and approve the College strategic plan;
- e. consider any other matters relating to the academic activity of the College;
- f. propose amendments to the College rules;
- g. oversee deliberation and decisions on student applications, subject to any decision of the Council to delegate specific responsibilities to another body.

2. *Meetings.* Meetings of the College Council shall be held regularly, at least as often as required to coordinate the work of the College with meetings of the Academic Board and other requirements of the academic calendar. A special meeting of College Council shall be called at the discretion of the Head of College, or within two weeks if requested in writing by thirty members from at least five Schools.

3. *Quorum.* A meeting shall be deemed to be quorate if ten members, including the Chair, are present at the beginning of the meeting.

4. *Membership.* The membership of the College Council shall include:

President
Registrar and Senior Vice-President Academic or nominee
Head of College (Chair)
Vice-Head(s) of College
Dean of Arts
Dean of Celtic Studies

Dean of Social Sciences
Associate Dean of Graduate Studies
College Manager
College Finance Analyst
College Student Officer or equivalent
College HR Business Manager

All members of academic staff in the College, having permanent (full- or part-time) contracts, or temporary contracts of at least one year's duration, and members of academic staff in subjects and disciplines in other Colleges on the basis of regulations made by the College Council and stated in Schedule II

Four representatives from the Administrative and Technical staff within the College, elected annually by the Administrative and Technical staff

Two representatives from the Research staff within the College, elected annually by the Research staff

Four representatives from the College Language Teachers within the College, elected annually by the College Language Teachers

Four student representatives, two of whom shall be undergraduate students and two of whom shall be postgraduate students, nominated annually by the Student's Union.

Up to four members of the University co-opted at any one time, nominated annually.

5. *Elections.* Responsibility for the conduct of elections to the College Council shall lie with the Head of College and the College Executive Management Committee. The tenure of elected representatives shall be determined by the College Council.

Chapter 10. College Committees

1. *Committees.* The College shall have a number of standing committees as specified in **Schedule IV**. Standing committees may be created by resolution of the College Council.
2. *Composition and functions of committees.* The composition, tenure and method of appointment of these committees, and their functions shall be determined by the College Council to whom they shall report at least once a year.
3. *Chairpersons.* Each standing committee shall have a chair appointed by the Head of College.
4. *Meetings.* Meetings of these Committees shall normally be called at least twice a year by the Chair of the Committee.

Chapter 11. Schools

1. *School role.* Schools are budgetary units of the College with overall strategic responsibility for the academic subjects and disciplines allocated to them (E.4.a), and may be variously composed of Departments, disciplines, and diverse strands within an academic subject or discipline. The strategic role of Schools shall be to enable academic activities and functions to flourish in the academic subjects and disciplines allocated to them. The primary

responsibility for their good governance and for effective academic leadership shall lie with the Schools themselves.

2. *Allocation of academic subjects and disciplines.* The allocation of academic subjects and disciplines to Schools in the College shall be as listed in Schedule I of the Rules. Each academic subject and discipline, and each member of staff within the College, shall be assigned to a School, or provisionally, and subject to annual review, to the College, subject to the right of academic staff to multiple membership (E.1.c). Schedule I may be amended by decision of the College Council, whether on the proposal of the Head of College, following consultation of the relevant Schools and Departments, or of Schools, following consultation with the Head of College and the College Executive Management Committee, subject to the due reallocation of responsibilities and to the approval of the Governing Body following consultation with the Academic Council (E.4.d).

3. *School functions.* The primary functions of the School shall be:

- a. to formulate proposals for academic programmes for submission to the College Council;
- b. to make an annual report on its activities to the College Council and otherwise to report as required;
- c. to co-ordinate the academic activities of the School;
- d. to consider and approve the School strategic plan;
- e. to consider any other matters relating to the academic activity of the School;
- f. to provide a forum as appropriate for sharing management and financial information;
- g. to receive reports and recommendations from committees of the School and from Departments or disciplines.

4. *Head of School.* There shall be a Head of each school with executive responsibility to the Head of College for all matters relating to resource and administrative management of the School and to the College Council in academic matters (E.4.b). The Head of School shall, in consultation with the Head of College and in collaboration with the Heads of Department and of discipline, promote good governance in the School.

5. *School Assembly.* Within each School, there shall be a School Assembly whose membership shall include all staff in the School. The School Assembly shall meet at least twice a year. Each School Assembly shall have at least four student members, at least two of whom shall be undergraduates and two postgraduates, taking account of the disciplinary structure of the School.

6. *School structures.* Each School Assembly shall devise and adopt structures appropriate to the fulfilment of School functions. Such terms of reference and structures shall comply with principles of good governance; shall ensure effective participation of staff in decision-making; and shall be set out in regulations. Such regulations shall specify the roles of staff in:

- a. considering policy proposals from the Head of School and assisting in their development;
- b. engaging with the Head of School in strategic planning;
- c. ensuring that operational matters are dealt with efficiently and effectively throughout the School;

- d. advising the Head of School on all issues relating to the management and good governance of the School.
7. *School Executive Management Committee.* Within each School, there shall be a School Executive Management Committee. In Schools composed of more than a single Department, membership shall include the Head of School and the Heads of Departments and disciplines.
8. *School budget.* The Head of College, in consultation with the College Executive Management Committee, shall annually determine the method whereby operating budgets are allocated to Schools within the College. Within each School, the Head of School, in consultation with the School Executive Management Committee, shall allocate the School budget to Departments and disciplines, taking the range of academic functions and activities of the School and of the Departments and disciplines fully into account. The Head of School shall be responsible to the Head of College for the allocation of the budget.
9. *Departments and disciplines.* Departments and disciplines are budgetary units with responsibility for both teaching and research in particular academic branches of learning (E.4.c) and shall be specified in Schedule I.
10. *Headship of Department or of discipline.* In a School composed of more than a single Department, responsibility for academic, administrative and other activities of each Department shall be discharged by the Head of Department (E.4.c). Disciplines may also have heads, as the College Council may determine.
11. *Duties of staff.* The duties of the staff of the College variously shall include duties stated in their individual contracts of employment and as directed by, or under the authority of, the Governing Body, and, in the case of academic staff generally, those duties in teaching, in the support of student learning, and in research and scholarship specified in the Principal Statute (F.2.a).
12. *Specific additional duties of Professors.* Professors of the College are in addition responsible within the College and the University for demonstrating academic leadership through their teaching, research and scholarship, fostering the research and scholarship of other individuals and groups within their Department, discipline or School, for making a distinguished personal contribution to teaching at all levels, and for playing an active role in the maintenance of academic standards and in the development of the curriculum within their subject areas (F.2.b). The assignment of duties to Professors who are not Heads of Department, discipline or of School shall take these responsibilities into account. Professors shall retain their rights and their responsibilities as provided in the Transition Statute.
13. *Schools, Departments or disciplines in other Colleges.* Schools, Departments or disciplines in other Colleges may be designated by the College Council as non-budgetary Schools or other units in the College of Arts, Celtic Studies and Social Sciences and shall be as listed in Schedule II, subject to regulations governing membership of the College Assembly and the College Council (ch. 8.3 and ch. 9.4 respectively, and Schedule II). Members of staff in such designated Schools or other units shall have the right to participate in the affairs of the College, subject to the right of the College Executive Management Committee to determine that budgetary items may be treated as business reserved to subjects and disciplines which are budgetary units of the College.

Chapter 12. Heads of Schools

1. *Role.* The Head of School shall be responsible for the management of the School. S/he shall provide leadership for the School in a collegial manner, and shall work in collaboration with Heads of Department and others in positions of leadership and responsibility. In a School composed of a single discipline, members of staff shall work under the general direction of the Head of School.

2. *Duties.* The primary duties of the Head of School shall include:

- a. providing leadership for the strategic development of the School and planning for its future direction;
- b. ensuring that appropriate academic instruction and assessment is provided to students registered for academic programmes within the school in accordance with published information in the Book of Modules, Calendar, Marks and Standards and Timetables;
- c. ensuring effective liaison between the School and the College;
- d. preparing School budget submissions after consultation in keeping with School regulations, and allocating the School budget in accordance with 11.8 and managing expenditure in keeping with it, in accordance with the policy and procedures of the University;
- e. promoting co-operation within and between the substructures of the School;
- f. supporting curriculum development and research;
- g. ensuring, after appropriate consultation, that all professional programmes delivered by the school comply with appropriate professional accreditation requirements;
- h. representing the School within the University, and externally as requested by the Head of College, Registrar or President;
- i. executing School policy in accordance with College and University policy.

3. *School Meetings.* The Head of School shall normally chair meetings of the School Assembly.

4. *Responsibility and relationships.*

- a. Each Head of School shall be responsible to the Head of College for the performance of their duties.
- b. Heads of Department or of discipline shall work under the general direction of the Head of School (E.4.d), or, in the case of Departments or disciplines not allocated to a School, under the direction of the Head of College.

5. *Delegation.* In a School composed of more than a single Department or discipline, responsibility for academic, administrative and other activities of each shall be discharged by the Head of Department or of discipline (E.4.c), subject to ch. 11.10.

6. *Appointment.* Heads of Schools shall be appointed by the President on the recommendation of an appointing committee following University procedures established for that purpose, such procedures to provide for the participation of members of the school in the appointment and reappointment of the Head. The period of appointment shall initially be three years with the possibility of continuation in office for a second term subject to a review process to assess achievements and performance as specified in Appendix 2 (E.4.b).

Chapter 13. Heads of Departments or Disciplines

1. *Establishment.* Subject to ch. 11.10, there shall be a Head of Department or discipline for each department or discipline in Schools composed of more than one department or discipline (E.4.c), and of each Department or discipline allocated to the College (Schedule I).
2. *Duties.* The responsibilities of the Head of Department or discipline shall include:
 - a. representing the Department or discipline within the School and the College, and externally;
 - b. advising the Head of School on issues concerning the Department or discipline and on its strategic needs in the delivery of teaching and research;
 - c. executive decisions concerning the organisation and delivery of teaching (and placement where relevant) at both undergraduate and postgraduate levels and for the allocation of workload distribution between members of staff allocated to the Department or discipline;
 - d. management of any budgets specifically allocated to the Department or discipline by the Head of School, in accordance with the policy and procedures of the University;
 - e. providing leadership for the Department or discipline in a collegial manner.
3. *Responsibility and relationships.*
 - a. Heads of Departments or discipline shall work under the general direction of the Head of School (E.4.d).
 - b. The duties of each other member of the academic staff (F.2.a) in Departments (including Professors in respect of their teaching and subject to F.2.b) shall be carried out under the general direction of the Head of Department or discipline, subject to ch. 12.3 b.
4. *Appointment.* Each Head of a Department or discipline of a School of the College of Arts, Celtic Studies and Social Sciences shall be appointed by the President on the recommendation of an appointing committee following procedures approved by the University for that purpose with due regard for the rights and entitlements of staff established under the Principal and Transition Statutes (E.4.c). The tenure of a Head of Department or of discipline will normally be for three years, with the possibility of continuation in office for a second term subject to a review process to assess achievements and performance as specified in Appendix 2 (E.4.b).

Chapter 14. College Graduate School

1. *Functions.* The functions of the Graduate School shall be to devise policies on the recruitment and admission of postgraduate students; to develop support schemes and scholarships for postgraduate students; to develop generic training courses for research students in the Humanities and Social Sciences; to support the development of advanced taught courses for research students in keeping with University policies on graduate education; to co-ordinate the development of research resources for postgraduates and staff; to enhance research culture within the College; and to encourage and facilitate collaboration between Schools, Departments and disciplines of the College in fulfilment of these functions.
2. *Associate Dean.* The Head of the College Graduate School shall be an Associate Dean of the College.

3. *Responsibilities and relationships.* The Associate Dean shall be allocated a budget for the Graduate School by the Head of College. The Associate Dean of the College Graduate School shall be responsible for the fulfilment of the functions of the School. The Associate Dean of the College Graduate School shall be responsible to the Head of College for the performance of his/her duties.

4. *Appointment.* The Associate Dean of the College Graduate School shall be appointed by the College Council, on the recommendation of the Head of College, having followed a formal selection process. The period of appointment shall initially be three years with the possibility of continuation in office for a second term subject to a review process to assess achievements and performance.

5. *Annual report.* The Associate Dean shall make an annual report to the College Council on the activities of the College Graduate School.

Chapter 15. Interdisciplinary Programmes

1. *Policy.* The framework to which reference is made in this chapter is the **Policy for Interdisciplinary Programmes and Disciplines at UCC** as approved or amended by the Academic Council.

2. *Constitution.* The College Council may, subject to University policy, establish interdisciplinary programmes for the provision of academically distinctive and coherent programmes of study to which two or more academic subjects or disciplines of the University contribute to a significant extent. Such programmes may be listed in Schedule III of the Rules. This Schedule may be amended by decision of the College Council, whether on the proposal of the Head of College, following consultation of the relevant Boards of Studies, Schools and Departments, or of the Board of Studies, following consultation with the Head of College and the College Executive Management Committee.

3. *Programme Director.*

(a) Interdisciplinary Programmes involving several Schools with no lead School/Department, and those programmes with either a permanent or a rotational lead, shall have a Programme Director who shall be responsible for the management and oversight of programme administration, budgets and project supervision. The Programme Director shall be appointed by the Head of College following an appropriate College-led appointment process. The period of appointment shall initially be three years with the possibility of continuation in office for a second term subject to a review process to assess achievements and performance.

(b) Interdisciplinary Programmes led by a single School, involving the contribution of staff/modules from other Schools, will be the responsibility of the Head of School. A Course Co-ordinator should be appointed by the relevant Head of School to assist in the management of such programmes.

4. *Boards of Studies.* Each Interdisciplinary Programme shall have a Board of Studies that shall normally meet at least twice during the academic year, normally once in each semester. The functions of the Board of Studies shall include:

- a. general academic oversight and academic development of the programme
- b. assisting and advising the Programme Director in the discharge of his/her responsibilities.

5. *Membership of the Board of Studies.* The membership of the Board of Studies shall include:

- a. Chair: the Programme Director or the Head of School with reference to 3(a) or 3(b) above.
- b. At least one representative from each of the participating Schools/Departments/Disciplines
- c. such other membership as the Board of Studies shall determine

The size of the Board should not inhibit the effective oversight and development of the programme.

6. *Delegation.* The Board of Studies may delegate specific responsibilities to another body as it sees fit. In the case of exceptionally large Boards of Study (e.g. twelve or more members), consideration may be given to the establishment of a management sub-group to assist the Director in the day-to-day running of the programme.

Chapter 16. Research Institutes, Centres and Units

1. *Policy.* The policies to which reference is made in this chapter of the Rules are primarily, but are not limited to, the **RICU Governance Policy**² and **Procedures for the Establishment, Review and Dis-establishment of Research Centres and Institutes**,³ as approved or amended by the Governing Body from time to time.

2. *Establishment.* A research centre or institute may be established in accordance with the relevant University policies. Such a centre may be located in a School, Department or discipline, or may support interdisciplinary research in one or more Schools or Colleges, or may be established as a university-level institute. The criteria for the establishment of research centres and institutes will conform to University policy in that regard.

3. *Purpose.* In establishing research centres or institutes, the University seeks to promote research excellence and to ensure the long-term sustainability of research. Research centres and institutes also allow the University to engage with research directions deemed to be of substantive and strategic importance, and to respond to key developments in research policy, research training and research funding at national and international levels.

4. *Procedure for establishment.* A proposal to establish a research centre or institute will be considered by a committee established by the University for that purpose in accordance with procedures set out in the relevant University policies. All proposals to establish research centres and institutes in the College will be considered by the College Executive Management Committee, informed by the College Research Committee, prior to referral to the relevant University committee. The outcome of any proposal to establish a research centre or institute will be notified to the College Executive Management Committee.

5. *Types of research centre or institute.* Research centres or institutes fall into different types according to the scale of their operations and their level of involvement with one or more Schools or Colleges. These criteria are stated in the relevant University policies.

² <http://www.ucc.ie/en/media/research/researchatucc/policiesdocuments/RICUGovernancePolicy-FinalVersion.pdf>

³ <http://www.ucc.ie/en/media/research/researchatucc/policiesdocuments/RICUProcedures-FinalVersion.pdf>

6. *Appointment of Director.* Each research centre and institute shall have a Director with academic and administrative responsibility for its strategy and operations. The Director shall be appointed according to the University policies which apply to the type of research centre or institute.

7. *Duties of Director.* The Director of a research centre or institute shall be responsible for:

- a. The efficient and proper conduct of the business of the research centre or institute;
- b. Leadership of the research centre or institute
- c. Representation of the research centre or institute both internally and externally;
- d. The development of the research centre or institute Strategic Plan and associated operational plan and risk register;
- e. Management of financial and other resources, in accordance with the research centre or institute financial plan and University accounting practice;
- f. Ensuring the funding provided is used appropriately;
- g. The performance of each of the Principal Investigators and their function and duties within the research centre or institute;
- h. Compliance with University policies and procedures.

8. *Governance structures: conformity with College rules.* The governance structures which apply to research centres and institutes will complement roles and relationships specified in these rules as they apply to Schools, Departments and disciplines. The governance structures of centres and institutes, and the reporting relationship and duties of centre or institute directors, shall complement, and not conflict with, their respective academic responsibilities as specified in the Principal Statute and their contracts of employment. Representation on relevant College committees is envisaged, as appropriate.

9. *Executive management and advisory structures.* Each research centre or institute in the College shall have an executive management committee, the composition of which shall be determined on the establishment of the research centre or institute, taking relevant University policies into account. A research centre or institute may also have a strategic advisory group, according to the type of centre or institute and as specified in the relevant University policies. The roles, responsibilities and functions of management and advisory groups shall be as set out in the relevant University policies.

10. *Reporting relationships.* The Director of a research centre or institute shall report to the designated Head of College or Head of School on all academic, resource, financial and compliance matters. In addition, the Director shall report to the senior University officer with responsibility for research and innovation in relation to compliance with funding agency requirements, and relevant University and national research policies.

11. *Annual report.* The Director of a research centre or institute shall submit an annual report to the University through the senior University officer with responsibility for research and innovation as set out in the relevant University policies.

12. *Periodic review.* Each research centre or institute shall be subject to periodic review as set out in the relevant University policies.

Chapter 17. Making of rules and governance of the College

1. *Good governance.* Responsibility for ensuring that the rules provide for efficient and responsible governance of the College lies in the first instance with the Head of College, who shall report to the College Council on the effectiveness of the rules periodically and at least once every three years, on the basis of any review which the Council may initiate on the recommendation of the Head (E.4.e). All reporting relationships in the rules shall be stated in keeping with principles of good governance (E.6.c).

2. *Making of rules and amendments.* The Head of College shall submit any amendment(s) to the College Rules to the College Executive Management Committee for comment, and thereafter to the College Council for approval, before submitting the approved amendment(s) to the College Rules to Academic Council for comment and to Governing Body for approval (E.6.a). The College Council may resolve to seek approval of amendments to the rules by means of a postal ballot.

Schedule I

Schools

School of Applied Psychology

School of Applied Social Studies

School of Asian Studies

Departments: Asian Studies; Study of Religions

School of Education

Department: Education

Early Years and Childhood Studies, Sports Studies and Physical Education

School of English

Film and Screen Media; Digital Arts and Humanities

School of History

Department: History, including Politics

History of Art

School of the Human Environment: Geography, Archaeology and Classics

Departments: Archaeology, Geography, Classics

Graduate School

Scoil Léann na Gaeilge/School of Irish Learning

Departments: Early and Mediaeval Irish, Folklore and Ethnology, Modern Irish

School of Languages, Literatures and Cultures

Departments: French; German; Italian; Spanish, Portuguese and Latin American Studies

Film and Screen Media

School of Music and Theatre

Departments: Music; Theatre

School of Sociology, Philosophy, Criminology, Government and Politics

Departments: Philosophy; Sociology; Government and Politics

Criminology

Schedule II Schools, Departments or Disciplines in other Colleges

Regulation. Schools, Departments or disciplines in other Colleges shall have the right of membership of the College Assembly and of the College Council on the basis of the level of their contribution to programmes in the College, where a contribution on the basis of a Joint subject in **CK101 Arts** or equivalent shall qualify such a School, Department or discipline to be a School in Schedule II having the same rights of membership as Schools in Schedule I, and where other such Schools, Departments or disciplines shall have the number of representatives stated here.

Schools

School of Economics (Economics in Arts)

School of Mathematical Sciences
(Mathematics in Arts)

	Assembly	Council
Computer Science	Three	Three
Law	Three	Three

Schedule III Interdisciplinary programmes

BA (Criminology)

BA (Digital Humanities and Information Technology)

BA (Early Years and Childhood Studies)

BA (International)

BA (World Languages)

BA (Geographical and Archaeological Science)

BA (Film and Screen Media)

BEEd (Sports Studies and Physical Education)

MA Applied Linguistics

MA Contemporary Migration and Diaspora Studies

MA Drama and Theatre Studies

MA European Development Studies

MA Film and Screen Media

MA Irish Studies

MA Politics

MA in Renaissance Latin Culture

MA in Translation Studies

MA Women's Studies

MPlan Planning and Sustainable Development

MSocSc Voluntary and Community Sector Management

Masters in Digital Cultures (on-line)

Masters in Digital Arts and Humanities

Masters in Youth Work with Community Arts and Sports Studies

Structured PhD in Digital Arts and Humanities

Schedule IV Standing Committees

Academic Development and Standards Committee
Research and Innovation Committee, including Sabbatical Research Leave
Graduate Studies Committee
Student Affairs Committee
Teaching and Learning Committee
International Committee
Community Engagement Committee

Schedule V Research institutes, centres and units

- CELT - Electronic Corpus of Irish Literature & History
- Cork Folklore Project
- Centre for Neo-Latin Studies
- Centre for Mexican Studies
- Centre for the Study of the Moral Foundations of Economy and Society
- Human Factors Research Group
- Institute for Social Science in the 21st Century
- Interdisciplinary Research Centre in Performance and Theatre Practices
- Irish Centre for Galician Studies
- Irish Institute for Chinese Studies
- Irish Institute for Japanese Studies
- Irish Institute for Korean Studies
- LOCUS – Irish Placenames and Title Names
- MEWSC: Marginalised and Endangered World-Views Study Centre
- RIASR: Irish Research Institute for the Academic Study of Religions
- Multitext
- Irish National Historical Institute
- Centre for Planning Education and Research
- Centre for Advanced Study in Languages and Culture

Appendix 1

Standing Orders

MEMBERS

1. Only members of the College body in question, and those invited by the Chairperson with the agreement of members present, shall be permitted to attend meetings.
2. Those members present shall sign their names in the attendance register.

MEETINGS

3. Unless otherwise decided by resolution, meetings of College bodies shall meet in the same cycle as Academic Board.

BUSINESS

4. The Agenda for meetings shall normally be notified to members one week in advance.
5. Items shall be discussed in the order of their appearance on the agenda, unless brought forward at the discretion of the Chairperson.
6. The minutes shall first be corrected and adopted before any consideration of matters arising.
7. Items to be raised under Any Other Business shall be notified to the Chairperson in advance of the meeting.
8. Except for routine items and those taken under Any Other Business at the discretion of the Chairperson, there shall be no tabled material involving substantive business.
9. A meeting of the College Council beginning at the usual starting time of 10.00am shall conclude not later than 1.00pm.

VOTING

10. Substantive decisions may be taken only on items of business about which the members have been given due notice.
11. Decisions shall be taken:
 - (a) By assent where there is no contention;
 - (b) By a show of hands when deemed appropriate by the Chairperson or requested by a member;
 - (c) By secret ballot for election of members to committees, or when requested by a member.
12. A simple majority of those present and voting shall be deemed sufficient to resolve an issue.

13. In the case of a tie, the Chairperson, but no other member, shall have a second, or casting vote.

CONDUCT

14. All speakers shall address their remarks to the Chairperson. The Chairperson shall have the right to determine the order of speakers, but shall endeavour to give precedence in the order that members have signalled their intention to speak. If the Chairperson rises, any member speaking shall cease and no other member shall speak until the chair be resumed.

15. Members speaking shall not be interrupted by other members save for:

- (a) points of order (relating to alleged breaches of Standing Orders);
- (b) points of explanation (where speakers who feel they have been misrepresented clarify their views);
- (c) points of information (requests for specific relevant information).

MOTIONS AND AMENDMENTS

16. No motion or amendment shall be discussed until it has been proposed and seconded. No further amendment shall be discussed until the prior amendment has been disposed of. Where an amendment is passed, it takes the place of the previous motion or amendment.

17. Every amendment shall be relevant to the motion under consideration.

18. After votes have been taken on each succeeding amendment, the surviving proposition shall be put to the vote as the main question, and if carried it shall then become a resolution of the meeting.

19. Discussion of an item may also be terminated in the following ways, subject to the agreement of the Chairperson:

(a) A proposal 'that the question be now put' shall be voted upon without further discussion; if the vote is carried the item under discussion shall then be put to the vote. The proposer of the original motion has the right to reply before this latter vote is taken.

(b) A proposal 'to proceed to next business' may be moved and seconded only by members who have not previously contributed to discussion on the current item. Speeches on the proposal must be directly related to it. If the proposal is carried, the original item shall be deemed disposed of; if lost, discussion shall be resumed.

Both (a) and (b) may be moved at any time. They take precedence over all other business.

DISCUSSION OF MOTIONS AND AMENDMENTS

20. Proposers of motions or amendments shall be allowed to speak for a maximum of five minutes, and subsequent speakers for up to three minutes each.

21. The proposer of an original motion shall be allowed a maximum of five minutes to reply to discussion on the motion and on each amendment before votes are taken. No new matter may be introduced during such reply.

22. Apart from proposers of original motions, no member may speak more than once on a motion or amendment except on a point of order, explanation or information, or by special permission of the Chairperson. The meeting may decide to suspend this Standing Order (i.e. go into Committee) for a stated period of time. Proposals to go into Committee must indicate the duration of suspension desired, and shall only be deemed passed if supported by at least two thirds of those present and voting.

Appendix 2 Procedures for Re-appointments

To be determined by the College Council