## Policy paper (template)[[1]](#footnote-1)

***Preamble:*** *A very brief statement about reason/purpose of the policy and its history. This section will be updated by the office of Academic Affairs and Governance whenever the policy is edited. This is done for historical recording purposes and is not considered policy in any way.*

**Contents:**

A. Definitions

B. Policy

C. Process/Procedure

D. Contact Information

E. Forms (if applicable)

F. Implementation Plan

**A. Definitions.** List only unique terms that would help readers understand or follow the policy better. Once you define a term, be sure to use it consistently throughout the policy.

**B.** **Policy.**  The policy statement

B.1. Subcategories: **Introduction, General, Responsibility, etc**. May include a brief description that tells the why, what, where, and to whom the policy relates, when it applies, major conditions/restrictions, any exceptions, whether responsibility is assigned to someone/someplace, etc.

**C. Process/Procedure.** Series of steps one must take to follow the policy.

**D. Contact Information.** Which office/unit is the primary centre for the policy and is available to answer specific questions. Include unit/office name and/or web site. Do not include phone numbers, individual names, or emails unless they are generic and are unlikely to change.

**E.** **Forms (sample or actual).** (If applicable)

**F. Implementation Plan.** Detail on how the policy will be implemented, by whom and to what timescales

## Appendix 2: Principal Statutes: Chapter C: Academic Council

**Chapter C: Academic Council. C.1. Object and functions**. The Academic Council shall, subject to the financial constraints determined by the Governing Body and to review by it, control the academic affairs of the University, including the curriculum of, and instruction and education provided by, the University. Without limiting the generality of this, the functions of the Academic Council shall include, within those constraints and consistent with the functions of the University:

(a) to design and develop programmes of study,

(b) to establish structures to implement those programmes,

(c) to promote the highest standards of teaching and learning,

(d) to make recommendations on programmes for the development of research and more generally to promote the advancement and dissemination of knowledge,

(e) to determine the selection, admission, retention and exclusion of students generally,

(f) to regulate the discipline of the students of the University,

(g) to propose the form and contents of statutes to be made relating to the academic affairs of the University, 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,

(h) to award fellowships, scholarships, bursaries, prizes or other awards,

(i) to make general arrangements for tutorial or other academic counselling,

(j) to perform any other functions which may lawfully be delegated to it by the Governing Body, and (k) to implement any statutes and regulations made by the Governing Body relating to any of the matters referred to in this subsection.

**C.2. Composition. C.2.a. Membership**. The members of the Academic Council are:

**Academic officers** (1) the President (2) the Registrar (3) the Professors (4) the Professors (Scale 2) (5) the Deans of the Faculties 13 (6) the Heads of School (7) all Heads of Department/Discipline (and, where a Department/Discipline has been closed or re-named, the Head of the unit(s) onto which the Department’s responsibilities have devolved) (8) six non-professorial members from each of the Colleges, provided that in respect of each College, the members shall include at least two Senior Lecturers and two Lecturers, and at least two men and two women

**Specific officers** (9) the Bursar and Chief Financial Officer (10) the Corporate Secretary (11) the Academic Secretary (12) the Librarian (13) the Vice-Presidents (14) the Heads of College (15) the Head of Student Experience (16) the Director of Library Services (17) the Dean of Graduate Studies (18) the Chair of the Mitigation Committee (19) the Chair of the Examination Appeals Committee (20) the Director of Strategic Planning and Institutional Research (21) the Director of Information Technology Services (22) the Chairs of Academic Council Committees and Sub-Committees (23) the Director of Adult Continuing Education (24) the Director of the Quality Promotion Unit (25) the Examination Appeals Officer (26) the Student Advisor and Ombudsman (27) two representatives of the research community

**Students** (28) the President, Education Officer, Student Welfare Officer and Postgraduate Officer of the Students’ Union (29) two undergraduate students and two post-graduate students from each College, at least one of whom shall be a man and one shall be a woman

**Co-opted** members (30) up to four members co-opted by the Academic Council.

**C.2.b. Term of office.** Members in all categories are appointed ex officio, and so their membership ceases when they cease to belong to the category of person by virtue of which they 14 were appointed to membership. The term of office of the members in category (8) and (30) shall be three years, and in category (28) shall be one year.

**C.3. Powers and procedures. C.3.a. Meetings and procedures**. The Academic Council may hold such meetings as it thinks necessary, and regulate its own procedures, subject to any directions of the Governing Body. The President may call a special meeting at any time, and shall call such a meeting upon a requisition addressed to him/her, signed by not less than twenty members of the Academic Council, and stating the object for which the meeting is to be called. The Academic Council shall report its decisions to the Governing Body.

**C.3.b. Quorum.** Twenty members of the Academic Council present at a meeting shall form a quorum. If in the course of a meeting the number of members present falls below twenty, the objection of any one of the members present to the taking of a vote shall render such a vote invalid.

**C.3.c. Chair**. The President shall be entitled to act as Chair at any meeting of the Academic Council, and (if s/he chooses not to do so) shall nominate a Chair. In default of such nomination, the members present shall elect a Chair. The President shall have a casting as well as a deliberative vote; any other person acting as Chair shall have a deliberative vote only.

**C.3.d. Committees**. The Academic Council may establish committees, to which it may delegate such of its functions as it thinks fit. Such committees shall be composed as the Academic Council thinks fit, and may include non-members. Each committee shall operate in such manner, and have such duties and powers, as the Academic Council may direct. The President shall be entitled to act as Chair of any such committee, and (if s/he chooses not to do so) shall nominate a Chair, and may call extraordinary meetings of the committee.

**C.4. Academic Board.**

**C.4.a. Composition**. The Academic Council shall establish an Academic Board which shall consist of the President, the Registrar and such other members of Academic Council as the Academic Council shall determine. C.4.b. Delegation of functions. The Academic Council may delegate to the Academic Board such of its functions as it thinks fit. The Academic Board shall operate in such manner as the Academic Council may direct, and its acts shall be subject to confirmation by the Academic Council, unless the Academic Council otherwise directs.

Link to [**Full Principal Statute**](http://www.ucc.ie/en/ocla/statutes/statutes/)

1. See also the Academic Affairs and Governance Academic Policy Portal [**Supports for Policy Writers**](https://www.ucc.ie/en/academicgov/policies/support/) [↑](#footnote-ref-1)