

IRISH UNIVERSITIES ACT, 1908

ACHT CHOLÁISTE PHRÍOMH-SCOILE NA GAILLIMHE, 1929

UNIVERSITY COLLEGE, GALWAY

STATUTE CCX



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WE, the Governing Body of University College, 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 University College, Galway, make the Statute contained in the Schedule hereto for the general government of the said College.

Given under the Common Seal  
of University College, Galway,  
this twenty-second day of January,  
One Thousand Nine Hundred and  
Ninety-two.

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

L.S.

Colm Ó hEocha, Uachtarán  
Séamus MacMathúna, Rúnaí Ionaid

SCHEDULE — STATUTE CCX

All previous Statutes of University College, Galway, and particularly Statute LXXVIII, shall be read and construed with the alterations, additions and modifications hereinafter set forth.



## CHAPTER I

### THE REGISTRAR OF THE COLLEGE

1. The Registrar shall hold office for three years and shall be eligible for re-election for a second three-year term. No person shall serve as Registrar for an aggregate period of more than six years, provided, however, that in the event of a person being elected to fill a casual vacancy in the Registrarship, as hereinafter provided, no account shall be taken of the remainder of his/her predecessor's term.
2. (a) The Registrar shall be appointed from among the Professors and Associate Professors only of the College by the Governing Body on the nomination of the Academic Council. The Registrar shall hold office during the period of office of the Governing Body.
- (b) The provisions of Statute XXIII, Section 2, as amended by Section 2 of Statute XXXII, Section 3 of Statute XXIII, Section 5, Section 6 and Section 8 in regard to competency to discharge the duties of the office through the medium of the Irish language shall apply to the appointment of the Registrar. The Academic Council shall nominate, for appointment by the Governing Body as Registrar, a candidate who possesses the Irish language qualification, provided a person so qualified and also suitable in all other respects is to be found among the candidates for the said office.
- (c) To be eligible for election a candidate for the office of Registrar must be nominated by a Nomination Paper signed by two members of the Academic Council which shall be lodged with the Secretary for Academic Affairs at least twenty-one days before the Election Meeting. Such Election Meeting shall take place at the same time as that appointed for the Election by the Academic Council of the three other representatives of the Academic Council on the Governing Body. At least twenty-eight days' notice of such Election Meeting shall be given by the Secretary for Academic Affairs.
- (d) At the Election Meeting (to be held by the Academic Council in accordance with Section 10, Chapter VI of Statute XVII), the Academic Council shall, in the first instance in regard to each candidate for the Office of Registrar find as a fact, disregarding entirely whether such candidate does or does not possess the Irish language qualification, whether or not (s)he is suitable in all other respects for appointment to the said office.  
Subject to Section 2, Subsection (b) of this Chapter, the Academic Council shall thereafter hold a Preliminary Voting upon the names of all the candidates, at which each member of the Academic Council shall have a vote for one candidate only. The result of such Preliminary Voting, including the number of votes obtained by each candidate, shall be declared by the Chairman of the Meeting.  
Subject to Section 2, Subsection (b) of this Chapter, after the result of such Preliminary Voting shall have been so declared, the name of the candidate to be nominated to the Governing Body shall be selected by the Academic Council by a single voting upon the names of all the candidates at which each member of the Academic Council shall have a vote for only candidate only.



Subject to Section 2, Subsection (b) of this Chapter, the candidate for the office of Registrar with the highest number of votes shall be nominated as Registrar and shall be a representative of the Academic Council on the Governing Body.

The successor in the case of a casual vacancy shall be appointed in like manner with his/her predecessor, and shall hold office for the remainder of his/her predecessor's term.

- (e) If the Registrar shall retire from the office of Registrarship (s)he shall cease to be a member of the Governing Body then in office.
- 3. The Registrarship shall be a full-time post. Notwithstanding this, the Registrar may elect to devote such time to teaching or other scholarly activities as may be consistent with the proper discharge of the duties of the office.
- 4. The Registrar shall rank immediately after the President. The Registrar shall assist the President and act as deputy to the President in such manner as the President shall direct.
- 5. The Registrar, acting under the general direction of the President,
  - (a) shall have a special responsibility for academic planning and for the formulation of academic policy, together with the continuous review and monitoring of its implementation;
  - (b) shall, as the senior officer of the Academic Council, arrange for the implementation of the decisions of the Academic Council and for the transaction of all academic business arising in connection therewith;
  - (c) shall be responsible for the admission and registration of students;
  - (d) shall be responsible for the maintenance of student records and of registers of students and graduates;
  - (e) shall have a special responsibility for the general policies and priorities of central academic administration.
- 6. (a) The Registrar, under the general direction of the President, shall have a special responsibility in respect of academic staff and organise and coordinate the appointment procedures to academic posts in the College.
  - (b) The Registrar shall counsel students called before the Discipline Committee and see that their interests are catered for.
  - (c) The Registrar, under the general direction of the President, shall have a special responsibility for the promotion of academic courses through the medium of the Irish language.
  - (d) The Registrar shall be Supervisor of Examinations if so appointed by the University and act in a similar capacity in respect of College Examinations. (S)he shall take account of the views of the Academic Council in all matters connected with examinations.
  - (e) The Registrar shall observe due secrecy with respect to all his/her official duties.
  - (f) The Registrar shall do all such other acts and perform all such other duties in relation to the academic business of the College as by Regulations (s)he may be required to do or perform.



7. The Registrar shall be an ex officio member of every Faculty, and in the absence of the President shall be entitled to preside at meetings of the Academic Council and of the Faculties.
8. In the discharge of his/her duties, (s)he shall have power, under the President, to require the services of such administrative staff as may be necessary for the proper discharge of his/her duties.  
There shall be due consultation between the Registrar and other officers of the College in matters of common concern.
9. The annual remuneration of the Registrar shall be 110% of the maximum of the scale of fulltime Professors.

## CHAPTER II

### THE SECRETARY FOR ACADEMIC AFFAIRS OF THE COLLEGE

10. (a) The provisions of Chapter 2, Statute LXXVIII of the College are hereby revoked.  
(b) There shall be in the College the fulltime statutory pensionable Office of the Secretary for Academic Affairs of the College. The Secretary for Academic Affairs shall not at the same time be a Professor, Lecturer or Assistant in the College, nor shall (s)he hold any other office of profit or employment without the prior sanction of the Governing Body. The holder of the office of Secretary for Academic Affairs shall resign if (s)he becomes a member of the Governing Body.  
(c) (S)he shall assist the Registrar in all matters relating to the functions of the Registrarship and shall carry out his/her duties under the direction of the Registrar.
11. The Secretary for Academic Affairs shall be appointed by and shall be removable by the Governing Body and shall possess such academic, professional or other qualifications as may be prescribed by the Governing Body. (S)he shall be entitled, subject to the due fulfilment of his/her duties, to hold office until (s)he shall have attained the age of sixty-five years. Notwithstanding the foregoing, an appointee to the office who had an entitlement, under the Statutes or the conditions of appointment attaching to the office or the post held by him/her in the College immediately prior to his/her appointment, to be continued by the Governing Body in office or in service after attaining the said age may, after attaining the said age, be continued in office by the Governing Body from year to year not exceeding five years provided that such further continuance in office is recommended to the Governing Body by the President and is sanctioned by the Governing Body annually.
12. In filling the vacant office of Secretary for Academic Affairs of the College, the Governing Body shall obtain and consider the representations of the Academic Council as to the filling of the vacancy and as to the relative merits of the candidates. The procedure of the Academic Council in reporting such opinion shall be identical to its procedure in respect of Academic Teaching Staff.



13. The Secretary for Academic Affairs shall assist the Registrar in all matters relating to the functions of the Office of Registrar. (S)he shall, acting under the general direction of the Registrar, be the principal administrative officer in respect of the following matters:
  - (a) academic planning and formulation of academic policy, together with the continuous review and monitoring of its implementation;
  - (b) the servicing of the Academic Council and the implementation of its decisions;
  - (c) the admission and registration of students;
  - (d) the maintenance of student records and of registers of students and graduates.
14. The Secretary for Academic Affairs shall, under the general direction of the Registrar,
  - (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 College so far as it relates to academic matters;
  - (c) provide such assistance to the Deans of the Faculties in relation to Faculty business as the Registrar may direct, and attend Faculty meetings when required to do so by the Registrar;
  - (d) furnish to the relevant departments such information on students and their courses of study as the Registrar may direct;
  - (e) organise the admission and registration of students;
  - (f) assist the Supervisor of Examinations in the organisation and conduct of all University Examinations and the Registrar in the organisation and conduct of all College Examinations;
  - (g) maintain student records, keep the student and graduate Registers of the College in such manner and subject to such directions as may be prescribed, and carry out all those procedural steps in the matter of elections to the Governing Body as are described in Chapter VI of Statute XVII, as amended by Statute XXI and Chapter II of Statute LXVIII;
  - (h) preserve all books, records or documents relating to the academic business of the College committed to his/her care by the President, Registrar, or the Academic Council, not allow any of these to be removed without the written permission of the President, Registrar, or the Academic Council nor allow these, or copies of these, to be read or inspected by any person other than the President, a member of the Governing Body or Academic Council, or a holder of a statutory post in the College, without the permission of the President, Registrar, or the Academic Council;
  - (i) observe due secrecy with respect to all his/her official duties;
  - (j) do all such other acts and perform all such other duties in relation to the academic business of the college as by Regulations (s)he may be required to do or perform.



15. The Secretary for Academic Affairs shall consult, as directed by the President, with other Officers of the College in all matters of common concern.
16. The annual stipend of the holder of the foregoing office shall be that attaching to the fulltime Associate Professorships of the College.
17. The said office shall be a pensionable office in accordance with the relevant provisions of Statutes CLXI, CLXV, CLXXXVI, CLXXXVII and CCVII, University College, Galway.

### CHAPTER III

1. The Governing Body shall have power, on the recommendation of the President, to appoint a suitable person to discharge the functions of the Registrarship,
  - (a) if the post should fall vacant (pending an election to be held at the earliest possible date), or
  - (b) in the event of prolonged, unavoidable, absence of the Registrar.
2. The Governing Body shall have power, on the recommendation of the President following consultation with the Registrar, to appoint a suitable person to discharge the functions of the Secretary for Academic Affairs
  - (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 Secretary for Academic Affairs.

### CHAPTER IV

1. Nothing herein contained shall affect any appointment made, right acquired or act done under any previous Statute of the College.
2. This Statute shall be deemed to come into effect on the retirement of the present Registrar.
3. This Statute shall come into operation on the twenty-second day of January, One Thousand Nine Hundred and Ninety-two, and may be cited as Statute CCX, University College, Galway, or Stat. CCX, Univ. Coll., Galway.

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



Colm Ó hEocha, Uachtarán  
Séamus MacMathúna, Rúnaí Ionaid