

College Regulations
Effective from 1 January 2019
(Clause 21. subclauses (6)-(9) effective from 1 January 2020)

1. These Regulations apply to the academic Colleges of the University as listed in Schedule 1.

Establishment and Membership

2. Colleges are as established by the University Senate, upon recommendation from the Vice Chancellor.
3. The Vice Chancellor assigns staff to Colleges.
4. The membership of each College consists of:
 - 4.1 all members of academic and professional (General) staff assigned to that College by the Vice Chancellor;
 - 4.2 all postgraduate research students whose principal supervisor is a member of the academic staff of the College; and
 - 4.3 all undergraduate and postgraduate coursework students enrolled in majors or courses assigned to that College by Academic Council.

College Pro Vice Chancellor (PVC)

5. Each College has a College PVC who reports to, and is subject to direction from, the Provost, on behalf of the Vice Chancellor.
6. The PVC of each College is appointed by the Vice Chancellor.
 - 6.1 The term of office of the College PVC is normally five years. Appointees are eligible for re-appointment.
 - 6.2 Generally the College's Dean Academic Operations deputises for the PVC. In an extended absence of the College PVC, the Vice Chancellor will appoint an Acting College PVC.
7. The College PVC provides leadership for the College, with responsibility for the College's research, teaching and engagement activities, organisation, staff and students. The College PVC has the following particular responsibilities:
 - 7.1 to participate in the strategic leadership and management of the University;
 - 7.2 to manage the financial, human, equipment, space and other resources of the College;
 - 7.3 to oversee the course portfolio and research performance for the College;
 - 7.4 to allocate duties to staff of the College, including teaching responsibilities, and oversee the development and performance enhancement of staff in consultation with and with the assistance of the College Dean Academic Operations and Heads of Discipline;
 - 7.5 to ensure the College maintains all applicable accreditation requirements;
 - 7.6 to represent the University and College locally, nationally and internationally; and

- 7.7 to carry out any other duties imposed by University legislation, resolution of the Senate or determined by the Vice Chancellor or Provost.

College Deans

8. Each College has the following Deans:

8.1 Dean Academic Operations

The Dean Academic Operations plays an important strategic and leadership role in relation to the management of the academic portfolio, accreditation and quality standards, development of Academic staff, workload policy, admissions and timetabling.

8.2 Dean Engagement

The Dean Engagement plays a key strategic and leadership role in extending and leveraging external engagement.

8.3 Dean International

The Dean International plays a key strategic and leadership role in developing and implementing the College International Strategy.

8.4 Dean Learning and Teaching

The Dean Learning and Teaching provides leadership and strategic oversight of all Learning and Teaching matters within the College including: learning and teaching innovation; course design and development; curriculum management; Academic staff professional development; academic integrity education and Learning and Teaching support for students (with attention to International cohorts); technology enhanced learning and advice to all staff.

8.5 Dean Research

The Dean Research will work closely with the College Pro Vice Chancellor and Deputy Vice Chancellor (Research and Innovation) to identify and implement College-specific research objectives which directly contribute to achieving the goals of the Murdoch University Research and Innovation Plan. The Dean Research will be responsible for providing direction and coordination of the research effort of College members and provides leadership of the College's research activities to ensure synergy, cohesion and sustainability of research across the University as a whole.

Heads of Discipline

9. Each College has Heads of Discipline.

10. The Head of Discipline plays a key leadership role within the College for a discipline or specified group of academics. They provide academic leadership, direction and management, and represent the interests of the Discipline Group at the College and University level.
11. The Head of Discipline is responsible for developing and instilling a collegiate approach among all staff, integrating learning and teaching, research, professional activity (including compliance with professional accreditation) and community engagement amongst these activities and raising the effectiveness and profile of the discipline group.
12. Under the guidance of the Dean Academic Operations, the Head of Discipline will manage academic staff including recruitment, contribution development reviews, workloads, fostering a culture of teamwork, ensuring adequate staff development programs are in place, and continuous improvement.

Discipline Lead

13. Where there is a professional body requirement to have an identified Discipline Lead, a coordinator may be recruited.

Academic Chairs/Course Directors

14. Each College has an Academic Chair/Course Director responsible for a degree course within the College.
15. Academic Chairs/Course Directors 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/Course Director.
16. Academic Chairs/Course Directors are appointed by the Dean Academic Operations, in conjunction with Heads of Discipline from the full-time academic staff of the College, normally for a term of three years. Appointees are eligible for re-appointment. All delegated duties and terms of office are reported to the College Board.
17. An Academic Chair/Course Director is responsible to the Dean Academic Operations and Head of Discipline for the academic integrity, management of, and progress of students in the relevant Course, Major, Co-Major or Minor. Academic Chairs/Course Directors have the following particular responsibilities:
 - 17.1 to advise on the academic structure, coherence and integrity, admission requirements, professional accreditation requirements (where required) and learning outcomes of their Course, Major, Co-Major or Minor;
 - 17.2 to co-ordinate the curriculum management for their Course, Major, Co-Major or Minor;
 - 17.3 to approve the admission of postgraduate coursework students, and variations and exemptions to individual student enrolments within their Course, Major, Co-Major or Minor, including approving cross-institutional enrolment;
 - 17.4 to recommend to the Board of Studies on award of degrees and academic progress as specified in the *Academic Monitoring and Progression Policy* and any additional College Progress Rules as approved by Academic Council, including determinations on a student attempting a unit for a third time, student performance contracts and course exclusions; and
 - 17.5 to carry out other tasks delegated by the College PVC or College Deans or specified by University legislation.

College Executive

18. Each College has a College Executive.
19. The College Executive comprises the College PVC, the College Deans, the College Business Manager and such other members that the College PVC may appoint.

College Board

20. Each College has a College Board.
21. The membership of the College Board is, at a minimum:
 - 21.1 the College PVC (Chair);
 - 21.2 the College Deans;
 - 21.3 the Heads of Discipline;
 - 21.4 a minimum of two members (from different discipline groups) elected by and from the members of academic staff based in that College;

- 21.5 one member elected by and from the professional (General) staff based in that College;
 - 21.6 one student elected by and from the students enrolled in an undergraduate course or undergraduate major based in the College;
 - 21.7 one student elected by and from the students enrolled in a postgraduate coursework course based in the College;
 - 21.8 one international student elected by and from the students enrolled in a course based in the College;
 - 21.9 one external mode student elected by and from the students enrolled in a course based in the College;
 - 21.10 One postgraduate research student whose supervisor is assigned to the College, appointed by the Dean Research; and
 - 21.11 the College Business Manager.
22. Each College will provide secretarial support to its Board.
23. The College Board may agree that its membership includes additional elected, co-opted or ex-officio members from within or outside the University. The composition and membership of the College Board are reported annually to Academic Council.
24. The term of the elected students is one calendar year. Where there is any casual student vacancy resulting from insufficient candidates standing for election, or from a student member resigning or becoming ineligible, the Council of the Guild of Students appoints a replacement member from among those students eligible for election to the position.
- 24.1 The term of all other elected or co-opted members is three years.
25. The College Board meets at least four times a year and when requested in writing by three or more of its members. At least three working days' notice must be given of the time, place and business of any meeting.
26. The College Board operates in accordance with the [Academic Council Statement of Governance Principles](#).
27. The College Board supports and advises the College Executive in the governance and strategic objectives of the College. It has the following particular responsibilities:
- 27.1 to advise on the development of a quality research profile for the College;
 - 27.2 to advise on the development of a quality learning and teaching profile for the College;
 - 27.3 subject to appropriate consultation, to approve new, revised and discontinued curriculum, with the following exceptions:
 - 27.3.1 Academic Courses and Admissions Committee approves new Majors and Co-Majors and revised and discontinued Courses on the recommendation of the College Board; and
 - 27.3.2 Academic Council approves new Courses on the recommendation of the Academic Courses and Admissions Committee;
 - 27.4 to recommend to University committees and/or other College Boards on matters of shared interest in the curriculum;
 - 27.5 to approve self-evaluations and implementation plans required in respect of any reviews of the College's activities;
 - 27.6 to advise on the organisation of the College; and

- 27.7 such other responsibilities as may be assigned by University legislation, Academic Council, the Vice Chancellor or the Provost.
28. The College Board may establish Sub-Committees or Task and Finish Groups to undertake specified functions and to make recommendations to the College Board.
29. The College Board may delegate its curriculum approval and recommendatory responsibilities set out in 27(3) above, to the College Academic Committee. The Terms of Reference of the College Academic Committee may provide the Chair with authority to undertake executive action between meetings.

College Research Committee

30. Each College has a Research Committee, which is a sub-committee of the College Board and is chaired by the Dean Research.
31. The composition and membership of the College Research Committee are established by the College Board.
32. The College Research Committee advises the College PVC and the College Board on all matters pertaining to the research activities of the College, including research training. It has the following particular responsibilities:
- 32.1 to develop and maintain a College research strategy that is consistent with University strategic research goals;
- 32.2 to advise on the infrastructure and support requirements for the College's research activities, including the distribution of research support funds administered by the College;
- 32.3 to monitor the quality of research outcomes in the College;
- 32.4 to monitor the quality of supervision and training of research students in the College; and
- 32.5 to advise the Dean Research in representing the College on research matters across the University.

College Academic Committee

33. Each College has an Academic Committee, which is a sub-committee of the College Board and is chaired by the Dean Academic Operations with the Dean Learning and Teaching as Deputy Chair.
34. The composition and membership of the College Academic Committee are established by the College Board.
35. The College Academic Committee advises the College PVC, Dean Academic Operations, Dean Learning and Teaching, and College Board on all matters pertaining to the academic activities of the College. It has the following particular responsibilities:
- 35.1 to advise on matters pertaining to the College's coursework offerings, including learning and teaching quality and outcomes;
- 35.2 to monitor the content, prerequisites, and assessment and teaching methods of individual units offered by the College;
- 35.3 to advise the College Board on the academic case for new academic offerings and on any revisions to existing offerings;
- 35.4 to analyse and report to the College Board on the assessment statistics for units as finalised by College Boards of Studies;
- 35.5 to advise the Deans Academic Operations and Learning and Teaching in representing the College on academic matters across the University; and

- 35.6 to ensure the Majors, Co-Majors and units in the College are reviewed on a regular basis (annual health checks).
- 36. Where the College Board has delegated curriculum approval processes, under 29 above, subject to appropriate consultation, the College Academic Committee (or Chair on behalf of the College Academic Committee) is also responsible for approval of new, revised and discontinued curriculum, with the following exceptions:
 - 36.1 Academic Courses and Admissions Committee approves new Majors and Co-Majors and revised and discontinued Courses on the recommendation of the College Board or delegate; and
 - 36.2 Academic Council approves new Courses on the recommendation of the Academic Courses and Admissions Committee.

Board of Studies

- 37. Each College Discipline Group has at least one Board of Studies. Any additional Boards of Studies are established by the College Academic Committee to have responsibility for specified Courses, Majors, Co-Majors and Minors in the College. The Dean Academic Operations must report the existence, membership and responsibilities of additional Boards of Studies to the University Secretary.
- 38. The membership of each Discipline Group Board of Studies is:
 - 38.1 the Head of Discipline (Chair) or nominee appointed by the Dean Academic Operations;
 - 38.2 Academic Chairs/Course Directors for the specified Courses, Majors, Co-Majors and Minors in the Discipline Groups offering units in the relevant teaching period;
 - 38.3 Unit Coordinators in the Discipline Group teaching units in the specified Courses, Majors, Co-Majors and Minors in the relevant teaching period; and
 - 38.4 any other persons who may be appointed in a personal or ex officio capacity by the Head of Discipline.
 - 38.5 The Secretary of the Board of Studies will be appointed by the College Business Manager.
- 39. It is the responsibility of the Head of Discipline to convene a Board of Studies after the end of each standard teaching period.
 - 39.1 Unit Coordinators in the Discipline Groups teaching units in the specified Courses, Majors, Co-Majors and Minors in the relevant teaching period are required to attend the specified meeting of the Board of Studies, or to arrange for another member of staff attending the meeting to be provided with details of assessment results in that unit.
- 40. A Board of Studies confirms unit results for each teaching period and approves student progression in the Courses, Majors, Co-Majors and Minors in the College. It has the following particular responsibilities:
 - 40.1 to review students' academic progress in accordance with the *Academic Monitoring and Progression Policy*;
 - 40.2 to confirm final unit results for publication;
 - 40.2.1 In exceptional circumstances, a Board of Studies may vary the distribution of grades in any unit after consultation with the Unit Coordinator.
 - 40.2.2 A report on the variation is made to the College Academic Committee.
 - 40.3 to confirm moderation reports;

- 40.4 to note high performance students in the Discipline Group; and
- 40.5 to provide a forum where academic staff review unit and course data in the Discipline Group and recommend revisions based on this data.
41. The Chair has delegated authority to act in the place of a Board of Studies as necessary. Any actions taken under this authority are reported to the College Academic Committee.
42. After results have been officially released, any change to a result requires the approval of the Dean Academic Operations or nominee. All such approvals are reported to the College Academic Committee apart from where the change is from an interim grade to a final grade.

Related Documents:

[Academic Monitoring and Progression Policy](#)

[Coursework Regulations: Effective from 1 January 2018](#)

Approval and Implementation:

Approval Authority:	Senate
Responsible Officer(s):	University Secretary

Revision History:

Version	Date Approved	Effective Date (if later than 'Date Approved')	Next Review Date	Resolution No. (if applicable)
Approved new College Regulations	12/12/2018	01/01/2019	12/12/2021	S/31/2018(i)
Disestablished School Regulations	12/12/2018	31/12/2018		S/31/2018(ii)

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