

IRISH UNIVERSITIES ACT, 1908

ACHT CHOLAISTE PHRIOMH-SCOILE NA GAILLIMHE, 1929.

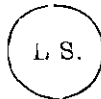
UNIVERSITY COLLEGE, GALWAY.

STATUTE LXXVIII

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-sixth day of June, 1969.

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



Máirtín O Tnúthau, *Uachtarán*.
Dioraí O Coirbhín,
Rúnaí/Sparánaí.

SCHEDULE—STATUTE LXXVIII

All previous Statutes of University College, Galway 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. Notwithstanding the foregoing, the first Registrar appointed under this statute shall serve during the remaining term of office of the present Governing Body.

No Registrar, however, shall serve for an aggregate period exceeding six years.

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. The first Registrar appointed under this Statute shall hold office during the remaining period of office of the Governing Body now in being.

(b) 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 Academic Secretary at least twenty-one days before the Election Meeting. Such Election Meeting, with the exception of the Election Meeting to nominate the first Registrar to be appointed under this Statute, 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 Academic Secretary. (The Election Meeting to nominate the first Registrar to be appointed under this Statute shall be held within eighty days of the expiry of the period in respect thereto prescribed by Sec 5 (2) of the Irish Universities Act, 1908.)

- (c) 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, hold a Preliminary Voting upon the names of all the Candidates for the Registrarship 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.

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 one Candidate only.

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 predecessor, and shall hold office for the remainder of his predecessor's term.

- (d) If the Registrar shall retire from the office of the Registrarship he shall cease to be a member of the Governing Body then in office.
- (e) In the case of the first Registrar appointed under this Statute, if he is not already a Member of the Governing Body, he shall be required to attend the meetings of the present Governing Body, but shall not be entitled to vote thereat.
3. The Registrar shall rank immediately after the President. He shall assist the President and act as deputy to the President in such manner as the President shall direct.
4. The Registrar shall have a special responsibility in respect of new academic staff. He shall, in consultation with the Academic Council, present to the Governing Body an annual report on the academic staffing and academic and ancillary staffing needs

of the College. He shall organise and co-ordinate the appointing procedures to academic posts in the College.

5. The Registrar shall have particular regard for the general welfare and interests of the students, and shall be entitled in the absence of the President to preside at meetings of any joint staff/student committees of the College established by the Governing Body or Academic Council. He shall counsel students called before the Discipline Committee and see that their interests are catered for. He shall consult with the Committee of C.T.M. or such other body representative of the general body of students which may be recognised by the College, and shall present the views of such committee for consideration of the Academic Council and Governing Body.
6. The Registrar shall have particular regard for the interests of student clubs and societies, and shall be entitled in the absence of the President to preside at meetings of the College Men's Club, Women's Club, Union Committee, Cafeteria Committee, etc. He shall make recommendations to the Academic Council in regard to the recognition of new College Clubs and societies.
7. The Registrar shall present Faculty reports for the consideration of the Academic Council. He 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 Faculties.
8. For the purpose of Sections 4 and 7 above, he shall have power, under the President, to require the services of the Secretary of the College and of the Academic Secretary.
9. The remuneration of the Registrar shall be determined by the Governing Body from time to time.

THE ACADEMIC SECRETARY OF THE COLLEGE

10. There shall be instituted in the College the full-time Statutory Pensionable Office of Academic Secretary of the College. The Academic Secretary shall not at the same time be a Professor, Lecturer or Assistant in the College, nor shall he hold any other office of profit or employment without the prior sanction of the Governing Body. The holder of the Academic Secretaryship shall resign if he becomes a member of the Governing Body.
11. The Academic Secretary 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. He shall be entitled, subject to the due fulfilment of his duties, to hold office until he shall have attained the age of sixty-five years. After attaining the said age, he may 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 post of Academic Secretary of the College, the Governing Body shall obtain and consider the representations of the Academic Council as to the holding 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

Notwithstanding the foregoing the Governing Body shall have power, in the case of the first appointment to the post and in accordance with its decision of June 1968 to make an appointment to the post without reference to the Academic Council.

13. The Academic Secretary shall be the secretary and executive officer of the Academic Council and shall attend its meetings and keep a record of its transactions. He shall prepare and issue under the direction of the President, to each member of the Academic Council, the necessary documents for its meetings. He shall be responsible for the organisation and conduct of all College Examinations and all University Examinations held in the College.
14. He shall, under the direction of the President, prepare all documents and carry on the correspondence of the College so far as it relates to academic matters. He shall submit to the Governing Body the decisions of the Academic Council and shall report on the implementation of Academic policies. He shall also, when required, attend meetings of the Governing Body.
15. There shall be due consultation between the Registrar, the Academic Secretary, and the Secretary/Bursar on all matters of common interest to the Governing Body and the Academic Council.
16. The Academic Secretary, under the direction of the Registrar, shall keep the Registers of the College in such manner and subject to such directions as may be prescribed, and shall be responsible for carrying 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.
17. He shall furnish to each Dean of Residence the particulars of the names and addresses of each student who shall have entered under him, and to each Tutor should such be appointed, the particulars of the names, addresses, and courses of study of each student who shall have been assigned to such Tutor; and shall also furnish to each Dean of a Faculty particulars of the names, addresses and courses of study of each student pursuing courses of study within the scope of the Faculty.
18. He shall prepare and forward, under the direction of the President of the Academic Council, all documents relating to the Academic business of the College or of the University which the Chancellor or Senate may require, and shall preserve

copies of the same. He shall, when required by the President, the Academic Council or the Governing Body, prepare the Official Documents relating to the Academic business of the College, and shall preserve copies of the same. He shall preserve all Books, Records, or documents committed to his care by the President or Academic Council and he shall not allow any Books, Records or documents committed to his care by the President or the Academic Council to be removed by any person without the written permission of the President or of the Governing Body, or to be read or inspected by any person other than the President, a member of the Governing Body, or of the Academic Council, or a holder of a Statutory post in the College, without the written permission of the President or of the Governing Body or of the Academic Council. He shall observe due secrecy with respect to all his official duties and shall do all such other acts and perform all such other duties in relation to the Academic business of the College as by the Statutes or Regulations or Decisions he may be required to do or perform.

19. He shall provide such assistance to the Deans of the Faculties in relation to Faculty business as the President may direct. He shall prepare such documentation as may be requested by the President or by the Registrar or by Deans of the Faculties, acting under the President, for the consideration of the Academic Council and of the Faculties. He shall attend Faculty Meetings when required to do so by the President
20. The annual stipend of the holder of the Office of Academic Secretary shall be £3,260 on appointment increasing to a maximum of £4,010 by annual increments of £75 for each completed year of service since appointment. The Governing Body may in its discretion, and if the President (having regard to the qualifications and service if any of the person appointed) so recommends fix the commencing stipend of the office at any point in the incremental salary scale applicable thereto.
21. (a) The office of Academic Secretary shall be a pensionable office within the meaning of Chapter XXV of Statute XVII of University College, Galway and the amendments thereto and shall be annexed to the appropriate Table of the Pension Scheme. The holder of the said office shall be entitled to payment of both pension and gratuity in accordance with the provisions of Chapter II and Chapter III of Statute XXXVI of University College, Galway and of the Statutes of the College.

(b) The annual stipend for the purpose of calculating Pension and Gratuity in accordance with the relevant provisions of the Statutes of the College shall be deemed to be that payable at date of retirement or death of the holder pursuant to the provisions of Section 20 of this Chapter

(c) There shall be paid into the Pension Fund such additional sum as an Actuary shall certify to be necessary for providing such Pension and Gratuity as aforesaid.

22. The holder of the office of Academic Secretary shall be entitled to the annual allowances in respect of a wife and children pursuant to Statute XXXVII and Statute LV of University College, Galway, and to the Statutes of the College.

CHAPTER II

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 come into operation on the Twenty-sixth day of June, One Thousand Nine Hundred and Sixty Nine and may be cited as Statute LXXVIII of University College Galway, or Stat LXXVIII Univ. Coll., Galway.

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

L.S.

Máirtín, O Tnúthail, *Uachtarán*
Dioráí O Coirbhín,
Rúnaí/Sparánu