REGULATION 5.1.R5 – SCHOOL OF MELBOURNE CUSTOM PROGRAMS

Interpretation
1. In this regulation –

‘School’ means the School of Melbourne Custom Programs.

Establishment
2. (1) Melbourne Custom Programs (‘MCP’) operates within UoM Commercial Limited ACN 081 182 685 (‘UoMC’), a wholly owned subsidiary of the University.

(2) MCP is established as a school of the University directly responsible to the Board for its academic activities.

(3) The school is therefore subject to the direction of the Board for all academic matters, including matters relating to student enrolment and administration.

(4) The school is subject to all University policies governing academic and student matters, including academic and student administration.

Purpose and responsibilities
3. (1) The purpose of the school is:

(a) to facilitate the development, promotion and delivery of customised academic programs to meet the needs of employers, professions or other client groups; and
(b) to facilitate the development, promotion and delivery of other academic programs (including non-award programs) that fall outside the usual nature, scope or mode of delivery of programs offered by faculties and graduate schools.

(2) The school may carry out purpose 3(1)(a) by itself developing, promoting and delivering academic programs, or purpose 3(1)(b) by acting as a broker through which faculties and graduate schools themselves develop, promote or deliver the academic programs. Where the school itself develops, promotes or delivers academic programs, it must undertake such activities in conjunction with, or on behalf of, one or more faculties or graduate schools.

(3) In pursuit of these purposes, the school has the following specific academic and related administrative responsibilities –

(a) the administration of the enrolment, assessment and termination of enrolment of students of the school;
(b) the deployment and supervision of academic and professional staff within the school;
(c) the establishment and coordination of the school’s committees and sub-committees; and
(d) the development and submission to the Board of proposals in respect of f
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academic programs.

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

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

Head of school
6. (1) A head of school is to be appointed in accordance with the procedures set out in section 10 of this Regulation.

   (2) The head of school may use the title of ‘executive dean’ if he or she decides, with the approval of the board of UoMC, that it would be of benefit to the school to do so. The use of the title will not constitute the head of school as the equivalent of a dean of a faculty unless Council so determines.

   (3) The head of school has full powers to transact the business of the school subject to -
      (a) any limitation of authority delegated to heads of schools;
      (b) University statutes, regulations, policies and procedures; and
      (c) UoMC policies and procedures.

   (4) The head of school is responsible for -
      (a) transacting the business of the school;
      (b) the effective and prudential use of any resources provided by the University to the school;
      (c) implementing University and school policies; and
      (d) ensuring that the school fully discharges its academic and related administrative functions.

   (5) The head of school is responsible for the management of academic matters, student matters including fees and enrolments, and academic administration and will report as required by the Board, but not less than twice per year.

Deputy head of school
7. (1) A deputy head of school may be appointed in accordance with the procedures set out in section 11 of this Regulation.

    (2) The deputy head of school exercises all powers and has all responsibilities of the head of school during the absence of the head of school for a period of five days or more, or at the request of the head of school, for any period less than
(3) The deputy head of school assists the head of school to discharge his or her responsibilities.

Melbourne Custom Programs Committee

8. (1) There is a Melbourne Custom Programs Committee which is established under this regulation and which reports to the Board

(2) The membership of the Melbourne Custom Programs Committee (‘school committee’) is as follows -
   (a) the president of the Board (or nominee);
   (b) two members of the Board appointed annually by the Board to include the chair of Academic Programs Committee;
   (c) up to four members appointed annually by the Board chosen to represent faculty and graduate school engagement with the school;
   (d) the academic registrar (or nominee);
   (e) the head of school (or nominee);
   (f) up to four members appointed annually by the Board of UoMC on the recommendation of the head of school; and
   (g) one student member appointed annually by GSA.

(3) The school committee will be chaired by a person nominated by the Board who may be a member of the school committee, or if not, becomes an ex-officio member for that purpose.

(4) The chair will have the following powers and duties -
   (a) to require any member of the academic staff of the school to provide a statement in respect of their work;
   (b) to require any member of the professional staff of the school to provide information related to their duties or the activities of the school;
   (c) to convene meetings of all staff and honorary appointees of the school –
      (i) at his or her discretion; or
      (ii) on the written request of the vice-chancellor or the provost; or
      (iii) on the written request of the Board;
   (d) to preside at all meetings of the school committee; and
   (e) to access all information of the school relevant to the school’s use of University resources.

(5) The terms of reference of the school committee are -
   (a) to advise the Board on all matters of policy relating to higher education courses of the school, taking into account international best practice in order to ensure that courses are of the highest quality and standards;
   (b) to consider and make recommendations to the Board on any matter related to award courses undertaken at the school which may require action by the Board pursuant to the statutes and regulations of the University or any resolution of the Board, and in particular, to deal with matters such as
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assessment, new or amended subject or course proposals, selection or unsatisfactory progress; and

(c) to consider reports from the school on the outcomes of quality assurance processes for its academic programs, having regard to international benchmarks, and where appropriate, to make recommendations to the Board based on these reports.

(6) The school committee will meet as required, but not less than four times per year.

(7) A quorum for the school committee is three members or twenty percent of the membership, whichever is greater, provided that the president of the Board, or nominee, and at least one other member of the Board, or nominee, must be present.

(8) The school committee is to have procedures for conducting its business which must be approved by the Board.

Other school committees

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

Appointment of head of school

10. (1) Except where Council has determined that another process applies, the provisions of this section apply to the appointment of the head of school.

(2) The vice-chancellor will appoint the head of school after receiving advice from the provost, and on the recommendation of the board of UoMC.

(3) The term of appointment will be as determined by Council on the recommendation of the vice-chancellor.

Appointment of deputy head of school

11. (1) Except where Council has determined that another process applies, the provisions of this section apply to the appointment of the deputy head of school.

(2) The vice-chancellor will appoint the deputy head of school after receiving advice from the provost, and on the recommendation of the board of UoMC.

(3) The term of appointment will be as determined by the vice-chancellor.