

## **ATTACHMENT 9**

### **DUTIES OF HEADS OF FACULTY ADMINISTRATION**

- 1 The Head of Faculty Administration or nominee shall be responsible for:
- (a) Making arrangements for convening the meeting, i.e. booking the room, publishing the agenda;
  - (b) Taking the minutes of the meeting, noting any relevant comments which may be considered at a subsequent course committee meeting;
  - (c) Recording recipients' prizes on the appropriate form and passing a copy of the form to Mr B McArthur, Academic Office, Coleraine;
  - (d) Ensuring that the external examiners have completed a claim form – please note that the University will pay only the bed and breakfast element of a hotel account directly to the hotel; all other expenditure should be put on the claim form;
  - (e) Ensuring that all copies of course/subject results sheets are collected at the end of the meeting for destruction (NB: the Course/Subject Director/Director of Combined Studies should retain a copy for his/her records).
- NB For meetings of the Campus Progress and Award Board, the appropriate Head of Faculty Administration is responsible for the above arrangements.

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