

IRISH UNIVERSITIES ACT, 1908

ACHT CHOLÁISTE PHRÍOMH-SCOILE NA GAILLIMHE, 1929

ACHT NA nOLLSCOILEANNA, 1997

OLLSCOIL NA hÉIREANN, GAILLIMH

REACTH CCCXXI

Irish Universities Act, 1908

Achtanna Choláiste na hOllscoile, Gaillimh, 1929 agus 2006
Universities Act, 1997

National University of Ireland, Galway

STATUTE CCCXXI

WE, Údarás na hOllscoile of National University of Ireland, Galway, under and by virtue of the powers in that behalf conferred on us by the above Acts, DO by this present instrument under the Seal of National University of Ireland, Galway, make the Statute contained in the Schedule hereto for the general government of the said University.

Given under the Common Seal of
National University of Ireland,
Galway, this twenty ninth Day of
April, Two Thousand and Eleven.

Present when the Common Seal
of National University of Ireland,
Galway, was affixed hereto:

(L.S.)

James J. Browne, *Uachtarán*
Gearóid Ó Conluain, *Rúnaí*

Schedule - STATUTE CCCXXI

All previous Statutes of National University of Ireland, Galway, shall be read and construed with the alterations, additions and modifications hereinafter set forth.

CHAPTER I

THE REGISTRAR AND DEPUTY-PRESIDENT

1. Statute CCCXIII is hereby amended by the substitution of the following Section for Section 9 of Chapter I thereof:
 - “9. The Registrar and Deputy-President, acting under the general direction of the President, shall
 - (a) subject to the overall responsibility of the Academic Council for the academic affairs of the University, be responsible, following due consultation with the Council of Deans, for academic planning and for the formulation of academic policy, together with the continuous review and monitoring of its implementation.
 - (b) arrange for the implementation of the decisions of the Academic Council and for the transaction of all academic business arising in connection therewith
 - (c) do all such other acts and perform all such other duties in relation to the academic business of the University as(s)he may be required by the President and by Údarás na hOllscoile to do or perform.”.

CHAPTER II

THE ACADEMIC SECRETARY

1. The provisions of Chapter II and of Section 2 of Chapter III of Statute CCX are hereby revoked.
2. There is hereby established in the University the fulltime Office of Academic Secretary.
3. The Academic Secretary shall, following consideration of a report from the Academic Council, be appointed by Údarás na hOllscoile in accordance with the report of an Assessment Board appointed for the purpose by Údarás na hOllscoile, following recommendations as to its membership from the Academic Council, which Board shall carry out such interview and other procedures as shall be determined by Údarás na hOllscoile and which, in the opinion of Údarás na hOllscoile, will best ensure participation in the selection process by high-quality candidates from both within and outside of the University.
4. Subject to the terms of the Employment Control Framework currently in operation in the University under direction from the Higher Education Authority, or as such terms may be amended hereafter, the Academic Secretary shall, following satisfactory completion of a probationary period of two years, hold office, subject to good conduct and the due fulfilment of duties, until (s)he shall have attained the age of sixty-five years: provided that, in the case of an appointee to the Office of Academic Secretary who is deemed to be a “new

entrant" to the public service in accordance with the provisions of the Public Service Superannuation (Miscellaneous Provisions) Act 2004, a holder of the said Office shall not be entitled to retire before attaining the age of sixty-five years and shall not be obliged to retire on the grounds of having attained the age of sixty-five years.

5. The Academic Secretary shall assist the Registrar and Deputy-President in all matters relating to the functions of the Registrar and Deputy-President. Acting under the general direction of the Registrar and Deputy-President, (s)he shall be the principal administrative officer in respect of the following matters:
 - (a) academic planning and the formulation of academic policy, together with the continuous review and monitoring of its implementation;
 - (b) the review of the academic and operational plans of the Colleges of the University, of the Office of Adult and Continuing Education, of the Library, of the Centre for Excellence in Learning and Teaching and, in consultation with the Secretary, of Acadamh na hOllscolaíochta Gaeilge, with a view to ensuring their consistency with the Strategic Plan of the University.

6. The Academic Secretary shall, under the general direction of the Registrar and Deputy-President, be responsible for:
 - (a) the admission and registration of students
 - (b) the maintenance of student records and of registers of students and graduates
 - (c) the conduct of the examinations of the University.

7. The Academic Secretary shall, under the general direction of the Registrar and Deputy-President,
 - (a) be Secretary to the Academic Council, prepare and issue the necessary documents for its meetings, attend its meetings, keep a record of its transactions, and implement its decisions;
 - (b) prepare all documents and conduct the correspondence of the University so far as it relates to academic matters;
 - (c) provide such assistance to the Deans of the Colleges in relation to College business as the Registrar and Deputy-President may direct, and attend College meetings when required to do so by the Registrar and Deputy-President;
 - (d) furnish to the relevant Schools such information on students and their courses of study as the Registrar and Deputy-President may direct;
 - (e) preserve all books, records or documents relating to the academic business of the University committed to his/her care by the President, the Registrar and Deputy-President or the Academic Council.
 - (f) observe due confidentiality with respect to all his/her official duties;
 - (g) do all such other acts and perform all such other duties in relation to the academic business of the University as (s)he may be required to do or perform.

8. The annual stipend attached to the foregoing Office shall be the stipend attaching from time to time to the fulltime Established Professorships of the University.
9. The foregoing Office shall be pensionable in accordance with the Statutes and Regulations of the University.
10. The Academic Secretary shall consult, as directed by the President, with other Officers of the University in all matters of common concern.
11. Údarás na hOllscoile shall have power, on the recommendation of the President following consultation with the Registrar and Deputy-President, to appoint a suitable person to discharge the functions of the Academic Secretary
 - (a) if the post should fall vacant (pending a new appointment at the earliest possible date), or
 - (b) in the event of prolonged, unavoidable, absence of the Academic Secretary.

CHAPTER III

1. Nothing herein contained shall affect any appointment made, right acquired or act done under any previous Statute of the University.
2. This Statute shall come into operation on the twenty ninth day of April, Two Thousand and Eleven, and may be cited as Statute CCCXXI, National University of Ireland, Galway, or Stat. CCCXXI, Nat. Univ. of I., Galway.

Present when the Common
Seal of National University of
Ireland, Galway, was affixed hereto:

L.S.

James J. Browne, *Uachtarán*
Gearóid Ó Conluain, *Rúnaí*