IRISH UNIVERSITIES ACT, 1908
ACHT CHOLÁISTE PHRÍOMH-SCOILE NA GAILLIMHE, 1929
UNIVERSITIES ACT, 1997
HIGHER EDUCATION AUTHORITY ACT, 2022

OLLSCOIL NA GAILLIMHE

REACHT CCCLXXXII

University of Galway/*Ollscoil na Gaillimhe*

STATUTE CCCLXXXII/*REACHT CCCLXXXII*

WE, Údarás na hOllscoile of University of 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 of Galway, make the Statute contained in the Schedule hereto for the general government of the said University./*Faoi agus de bhua na gcumhacht sin a bheirtear dúinn ag na hAchtanna thuasluaite, déanaimidne, Údarás na hOllscoile ag Ollscoil na Gaillimhe, tríd an ionstraim seo faoi Shéala Ollscoil na Gaillimhe, an Reacht atá sa Sceideal seo thíos chun rialú ginearálta na hOllscoile sin.*

Given under the Common Seal of University of Galway, this first Day of May, Two Thousand and Twenty Four./ *Arna thabhairt faoi Ghnáth-Shéala Ollscoil na Gaillimhe, an chéad Lá seo de mhí na Bealtaine, Dhá Mhíle agus Fiche Ceathair.*

Present when the Common Seal of

L.S.

University of Galway, was affixed hereto: *I láthair nuair a greamaíodh Gnáth-Shéala Ollscoil na Gaillimhe, dó seo:*

Ciarán Ó hÓgartaigh, *Uachtarán*
Caroline Loughnane, *Rúnaí Acadúil*

Schedule – STATUTE CCCLXXXII/*Sceideal – REACHT CCCLXXXII*

All previous Statutes of University of Galway, shall be read and construed with the alterations, additions and modifications hereinafter set forth./*Déanfar Reachtanna uile Ollscoil na Gaillimhe, roimhe seo a léamh agus a fhorléiriú maille leis na hathruithe, na breisithe agus na modhnuithe atá leagtha amach ina dhiaidh seo thíos.*

CHAPTER I

THE SECRETARY FOR GOVERNANCE & ACADEMIC AFFAIRS

Statute CCCLXXIII is hereby amended by the replacement of Chapter I, Section 9 (a) as delineated hereunder:

1. There is hereby established in the University the fulltime Office of Secretary for Governance & Academic Affairs.

2. The Secretary for Governance & Academic Affairs shall be appointed by Údarás na hOllscoile using such procedures as shall be determined by Údarás na hOllscoile.

3. The Secretary for Governance & Academic Affairs, under the direction of the President and in accordance with policy determined by Údarás na hOllscoile, shall have responsibility for all matters relating to the implementation of good governance practice.

4. The Secretary for Governance & Academic Affairs shall be Secretary to Údarás na hOllscoile and to such of its Committees as Údarás na hOllscoile may determine.

5. The Secretary for Governance & Academic Affairs shall be responsible for the implementation of the regulations made by Údarás na hOllscoile relating to the selection, election, nomination and appointment of members of Údarás na hOllscoile and relating to the election by the University of members of the Senate of the National University of Ireland.

6. The Secretary for Governance & Academic Affairs shall conduct under the direction of the President such correspondence as Údarás na hOllscoile shall prescribe and shall carry out the instructions of Údarás na hOllscoile in such other reasonable ways as Údarás na hOllscoile shall prescribe for the general business of the University.

7. The Secretary for Governance & Academic Affairs shall consult, as directed by the President, with other Officers of the University in all matters of common concern.

8. The Secretary for Governance & Academic Affairs shall assist the President in all matters relating to Academic Affairs. Acting under the general direction of the President, (s)he shall be the principal administrative officer in respect of the following matters:

   a) academic planning and the formulation of academic policy, including institutional research and planning, 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 Deputy President & Registrar, of Acadamh na hOllscolaíochta Gaeilge, with a view to ensuring their consistency with the Strategic Plan of the University.

9. The Secretary for Governance & Academic Affairs shall, under the general direction of the 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.

10. The Secretary for Governance & Academic Affairs shall, under the general direction of the 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 President may direct, and attend College meetings when required to do so by the President;
   d) furnish to the relevant Schools such information on students and their courses of study as the 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 Deputy President & Registrar, 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.

11. The foregoing Office shall be pensionable in accordance with the Statutes and Regulations of the University.

12. Údarás na hOllscoile shall have power, on the recommendation of the President, to appoint a suitable person to discharge the functions of the Secretary for Governance & 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 Governance & Academic Affairs.

CHAPTER II

1. Statute CCCXXXVII, Chapter I, Section 1 is hereby amended by the removal of the phrase ‘and who had pensionable employment in the public service at some point in the twenty six weeks prior to his/her appointment’.

CHAPTER III

1. All references to “Academic Secretary” in Statute CCX, Statute LXXVIII, Statute CCCXXXVII, and Statute CCCXXI shall be construed as references to the “Secretary for Governance & Academic Affairs”.

CHAPTER IV

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 first day of May, 2024, and may be cited as Statute CCCLXXXII, University of Galway, or Stat. CCCLXXXII, Univ. of Galway.

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

L.S.

Ciarán Ó hÓgartaigh, *Uachtarán*
Caroline Loughnane, *Rúnaí Acadúil*

CAIBIDIL I

AN RÚNAÍ GNÓTHAÍ RIALACHAIS & ACADÚLA

Leasaítear leis seo Reacht CCCLXXIII trí Chaibidil I, Alt 9 (a) chur isteach mar atá leagtha amach anseo thíos:

1. Bunaítear leis seo san Ollscoil Oifig lánaimseartha an Rúnaí Gnóthaí Rialachais & Acadúla.

2. Déanfaidh Údarás na hOllscoile an Rúnaí Gnóthaí Rialachais & Acadúla a cheapadh ag úsáid nósanna imeachta a chinnfidh Údarás na hOllscoile.

3. Beidh an Rúnaí Gnóthaí Rialachais & Acadúla, faoi stiúir an Uachtaráin agus de réir polasaí a chinnfidh Údarás na hOllscoile, freagrach as na nithe uile a bhaineann le gnóthaí uile a bhaineann le dea-chleachtas rialachais a chur i bhfeidhm.

4. Beidh an Rúnaí Gnóthaí Rialachais & Acadúla ina Rúnaí ar Údarás na hOllscoile agus do cibé dá Choistí a chinnfidh Údarás na hOllscoile.

5. Beidh an Rúnaí Gnóthaí Rialachais & Acadúla freagrach as rialacháin de chuid Údarás na hOllscoile a chur i bhfeidhm i ndáil le comhaltaí Údarás na hOllscoile a roghnú, a thoghadh, a ainmniú agus a cheapadh agus as rialacháin i ndáil le baill de Sheanad Ollscoil na hÉireann a thoghadh ag an Ollscoil.

6. Seolfaidh an Rúnaí Gnóthaí Rialachais & Acadúla, faoi stiúir an Uachtaráin, cibé comhfhreagras a ordóidh Údarás na hOllscoile, agus comhlíonfaidh sé/sí treoracha Údarás na hOllscoile ar cibé bealaí réasúnta eile a ordóidh Údarás na hOllscoile do ghnó ginearálta na hOllscoile.

7. Rachaidh an Rúnaí Gnóthaí Rialachais & Acadúla i gcomhairle, de réir chomhairle an Uachtaráin, le hoifigigh eile na hOllscoile ar na nithe sin is cuid spéise i bpáirt acu.

8. Cabhróidh an Rúnaí Gnóthaí Rialachais & Acadúla leis an Uachtarán sna nithe sin uile a bhaineann le Gnóthaí Acadúla. Beidh sé/sí, agus é/í ag gníomhú faoi stiúir ghinearálta an Uachtaráin, ina p(h)ríomhoifigeach riaracháin i leith na nithe seo a leanas:

   a) an phleanáil acadúil agus polasaí acadúil a cheapadh, lena n-áirítear taighde agus pleanáil institiúideach, mar aon le hathbhreithniú agus monatóireacht leanúnach a dhéanamh ar a fheidhmiú sin;
   b) athbhreithniú a dhéanamh ar na pleananna acadúla agus oibriúcháin de chuid Choláistí na hOllscoile, Oifig an Oideachais Aosaigh agus Leanúnaigh, na Leabharlainne, an Ionaid Sárchaighdeáin Foghlama agus Teagaisc agus, i gcomhairle leis an tUachtarán Ionaid & Meabhránaí, Acadamh na hOllscolaíochta Gaeilge, d'fhonn a chinntiú go dtagann siad le Plean Straitéiseach na hOllscoile.

9. Beidh an Rúnaí Gnóthaí Rialachais & Acadúil, faoi stiúir ghinearálta an Uachtaráin, freagrach as:

a) iontráil agus clárú na mac léinn
b) taifid na mac léinn agus clár na gcéimithe a choinneáil
c) scrúduithe na hOllscoile a reáchtáil.

10. Beidh ar an Rúnaí Gnóthaí Rialachais & Acadúil, faoi stiúir ghinearálta an Uachtaráin,

a) ina rúnaí ar an gComhairle Acadúil, na cáipéisí is gá dá cruinnithe a ullmhú agus a eisiúint, a bheith i láthair ag na cruinnithe, taifead ar na himeachtaí a choinneáil, agus na cinntí a chur i bhfeidhm;
b) cáipéisí uile na hOllscoile a ullmhú agus comhfhreagras na hOllscoile a dhéanamh, an méid a bhaineann siad sin le gnóthaí acadúla;
c) cibé cabhair i ndáil le gnó Coláiste a ordóidh an tUachtarán a chur ar fáil do Dhéin na gColáistí, agus a bheith i láthair ag cruinnithe Coláiste nuair a éileoidh an tUachtarán í sin;
d) cibé eolas faoi mhic léinn agus a gcúrsaí staidéir a ordóidh an tUachtarán a chur ar fáil do na Scoileanna lena mbaineann;
e) na leabhair, na taifid agus na cáipéisí uile a bhaineann le gnó acadúil na hOllscoile a chuirfear faoina c(h)úram ag an Uachtarán nó ag an tUachtarán Ionaid & Meabhránaí, nó ag an gComhairle Acadúil a chaomhnú;
f) gach a bhaineann lena d(h)ualgais oifigiúla a choinneáil faoi rún mar is cuí;
g) freagrach as gach gníomh eile a dhéanamh agus gach dualgas eile a chomhlíonadh i ndáil le gnó acadúil na hOllscoile de réir mar a eileofar air/uirthi a dhéanamh nó a chomhlíonadh.

11. Is Oifig inphinsin í an Oifig réamhráite de réir Reachtanna agus Rialachán na hOllscoile.

12. Beidh de chumhacht ag Údarás na hOllscoile, ar mholadh ón Uachtarán, duine oiriúnach a cheapadh le feidhmeanna an Rúnaí Gnóthaí Rialachais & Acadúla a chomhlíonadh,

a) i gcás folúntas san oifig (go dtí go ndéanfaí ceapachán nua a thúisce agus is féidir), nó
b) i gcás an Rúnaí Gnóthaí Rialachais & Acadúla a bheith as láthair ar feadh i bhfad, ar chúis dhosheachanta.

CAIBIDIL II

1. Déantar Reacht CCCXXXVII, Caibidil 1, Alt 1 a leasú leis seo tríd an bhfrása ‘agus a raibh fostaíocht phinseanach aige/aici sa tseirbhís phoiblí am ar bith thar tréimhse fiche agus a sé seachtainí sular ceapadh é/í’ a bhaint.

CAIBIDIL III

1. Déantar gach tagairt do “Rúnaí Acadúil” i Reacht CCX, Reacht LXXVIII, Reacht CCCXXXVII, agus Reacht CCCXXI a fhorléiriú mar thagairt don “Rúnaí Gnóthaí Rialachais & Acadúla”.

CAIBIDIL IV

1. Ní dhéanfaidh aon ní anseo difear d'aon cheapachán a rinneadh, d'aon cheart a fuarthas ná d'aon ghníomh a rinneadh faoi aon Reacht den Ollscoil roimhe seo.

2. Tiocfaidh an Reacht seo i ngníomh an chéad lá de mhí na Bealtaine, Dhá Mhíle agus Fiche Ceathair, agus féadfar Reacht CCCLXXXII, Ollscoil na Gaillimhe, a ghairm de, nó R. CCCLXXXII, Oll. na Gaillimhe.

I láthair nuair a greamaíodh Gnáth-Shéala
Ollscoil na Gaillimhe de seo:

L.S.

Ciarán Ó hÓgartaigh, *Uachtarán*
Caroline Loughnane, *Rúnaí Acadúil*