**REGULATION 6.1.R7**
**MADE UNDER STATUTE 6.1**

## 1. LIST OF DEPARTMENTS AND SCHOOLS

The following departments and schools are created by Regulation made under Statute 6.1. Council has determined that heads of departments and schools annotated by an asterisk (*) below are those to whom Regulation 7.1.R2 section 7 applies.

(i) Architecture, Building and Planning

department *Architecture, Building and Planning

school Melbourne School of Design

(ii) Arts

Schools *Asia Institute
*Culture and Communication
*Historical Studies
*Languages and Linguistics
*Philosophy, Anthropology and Social Inquiry
*Social and Political Sciences

(iii) Economics and Commerce

departments *Accounting and Business Information Systems
*Economics
*Finance
*Management and Marketing
*Melbourne Institute of Applied Economic and Social Research
school Melbourne Graduate School of Management

(iv) Melbourne Graduate School of Education

(v) Melbourne School of Engineering

departments * Chemical and Biomolecular Engineering
*Civil and Environmental Engineering
*Computer Science and Software Engineering
*Electrical and Electronic Engineering
*Geomatics
*Mechanical Engineering

(vi) Melbourne School of Land and Environment

departments *Agriculture and Food Systems
*Forest and Ecosystem Science
* Resource Management and Geography

(vii) Melbourne Law School

department Law

(viii) Medicine, Dentistry and Health Sciences

school *Behavioural Science

department Psychology

school *Dental Science

department Dental Science

school Medicine

Pre-Clinical and Para-Clinical departments
*Anatomy and Cell Biology
*Biochemistry and Molecular Biology
*Medical Biology
*Microbiology and Immunology
*Pathology
*Pharmacology
*Physiology

Clinical departments
Clinical and Biomedical Sciences, Barwon Health
*General Practice
*Medicine (Austin & Repatriation Medical Centre/Northern Health)
*Medicine (Royal Melbourne Hospital and Western Hospital)
*Medicine (St. Vincent's Hospital)
*Obstetrics and Gynaecology (Royal Women's Hospital, Mercy Hospital for Women and Austin & Repatriation Medical Centre)
Ophthalmology
Otolaryngology
*Paediatrics
*Psychiatry
*Radiology
*Surgery (Austin & Repatriation Medical Centre/Northern Health)
*Surgery (Royal Melbourne Hospital and Western Hospital)
*Surgery (St. Vincent's Hospital)

school *Physiotherapy

department Physiotherapy

school Population Health

department Public Health

school *Nursing and Social Work

departments Nursing
Social Work

school Rural Health

department Rural Health

school The Nossal Institute for Global Health

(ix) Music

school *Music

department Music

(x) Science

departments *Botany
*Genetics
*Information Systems
*Mathematics and Statistics
*Optometry and Vision Sciences
*Zoology

Schools *Chemistry

*Earth Sciences
*Physics
Melbourne Graduate School of Science

(xi) Veterinary Science

school Veterinary Science

departments *Veterinary Science
*Veterinary Clinic and Hospital

(xii) * Melbourne Business School

department Melbourne Business School

(xiii) Victorian College of the Arts

department Victorian College of the Arts

(xiv) The school of Graduate Research

(xv) The Bio21 Molecular Science and Biotechnology Institute

## 2. DEPARTMENTS AND SCHOOLS

The following provisions are applicable to the departments and schools listed below.

Architecture, Building and Planning
Asia Institute
Culture and Communication
Historical Studies
Languages and Linguistics
Philosophy, Anthropology and Social Inquiry
Social and Political Sciences
Accounting and Business Information Systems
Economics
Finance
Management
Melbourne Institute of Applied Economic and Social Research
Chemical and Biomolecular Engineering
Civil and Environmental Engineering
Computer Science and Software Engineering
Electrical and Electronic Engineering
Geomatics
Mechanical Engineering
Agriculture and Food Systems
Forest and Ecosystem Science
Resource Management and Geography
school of Vocational Education and Training
Law
school of Behavioural Science
    Psychology
school of Dental Science
    Dental Science
school of Medicine
Anatomy and Cell Biology
Biochemistry and Molecular Biology
Medical Biology
Microbiology and Immunology
Pathology
Pharmacology
Physiology
Clinical and Biomedical Sciences, Barwon Health
General Practice
Medicine (Austin & Repatriation Medical Centre/Northern Health)
Medicine (Royal Melbourne Hospital and Western Hospital)
Medicine (St. Vincent's Hospital)
Obstetrics and Gynaecology (Royal Women's Hospital, Mercy Hospital for Women and Austin & Repatriation Medical Centre)
Ophthalmology
Otolaryngology
Paediatrics
Psychiatry
Radiology
Surgery (Austin & Repatriation Medical Centre/Northern Health)
Surgery (Royal Melbourne Hospital and Western Hospital)
Surgery (St. Vincent's Hospital)
school of Physiotherapy
    Physiotherapy
school of Population Health
    Public Health
school of Nursing and Social Work
    Nursing
    Social Work
school of Rural Health
    Rural Health
school of Music

Music
Botany
school of Chemistry
school of Earth Sciences
Genetics
Information Systems
Mathematics and Statistics
Optometry and Vision Sciences
school of Physics
Zoology
Veterinary Science

NOTE:

The regulation does not apply to those departments and schools established by statute, viz:

The Melbourne Business school (Regulation 6.1.R4))

Veterinary Clinic and Hospital of the school of Veterinary Science (Regulation 6.1.R6)

**Academic departments and Schools.**

Except where the provisions of Statute 6.1.8 apply or the process of the appointment of a head is determined by another statute or affected by an agreement between the University and another organization, or where Council has determined that an incoming professor should have an initial period as head, the following regulation applies to the appointment of head and deputy head and is otherwise applicable to the departments-

(1) Eligibility for Appointment as head

(a) The vice-chancellor must appoint as head of a department a senior member of the academic staff who is able to provide leadership in, and to support the teaching and research of the department and to carry out the administrative requirements of the office.

(b) It is expected that professors are prepared to serve as head and that professors will regularly be appointed in that role.

(c) Notwithstanding (1)(b) above, the Council acknowledges that it may be essential or desirable to appoint as head an associate professor or senior lecturer of the department.

(d) If in the vice-chancellor's opinion there exist extraordinary or special circumstances affecting a department, the vice-chancellor, after consultation with the dean, may recommend to the Council a variation from the above provisions.

(2) Process of Appointment of head

The dean should establish a collegial consultation process which will result in a recommendation to the vice-chancellor regarding the appointment of a head. After appropriate departmental consultation, the dean must recommend to the vice-chancellor the appointment as head, a member of the academic staff as specified in sub-section (1), paragraphs (a), (b) and (c) above. The dean must include a description of the consultative process in the recommendation to the vice-chancellor.

The views of the dean and, if they are different, the views of the department, are to be conveyed by the dean to the vice-chancellor who will take account of the advice in making the decision to appoint a head.

The dean should inform the department of the recommendation he/she is making to the vice-chancellor.

(3) Term of Office of head

A head is generally appointed for an initial period of not less than 3 and not more than 5 years. A subsequent appointment which immediately follows an initial appointment may be for a period of less than 3 years.

It is expected that a head will generally serve for the full period for which he or she is appointed.

(4) Duties

The head of a department is, according to Statute 6.1.2 'the executive officer of the department' and is responsible to the Council through the faculty or Board of Studies for the execution of his or her duties in accordance with the statutes and regulations of the University. Regulations concerning the specific responsibilities of a head may not diminish this general responsibility.

The head of a department is obliged in particular to give effect to the policies of the relevant faculty and of the Academic Board. He or she is responsible for ensuring that administrative procedures within his or her department conform to the requirements of the University and the appropriate faculty or board of studies.

(5) Deputy head

(a) Eligibility for Appointment

Eligibility for appointment as deputy head is the same as that for head and it is recognised that the provisions in sections (1)(c) and (d) above may often be invoked in the appointment of deputy head.[1]

(b) Process of Appointment

The process of nomination of the deputy head is determined by the departmental committee. Its recommendation is forwarded through the dean to the vice-chancellor.

(c) Period of Office

The deputy head is appointed for a period of not more than five years.

(d) Duties

The deputy head acts in the absence of the head in accordance with Statute 6.1.3 and shares the administrative tasks and responsibilities of the headship.

(6) Departmental committee

(a) Membership

The faculty approves the process for the determination of the membership of the departmental committee which, where possible, consists predominantly of academic staff of the rank of senior lecturer and above.

(b) Procedures

The faculty must approve the procedures of the departmental committee which are to be as simple as possible.

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1 In the department of Medical Biology the deputy head is appointed from those full-time staff members of the Walter and Eliza Hall Institute of Medical Research who hold a University appointment of Professorial Associate or Senior Associate.

(c) Function

Subject to the policies of the relevant faculty and of the Academic Board, and unless the faculty determines that the departmental committee has different responsibilities, the departmental committee is the principal body for assisting and advising the head in the determination and implementation of policy within the department. Its functions include-

(i) assisting and advising the head in the implementation of existing University, faculty and departmental policies;

(ii) preparing and commenting on proposals for changes in policies for discussion within the department;

(iii) preparing and commenting on proposals for changes in policies for submission to the faculty or University. It should meet at least three times per year.

(7) Departmental Meeting

(a) Membership

The departmental Meeting comprises all full-time and fractional full-time academic staff of the department and, where the departmental committee so determines, representatives of part-time academic staff, students or professional staff.

(b) Procedures

The departmental committee approves the procedures of the departmental meeting.

(c) Function

The departmental meeting is a consultative body.

The function of the departmental meeting is to facilitate communication and discussion of matters affecting the department.

The departmental committee determines the frequency of departmental meetings but it is expected to meet at least once a year.

## 3. THE CENTRE FOR THE STUDY OF HIGHER EDUCATION

This provision within Regulation 6.1.R7 is applicable to the Centre for the Study of Higher Education, which is a centre of the faculty of Education.

a. The Centre for the Study of Higher Education ('the Centre') is a centre of the faculty of Education ('the faculty') responsible to the dean of the faculty for academic purposes. The Centre will act in consultation with the offices of the vice-chancellor and deputy vice-chancellor (Academic), and in accordance with policies developed in association with the advisory Committee (see paragraph (c) below).

b. The objectives of the Centre are to –

   i. provide support for the faculties and academic departments of the University to ensure that academic staff are familiar with the principles and practice of higher education teaching and student learning;

   ii. undertake research, consultancies and graduate student supervision in the academic field of higher education, and promote the study and teaching of higher education within the University;

   iii. provide advice to the University and to University committees on trends in teaching and learning and good practice in teaching and learning;

   iv. support the development and evaluation of innovative approaches to teaching and learning, including through the integration of information and communication technologies within the University, and to encourage the dissemination of good practice throughout the University;

   v. support the development of higher education leadership and management excellence within the University;

c. The Centre has an advisory committee which -

   i. consists of the vice-chancellor (or nominee), the deputy vice-chancellor (Academic) (or nominee), the president of the Board (or nominee), the dean of the faculty, the vice-principal (Human Resources), two student representatives nominated by the University of Melbourne Postgraduate Association Inc., two academic staff members nominated by the president of the Board, and the director of the Centre.

   ii. meets at least once annually to consider the Centre's activities for the forthcoming year.

d. The vice-chancellor will appoint as director, in consultation with the dean, a senior member of the academic staff who is able to provide leadership for the teaching, research and administrative functions of the Centre.

e. The Centre will be subject to a review every five years by the faculty.

## 4. SCHOOLS ESTABLISHED UNDER SECTIONS 6 OR 7 OF STATUTE 6.1

Subject to any express provision in part of this regulation the following provisions are to be read in connection with any matters relating to schools.

1. Council may resolve that a faculty or faculties, or department or departments, be recognised as a school when it is appropriate to provide a distinctive title and structure for a particular academic programme which comprises various academic emphases or diverse broad academic activities in teaching or research.

2. Such regulations should be made on receiving advice from the Academic Board after the vice-chancellor and the Academic Board has consulted any relevant faculty, board of studies or department concerned.

3. The vice-chancellor, in evaluating any proposal for the recognition of a school under Statute 6.1.6, considers any or all of the following aspects and satisfies itself as to their application in each case-

   (1) the constituent parts of the schools and their relationship to the school;

   (2) the responsibilities of the constituent parts within the school;

   (3) the academic and administrative structure of the school;

   (4) any necessary relationship between the school and relevant faculties or departments;

   (5) the responsibilities, if any, of the school within the relevant faculty or faculties;

   (6) the appointment of a Chairperson;

   (7) the powers and responsibilities of the Chairperson, with respect to the school and with respect to the constituent parts of the school;

   (8) the appointment of a deputy Chairperson;

   (9) the appointment of a school committee.

4. The Academic Board advises Council if, and when, a review of the structure of each school should occur.

5. The provisions of the general regulation adopted in relation to the departments under Statute 6.1.5 applies generally to regulations adopted in relation to schools under Statute 6.1.6 & 7.

## 5. THE SCHOOL OF AGRICULTURE AND FORESTRY

*[Revoked 2/7/01.*]

## 6. THE UNIVERSITY OF MELBOURNE SCHOOL OF MUSIC

1. The University of Melbourne school of music is a department within the faculty of Music consisting of those members of the academic staff who are appointed to be members of staff of the school and such sections as may be determined from time to time by the school.[1]

2. The purposes of the school are to-

   (1) foster and develop a wide range of musical talents and skills, preparing students to take their places in the community as teachers, performers, composers, music therapists, musicologists, or in other occupations requiring musical skills,

   (2) foster excellence in appropriate areas of research and scholarship in music studies, promoting understanding in music as an art and its historical development, and

   (3) promote informed interest in music, and the performance of music, within the University and the community.

3. The overall responsibility of the school is teaching, training and research in the science and art of music, and the promotion of musical culture, in co-operation with other schools, departments and faculties within the University and includes the following academic and administrative responsibilities within the school-

   (1) the provision of undergraduate and postgraduate teaching and training activities;

   (2) the promotion and support of research activities in music, including the encouragement and consideration of proposals for research projects;

   (3) the organisation and promotion of public performances of music and other related activities;

   (4) the consideration of needs for equipment, accommodation, teaching, training and research;

   (5) the preparation and operation of budgets and the control of finance;

   (6) the deployment and supervision of technical and administrative staff;

   (7) the allocation and use of administrative and technical resources;

   (8) the establishment and co-ordination of committees and sub-committees covering the various areas of the school's activities;

   (9) the provision of advice direct to both the faculty and the Academic Board on any matter which it considers appropriate.

4. (1) The head of the school is assisted by a school committee comprising -

   the head and deputy head of the school,
   the dean of the faculty,
   the professors of Music,
   ten members elected by and from the readers, senior lecturers, lecturers and full time tutors of the school,
   two members elected by and from the part-time teaching staff,
   two members elected by and from the students of the school, and
   up to three co-opted members.

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[1] The sections initially identified by the school are Musicology, Composition, Practical Music, Music Education and Music Therapy.

(2) The school committee, which assists and advises the head of school, in the settling and implementation of policy in the school, must meet at least three times per year.

5. (1) Pursuant to Statute 6.1.8 there is a dean and deputy dean of the faculty and a head and deputy head of the school.

(2) The head of the school has full powers to transact the business of the school. The head is responsible to the University for implementing the policies determined by the University generally, and for ensuring that the school fully discharges its academic and administrative functions.

(3) The deputy head assumes all powers and responsibilities of the head during the absence of the head for a period of five days or more, or at the request of the head for any period less than five days.

6. The school may appoint a school of music advisory committee consisting of persons with experience and interests relevant to the academic and professional concerns of the school, to advise the school on its policies.

## 7. THE SCHOOL OF CHEMISTRY

1. The school of Chemistry (‘the school’) within the faculty of Science (‘the faculty’) will comprise a single department consisting, in the first instance, of the Discipline Sections of Inorganic Chemistry, Organic Chemistry and Physical Chemistry.

2. The overall purpose and responsibility of the school is the promotion of teaching and research in Chemistry, and, among other things, includes the following academic and administrative matters-

   (1) the preparation and operation of all budgets within the school,

   (2) the establishment and co-ordination of committees covering the various areas of the school's activities,

   (3) the deployment and supervision of all technical and administrative staff and associated resources within the school,

   (4) the nomination of representatives of the school to serve on Faculties and their constituent bodies,

   (5) the future form and development of the school,

   (6) the co-ordination, planning, management, extension and operation of all courses presented within the school, as well as assessment of students at all levels and the maintenance of academic standards,

   (7) the consideration of needs for equipment, accommodation, research and teaching within the school,

   (8) the encouragement, consideration and co-ordination of research projects and submission, including those involving more than one section or interdisciplinary projects,

   (9) provide active support for all research and teaching needs and initiatives of the various sections.

3. The head and deputy head of the school are appointed in accordance with the procedures for the appointment of head and deputy head of department set out in Regulation 6.1.R7 of Council made pursuant to Statute 6.1.

4. The deputy head of the school is recommended for appointment, on the nomination of the head, from the members of the school committee who hold full-time academic appointments.

5. Where no nominations are forthcoming, the Council may appoint, on the recommendations of the vice-chancellor and the dean of the faculty, and after consultation within the school, two members of staff of the school to be head and deputy head.

6. The head of school has full powers to execute the business of the school. The head is responsible to the University through the faculty for implementing the policies of the University, the faculty, and the school and for ensuring that the school fully discharges its academic and administrative functions.

7. The head of the school is assisted by a school committee comprising-

   (1) the head of the school,

   (2) the heads of the discipline sections,

   (3) one non-professorial academic staff member from each of the discipline sections, and

   (4) one senior member of the school's general staff nominated by the head of the school.

8. The dean will approve the process for the determination of a head of a discipline section following advice from the head of school. It is envisaged that each discipline section is headed by a

professor. Only in exceptional circumstances would it be accepted that a professor would not be head of a discipline section.

9. Heads of discipline sections are responsible to the head of the school for the day-to-day management of discipline sections in all matters delegated by the head of school.

10. Functions of the school committee include receiving and considering reports from various sub-committee and acting as a forum for information and discussion on relevant matters raised by leaders of academic sections or by members of the school committee. The head must seek the advice of the committee on matters of long term policy and keep the committee informed on matters of executive action. The school committee must meet at least four times per year.

11. The school meeting comprises all full-time and fractional full-time academic staff of the school together with representatives of part-time academic staff, general staff and students as determined from time to time by the school committee. The school committee also approves the procedures of the school meeting.

    The school meeting is a consultative body whose function is to facilitate communication and discussion of matters affecting the school.

    The school committee determines the frequency of school meetings but it is expected to meet at least once a year.

## 8. THE SCHOOL OF EARTH SCIENCES

1. The school of Earth Sciences within the faculty of science comprises a single budgeting department consisting of the academic disciplines of Geology and Meteorology.

2. The overall purpose and responsibility of the school is the promotion of teaching and research in Geology, Meteorology and Earth Sciences, and, among other things, will include in the first instance the following academic and administrative matters-

   (1) the preparation and operation of budgets within the school,

   (2) the establishment and co-ordination of committees covering the various areas of the school's activities,

   (3) the deployment and supervision of all technical and administrative staff and associated resources within the school,

   (4) the nomination of representatives of the school to serve on Faculties and their constituent bodies,

   (5) the future form and development of the school and, in particular, its role within the Victorian Institute of Earth and Planetary Sciences,

   (6) the co-ordination, planning, management, extension and operation of all courses presented within the school of Earth Sciences, as well as assessment of students at all levels and the maintenance of academic standards,

   (7) the consideration of needs for equipment, accommodation, research and teaching within the school,

   (8) the encouragement, consideration and co-ordination of research projects and submissions, including those involving more than one section or interdisciplinary projects,

   (9) provision of active support for all research and teaching needs and initiatives of the various sections.

3. The various academic discipline areas of the school of Earth Sciences are responsible for research and training of postgraduate students in the appropriate areas, and together are responsible for the teaching of Earth Sciences at all levels.

4. The school of Earth Sciences has a head and deputy head appointed in accordance with the procedures for the appointment of head and deputy head of department set out in Regulation 6.1.R7 of Council made pursuant to Statute 6.1, chosen one from each of the academic discipline areas.

5. The head and deputy head of the school are appointed from the professors, readers and senior lecturers of the school for a period of not less than three years and not more than five years in the case of an initial appointment. A subsequent appointment, immediately following an initial appointment, may be made for less than three years. The retiring head and deputy head are eligible for re-appointment.

6. Where no nominations are forthcoming, Council may appoint, on the recommendations of the vice-chancellor and the dean of the faculty of Science, and after consultation with members of the school committee, two members of staff of the school of Earth Sciences of the rank of senior lecturer or above to be head and deputy head of the school.

7. The head of school will have full powers to execute the business of the school. The head is responsible to the University through the faculty of Science for implementing the policies of the University, the faculty of Science, and the school and for ensuring that the school fully discharges its academic and administrative functions.

8. The head is assisted by a school committee which consist of the following members-

   (1) the head and deputy head of the school,

(2) the heads of the academic discipline areas constituting the school,

(3) one additional academic staff member from each of the academic discipline areas constituting the school,

(4) one representative from each of the extra-University groups as determined from time to time by the school committee[1].

9. Following advice from the head of school, the dean may approve the process for the determination of heads of academic discipline areas. It is envisaged that each academic discipline area is headed by a professor. Only in exceptional circumstances would it be accepted that the professor would not be head of an academic discipline area.

10. The heads of academic discipline areas are responsible for day to day management in all matters delegated by the head of school.

11. Functions of the school committee will include receiving and considering reports from various sub-committees and acting as a forum for information and discussion on matters raised by leaders of academic disciplines or by members of the school committee. The head will seek the advice of the committee on matters of long term policy and keep the committee informed on matters of executive action. The school committee will meet at least four times per year.

12. The school meeting comprises all full-time and fractional full-time academic staff of the school together with representatives of part-time academic staff, general staff and students as determined from time to time by the school committee. The school committee will approve the procedures of the school meeting.

    The school meeting is a consultative body whose function is to facilitate communication and discussion of matters affecting the school.

    The school committee will determine the frequency of school meetings but it is expected to meet at least once a year.

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1 Currently, the Glaciology Section of the Antarctic Division, and Geotrack International.

## 9. SCHOOL OF MATHEMATICAL SCIENCES

Under this part of the Regulation the school of Mathematical Sciences, through the department of Computer Science, contains elements of both the faculties of Science and Engineering. Budgetary responsibility for the department of Computer Science rests with the faculty of Engineering, and for the departments of Mathematics and Statistics with the faculty of Science. It is anticipated that to ensure the efficient and effective use of available resources joint budgetary submissions, where appropriate, are made to both the faculties of Science and Engineering.

1. The school of Mathematical Sciences (‘the school’) comprises the departments of Computer Science, in the faculty of Engineering, and Mathematics and Statistics in the faculty of Science.

2. The overall purpose and responsibility of the school is the promotion of teaching and research in mathematical sciences and the development and sponsorship of activities which are of common interest to the constituent departments including the following academic and administrative matters-

   (1) the establishment and co-ordination of committees covering the various areas of the school's activities,

   (2) the future form and development of the school,

   (3) the co-ordination, planning, management, extension and operation of joint courses and subjects presented within the school of Mathematical Sciences,

   (4) development of, and submissions concerning, joint needs for equipment, accommodation and teaching,

   (5) the encouragement, consideration and co-ordination of joint research projects and submissions,

   (6) the promotion and co-ordination of continuing education and consulting activities within the school and, in particular, the promotion of the activities of the Statistical Consulting Centre, and

   (7) involvement in other matters by agreement between the constituent departments.

3. The school has a head and deputy head appointed in accordance with the procedures for such appointments set out in Regulation 6.1.R7 of Council made pursuant to Statute 6.1.

4. The head of school must be appointed from the heads of the constituent departments and the deputy head from the school's senior lecturers and above, for a period of not less than three years and not more than five years in the case of an initial appointment. A subsequent appointment, immediately following an initial appointment, may be made for less than three years. The retiring head and deputy head are eligible for re-appointment.

5. Where no nominations are forthcoming, the Council may appoint, on the recommendations of the vice-chancellor and the dean of the faculty of Science, and after consultation with the school committee ("the school committee"), one member of staff of the school of the rank of reader or above to be head of the school.

6. Where no nominations are forthcoming, the Council may appoint, on the recommendations of the vice-chancellor and the dean of the faculty of Science, and after consultation with the school committee (‘the school committee’), one member of staff of the school of the rank of senior lecturer or above to be the deputy head of the school.

7. The head of school has full powers to execute the business of the school. The head is responsible to the University through the faculty of Science for implementing the policies of the University, of the faculty of Science, and of the school and for ensuring that the school fully discharges its academic and administrative functions.

8. The head is assisted by the school committee which comprises-

   (1) the deputy head of the school,

   (2) the heads and deputy heads of the constituent departments of the school, and

   (3) up to three co-opted members.

9. The functions of the school committee include receiving and considering reports from various sub-committees and acting as a forum for information exchange and discussion. The head must seek the advice of the school committee on matters of long term policy and keep the school committee informed on matters of executive action. The school committee must meet at least once each semester.

10. The school meeting comprises all full-time and fractional full-time academic staff of the school together with representatives of part-time academic staff, as well as general staff and students as determined from time to time by the school committee. The school committee must approve the procedures of the school meeting.

    The school meeting is a consultative body whose function is to facilitate communication and discussion of matters affecting the school.

    The school committee must determine the frequency of school meetings but it must meet at least once a year.

## 10. THE SCHOOL OF PHYSICS

1. The school of Physics within the faculty of Science initially comprises a single department consisting of such sections[1] as is determined from time to time by the school committee.

2. The overall purpose and responsibility of the school is the promotion of teaching and research in Physics, and, among other things, includes the following academic and administrative matters-

   (1) the co-ordination and extension of all courses presented within the school of Physics, as well as assessment of students at all levels and the maintenance of academic standards,

   (2) the preparation and operation of all budgets within the school,

   (3) the consideration of needs for equipment, accommodation, research and teaching within the school,

   (4) the deployment and supervision of all technical and administrative staff and associated resources within the school,

   (5) the encouragement and consideration of research projects and submissions, including those involving more than one section or interdisciplinary projects,

   (6) the establishment and co-ordination of committees covering the various areas of the school's activities[2],

   (7) the nomination of representatives of the school to serve on faculties and their constituent bodies, and

   (8) the future form and development of the school.

3. The various sections of the school of Physics are responsible for research and training of postgraduate students in the appropriate areas, and together are responsible for the teaching of Physics at all levels.

4. The school of Physics has a head and a deputy head who are appointed by Council on the advice of the vice-chancellor and the dean of the faculty of Science after receipt by the vice-chancellor of nominations from the school committee.

5. The head and deputy head of the school may be appointed from the professors, readers or senior lecturers of the school for a period of not less than three years in the case of an initial appointment. A subsequent appointment immediately following an initial appointment may be for less than three years. The retiring head and deputy head are eligible for re-appointment.

6. Where no nominations are forthcoming, Council may appoint, on the recommendations of the vice-chancellor and the dean of the faculty of Science, and after consultation with the members of the school committee, two members of staff of the school of Physics of the rank of senior lecturer or above to be head and deputy head of the school.

7. The head of the school has full powers to execute the business of the school. The head is responsible to the University through the faculty of Science for implementing the policies of the University, the faculty of Science, and the school and for ensuring that the school fully discharges its academic and administrative functions.

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[1] At present, the sections are Diffraction Physics, Particle and Fields, Nuclear Physics and Theoretical Physics.

[2] These committees are, at present, Finance Policy, Safety, Computation, Services, Library, Graduate Programs, Buildings, Curriculum, and Staff/Student Liaison.

8. The deputy head-

(1) assumes subject to statute 6.1.4 and 6.1.7 all powers and responsibilities of the head when the head is absent for a period of five days or more or at the request of the head for any period less than five days,

(2) keeps in close touch with all administrative matters relating to the work of the school,

(3) deputises for the head as required, on internal and external committees.

9. The head is assisted by a school committee comprised of all full-time academic staff of the school who hold appointments which have tenure of three years or more or whose tenure is such that they will have been members of the full-time academic staff of the rank of lecturer or above or of equivalent rank for three or more consecutive years. Procedures of the committee will include receiving and considering reports from the head and committees of the school and to act as a forum for information and discussion on matters raised by the head or by members of the school committee. The head seeks the advice of the committee on matters of long-term policy and keep the committee informed on matters of executive action. The school committee meets at least three times per year.

10. The school meeting comprises all full-time and fractional full-time academic staff of the school together with representatives of part-time academic staff, general staff and students as determined from time to time by the school committee. The school committee also approves the procedures of the school meeting.

11. For the purposes of Statute 6.1.5, sub-clauses 4, 5, 6, 7, 8, 9 and 10 of the Regulation applicable to the school of Physics shall, the necessary changes being made, apply to the department of Physics. A meeting of the school is deemed to be a meeting of the department and the head and deputy head of the school are respectively head and deputy head of the department.

## 11. THE SCHOOL OF VETERINARY SCIENCE

1. The school of Veterinary Science, within the faculty of Veterinary Science, is constituted from and includes the department of Veterinary Science and the department of Veterinary Clinic and Hospital established pursuant to Regulation 6.1.R7 of Council made pursuant to Statute 6.1.

2. The overall purpose and responsibility of the school is the promotion of undergraduate teaching, postgraduate teaching, research and the provision of veterinary and scientific services and includes the following academic and administrative responsibilities within the school-

   (1) The co-ordination of appropriate undergraduate and postgraduate teaching, research and training activities including relationships with other departments and schools of the University,

   (2) The consideration of needs for equipment, accommodation, teaching, training and research,

   (3) The preparation and operation of all budgets within the school,

   (4) The deployment and supervision of academic, technical and administrative staff and associated resources within the school,

   (5) The encouragement and maintenance of research projects within the school, including those funded by and conducted in collaboration with external organisations, and also the maintenance of those internally initiated projects,

   (6) The establishment and co-ordination of committees and sub-committees covering any area of the school,

   (7) The future form and development of the school,

   (8) The promotion of fee-paying continuing education programmes for the veterinary profession and for special interest groups serving the animal industries,

   (9) To advise faculty of any matters which it considers appropriate.

3. (1) The school of Veterinary Science has a head and deputy head who are, respectively, the dean and deputy dean of the faculty of Veterinary Science.

   (2) The head is responsible to the University through the faculty of Veterinary Science for implementing the policies determined by the University generally, by the faculty of Veterinary Science and by the school, and for ensuring that the school fully discharges its academic and administrative functions. The head seeks the advice of the committee of the school on matters of long term policy and keep the committee informed on matters of executive action.

   (3) The deputy head assumes responsibilities of the head during the absence of the head for a period of five days or more, or at the request of the head for any period of less than five days.

4. There is a committee of the school consisting of the following members-

   (1) The head and deputy head of the school,

   (2) The professors of the school,

   (3) The heads of each of the constituent departments [i.e. head of department of Veterinary Science and director of the Veterinary Clinic and Hospital],

   (4) Such associate deans (appointed pursuant to Statute 5.3.8) as the faculty may designate,

   (5) Such other members as may be co-opted from time to time on the basis of their special knowledge on particular matters being considered.

No person may simultaneously hold appointment as head of the school and head of a department in the school.

5. The function of the committee is to recommend to the dean of the faculty on the policy of the school with regard to its academic and administrative responsibilities and to advise the dean on the execution of those policies.

## 12. THE SCHOOL OF ELECTRICAL ENGINEERING AND COMPUTER SCIENCE

[Revoked effective 17/3/08]

## 13. THE SCHOOL OF DENTAL SCIENCE

1. The school of Dental Science within the faculty of Medicine, Dentistry and Health Sciences consists of such sections[1] as are determined from time to time by the faculty together with those members of academic staff who are deemed to be members of staff of the school.

   The overall purpose and responsibility of the school is teaching, training and research in dental science within the faculty and includes the following academic and administrative responsibilities within the school-

   (1) The co-ordination of appropriate undergraduate and postgraduate teaching, research and training activities,

   (2) The consideration of needs for equipment, teaching, training and research,

   (3) The preparation of budgets and the control of finance,

   (4) The deployment and supervision of technical and administrative staff,

   (5) The allocation and use of administrative and technical resources,

   (6) The encouragement and consideration of proposals for research projects, particularly joint research projects within the school,

   (7) The establishment and co-ordination of committees and sub-committees covering any area of the School's activities,

   (8) The authority to advise faculty on any matter which it considers appropriate.

2. The various sections of the school are responsible for teaching, training and research in the appropriate area.

3. (1) The school of Dental Science has a head and a deputy head. Except where Council has determined that another process for the appointment of a head and/or deputy head will apply, the head and deputy head are appointed by Council on the advice of the vice-chancellor. In preparing that advice the vice-chancellor will consult with the dean of the faculty who will receive advice from members of the school of Dental Science. Where the dean of the faculty is a candidate for appointment as head of deputy head of the school of Dental Science, the vice-chancellor will consult directly with members or the school of Dental Science.

   (2) The head of the school has full powers to transact the business of the school. The head is responsible to the University through the faculty of Medicine, Dentistry and Health Sciences for implementing the policies determined by the University generally, by the faculty of Medicine, Dentistry and Health Sciences, and by the school, and for ensuring that the school fully discharges its academic and administrative functions.

   (3) The deputy head assumes all powers and responsibilities of the head during the absence of the head for a period of five days or more, or at the request of the head for any period less than five days.

4. The head is assisted by a school committee comprising-

   - The head,
   - The deputy head,
   - The chairperson of the Graduate Studies and Curriculum Review committee,

[1] At present, the sections are-
Oral Medicine and Oral Surgery
Preventive and Community Dentistry
Restorative Dentistry

- The clinical dean in the school of Dental Science, being the chairperson of Undergraduate Studies and Curriculum Review committee of the school,
- The chairperson of the Research committee of the school,
- The chairperson of the Environmental Health and Safety committee of the school,
- The chairperson of the IT committee of the school,
- The school Manager,
- The heads of academic sections of the school,
- The General Manager – Clinical Services, Dental Health Services Victoria,
- Two other persons, one nominated by and from the full-time members of the academic staff and the other by and from the full-time members of the general staff.

The function of the school committee is to assist and advise the head in the determination and implementation of policy within the school.

The school committee will meet at least three times per year.

5. There is a school of Dental Science Advisory committee which comprises the members listed on the attached schedule.

   The function of the Advisory committee is to advise the faculty on the policy of the school with regard to its academic and administrative responsibilities and to advise the head on the carrying out of those policies. The Advisory committee will meet at least three times each year.

6. A meeting of the school consisting of all members of the full-time and fractional full-time academic staff and, where the school committee so resolves, representatives of part-time academic staff, students or general staff will meet at least once a semester. Its function is to facilitate communication and discussion of matters affecting the school.

## APPENDIX A

SCHOOL OF DENTAL SCIENCE

There is a school of Dental Science Advisory committee comprising-

- The head (chairperson),
- The deputy head,
- The clinical dean in the school of Dental Science,
- The professors, associate professors, readers, and senior lecturers of the school of Dental Science,
- The head or nominee of any department or school responsible for teaching subjects in the undergraduate course of the school of Dental Science,
- The person appointed by the Council on the nomination of the Royal Dental Hospital of Melbourne Executive Committee, Dental Health Services Victoria, to the faculty of Medicine, Dentistry and Health Sciences,
- The person, being a dental practitioner registered in Victoria, appointed by the Council on the nomination of the Dental Practice Board of Victoria to the faculty of Medicine, Dentistry and Health Sciences,
- The person appointed by the Council on the nomination of the Australian Dental Association (Victorian Branch) to the faculty of Medicine, Dentistry and Health Sciences,
- The member of the committee of convocation who is a representative of dental science graduates, appointed by the Council on the recommendation of the committee to the faculty of Medicine, Dentistry and Health Sciences,
- The Chief Dental Officer, Dental Health Services Branch, Health department of Victoria,
- Any other person appointed by the Council on the recommendation of the faculty of Medicine, Dentistry and Health Sciences following receipt of a nomination from the school of Dental Science Advisory committee,
- The President, Melbourne University Dental Students' Society,
- The undergraduate dental student member nominated by Melbourne University Dental Students' Society to the faculty of Medicine, Dentistry and Health Sciences,
- The postgraduate student member elected annually by and from the postgraduate dental students to the faculty of Medicine, Dentistry and Health Sciences.

## 14. THE SCHOOL OF MEDICINE

1. The school of Medicine within the faculty of Medicine, Dentistry and Health Sciences consists of the twenty-one departments currently approved by Council and such other departments recommended by the faculty and approved by Council from time to time together with those members of academic staff who are deemed to be members of staff of the school.

   The overall purpose and responsibility of the school is teaching, training and research in medicine within the faculty and includes the following academic and administrative responsibilities within the school-

   (1) The co-ordination of appropriate undergraduate and postgraduate teaching, research and training activities,

   (2) The consideration of needs for equipment, teaching, training and research,

   (3) The preparation of budgets and the control of finance,

   (4) The deployment and supervision of technical and administrative staff,

   (5) The allocation and use of administrative and technical resources,

   (6) The encouragement and consideration of proposals for research projects, particularly joint research projects within the school,

   (7) The establishment and co-ordination of committees and sub-committees covering any area of the school's activities,

   (8) The authority to advise faculty on any matter which it considers appropriate.

2. (1) The school of Medicine has a head and a deputy head appointed by Council on the advice of the vice-chancellor. In preparing that advice the vice-chancellor will consult with the dean of the faculty who will receive advice from members of the school of Medicine. Where the dean of the faculty is a candidate for appointment as head or deputy head of the school of Medicine, the vice-chancellor will consult directly with members of the school of Medicine.

   (2) The head of the school has full powers to transact the business of the school. The head is responsible to the University through the faculty of Medicine, Dentistry and Health Sciences for implementing the policies determined by the University generally, by the faculty of Medicine, Dentistry and Health Sciences, and by the school, and for ensuring that the school fully discharges its academic and administrative functions.

   (3) The deputy head assumes all powers and responsibilities of the head during the absence of the head for a period of five days or more, or at the request of the head for any period less than five days.

3. There is a school of Medicine advisory committee comprising the members listed on the attached schedule.

   The function of the advisory committee is to advise the faculty on the policy of the school with regard to its academic and administrative responsibilities and to advise the head on the carrying out of those policies. It will meet at least three times per year.

<u>FOOTNOTE</u>

Where subjects are taught and examined under the auspices of the school, the chairperson of the examination board is appointed by the dean of the faculty pursuant to Statute 12.1.6.

## SCHEDULE

SCHOOL OF MEDICINE

There is a school of Medicine advisory committee comprising-

- The head (chairperson)
- The deputy head
- The assistant dean (undergraduate studies)
- The assistant dean (postgraduate studies)
- The heads of the departments of the school of Medicine
- The clinical deans in the school of Medicine
- Two professors or professor/directors elected by and from their fellows in the pre-clinical departments of the school of Medicine
- Two professors or professor/directors elected by and from their fellows in the clinical departments of the school of Medicine

In the case of elections to the committee, provided there are sufficient female and male candidates nominated for the election, there is at least one female and one male member appointed as part of the election process.

By determination of the committee, persons may be co-opted to represent disciplines not otherwise represented on the committee and in which there are significant teaching responsibilities, or on any other basis.

NOTE: If heads of departments are unable to attend, they may nominate a person to attend in their place.

## 15. THE SCHOOL OF PHYSIOTHERAPY

1. The school of Physiotherapy ('the school') within the faculty of Medicine, Dentistry and Health Sciences ('the faculty') consists of the department of Physiotherapy together with those members of academic staff who are deemed to be members of staff of the school.

   The overall purpose and responsibility of the school is teaching, training and research in physiotherapy within the faculty and includes the following academic and administrative responsibilities within the school-

   (1) The co-ordination of appropriate undergraduate and postgraduate teaching, research and training activities,

   (2) The consideration of needs for equipment, teaching, training and research,

   (3) The preparation of budgets and the control of finance,

   (4) The deployment and supervision of technical and administrative staff,

   (5) The allocation and use of administrative and technical resources,

   (6) The encouragement and consideration of proposals for research projects, particularly joint research projects within the school,

   (7) The establishment and co-ordination of committees and sub-committees covering any area of the school's activities,

   (8) The authority to advise faculty on any matter which it considers appropriate.

2. (1) The school has a head and a deputy head who are appointed by Council on the advice of the vice-chancellor. In preparing that advice the vice-chancellor will consult with the dean of the faculty who will receive advice from members of the school. Where the dean of the faculty is a candidate for appointment as head or deputy head of the school, the vice-chancellor will consult directly with members of the school.

   (2) The head of the school has full powers to transact the business of the school. The head is responsible to the University through the faculty for implementing the policies determined by the University generally, by the faculty, and by the school, and for ensuring that the school fully discharges its academic and administrative functions.

   (3) The deputy head assumes all powers and responsibilities of the head during the absence of the head for a period of five days or more, or at the request of the head for any period less than five days.

3. There is to be a school of Physiotherapy expert advisory committee comprising the members listed on the attached schedule who are persons with experience and interests relevant to the academic and professional concerns of the school.

   The function of the expert advisory committee is to advise the school and head on the policy and strategic directions of the school, with regards to the determination and implementation of policy within the school. It will meet at least three times per year.

4. The head of school is to be assisted by a school executive committee comprising-

   - the head and deputy head of the school;
   - the professors of the school;
   - the school manager; and
   - the school information systems manager.

   The function of the school executive is to assist and advise the head with regard to its academic and administrative responsibilities and to advise the head of the carrying out of those policies and procedures.

The school executive committee will meet at least three times per semester

## SCHEDULE

SCHOOL OF PHYSIOTHERAPY

1. There is to be a school of Physiotherapy expert advisory committee comprising-

   - the head;
   - the school manager; and
   - eleven persons with expertise in the fields serviced by the school of Physiotherapy, hospitals, private practice, professional associations, regulating authorities, education, training, research and corporate governance.

   Membership is to be confirmed biennially.

## 16. THE SCHOOL OF THE VICTORIAN COLLEGE OF THE ARTS

[Revoked effective 1/1/07]

## 17. THE SCHOOL OF BEHAVIOURAL SCIENCE

1. The school of Behavioural Science ('the school') within the faculty of Medicine, Dentistry and Health Sciences ('the faculty') consists of a single department (department of Psychology) together with those members of the academic staff who are deemed to be members of staff of the school.

2. (1) The school has a head and a deputy head appointed by the Council on the advice of the vice-chancellor. In preparing that advice the vice-chancellor will consult with the dean of the faculty who will receive advice from members of the school. Where the dean of the faculty is a candidate for appointment as head or deputy head of the school the vice-chancellor must consult members of the school.

   (2) The head of the school has full powers to transact the business of the school. The head is responsible to the University through the faculty for implementing the policies determined by the University generally, by the faculty and by the school, and for ensuring that the school fully discharges its academic and administrative functions.

   (3) The deputy head assumes all powers and responsibilities of the head during the absence of the head for a period of five days or more, or at the request of the head for any period less than five days.

3. The head is assisted by a school committee ('the school committee') comprising-

   - the head
   - the deputy head
   - the professors, readers, senior lecturers and lecturers of the school
   - one member of each of the following groups, each elected by their fellows-
     - temporary lecturers
     - tutors and senior tutors
     - administrative staff
     - technical staff
   - two student nominees, one undergraduate and one graduate, undertaking studies in the school.

   The function of the school committee is to assist and advise the head in the determination and implementation of policy within the school.

   The school committee must meet at least three times per year.

4. A meeting of the school consisting of all members of the full-time and fractional full-time academic staff and, where the school committee so resolves, representatives of part-time academic staff, students or general staff must meet at least once a semester. Its function is to facilitate communication and discussion of matters affecting the school.

## 18. THE SCHOOL OF THE VICTORIAN COLLEGE OF AGRICULTURE AND HORTICULTURE

[Edit. deletion 15/8/97.]

**19. THE SCHOOL OF LANGUAGES**
[Revoked effective 14/07/08]

## 20. THE BIO 21 MOLECULAR SCIENCE AND BIOTECHNOLOGY INSTITUTE

## 21. THE SCHOOL OF NURSING AND SOCIAL WORK

1. The school of Nursing and Social Work ('the school') within the faculty of Medicine, Dentistry and Health Sciences ('the faculty') consists of the department of Nursing and the department of Social Work together with those members of the academic staff of each department who are deemed to be members of staff of the school.

   The overall purpose and responsibility of the school is teaching, training and research in nursing and social work within the faculty and includes the following academic and administrative responsibilities within the school-

   (1) the co-ordination of appropriate postgraduate teaching, training and research activities,

   (2) the consideration of needs for equipment, accommodation, teaching and research,

   (3) the preparation and operation of budgets within the school,

   (4) the deployment and supervision of academic, technical and administrative staff and associated resources within the school,

   (5) the encouragement, consideration and co-ordination of research projects and submissions,

   (6) the establishment and co-ordination of committees and sub-committees covering any area of the school's activities,

   (7) the authority to advise the faculty on any matter which it considers appropriate.

2. (1) The school has a head and a deputy head who are appointed by Council on the recommendation of the vice-chancellor. Before making the recommendation, the vice-chancellor must consult with the dean of the faculty who will receive advice from members of the school. Where the dean of the faculty is a candidate for appointment as head or deputy head of the school, the vice-chancellor must consult directly with members of the school.

   (2) The head of the school transacts the business of the school. The head is responsible to the University, through the faculty, for implementing the policies determined by the University generally, by the faculty and by the school, and for ensuring that the school properly discharges its academic and administrative functions.

   (3) The deputy head assumes the powers and responsibilities of the head during the absence of the head for a period of five days or more, or at the request of the head for any period less than five days.

3. There is a school of Nursing and Social Work advisory committee ('the committee') comprising the members listed on the attached schedule.

   The function of the committee is to advise the faculty on the policy of the school with regard to its academic and administrative responsibilities and to advise the head on the carrying out of those policies. It meets at least three times per year.

NOTE

When the school is fully established, it is anticipated that the head is assisted by a school committee, the composition of which is to be determined in the future.

The function of the school committee is to assist and advise the head in determining and implementing policy within the school.

The school committee, when established, will meet at least three times per year.

## SCHOOL OF NURSING AND SOCIAL WORK

There is a school of Nursing and Social Work advisory committee (‘the committee’) comprising-

- the head (chairperson)
- the deputy head
- the full-time academic staff members of the school
- two persons, being members of the faculty nominated by the school of Medicine
- a person, being a nurse registered in Victoria, appointed by the Council on the nomination of the Nurses' Registration Board of Victoria to the faculty of Medicine
- a nominee of the Royal Children's Hospital
- a nominee of the Royal Melbourne Hospital
- and such other teaching hospitals approved from time to time by the faculty on the advice of the committee
- the student members enrolled in the school who are members of the faculty under Statute 5.1.5
- one other person, appointed by the Council on the recommendation of the faculty following receipt of a nomination from the committee.

## 22. GUIDELINES FOR THE FORMATION AND MANAGEMENT OF UNIVERSITY CENTRES

### 1. INTRODUCTION

The University has established and participates in a large number of Centres which are central to the strategy of raising the teaching and research profile of the University.

Centres are a mechanism for meeting the emerging needs of multi-disciplinary requirements in new research and teaching areas. It is important therefore that establishment and reporting requirements capture and demonstrate the value that new Centres add to the University.

For the purpose of regulation, there are two broad categories of Centres in the University:

**(1)** **Institutional Centres** which are established in the University for teaching and/or research purposes without an external node, and for which the University has sole responsibility. In a small number of cases, such centres are referred to as 'Institutes'. Institutional Centres will not normally be incorporated.

**(2)** **Collaborative Centres** which have a separate Board of Management are subject to formal external review and where one or more nodes of the Centre are located outside the University and involve external organisations. For unincorporated centres the responsibility for their operation is shared between the University and the other organisations and they are normally created through formal contractual agreements. Incorporated Centres will have a different governance model. Additional guidelines for University participation or support for incorporated centres are available as Appendices A and B.

**Institutional Centres** include internal and multi-disciplinary Centres established for research and teaching purposes within the University.

**Collaborative Centres** include joint Centres involving external organisations where the governance and management is not exclusively controlled by the University.

The following revised guidelines are provided so that the various types of Centres are established and operated in a manner which is consistent with current University policy.

### 2. FORMATION

Before submitting a proposal to Council, all proposals for new centres must be submitted to the vice-chancellor for consideration with a recommendation from the deputy vice-chancellor (research) and the relevant dean or deans. Centres are established pursuant to a resolution of Council.

In the consideration of any proposal for the formation of a centre, the vice-chancellor must be satisfied that the centre –

- has the potential to be of demonstrable benefit to the University;
- that the academic purposes and objectives for which the Centre is proposed cannot be reasonably achieved within an existing University organisational structure; and
- can demonstrate financial viability for the initial operational term of the Centre, which normally would be at least three years.

A Centre must show evidence of support from relevant Faculty or Faculties and have confirmation of wide consultation across discipline/s areas. For reporting purposes, each Centre should be clearly aligned with one Faculty. This is of particular importance in multi-disciplinary Centres.

**For Institutional Centres** additional funds for the purposes of the establishment or operation of the Centre will be obtained normally from external sources.

**For Collaborative Centres** the University will provide support as required by the conditions of the collaboration. A written agreement is required to be signed by authorised persons of the collaborating organisations and the University. The Melbourne Research and Innovation Office must be consulted in regard to the collaborative agreement.

Each Centre or node of a Centre must develop a plan as part of the application or renewal process.

The Centre Plan should outline –

- summary of the plan, including, mission statement, objectives against Faculty and University Strategic Plans, teaching and /or research outcomes;
- justification of the establishment of the Centre (addressing how the formation of a Centre is necessary to achieve the objectives and why these cannot be achieved through an existing organisational structure);
- organisation and management structure (including staffing arrangements, proposed Director and term of appointment, any Centre advisory committee composition, definition of arrangements for administrative support);
- teaching and research strategies: including course development, research areas, scope of any consulting activities;
- funding (proposed seed funding, projected budgets identifying sources of external funds to support Centre activities, plans for becoming financially self-sufficient and growth of the funding base over time);
- reporting and review cycle, including auditing cash and in-kind contributions annually, reporting against performance and financial objectives, mechanisms to capture and report any Intellectual Property developed; and
- sunset or renewal arrangements at end of secured funding cycle.

It is expected that budgets for research-based Centres will be prepared with reference to University guidelines (www.research.unimelb.edu.au/ncp/) as amended from time to time. These guidelines are concerned with cost recovery for the provision of research infrastructure and the calculation of in-kind contributions associated with research activities. Variations from these guidelines should be negotiated with the Deputy Vice-Chancellor (Research). Advice on the valuation of Intellectual Property should be sought from Melbourne Ventures Pty Ltd.

## 3. REPORTING

Approved procedures must be established to enable adequate reporting on the activities of the various kinds of Centres.

The Heads of the Departments and Deans of the Faculties involved are to be kept informed on a regular basis about Centre activities by receiving the relevant management documentation including minutes of meetings, financial statements and annual reports.

Unless the Centre is subjected to formal and regular external reviews, reviews of Centres should be aligned to the five yearly departmental reviews. This ensures that Centres are within the University's continuous improvement and quality assurance cycles.

On an annual basis each Centre should, in conjunction with the Head of School or Department, review its performance against Centre objectives and budgets. This should also include reporting any Intellectual Property developed by the Centre within the previous twelve months. The review outcomes should be discussed with, and presented to, the relevant Head of Department and Dean. Performance of Centres will form part of a Faculty operational performance review.

## 4. RESPONSIBILITIES FOR CENTRES

### (1) Institutional Centres

Where a Centre involves only one department, that department must be designated as the unit responsible for the Centre and the staff therein. Where a Centre involves more than one department, normally only one Department would be designated as the unit responsible for the reporting of Centre outcomes. However, in exceptional circumstances, the vice-chancellor may approve an alternative arrangement, including reporting procedures, following consultations with the relevant Dean or Deans. The Director will be responsible for complying with the reporting requirements.

It is recommended that each Centre should have an advisory committee comprising both University members and external members as is deemed appropriate for the Centre's Mission. The advisory committee should meet at least once a year.

### (2) Collaborative Centres

When the Centre is unincorporated, normally only one department will be designated as the unit responsible for the Centre. However, in exceptional circumstances, the vice-chancellor may approve an alternative arrangement for accountability and reporting purposes, following consultations with the relevant Heads and Deans.

Where the Director of the Centre is not a member of the University, a University staff member will be designated Head of the University node and will undertake the reporting responsibility. This person will provide the first point of contact for any matters pertaining to the activities of the University node of the Centre.

For incorporated centres reporting will be in accordance with obligations described in contractual arrangements.

## 5. STAFFING ISSUES

All University staff engaged to work in any Centre will be normally employed as members of the departments with which the Centre is involved. All such staff will assume the responsibilities consistent with membership of these departments.

Special conditions will apply to staff seconded to incorporated centres. Such conditions will be determined when the University enters into contractual arrangements with the incorporated body.

A Director of an Institutional Centre normally may be appointed for a period of up to five years in the first instance and renewable for further periods of up to five years. Where appropriate, the terms and conditions of the Director's appointment should be confirmed at the time the Centre is proposed and be included in the Council Resolution establishing the Centre.

## 6. AUDIT REQUIREMENTS

Funds available to Centres are the overall responsibility of the departments involved. Centre accounts are audited as part of the continuous auditing procedures which the University must undertake to fulfil statutory obligations.

In some cases, there is a requirement for the University's in-kind contributions, resulting from the commitment of both human and other resources, to be ratified in the audit of the activities of the Centre. Each Centre must establish and maintain a record of all its resources and intellectual property created. The latter must be reported in accordance with the University invention disclosure policy.

For some Centres there may also be a requirement for the accounts associated with the Centre to be audited independently of the University's auditing operations. In the first instance, audit arrangements should be made with the Internal Audit Office of the University.

## 7. REVIEW

### (1) Externally Reviewed Centres

For Collaborative Centres and some types of Institutional Centres which are obliged to undergo a review by external bodies, the Faculty responsible for the Centre will not normally conduct another review of the University contribution to the Centre. This decision is subject to both the satisfactory operation of the Centre and acceptable outcomes from the external review.

Copies of external reviews should be forwarded to the dean of the faculty responsible for the centre, for subsequent reporting through the operational performance review process and to the vice-chancellor as appropriate.

### (2) Institutional Centres

Each Institutional Centre should develop a Centre Plan along the lines outlined in section 2. Annually each Centre should report on the outcomes achieved against the Plan objectives, at the same time as the Operational Performance Reviews held in Faculties.

If a centre is deemed not to be performing against its centre plan, a recommendation should be made to the vice-chancellor for its consideration, according to the criteria for continuation in section 7(3).

**(3) Criteria for the Continuation of a Centre**

In determining whether the continuation of a centre within the University should be approved, the vice-chancellor will take into account the advice of the deputy vice-chancellor (research) and relevant heads of departments and deans as to whether:

* the purposes and objectives of the Centre have been met;

* the Centre is continuing to provide a unique and productive role in the University;

* the Centre continues to fit within the basic organisation structure of the University; and

* the Centre has a firm financial base.

**(4) Disestablishment Procedures**

Centres will be disestablished by Council on the recommendation of the vice-chancellor after receiving advice from faculties.

**Appendix A**

## GUIDELINES FOR UNIVERSITY OF MELBOURNE INVOLVEMENT IN INCORPORATED COLLABORATIVE CENTRES

A proposal for an incorporated collaborative Centre should meet the following minimum criteria -

- a proposal to establish or participate in an incorporated collaborative centre must be approved by the dean of the relevant faculty or faculties and if for research purposes, by the deputy vice-chancellor (research) in the first instance. Final approval of the proposed centre is subject to consideration and approval by the vice-chancellor and Council;
- all proposals to the vice-chancellor must include detailed costing, a business plan and a due diligence on intellectual property, conflicts of interest, and other material commitments. Applicants must prepare proposals compliant with section 22 Guidelines for the Formation and Management of University Centres. (Regulation 6.1.R7);
- as a general rule, given the costs involved, unless the value of the proposed Centre is at least $10M (cash and in-kind) and have a minimum term of three years, centres should not be incorporated;
- wherever practicable, the University's participation as a shareholder or member of an incorporated collaborative centre will be principally through a wholly owned subsidiary such as Melbourne Ventures Pty Ltd, with the University accepting responsibility for the discharge of any research-related obligations through a research contract with the incorporated collaborative centre;
- the Board of an incorporated collaborative centre will have the authority to determine the research program and other activities. However, any contract research project (or part thereof) allocated to the University of Melbourne must be acceptable to the University and compliant with University policies on such matters as ethics, risk management and safety;
- university approval of projects to be conducted at the University will be subject to a realistic cost/benefit analysis on the resources, especially the level of cash being made available to the University for the project by reference to the total University contribution, and to the potential enhancement of the University's core teaching and research activities. The University would normally expect that for each $1 of cash or in-kind staff costs that it contributes, it will receive at least $1 of additional cash from the incorporated collaborative Centre to undertake the project;
- budgeting for Projects to be conducted at the University must include a 20% (of new external cash) minimum research services and facilities contribution towards the additional support costs incurred for new research;
- any cash which is contributed by the University will be tied to projects executed at the University. Cash normally will not be transferable directly to an external body. The University will establish through the Deputy Vice-Chancellor (Research) a separate account at the University to which its contributed funds will be transferred until allocated on the advice of the Centre board of management to approved projects at the University. The commitments and expenditure will be subject to financial audit. The funds will if possible, remain under the ownership and control of the University, and therefore not be unconditionally committed, until transferred on the request of the Centre board of management to the University approved project;
- if an employee of the University seeks to be a director of an incorporated collaborative centre, he or she must have approval from the University and must have appropriate training on the responsibilities and obligations of directors. Any conflict of interest matters must be managed in accordance with University policies;
- if a current employee of the University intends to be the Chief Executive Officer or in a senior management position with an incorporated collaborative centre, it is expected that he or she will have appropriate training on the responsibilities and obligations of Chief Executive Officers. He/she will need to either seek leave of absence without pay from the University or resign from his/her position because the Centre will be a separate legal entity; and

- use of University Intellectual Property by the Centre will be subject to negotiation and agreement with the Deputy Vice-Chancellor (Research) in consultation with the University Intellectual Property Officer and will reflect the interests of the University to sustain research programs in the longer term.

**Appendix B**

# UNIVERSITY OF MELBOURNE INVOLVEMENT IN INCORPORATED COLLABORATIVE CENTRES

## Explanatory Note and Guidelines

### 1. BACKGROUND

This document should be read in conjunction with the general document entitled 'Guidelines for the Formation and Management of University Centres'.

Increasingly, funding agencies at all levels are imposing stringent requirements on the provision of funding for research or educational purposes. There is an increasing trend to incorporate Centres. Funding agencies are insisting that the management and Boards of Centres should be able to act independently and to be responsible for the direction of the Centre and its programs. It is not considered appropriate for Centres to have Boards which represent the specific interests of participants which establish them.

The establishment and continuing growth of incorporated collaborative Centres raise significant issues for Universities in particular. Some of these issues can be managed, although the costs of doing so are substantial and entail an ongoing commitment of University resources. The benefits derived from involvement in an incorporated collaborative Centre are more difficult to quantify and are perhaps more intangible in nature.

Determining when it is appropriate and beneficial to create or participate in an incorporated collaborative Centre is a fundamental threshold question for the University. It is necessary for some minimum criteria to be identified which need to be satisfied before the University agrees to commit cash and in-kind resources to a proposal to establish an incorporated collaborative Centre.

As a typical example, the Department of Education, Science and Training, which is responsible for the Co-operative Research Centres Program, has issued guidelines for the 2005 round of Co-operative Research Centres which include the following requirements -

- Centres must reflect collaboration between research institutions and industry and should have a strong commercialization focus in addition to undertaking research and educational activities;
- Centres must be incorporated as either a company limited by shares or a company limited by guarantee with a board of directors who will act in the interests of the company; and
- applicants need to make matching commitments of cash and in-kind resources, historically in the order of 3:1 to the funds provided by the Department of Education, Science and Training.

In considering whether or not to participate in the establishment of an incorporated collaborative Centre, a number of issues including the following must be resolved -

- Is the proposed Centre aligned with the University's strategic interests and direction i.e. will this Centre be of benefit to the University?
- What is the true financial cost, in terms of cash and in-kind contribution, of the proposed Centre?
- What is the opportunity cost of making available the required resources from the University to the Centre which is a separate legal entity and ultimately not accountable to the University?
- Should the University make available resources (cash and in-kind) in order to win the Centre which may then be used for research projects at other institutions? Should cash made available by the University be tied to undertake research projects at the University? Should a cash contribution be subject to a multiplier return?
- What are the academic benefits of being associated with an incorporated entity rather than an unincorporated entity?
- Should University employees be involved in positions of management or on boards of incorporated collaborative Centres?
- Who should pay the costs for complex legal documentation required to establish and maintain an incorporated collaborative Centre?

- How can the University ensure that the proper governance of the Centre, including Australian Securities and Investments Commission reporting requirements, is met?
- What, if any, are the reputational risks posed for the University?

**2. FINANCIAL**

In earlier years, Centres were mainly unincorporated joint ventures of a number of parties coming together and agreeing to pursue a program of activities, mainly research and educational. This meant that funding from the Commonwealth or State Government could flow directly back into the University for research projects to be undertaken here. There was also reasonable certainty that the amount of allocated funds which was agreed at the beginning of the Centre's life would flow to the University. This is no longer the case. It will be up to the board and management of the incorporated collaborative Centre to determine which activities or research projects should proceed and which should not proceed.

Therefore, unless the University 'ties' its cash contribution to research activities to be carried out within the University's premises, it runs the risk of becoming a research funder rather than a research provider.

**3. TAX**

The Australian Taxation Office has made it clear that incorporated collaborative Centres will not be easily able to obtain tax-exempt status. In the main, incorporated collaborative Centres will be liable to pay income tax as well as all other taxes normally paid by enterprises carrying on commercial activities. This means that a substantial amount of the funds contributed by the funding body and the participants could have to be remitted in taxes to the Australian Taxation Office if the financial management of the Centre is not robust, or certain structural provisions designed to address the likely tax treatment are not present in the constitution of the incorporated collaborative Centres.

Taxes such as the Goods and Services Tax also carry significant hidden administrative costs. Systems have to be established and personnel have to be employed to deal with these issues.

**4. LEGAL**

Under the *Melbourne University Act*, participation in the formation or establishment of a company is subject to University Council approval and to certain reporting and other requirements.

An incorporated collaborative Centre is a separate legal entity to the University. This has significant legal implications. The board of directors of an incorporated collaborative Centre is required by law to give primary consideration to the interests of the company itself. The directors will not be in a position to represent the interests of a particular shareholder or member. The board will be entitled and obliged to consider the activities of the company, and to determine from time to time whether certain activities should be discontinued or others included, whether costs should be cut back and whether additional funding should be sought. A board may decide that it is necessary to raise funds or that the company should be positioned to be publicly listed. These types of activities carry risk and need to be considered in appropriate detail by properly qualified personnel.

Although the University may be a member or shareholder in an incorporated collaborative Centre and may have contributed considerable cash and in-kind resources to the Centre, it will not be able to control the direction or activities of the company. At best, it can devote resources to try and ensure that the Centre is managed as effectively as possible. Alternatively it can, with notice, withdraw from the Centre, having sunk considerable costs into its establishment.

Therefore for reputational/legal/liability reasons, it may be more appropriate for the University not to be the member or shareholder in an incorporated collaborative Centre, but instead to have Melbourne Ventures Pty Ltd or some other similar subsidiary as the shareholder or member. However, even this separation will not necessarily achieve the desired objective in all instances, and may not always render the provisions in the *Melbourne University Act* inapplicable.

The legal costs associated with establishing incorporated collaborative Centres are high as structures are increasingly complex and involve substantial legal documentation such as Constitutions, shareholders agreements, project agreements, spin-out companies, etc.

Therefore the University will need to devote resources to ensure its involvement in an incorporated collaborative Centre is compliant with University legislation, protects the interests of the University and limits the University's potential liability. Even if funds from the funding body are used to prepare legal documentation, the University will need to allocate resources to negotiate its position, to prepare and review legal documents and to perform due diligences on Intellectual Property to be made available by the University, as well as verifying property acquired or commitments made or to be made by the incorporated collaborative Centre.

An incorporated collaborative Centre also has ongoing reporting requirements to the Australian Securities and Investments Commission and as a shareholder or member, even through a subsidiary, it is in the interests of the University to ensure that all appropriate governance requirements are met.

Even if the University can and does rely on the 'corporate veil' argument, (i.e. that Melbourne Ventures Pty Ltd or some other subsidiary is a separate legal entity with limited liability), in regard to any potential legal liability, such protection may be limited as mentioned above. Courts are increasingly likely to look behind the 'corporate veil'. In any case, reliance on the 'corporate veil' defence, even if appropriate, is unlikely to enhance the University's reputation should an incorporated collaborative Centre with which it is involved encounter financial or legal difficulties.

## 5. GOVERNANCE

An incorporated collaborative Centre will also have ongoing reporting requirements to the Australian Securities and Investments Commission and, as a significant shareholder or member (whether directly or through a subsidiary), it is in the interests of the University to ensure that all appropriate governance requirements are met. While these reporting requirements may not apparently amount to many thousands of dollars, they also involve hidden administrative costs and risks of non-compliance.

It is important that the people who become involved in the management of incorporated collaborative Centres are properly skilled and trained. If University employees take up positions of management, then they should, in order to avoid conflicts of interest, stand down from their University employment or at least change their employment terms to reflect this new commitment. Similarly, as it is potentially conceivable that the interests of the University and the interests of the company may not be always aligned, non-executive directors should preferably not be University employees.

## 23. THE UNIVERSITY OF MELBOURNE GRADUATE SCHOOL

**This regulation has been relocated and is now Regulation 5.2.R1.**

## 24. THE SCHOOL OF AGRICULTURE AND FOOD SYSTEMS

[Revoked 1/9/08]

## 25. THE SCHOOL OF RESOURCE MANAGEMENT

[Revoked 1/9/08]

**26. THE SCHOOL OF VOCATIONAL EDUCATION AND TRAINING**

[Revoked]

## 27. THE SCHOOL OF CREATIVE ARTS

[Revoked effective 14/07/08]

## 28. THE SCHOOL OF RURAL HEALTH

1. The school of Rural Health ('the school') within the faculty of Medicine, Dentistry and Health Sciences ('the faculty)' consists of the department of Rural Health and the Rural Clinical School together with those members of the academic staff who are deemed to be members of staff of the school.

   The overall purpose and responsibility of the school is teaching, training and research in rural health within the faculty and includes the following academic and administrative responsibilities within the school.

   **1.1** the co-ordination of appropriate undergraduate and postgraduate teaching, training and research activities.

   **1.2** the consideration of needs for equipment, accommodation, teaching and research.

   **1.3** the preparation and operation of budgets within the school

   **1.4** the deployment and supervision of academic, technical and administrative staff and associated resources within the school

   **1.5** the encouragement, consideration and co-ordination of research projects and submissions.

   **1.6** the establishment and co-ordination of committees and sub-committees covering any area of the school's activities.

   **1.7** the authority to advise the faculty on any matter which it considers appropriate.

2. **2.1** Except where Council has determined that another process for the appointment of a head will apply, the school has a head and a deputy head(s) who are appointed by the vice-chancellor on behalf of Council. Before making the appointment, the vice-chancellor must consult with the dean of the faculty who will receive advice from members of the school. Where the dean of the faculty is a candidate for appointment as head or deputy head of the school, the vice-chancellor must consult directly with members of the school.

   **2.2** The head of the school transacts the business of the school. The head is responsible to the University, through the faculty, for implementing the policies determined by the University generally, by the faculty and by the school, and for ensuring that the school properly discharges its academic and administrative functions.

   **2.3** A deputy head assumes the powers and responsibilities of the head during the absence of the head for a period of five days or more, or at the request of the head for any period less than five days.

3. **3. 1** The head of the school is to be assisted by a school executive committee comprising-
   a. the head and deputy head(s) of the school;
   b. the professors of the school; and
   c. the school manager.

   The function of the school executive committee is to assist and advise the head with regard to the school's academic and administrative responsibilities and to advise the head on the carrying out of those policies and procedures.

   **3.2** The school executive committee will meet at least three times each year.

## 29. THE SCHOOL OF POPULATION HEALTH

1. The school of Population Health ('the school') within the faculty of Medicine, Dentistry and Health Sciences ('the faculty') consists of the department of Public Health together with those members of the academic staff who are deemed to be members of staff of the school.

   The overall purpose and responsibility of the school is teaching, training and research in population health within the faculty and includes the following academic and administrative responsibilities within the school-

   1.1 the co-ordination of appropriate undergraduate and postgraduate teaching, training and research activities;

   1.2 the consideration of needs for equipment, accommodation, teaching and research;

   1.3 the preparation and operation of budgets within the school;

   1.4 the deployment and supervision of academic, technical and administrative staff and associated resources within the school;

   1.5 the encouragement, consideration and co-ordination of research projects and submissions;

   1.6 the establishment and co-ordination of research projects and submissions; and

   1.7 the authority to advise the faculty on any matter which it considers appropriate.

2. 2.1 Except where Council has determined that another process for the appointment of a head will apply, the school has a head and a deputy head who are appointed by Council on the recommendation of the vice-chancellor. Before making the appointments, the vice-chancellor must consult with the dean of the faculty who will receive advice from members of the school. Where the dean of the faculty is a candidate for appointment as head or deputy head of the school, the vice-chancellor must consult directly with members of the school.

   2.2 The head of the school transacts the business of the school. The head is responsible to the University, through the faculty, for implementing the policies determined by the University generally, by the faculty and by the school, and for ensuring that the school properly discharges its academic and administrative functions.

   2.3 The deputy head assumes the powers and responsibilities of the head during the absence of the head for a period of five days or more, or at the request of the head for any period less than five days.

## 30 - THE MELBOURNE SCHOOL OF DESIGN

1. The Melbourne School of Design ('the graduate school') within the faculty of Architecture, Building and Planning ('the faculty') encompasses all academic units of the faculty together with all members of its academic staff who have responsibilities in graduate teaching and/or research training. Academic units outside the faculty may also contribute to the graduate school's programs as required.

2. The overall purpose and responsibility of the graduate school is the planning and delivery of graduate teaching and overseeing the provision of research higher degree training within the faculty. It coordinates the contributions of departments both inside and outside the faculty to its graduate coursework education and research higher degree training.

3. Key accountabilities and responsibilities of the graduate school are as follows:

    - The graduate school is accountable through the dean to the Academic Board for the quality of the design and delivery of all graduate coursework programs offered by the faculty , whether in professional or specialist programs.
    - The graduate school collaborates with the School of Graduate Research in the conduct of research training within the faculty, including in relation to quality assurance .
    - The graduate school is accountable through the dean to the vice-chancellor for the business success of its graduate coursework programs, including in relation to financial viability.
    - The graduate school is responsible for the recruitment and admission of graduate coursework students to the faculty, and for the quality of their Melbourne experience.
    - The graduate school is responsible pursuant to guidelines determined by the Academic Board and administered by the School of Graduate Research for the recruitment and admission of research higher degree students to the faculty.
    - The responsibilities of the graduate school include facilitating the emerging needs of and opportunities for multi-disciplinary programs in existing and new teaching and research areas, both within the faculty and in collaboration with other faculties and graduate schools.
    - The graduate school will create and maintain a business plan and report annually to the faculty and/or University on the outcomes achieved against that plan.

4. Except where Council has determined that another process for the appointment of a head of a graduate school will apply or that the dean of the faculty is so to act, the graduate school has a head ('the director', including any dean of a faculty appointed as head) appointed by Council on the recommendation of the vice-chancellor. Before making the appointment of a person other than the dean of the faculty, the vice-chancellor must consult with the dean of the faculty who will receive advice from members of the graduate school. The appointment of the head of the graduate school, whether such person be the dean of the faculty or another person, will normally be made for a period of up to five years in the first instance, and be renewable for further periods of up to five years.

5. The director transacts the business of the graduate school. The director is responsible to the University, through the dean of the faculty where a different appointment, for implementing the policies determined by the University generally, by the faculty and by the graduate school, and for ensuring that the graduate school properly discharges its academic and administrative functions.

6. The director may be supported by a deputy head who is to be appointed by the vice-chancellor on the recommendation of the dean of the faculty. Before making the recommendation the dean must consult with the director where that person is a separate appointment. In the absence of the director, or if no director has been appointed, the deputy head will transact the business of the graduate school.

7. The faculty must establish one or more advisory committees (or boards), with expertise in fields relevant to the coursework programs of the graduate school. The committee(s) may exercise powers and undertake duties delegated by the faculty pursuant to statute 5.1.8, and will be chaired by the director or nominee. Membership of the committee(s) will be determined by the faculty but must include both University members and external members as appropriate to its mission. Committee responsibilities will include advising the director and graduate school on the graduate school business plan, receiving and commenting on the annual report of outcomes achieved against its objectives, and any other matters referred by the director or dean, as the case may be. The advisory committee(s) must meet at least twice a year.

8. The faculty must also establish a graduate programs committee within the graduate school to advise the school and the faculty on all academic matters related to courses offered though the graduate school (unless such matters are dealt with by an existing faculty committee which operates at both undergraduate and graduate levels). Membership of the graduate programs committee will be determined by the faculty but must include the director of the graduate school, representation from departments in the faculty that teach into courses offered by the graduate school, and graduate student representation. When an 'all-level' academic programs committee is considering graduate courses which utilise teaching resources from departments outside the faculty, its membership must be supplemented to include representation from those departments, unless otherwise co-opted to participate in those discussions.

## 31 - THE MELBOURNE GRADUATE SCHOOL OF MANAGEMENT

1. The Melbourne Graduate School of Management ('the graduate school') within the faculty of Economics and Commerce ('the faculty') encompasses all academic units of the faculty together with all members of its academic staff who have responsibilities in graduate teaching and/or research training. Academic units outside the faculty may also contribute to the graduate school's programs as required.

2. The overall purpose and responsibility of the graduate school is the planning and delivery of graduate teaching and overseeing the provision of research higher degree training within the faculty. It coordinates the contributions of departments both inside and outside the faculty to its graduate coursework education and research higher degree training.

3. Key accountabilities and responsibilities of the graduate school are as follows:

   - The graduate school is accountable through the dean to the Academic Board for the quality of the design and delivery of all graduate coursework programs offered by the faculty , whether in professional or specialist programs.
   - The graduate school collaborates with the School of Graduate Research in the conduct of research training within the faculty, including in relation to quality assurance .
   - The graduate school is accountable through the dean to the vice-chancellor for the business success of its graduate coursework programs, including in relation to financial viability.
   - The graduate school is responsible for the recruitment and admission of graduate coursework students to the faculty, and for the quality of their Melbourne experience.
   - The graduate school is responsible pursuant to guidelines determined by the Academic Board and administered by the School of Graduate Research for the recruitment and admission of research higher degree students to the faculty.
   - The responsibilities of the graduate school include facilitating the emerging needs of and opportunities for multi-disciplinary programs in existing and new teaching and research areas, both within the faculty and in collaboration with other faculties and graduate schools.
   - The graduate school will create and maintain a business plan and report annually to the faculty and/or University on the outcomes achieved against that plan.

4. Except where Council has determined that another process for the appointment of a head of a graduate school will apply or that the dean of the faculty is so to act, the graduate school has a head ('the director', including any dean of a faculty appointed as head) appointed by Council on the recommendation of the vice-chancellor. Before making the appointment of a person other than the dean of the faculty, the vice-chancellor must consult with the dean of the faculty who will receive advice from members of the graduate school. The appointment of the head of the graduate school, whether such person be the dean of the faculty or another person, will normally be made for a period of up to five years in the first instance, and be renewable for further periods of up to five years.

5. The director transacts the business of the graduate school. The director is responsible to the University, through the dean of the faculty where a different appointment, for implementing the policies determined by the University generally, by the faculty and by the graduate school, and for ensuring that the graduate school properly discharges its academic and administrative functions.

6. The director may be supported by a deputy head who is to be appointed by the vice-chancellor on the recommendation of the dean of the faculty. Before making the recommendation the dean must consult with the director where that person is a separate appointment. In the absence of the director, or if no director has been appointed, the deputy head will transact the business of the graduate school.

7. The faculty must establish one or more advisory committees (or boards), with expertise in fields relevant to the coursework programs of the graduate school. The committee(s) may exercise powers and undertake duties delegated by the faculty pursuant to statute 5.1.8, and will be chaired by the director or nominee. Membership of the committee(s) will be determined by the faculty but must include both University members and external members as appropriate to its mission. Committee responsibilities will include advising the director and graduate school on the graduate school business plan, receiving and commenting on the annual report of outcomes achieved against its objectives, and any other matters referred by the director or dean, as the case may be. The advisory committee(s) must meet at least twice a year.

8. The faculty must also establish a graduate programs committee within the graduate school to advise the school and the faculty on all academic matters related to courses offered though the graduate school (unless such matters are dealt with by an existing faculty committee which operates at both undergraduate and graduate levels). Membership of the graduate programs committee will be determined by the faculty but must include the director of the graduate school, representation from departments in the faculty that teach into courses offered by the graduate school, and graduate student representation. When an 'all-level' academic programs committee is considering graduate courses which utilise teaching resources from departments outside the faculty, its membership must be supplemented to include representation from those departments, unless otherwise co-opted to participate in those discussions.

## 32 - THE MELBOURNE GRADUATE SCHOOL OF SCIENCE

1. The Melbourne Graduate School of Science ('the graduate school') within the faculty of Science ('the faculty') encompasses all academic units of the faculty together with all members of its academic staff who have responsibilities in graduate teaching and/or research training. Academic units outside the faculty may also contribute to the graduate school's programs as required.

2. The overall purpose and responsibility of the graduate school is the planning and delivery of graduate teaching and overseeing the provision of research higher degree training within the faculty. It coordinates the contributions of departments both inside and outside the faculty to its graduate coursework education and research higher degree training.

3. Key accountabilities and responsibilities of the graduate school are as follows:

   - The graduate school is accountable through the dean to the Academic Board for the quality of the design and delivery of all graduate coursework programs offered by the faculty , whether in professional or specialist programs.
   - The graduate school collaborates with the School of Graduate Research in the conduct of research training within the faculty, including in relation to quality assurance .
   - The graduate school is accountable through the dean to the vice-chancellor for the business success of its graduate coursework programs, including in relation to financial viability.
   - The graduate school is responsible for the recruitment and admission of graduate coursework students to the faculty, and for the quality of their Melbourne experience.
   - The graduate school is responsible pursuant to guidelines determined by the Academic Board and administered by the School of Graduate Research for the recruitment and admission of research higher degree students to the faculty.
   - The responsibilities of the graduate school include facilitating the emerging needs of and opportunities for multi-disciplinary programs in existing and new teaching and research areas, both within the faculty and in collaboration with other faculties and graduate schools.
   - The graduate school will create and maintain a business plan and report annually to the faculty and/or University on the outcomes achieved against that plan.

4. Except where Council has determined that another process for the appointment of a head of a graduate school will apply or that the dean of the faculty is so to act, the graduate school has a head ('the director', including any dean of a faculty appointed as head) appointed by Council on the recommendation of the vice-chancellor. Before making the appointment of a person other than the dean of the faculty, the vice-chancellor must consult with the dean of the faculty who will receive advice from members of the graduate school. The appointment of the head of the graduate school, whether such person be the dean of the faculty or another person, will normally be made for a period of up to five years in the first instance, and be renewable for further periods of up to five years.

5. The director transacts the business of the graduate school. The director is responsible to the University, through the dean of the faculty where a different appointment, for implementing the policies determined by the University generally, by the faculty and by the graduate school, and for ensuring that the graduate school properly discharges its academic and administrative functions.

6. The director may be supported by a deputy head who is to be appointed by the vice-chancellor on the recommendation of the dean of the faculty. Before making the recommendation the dean must consult with the director where that person is a separate appointment. In the absence of the director, or if no director has been appointed, the deputy head will transact the business of the graduate school.

7. The faculty must establish one or more advisory committees (or boards), with expertise in fields relevant to the coursework programs of the graduate school. The committee(s) may exercise powers and undertake duties delegated by the faculty pursuant to statute 5.1.8, and will be chaired by the director or nominee. Membership of the committee(s) will be determined by the faculty but must include both University members and external members as appropriate to its mission. Committee responsibilities will include advising the director and graduate school on the graduate school business plan, receiving and commenting on the annual report of outcomes achieved against its objectives, and any other matters referred by the director or dean, as the case may be. The advisory committee(s) must meet at least twice a year.

8. The faculty must also establish a graduate programs committee within the graduate school to advise the school and the faculty on all academic matters related to courses offered though the graduate school (unless such matters are dealt with by an existing faculty committee which operates at both undergraduate and graduate levels). Membership of the graduate programs committee will be determined by the faculty but must include the director of the graduate school, representation from departments in the faculty that teach into courses offered by the graduate school, and graduate student representation. When an 'all-level' academic programs committee is considering graduate courses which utilise teaching resources from departments outside the faculty, its membership must be supplemented to include representation from those departments, unless otherwise co-opted to participate in those discussions.

## 33- SCHOOL OF ASIA INSTITUTE

**Interpretation**

1. In this section 33 of regulation 6.1.R7–
   'school' means the school of Asia Institute.

**Establishment**

2. The school of Asia Institute is hereby established as a school within the faculty of Arts ('the faculty'). The school consists of a single budgetary unit and comprises the following disciplines: Chinese, Japanese, Indonesian, Arabic, Islamic Studies and Asian Studies.

**Purpose and responsibilities**

3. The overall purpose and responsibility of the school is to promote and conduct teaching, learning, training and research in Chinese, Japanese, Indonesian, Arabic, Islamic Studies and Asian Studies. The school also has the following specific academic and administrative responsibilities:
   - the coordination of appropriate undergraduate and postgraduate teaching, training and research activities;
   - the consideration of needs for equipment, accommodation, teaching and research;
   - the preparation, operation and reporting of annual budgets within the school;
   - the deployment and supervision of academic and professional staff and associated resources within the school;
   - the encouragement, consideration and coordination of research projects and submissions;
   - the establishment and coordination of committees and sub-committees covering any area of the school's activities;
   - the provision of advice to the faculty on any matter which it considers appropriate;
   - the development of undergraduate and postgraduate studies in the fields of Chinese, Japanese, Indonesian, Arabic, Islamic Studies and Asian Studies both in collaboration with other schools of the faculty, and with other faculties;
   - the development of a curriculum focus on international influences and inter-cultural contexts;
   - the education of undergraduate and postgraduate students in a range of disciplines to prepare them for a changing cultural industry; and
   - the use of core curriculum and community extension activities to develop critical forums which will promote the importance of the Asia Institute within the University and the wider community.

**Academic structure**

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

**Administrative structure**

5. The school has the following administrative structure –
   (a) a head of school;
   (b) a deputy head of school;
   (c) a school manager; and
   (d) 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.

   (2) The head of school has full powers to transact the business of the school subject to University statutes, regulations, policies and procedures.

   (3) The head of school is responsible for:
   - transacting the business of the school;
   - the effective financial management and prudential use of resources in the school;
   - implementing University, faculty and school policies; and
   - ensuring that the school fully discharges its academic and administrative functions.

   (4) The head of school is responsible to the University through the dean of the faculty for the execution of his or her duties.

**Deputy head of school**

7. (1) A deputy head of school is to be appointed in accordance with the procedures set out in section 11.

(2) The deputy head of the 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.

**School executive committee**

8. (1) The head of school is supported by the school executive committee comprising:
- the head of school;
- the deputy head of school;
- the school manager; and
- appointed members of staff as recommended by the head of school and approved by the dean .

(2) The school executive committee will be chaired by the head of school or their nominee.

(3) The function of the school executive committee is to assist and advise the head of school on:
- the determination and implementation of the school's policies and strategic direction;
- the sound financial management of the school;
- meeting the school purposes and responsibilities set out in section 3 of this Regulation;
- proposals for changes in school policies for discussion within the school;
- proposals for changes in faculty or University policies for submission to the faculty or University;
- implementation of faculty or University policies;
- proposals and recommendations where appropriate from school meetings and other school standing committees; and
- any other matters as requested by the head of school.

(4) The school executive committee must meet at least once per month, unless it otherwise determines.

(5) The school executive committee is to have procedures which are as simple as possible and the procedures must be approved by the faculty.

**Other school committees**

9. The school may establish other committees 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 on the recommendation of the dean.

(3) In preparing his or her recommendation to the Vice-Chancellor, the dean will consult with the school.

(4) Unless Council determines otherwise, the head of school will be appointed for an initial term of not less than three and not more than five years. A subsequent appointment which immediately follows an initial appointment may be for a period of not more than three 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 on the recommendation of the dean.

(3) In preparing his or her recommendation to the Vice-Chancellor, the dean will consult with the school.

(4) Unless Council determines otherwise, the deputy head of school will be appointed for an initial term of not more than three years. A subsequent appointment which immediately follows an initial appointment may be for a period of not more than three years.

## 34 - SCHOOL OF CULTURE AND COMMUNICATION

**Interpretation**

1. In this section 34 of regulation 6.1.R7 –
   'school' means the school of Culture and Communication.

**Establishment**

2. The school of Culture and Communication is hereby established as a school within the faculty of Arts ('the faculty'). The school consists of a single budgetary unit and comprises the following disciplines: Art History, Australian Indigenous Studies, Arts Management, Screen (Cinema) Studies, Creative Writing, Cultural Studies, Literary Studies, Media and Communications, Publishing, Theatre Studies, and Visual Media.

**Purpose and responsibilities**

3. The overall purpose and responsibility of the school is to promote and conduct teaching, learning, training and research in Art History, Australian Indigenous Studies, Arts Management, Screen (Cinema) Studies, Creative Writing, Cultural Studies, Literary Studies, Media and Communications, Publishing, Theatre Studies, and Visual Media. The school also has the following specific academic and administrative responsibilities:
   - the coordination of appropriate undergraduate and postgraduate teaching, training and research activities;
   - the consideration of needs for equipment, accommodation, teaching and research;
   - the preparation, operation and reporting of annual budgets within the school;
   - the deployment and supervision of academic and professional staff and associated resources within the school;
   - the encouragement, consideration and coordination of research projects and submissions;
   - the establishment and coordination of committees and sub-committees covering any area of the school's activities;
   - the provision of advice to the faculty on any matter which it considers appropriate;
   - the development of undergraduate and postgraduate studies in the fields of Art History, Australian Indigenous Studies, Arts Management, Screen (Cinema) Studies, Creative Writing, Cultural Studies, Literary Studies, Media and Communications, Publishing, Theatre Studies, and Visual Media, both in collaboration with other schools of the faculty and with other faculties;
   - the development of a curriculum focus on international influences and inter-cultural contexts;
   - the education of undergraduate and postgraduate students in a range of disciplines to prepare them for a changing cultural industry;
   - the use of core curriculum and community extension activities to develop critical forums which will promote the importance of the school of Culture and Communication within the University and the wider community.

**Academic structure**

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

**Administrative structure**

5. The school has the following administrative structure –
   (a) a head of school;
   (b) a deputy head of school;
   (c) a school manager; and
   (d) 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.

   (2) The head of school has full powers to transact the business of the school subject to University statutes, regulations, policies and procedures.

   (3) The head of school is responsible for:
   - transacting the business of the school;

- the effective financial management and prudential use of resources in the school;
- implementing University, faculty and school policies; and
- ensuring that the school fully discharges its academic and administrative functions.

(4) The head of school is responsible to the University through the dean of the faculty for the execution of his or her duties.

**Deputy head of school**

7. (1) A deputy head of school is to be appointed in accordance with the procedures set out in section 11.

(2) The deputy head of the 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.

**School executive committee**

8. (1) The head of school is supported by the school executive committee comprising:
- the head of school;
- the deputy head of school;
- the school manager; and
- appointed members of staff as recommended by the head of school and approved by the dean.

(2) The school executive committee will be chaired by the head of school or their nominee.

(3) The function of the school executive committee is to assist and advise the head of school on:
- the determination and implementation of the school's policies and strategic direction;
- the sound financial management of the school;
- meeting the school purposes and responsibilities set out in section 3 of this Regulation;
- proposals for changes in school policies for discussion within the school;
- proposals for changes in faculty or University policies for submission to the faculty or University;
- implementation of faculty or University policies;
- proposals and recommendations where appropriate from school meetings and other school standing committees; and
- any other matters as requested by the head of school.

(4) The school executive committee must meet at least once per month, unless it otherwise determines.

(5) The school executive committee is to have procedures which are as simple as possible and the procedures must be approved by the faculty.

**Other school committees**

9. The school may establish other committees 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 on the recommendation of the dean.

(3) In preparing his or her recommendation to the Vice-Chancellor, the dean will consult with the school.

(4) Unless Council determines otherwise, the head of school will be appointed for an initial term of not less than three and not more than five years. A subsequent appointment which

immediately follows an initial appointment may be for a period of not more than three years.

**Appointment of deputy head of school**

11. (1) Except 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 on the recommendation of the dean.

(3) In preparing his or her recommendation to the Vice-Chancellor, the dean will consult with the school.

(4) Unless Council determines otherwise, the deputy head of school will be appointed for an initial term of not more than three years. A subsequent appointment which immediately follows an initial appointment may be for a period of not more than three years.

## 35 - SCHOOL OF HISTORICAL STUDIES

**Interpretation**

1. In this section 35 of regulation 6.1.R7–
'school' means the school of Historical Studies.

**Establishment**

2. The school of Historical Studies is hereby established as a school within the faculty of Arts ('the faculty'). The school consists of a single budgetary unit and comprises the following disciplines: Ancient World, Australian Studies, Classics, Cultural Materials Conservation, Jewish History and Culture, and History.

**Purpose and responsibilities**

3. The overall purpose and responsibility of the school is to promote and conduct teaching, learning, training and research in Ancient World, Australian Studies, Classics, Cultural Materials Conservation, Jewish History and Culture, and History. The school also has the following specific academic and administrative responsibilities:
   - the coordination of appropriate undergraduate and postgraduate teaching, training and research activities;
   - the consideration of needs for equipment, accommodation, teaching and research;
   - the preparation, operation and reporting of annual budgets within the school;
   - the deployment and supervision of academic and professional staff and associated resources within the school;
   - the encouragement, consideration and coordination of research projects and submissions;
   - the establishment and coordination of committees and sub-committees covering any area of the school's activities;
   - the provision of advice to the faculty on any matter which it considers appropriate;
   - the development of undergraduate and postgraduate studies in the fields Ancient World, Australian Studies, Classics, Cultural Materials Conservation, Jewish History and Culture, and History, both in collaboration with other schools of the faculty and with other faculties;
   - the development of a curriculum focus on international influences and inter-cultural contexts;
   - the education of undergraduate and postgraduate students in a range of disciplines to prepare them for a changing cultural industry;
   - the use of core curriculum and community extension activities to develop critical forums which will promote the importance of the school of Historical Studies within the University and the wider community.

**Academic structure**

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

**Administrative structure**

5. The school has the following administrative structure –
   (a) a head of school;
   (b) a deputy head of school;
   (c) a school manager; and
   (d) 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.

   (2) The head of school has full powers to transact the business of the school subject to University statutes, regulations, policies and procedures.

   (3) The head of school is responsible for:
   - transacting the business of the school;
   - the effective financial management and prudential use of resources in the school;
   - implementing University, faculty and school policies; and
   - ensuring that the school fully discharges its academic and administrative functions.

(4) The head of school is responsible to the University through the dean of the faculty for the execution of his or her duties.

**Deputy head of school**

7. (1) A deputy head of school is to be appointed in accordance with the procedures set out in section 11.

(2) The deputy head of the 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.

**School executive committee**

8. (1) The head of school is supported by the school executive committee comprising:
- the head of school;
- the deputy head of school;
- the school manager; and
- appointed members of staff as recommended by the head of school and approved by the dean.

(2) The school executive committee will be chaired by the head of school or their nominee.

(3) The function of the school executive committee is to assist and advise the head of school on:
- the determination and implementation of the school's policies and strategic direction;
- the sound financial management of the school;
- meeting the school purposes and responsibilities set out in section 3 of this Regulation;
- proposals for changes in school policies for discussion within the school;
- proposals for changes in faculty or University policies for submission to the faculty or University;
- implementation of faculty or University policies;
- proposals and recommendations where appropriate from school meetings and other school standing committees; and
- any other matters as requested by the head of school.

(4) The school executive committee must meet at least once per month, unless it otherwise determines.

(5) The school executive committee is to have procedures which are as simple as possible and the procedures must be approved by the faculty.

**Other school committees**

9. The school may establish other committees 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 on the recommendation of the dean.

(3) In preparing his or her recommendation to the Vice-Chancellor, the dean will consult with the school.

(4) Unless Council determines otherwise, the head of school will be appointed for an initial term of not less than three and not more than five years. A subsequent appointment which immediately follows an initial appointment may be for a period of up to three 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 on the recommendation of the dean.

(3) In preparing his or her recommendation to the Vice-Chancellor, the dean will consult with the school.

(4) Unless Council determines otherwise, the deputy head of school will be appointed for an initial term of not more than three years. A subsequent appointment which immediately follows an initial appointment may be for a period of up to three years.

## 36 - SCHOOL OF LANGUAGES AND LINGUISTICS

**Interpretation**

1. In this section 36 of regulation 6.1.R7–
   'school' means the school of Languages and Linguistics.

**Establishment**

2. The school of Languages and Linguistics is hereby established as a school within the faculty of Arts ('the faculty'). The school consists of a single budgetary unit and comprises the following disciplines: Linguistics and Applied Linguistics, French, Italian, Spanish, German, Swedish and Russian.

**Purpose and responsibilities**

3. The overall purpose and responsibility of the school is to promote and conduct teaching, learning, training and research in Linguistics and Applied Linguistics, French, Italian, Spanish, German, Swedish and Russian. The school also has the following specific academic and administrative responsibilities:
   - the coordination of appropriate undergraduate and postgraduate teaching, training and research activities;
   - the consideration of needs for equipment, accommodation, teaching and research;
   - the preparation, operation and reporting of annual budgets within the school;
   - the deployment and supervision of academic and professional staff and associated resources within the school;
   - the encouragement, consideration and coordination of research projects and submissions;
   - the establishment and coordination of committees and sub-committees covering any area of the school's activities;
   - the provision of advice to the faculty on any matter which it considers appropriate;
   - the development of undergraduate and postgraduate studies in the fields of Linguistics and Applied Linguistics, French, Italian, Spanish, German, Swedish and Russian, both in collaboration with other schools of the faculty and with other faculties;
   - the development of a curriculum focus on international influences and inter-cultural contexts;
   - the education of undergraduate and postgraduate students in a range of disciplines to prepare them for a changing cultural industry;
   - the use of core curriculum and community extension activities to develop critical forums which will promote the importance of the school of Languages and Linguistics within the University and the wider community.

**Academic structure**

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

**Administrative structure**

5. The school has the following administrative structure –
   (a) a head of school;
   (b) a deputy head of school;
   (c) a school manager; and
   (d) 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.

   (2) The head of school has full powers to transact the business of the school subject to University statutes, regulations, policies and procedures.

   (3) The head of school is responsible for:
   - transacting the business of the school;
   - the effective financial management and prudential use of resources in the school;
   - implementing University, faculty and school policies; and
   - ensuring that the school fully discharges its academic and administrative functions.

(4) The head of school is responsible to the University through the dean of the faculty for the execution of his or her duties.

**Deputy head of school**

7. (1) A deputy head of school is to be appointed in accordance with the procedures set out in section 11.

(2) The deputy head of the 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.

**School executive committee**

8. (1) The head of school is supported by the school executive committee comprising:
- the head of school;
- the deputy head of school;
- the school manager; and
- appointed members of staff as recommended by the head of school and approved by the dean.

(2) The school executive committee will be chaired by the head of school or their nominee.

(3) The function of the school executive committee is to assist and advise the head of school on:
- the determination and implementation of the school's policies and strategic direction;
- the sound financial management of the school;
- meeting the school purposes and responsibilities set out in section 3 of this Regulation;
- proposals for changes in school policies for discussion within the school;
- proposals for changes in faculty or University policies for submission to the faculty or University;
- implementation of faculty or University policies;
- proposals and recommendations where appropriate from school meetings and other school standing committees; and
- any other matters as requested by the head of school.

(4) The school executive committee must meet at least once per month, unless it otherwise determines.

(5) The school executive committee is to have procedures which are as simple as possible and the procedures must be approved by the faculty.

**Other school committees**

9. The school may establish other committees 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 on the recommendation of the dean.

(3) In preparing his or her recommendation to the Vice-Chancellor, the dean will consult with the school.

(4) Unless Council determines otherwise, the head of school will be appointed for an initial term of not less than three and not more than five years. A subsequent appointment which immediately follows an initial appointment may be for a period of not more than three 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 on the recommendation of the dean.

(3) In preparing his or her recommendation to the Vice-Chancellor, the dean will consult with the school.

(4) Unless Council determines otherwise, the deputy head of school will be appointed for an initial term of not more than three years. A subsequent appointment which immediately follows an initial appointment may be for a period of not more than three years.

## 37 - SCHOOL OF PHILOSOPHY, ANTHROPOLOGY AND SOCIAL INQUIRY

**Interpretation**

1. In this section 37 of regulation 6.1.R7–
   'school' means the school of Philosophy, Anthropology and Social Inquiry.

**Establishment**

2. The school of Philosophy, Anthropology and Social Inquiry is hereby established as a school within the faculty of Arts ('the faculty'). The school consists of a single budgetary unit and comprises the following disciplines: Philosophy, Anthropology, Social Theory, Development Studies, Gender Studies, and History and Philosophy of Science.

**Purpose and responsibilities**

3. The overall purpose and responsibility of the school is to promote and conduct teaching, learning, training and research in Philosophy, Anthropology, Social Theory, Development Studies, Gender Studies, and History and Philosophy of Science. The school also has the following specific academic and administrative responsibilities:
   - the coordination of appropriate undergraduate and postgraduate teaching, training and research activities;
   - the consideration of needs for equipment, accommodation, teaching and research;
   - the preparation, operation and reporting of annual budgets within the school;
   - the deployment and supervision of academic and professional staff and associated resources within the school;
   - the encouragement, consideration and coordination of research projects and submissions;
   - the establishment and coordination of committees and sub-committees covering any area of the school's activities;
   - the provision of advice to the faculty on any matter which it considers appropriate;
   - the development of undergraduate and postgraduate studies in the fields of Philosophy, Anthropology, Social Theory, Development Studies, Gender Studies, and History and Philosophy of Science, both in collaboration with other schools of the faculty and with other faculties;
   - the development of a curriculum focus on international influences and inter-cultural contexts;
   - the education of undergraduate and postgraduate students in a range of disciplines to prepare them for a changing cultural industry;
   - the use of core curriculum and community extension activities to develop critical forums which will promote the importance of the school of Philosophy, Anthropology and Social Inquiry within the University and the wider community.

**Academic structure**

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

**Administrative structure**

5. The school has the following administrative structure –
   (a) a head of school;
   (b) a deputy head of school;
   (c) a school manager; and
   (d) 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.

   (2) The head of school has full powers to transact the business of the school subject to University statutes, regulations, policies and procedures.

   (3) The head of school is responsible for:
   - transacting the business of the school;
   - the effective financial management and prudential use of resources in the school;
   - implementing University, faculty and school policies; and
   - ensuring that the school fully discharges its academic and administrative functions.

(4) The head of school is responsible to the University through the dean of the faculty for the execution of his or her duties.

**Deputy head of school**

7. (1) A deputy head of school is to be appointed in accordance with the procedures set out in section 11.

(2) The deputy head of the 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.

**School executive committee**

8. (1) The head of school is supported by the school executive committee comprising:

- the head of school;
- the deputy head of school;
- the school manager; and

appointed members of staff as recommended by the head of school and approved by the dean.

(2) The school executive committee will be chaired by the head of school or their nominee.

(3) The function of the school executive committee is to assist and advise the head of school on:

- the determination and implementation of the school's policies and strategic direction;
- the sound financial management of the school;
- meeting the school purposes and responsibilities set out in section 3 of this Regulation;
- proposals for changes in school policies for discussion within the school;
- proposals for changes in faculty or University policies for submission to the faculty or University;
- implementation of faculty or University policies;
- proposals and recommendations where appropriate from school meetings and other school standing committees; and
- any other matters as requested by the head of school.

(4) The school executive committee must meet at least once per month, unless it otherwise determines.

(5) The school executive committee is to have procedures which are as simple as possible and the procedures must be approved by the faculty.

**Other school committees**

9. The school may establish other committees 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 on the recommendation of the dean.

(3) In preparing his or her recommendation to the Vice-Chancellor, the dean will consult with the school.

(4) Unless Council determines otherwise, the head of school will be appointed for an initial term of not less than three and not more than five years. A subsequent appointment which immediately follows an initial appointment may be for a period of not more than three 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 on the recommendation of the dean.

(3) In preparing his or her recommendation to the Vice-Chancellor, the dean will consult with the school.

(4) Unless Council determines otherwise, the deputy head of school will be appointed for an initial term of not more than three years. A subsequent appointment which immediately follows an initial appointment may be for a period of not more than three years.

## 38 - SCHOOL OF SOCIAL AND POLITICAL SCIENCES

**Interpretation**

1. In this section 38 of regulation 6.1.R7–
   'school' means the school of Social and Political Sciences.

**Establishment**

2. The school of Social and Political Sciences is hereby established as a school within the faculty of Arts ('the faculty'). The school consists of a single budgetary unit and comprises the following disciplines: Political Science, Criminology and Sociology.

**Purpose and responsibilities**

3. The overall purpose and responsibility of the school is to promote and conduct teaching, learning, training and research in Political Science, Criminology and Sociology. The school also has the following specific academic and administrative responsibilities:
   - the coordination of appropriate undergraduate and postgraduate teaching, training and research activities;
   - the consideration of needs for equipment, accommodation, teaching and research;
   - the preparation, operation and reporting of annual budgets within the school;
   - the deployment and supervision of academic and professional staff and associated resources within the school;
   - the encouragement, consideration and coordination of research projects and submissions;
   - the establishment and coordination of committees and sub-committees covering any area of the school's activities;
   - the provision of advice to the faculty on any matter which it considers appropriate;
   - the development of undergraduate and postgraduate studies in the fields of Political Science, Criminology and Sociology, both in collaboration with other schools of the faculty and with other faculties;
   - the development of a curriculum focus on international influences and inter-cultural contexts;
   - the education of undergraduate and postgraduate students in a range of disciplines to prepare them for a changing cultural industry;
   - the use of core curriculum and community extension activities to develop critical forums which will promote the importance of the school of Social and Political Sciences within the University and the wider community.

**Academic structure**

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

**Administrative structure**

5. The school has the following administrative structure –
   (a) a head of school;
   (b) a deputy head of school;
   (c) a school manager; and
   (d) 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.

   (2) The head of school has full powers to transact the business of the school subject to University statutes, regulations, policies and procedures.

   (3) The head of school is responsible for:
   - transacting the business of the school;
   - the effective financial management and prudential use of resources in the school;
   - implementing University, faculty and school policies; and
   - ensuring that the school fully discharges its academic and administrative functions.

   (4) The head of school is responsible to the University through the dean of the faculty for the execution of his or her duties.

**Deputy head of school**

7. (1) A deputy head of school is to be appointed in accordance with the procedures set out in section 11.

(2) The deputy head of the 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.

**School executive committee**

8. (1) The head of school is supported by the school executive committee comprising:
- the head of school;
- the deputy head of school;
- the school manager; and
- appointed members of staff as recommended by the head of school and approved by the dean.

(2) The school executive committee will be chaired by the head of school or their nominee.

(3) The function of the school executive committee is to assist and advise the head of school on:
- the determination and implementation of the school's policies and strategic direction;
- the sound financial management of the school;
- meeting the school purposes and responsibilities set out in section 3 of this Regulation;
- proposals for changes in school policies for discussion within the school;
- proposals for changes in faculty or University policies for submission to the faculty or University;
- implementation of faculty or University policies;
- proposals and recommendations where appropriate from school meetings and other school standing committees; and
- any other matters as requested by the head of school.

(4) The school executive committee must meet at least once per month, unless it otherwise determines.

(5) The school executive committee is to have procedures which are as simple as possible and the procedures must be approved by the faculty.

**Other school committees**

9. The school may establish other committees 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 on the recommendation of the dean.

(3) In preparing his or her recommendation to the Vice-Chancellor, the dean will consult with the school.

(4) Unless Council determines otherwise, the head of school will be appointed for an initial term of not less than three and not more than five years. A subsequent appointment which immediately follows an initial appointment may be for a period of not more than three 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 on the recommendation of the dean.

(3) In preparing his or her recommendation to the Vice-Chancellor, the dean will consult with the school.

(4) Unless Council determines otherwise, the deputy head of school will be appointed for an initial term of not more than three years. A subsequent appointment which immediately follows an initial appointment may be for a period of not more than three years.

**This regulation became a regulation by virtue of sub-section 7(2) of the University Acts (Amendment) Act 1994.**

[ss. 1(i) and (viii), Attach. A (iii) edit. am., and s. 21 renumbered 22 19/2/96, s. 21 subst., 22 now Reg. 5.2.R1 1/4/96, s. 1 edit. am., s.21 Attach. A subst. 22/7/96, s. 1(iv) edit. am., s. 21 Attach. A edit. am. 7/10/96, s. 1(v), Attach. A (i), (ii), (iv) and (viii) edit. am. 10/1/97, s. 1(iii) and (v) edit. am. 11/4/97, s. 21 Attach. A subst. 26/5/97, ss. 1(i), 2, 18 and s. 21 Attach A edit. am. 15/8/97, edit am. 13/3/98, ss. 1 and 2 edit. am. 15/5/98, ss. 1 and 2 edit. am. 17/7/98, ss. 1(i), (iii), (vi) and 2 edit. am. 9/4/99, ss. 1, 2 and 21 Attach. A edit. am. 19/11/99, s.21 edit. am. 23/12/99, ss. 1(v) and 2 edit. am. 13/10/00, ss. 1, 2 and 21 Attach. A edit. am. 6/11/00, s. 21 Attach. A edit. am. 22/12/00, ss. 1, 2 and 21 Attach. A edit. am. 11/5/01, ss. 1 and 2 am., s. 5 revoked, ss. 23, 24 and 25 made, s. 21 Attach. A subst. 2/7/01, s. 2 edit. am. 6/7/01, s. 2(1)(a), (b) and (c), (2) and (4) am. 3/9/01, ss. 2 and 21 Attach. A edit. am. 7/9/01, s. 1 am., s. 26 made 1/10/01, ss. 1(ii), 2, 21 Attach A and 26 edit. am. 16/11/01, Attach. A edit. am. 18/12/01, ss. 1, 2, 21 Attach. A and 24 edit. am. 15/3/02, s.21(2) and (7.2) am., s. 27 made 3/6/02, Attach. A edit. am. 8/7/02, Attach. A edit. am. 13/9/02, s. 1(v) am., Attach. A am. 16/12/02, ss. 1(viii), 2, 13(1), (3), (4), (5), 20 Appendix A and 21 Attach. A am. 3/3/03, s. 21 Attach. A am. 7/4/03, ss. 2 and 13 Appendix A, s. 21 Attach. A am., s. 19 subst., s. 28 made 11/8/03, ss. 1, 2 and 21 Attach. A am., s. 20-28 renumbered 21-29, s. 20 made 13/10/03, ss. 15 and 16 am. 10/11/03, Appendix A am. 15/12/03, s. 22(2) am. 12/7/04, s. 1(vi) subst., s. 2 am., Attach. A revoked and remade 7/3/05, Attach A am. 11/4/05, Attach A am. 9/5/05, Attach A am. 5/9/05, s. 22 subst., Appendices A and B made 10/10/05, ss. 1 and 2, Attach A am., s. 3 subst. 12/12/05, ss. 1(xv) and 28 subst. 6/3/06, s 1(iii) edit. Am. 8/5/06, s. 1 am, s. 1(xiii) am, s. 2 am effective 1/1/07, am ss 30, 31 and 32 made 10/12/07, am s 12 revoked 17/1/08, ss (ii) edit am and ss 33, 34, 35, 36, 37 and 38 made am 19 and 27 revoked 14/8/08, edit am and ss 4, 22, 30, 31 and 32 1/9/08]