

**REGULATION 6.1.R10  
MADE UNDER STATUTE 6.1**

**6.1.R10 – SCHOOL OF MELBOURNE CONSULTING AND CUSTOM PROGRAMS**

**Interpretation**

1. In this regulation –

‘**School**’ means the School of Melbourne Consulting and Custom Programs.

**Establishment**

2. (1) Melbourne Consulting and Custom Programs (‘MCCP’) is a division of UMEE Limited ACN 081 182 685 (‘UMEE’), a wholly owned subsidiary of the University.
- (2) The activities of MCCP comprise consulting activities and academic activities.
- (3) MCCP is hereby established as a school directly responsible to the Board for its academic activities.
- (4) The school is therefore subject to the direction of the Board for all academic matters, including student matters including fees and enrolments, and academic administration.
- (5) MCCP is responsible to UMEE for all other matters, including its consulting activities, and for ensuring that its conduct of all matters for which it is subject to the direction of the Board is consistent with UMEE policies and procedures.

**Purpose and responsibilities**

3. The overall purpose and responsibility of the school is to develop, promote and deliver to MCCP clients customised academic programs that fall outside the undergraduate and graduate programs offered by the faculties and graduate schools of the University. The school also has the following specific academic and related administrative responsibilities -
- (a) the administration of the enrolment, assessment and termination of enrolment of students of the school;
  - (b) the deployment and supervision of academic and professional staff within the school;
  - (c) the establishment and coordination of the school’s committees and sub-committees; and
  - (d) the development and submission to the Board of proposals in respect of fees for academic programs and students.

**Academic structure**

4. The school has the following academic structure –
- (a) a head of school; and
  - (b) academic staff and honorary appointees

**Administrative structure**

5. The school has the following administrative structure in respect of academic activities of the school -
- (a) a head of school; and
  - (b) academic and professional staff.

**Head of school**

6. (1) A head of school is to be appointed in accordance with the procedures set out in section 10 of this Regulation.
- (2) The head of school may use the title of ‘executive dean’ if he or she decides, with the approval of the board of UMEE, that it would be of benefit to the school to do so. The use of the title will not constitute the head of school as the equivalent of a dean of a faculty unless Council so determines.

- (3) The head of school has full powers to transact the business of the school subject to -
  - (a) the limits to authority delegated to heads of schools;
  - (b) University statutes, regulations, policies and procedures; and
  - (c) UMEE policies and procedures.
  
- (4) The head of school is responsible for -
  - (a) transacting the business of the school;
  - (b) the effective and prudent use of any resources provided by the University to the school;
  - (c) implementing University and school policies; and
  - (d) ensuring that the school fully discharges its academic and related administrative functions.
  
- (5) The head of school is responsible for the management of academic matters, student matters including fees and enrolments, and academic administration and will report as required by the Board, but not less than twice per year.

#### **Deputy head of school**

- 7 (1) A deputy head of school may be appointed in accordance with the procedures set out in section 11 of this Regulation.
  
- (2) The deputy head of school exercises all powers and has all responsibilities of the head of school during the absence of the head of school for a period of five days or more, or at the request of the head of school, for any period less than five days.
  
- (3) The deputy head of school assists the head of school to discharge his or her responsibilities.

#### **Melbourne Custom Programs Committee**

8. (1) There is a Melbourne Custom Programs Committee which is established under this regulation and which reports to the Board
- (2) The membership of the Melbourne Custom Programs Committee ('school committee') is as follows -
  - (a) the president of the Board (or nominee);
  - (b) two members of the Board appointed annually by the Board to include the chair of Academic Programs Committee;
  - (c) up to four members appointed annually by the Board chosen to represent faculty and graduate school engagement with the school;
  - (d) the vice-principal and academic registrar (or nominee);
  - (e) the head of school (or nominee);
  - (f) up to four members appointed annually by the Board of UMEE on the recommendation of the head of school; and
  - (g) one student member appointed annually by the University of Melbourne Postgraduate Association Inc.
  
- (3) The school committee will be chaired by a person nominated by the Board who may be a member of the school committee, or if not, becomes an ex-officio member for that purpose.
- (4) The chair will have the following powers and duties -
  - (a) to require any member of the academic staff of the school to provide a statement in respect of their work;
  - (b) to require any member of the professional staff of the school to provide information related to their duties or the activities of the school;
  - (c) to convene meetings of all staff and honorary appointees of the school –
    - (i) at his or her discretion; or

- (ii) on the written request of the vice-chancellor or the provost; or
  - (iii) on the written request of the Board;
  - (d) to preside at all meetings of the school committee; and
  - (e) to access all information of the school relevant to the school's use of University resources.
- (5) The terms of reference of the school committee are -
- (a) to advise the Board on all matters of policy relating to higher education courses of the school, taking into account international best practice in order to ensure that courses are of the highest quality and standards;
  - (b) to consider and make recommendations to the Board on any matter related to award courses undertaken at the school which may require action by the Board pursuant to the statutes and regulations of the University or any resolution of the Board, and in particular, to deal with matters such as assessment, new or amended subject or course proposals, selection or unsatisfactory progress; and
  - (c) to consider reports from the school on the outcomes of quality assurance processes for its academic programs, having regard to international benchmarks, and where appropriate, to make recommendations to the Board based on these reports.
- (6) The school committee will meet as required, but not less than four times per year.
- (7) A quorum for the school committee is three members or twenty percent of the membership, whichever is greater, provided that the president of the Board, or nominee, and at least one other member of the Board, or nominee, must be present.
- (8) The school committee is to have procedures for conducting its business which must be approved by the Board.

#### **Other school committees**

9. Subject to the approval of the Board, the school may establish other committees of the school as it requires and determine the membership and procedures of those committees.

#### **Appointment of head of school**

10. (1) Except where Council has determined that another process applies, the provisions of this section apply to the appointment of the head of school.
- (2) The vice-chancellor will appoint the head of school after receiving advice from the provost, and on the recommendation of the board of UMEE.
- (3) Unless Council determines otherwise, the head of school will be appointed for an initial term of up to three years. Any subsequent appointment which immediately follows an initial appointment may be for a period of not more than two years.

#### **Appointment of deputy head of school**

11. (1) Except where Council has determined that another process applies, the provisions of this section apply to the appointment of the deputy head of school.
- (2) The vice-chancellor will appoint the deputy head of school after receiving advice from the provost, and on the recommendation of the board of UMEE.
- (3) Unless Council determines otherwise, the deputy head of school will be appointed for an initial term of up to three years. Any subsequent appointment which immediately follows an initial appointment may be for a period of up to two years.

[Revoked and remade 8/12/08]