Universiti Tunku Abdul Rahman

Statute X

Centre for Foundation Studies

IN exercise of the powers conferred by Part IV of the Constitution of Universiti Tunku Abdul Rahman, the Council makes the following Statute :-

1. This Statute may be cited as the Centre for Foundation Studies Statute which shall come into force as from the date of incorporation of the University.

2. The shall be established in accordance with Article 13 of the Constitution the Centre for Foundation Studies which shall be responsible to the Senate for the management of all academic activities and the undertaking and carrying out of all matters and duties provided by the laws of the University or as directed by the Senate or the President. The Centre should be a centre for the conduct of activities relating to and provision of facilities for teaching and research in the field for which the Centre is created;

3. The Centre shall be administered by a Director/Head appointed by the President from among the academic staff of the Centre who in turn will be assisted in his functions by a Deputy Director/Deputy Head.

4. Subject always to the provisions of the Constitution, the Director/Head shall exercise the following powers :-

(a) chairing of meetings of the Centre;

(b) administering and managing the Centre in a cost effective manner in all aspects involving teaching research and general operations as a whole;

(c) preparing budget estimates encompassing income and expenditure and periodical progress reports;

(d) preparing an annual report for the benefit of the Senate;

(e) establishing a rapport with other bodies within the University and external bodies towards achieving the aims of the Centre;

(f) implementing all directions as contained in laws of the University or as directed by the Senate;
(g) coordinating the academic and administrative workforce of the Centre and evaluation of the performance thereof;

(h) preparing the organizational structure and task delegation for the smooth running of teaching learning research and administration activities of the Centre; and

(i) implementing all incidental and ancillary but related duties as required by the President from time to time.

5. The Centre shall have a Board the membership of which shall consist of:

(a) the Director/Head who will chair the Board meetings;
(b) Deputy Directors/Heads; and
(c) Heads of Department; and
(d) Academic Staff with ranking of Assistant Lecturers and above.

6. The Board shall be responsible to the Senate for the following:

(a) reporting and declaring to the Senate on all matters relating to the planning and implementation of all academic teaching research matters including the structuring of curriculum and conduct of examinations;

(b) monitoring and evaluation of academic performance and student conduct and reporting the same to the Senate;

(c) recommending to the Senate on the appointment of External Examiners;

(d) (i) forming of committees on Academic Development & Curriculum and Student Development which committees shall consist of not less than 4 but not more than 20 suitably qualified Academic Staff elected by the Board and which chairperson to be appointed by the Director/Head;

(ii) forming of a Centre Management committee which shall consist of the Director/Head as chairperson, all Heads of Department and all Course Coordinators of Programmes;

(e) participating in the enactment of laws for the purpose of promoting and ensuring the smooth implementation and conduct of the functions and operations of the Centre; and
(f) Implementing all matters referred to the Centre by the Senate and the President and all such other matters prescribed by the laws of the University;

7. The Director/Head shall be responsible for the conduct of the Board meetings [including ascertaining the date time and venue thereof] which must be held not less frequent than once every trimester. Notice of meeting must be given no less than 3 clear days from date of meeting. Minutes of meetings must be prepared and distributed within 7 working days from date of meeting. An administrative executive shall act in a secretarial capacity for the Board for the purposes herein.