



## Division of Humanities

### Policy on the Funding and Administration of Multi-disciplinary Programmes

The relevant Board of Studies is the most appropriate mechanism for making recommendations to the relevant Dean of School on the academic and financial administration of each multi-disciplinary programme.

The following principles are to be observed:

- Involve as few additional administrative costs in term of time and expenses as possible;
- Should be fair and transparent;
- Should be flexible and responsive to the character and requirements of each of the different kinds of multi-disciplinary programmes.

Each Board of Studies will identify a host School or Department for their multi-disciplinary studies programme. A separate account code should be opened in the School or Department to administer the funds. Each Board of Studies will specify a budget based on identifiable costs which will be held in the account as common expenditure<sup>1</sup>. The remaining money generated from the EFTS will be allocated to the departments whose staff contribute to the teaching of the programme. This can be achieved through increasing the amount of the common expenditure account or alternatively proposing an allocation of the additional EFTS to a host department of School. The budgets prepared will be part of the annual budgeting and budget review exercise for the School.

Staff who offer to teach in these programmes should have support and agreement from their HoDs to have this teaching time included in their workloads. In effect, the quid-pro-quo for HoDs agreeing to do this is a return of EFTS.

For multi-disciplinary programmes which do not have specific papers attributed to them such as New Zealand Studies and Pacific Islands Studies, it is suggested that the respective Board of Studies specify the costs as with the other programmes. They should require Schools and/or departments to journal an agreed amount into the common expenditure account. This would require no adjustment of EFTS. However, they would need to contribute to the common costs identified by the Board of Studies.

*Created: April 2002*

*Last modified or reviewed: July 2004*

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<sup>1</sup> Common expenditure should cover costs of travel and accommodation for members of Boards of Studies to attend meetings, publication of student handbooks and other promotional materials and the hosting of lunch for Boards of Studies if appropriate.