

COLLEGE AND SCHOOL REGULATIONS

EFFECTIVE UNTIL 31 DECEMBER 2025

1. These Regulations apply to the academic Colleges and Schools of the University.

Establishment and Membership

2. Colleges and Schools are established by the University Senate, upon recommendation from the Vice Chancellor following consultation with Academic Council.
3. The membership of each School consists of:
 - 3.1 all members of academic staff assigned to that School by the Vice Chancellor;
 - 3.2 all postgraduate research students whose principal supervisor is a member of the academic staff of the School; and
 - 3.3 all undergraduate and postgraduate coursework students enrolled in Majors or Courses assigned to that School by Academic Council.

Heads of College

4. Each College has a Head of College, by whatever name known, who reports to the Vice Chancellor.
5. The Head of College is appointed by the Senate on the recommendation of the Vice Chancellor.
 - 5.1 The term of office for a Head of College is normally five years.
 - 5.2 Appointees are eligible for re-appointment.
 - 5.3 The total term of office can be no greater than 10 years.
 - 5.4 In recommending the appointment of a Head of College, the Vice Chancellor will ensure that staff of the College are involved in the process.
6. The Head of College provides oversight and support for the constituent Schools of the College and is responsible for ensuring those Schools are managed in accordance with university strategy, regulations, policies, and procedures.

College Executive

7. Each College has a College Executive, comprising:
 - 7.1 the Head of College;
 - 7.2 the Heads of School; and
 - 7.3 other members that the College Executive may agree to appoint.

8. The membership of the College Executive will reflect the University's commitment to diversity and no more than 60% of the members should identify with the same gender. If this is not possible, an explanation must be provided to and accepted by the Vice Chancellor.
9. The Head of College will consult regularly with colleagues, keep them informed with respect to developments, and adopt a transparent and collegiate approach.
10. The College Executive must meet at least four times a year.
11. The College Executive may determine the structure of the College.
12. The College Executive, on recommendation of the Head of College, may appoint Deputy Heads of College, by whatever name known.

Heads of School

13. Each School has a Head of School¹, by whatever name known, who reports to the Head of College.
14. The Head of School is appointed by the Vice Chancellor on the recommendation of the Head of College.
 - 14.1 The term of office for a Head of School is normally five years.
 - 14.2 Appointees are eligible for re-appointment.
 - 14.3 The total term of office can be no greater than 10 years.
 - 14.4 In recommending a Head of School, the Head of College will involve the members of the School and ensure the recommendation has support from the majority of School staff.
15. The Head of School has a key leadership role within the University. They provide the school with leadership, direction and management, and represent the interests of the School at the College and University level.
16. The Head of School is responsible for:
 - 16.1 developing and instilling a collegiate approach among all staff;
 - 16.2 learning and teaching;
 - 16.3 research;
 - 16.4 professional activity (including oversight of professional accreditation activities);
 - 16.5 community engagement; and
 - 16.6 raising the effectiveness and profile of the School.
17. With the oversight of the Head of College, the Head of School is responsible for:
 - 17.1 the strategic planning, budgeting, and financial management of the School;
 - 17.2 managing academic staff including recruitment, annual reviews, workloads; and
 - 17.3 fostering a culture of teamwork.

¹ Where a College is a one School College, the Head of College is also Head of School.

18. In managing the School, the Head of School will consult regularly with colleagues, keep them informed with respect to developments, and adopt a transparent and collegiate approach.
19. The Head of College may appoint Deputy Heads of School, by whatever name known, on the recommendation of the Head of School. Before recommending a Deputy Head, the Head of School will involve the members of the School and ensure that the recommendation has the support of the majority of the School staff.

School Executive

20. Each School may have a School Executive, comprising:
 - 20.1 the Head of School;
 - 20.2 any Deputy Heads of School; and
 - 20.3 other members that the School Executive may agree to appoint.
21. The membership of the School Executive will reflect the University's commitment to diversity and no more than 60% of the members should identify with the same gender. If this is not possible, an explanation must be provided to and accepted by the Vice Chancellor.
22. If the School has a School Executive, it must meet at least four times a year.
23. The staff members of the school must meet at least twice a year, or at least four times a year if there is no School Executive.
24. Beyond what is specified in these Regulations, the Head of School will determine the structure of the school in consultation with the School staff.

Discipline Lead

25. Where there is a professional body requirement to have an identified discipline lead, such will be appointed with an appropriate title.

Academic Chairs

26. Each Award Course, Major, Co-Major and Minor will have an Academic Chair.
27. Academic Chairs may be responsible for more than one Course, Major, Co-Major or Minor. A Course with multiple Majors, Co-Majors or Minors may have more than one Academic Chair.
28. Academic Chairs are appointed by the Academic Council on the recommendation of the Head(s) of College of the College(s) teaching into the Award Course:
 - 28.1 The term of appointment is normally three years.
 - 28.2 Where the Course is contained within a single School, the appointment will be made on the recommendation of the Head of School.
 - 28.3 Appointees are eligible for re-appointment.
29. An Academic Chair is responsible to the Head(s) of College and Head(s) of School for the academic integrity, management of, and progress of students in the relevant Course, Major, Co-Major or Minor.
30. Academic Chairs have the following responsibilities:

30.1 to approve variations and exemptions to individual student enrolments within their Course, Major, Co-Major or Minor, including approving cross-institutional enrolment; and

30.2 to carry out other tasks as specified by University legislation, policy or procedure.

Board of Studies

31. The Academic Council establishes Boards of Studies to oversee the quality and management of Courses and their component Majors, Co-Majors, Minors and Units.

Related Documents:

Admissions (Coursework) Policy

Coursework Regulations: Effective from 1 January 2018

Approval and Implementation:

Approval Authority:	Senate
Responsible Officer(s):	Vice Chancellor
Committee with oversight:	Academic Council
Contact Officer:	University Secretary

Revision History:

Version	Date Approved	Effective Date (if later than 'Date Approved')	Next Review Date	Resolution No. (if applicable)
Administrative Amendment	23/05/2023			
Approved	06/12/2022	01/01/2023	06/12/2025	S/62/2022(i)
Recommended by AC	23/11/2022	01/01/2023		AC/113/2022(i)

Note: All enquiries relating to Legislation should be referred to the University Secretary's Office.