

## DELEGATIONS OF AUTHORITY

The Board of Directors delegates authority as necessary for effective governance of the academic and corporate aspects of the institution as well as the facilitation of the smooth day-to-day operations of the institution by senior management.

Every three years, the Board of Directors undertakes a formal review to assess the currency and effectiveness of its Delegations of Authority in order to identify any improvements that might enhance the overall effectiveness of the organisation's corporate and academic governance.

These delegations stipulate the key decision-making authorities in order to ensure the effective governance of the institution. In the event of any inconsistency between the content of these delegations and the content of any policy or procedural document, then the content of these delegations will prevail.

### MATTERS RESERVED FOR THE BOARD OF DIRECTORS

#	Function	Related instruments
1	Appointment / review performance / termination of the CEO	Governance Charter
2	Approve / review the governance structure of the institution <i>[as detailed in the <a href="#">Governance Charter</a>]</i>	Governance Charter
3	Approve / review the <a href="#">Quality Assurance Framework</a> for the institution	Governance Charter
4	Approve, monitor and review delegations of authority to effectively run the institution	Company Constitution Governance Charter Quality Assurance Framework
5	Approve non-academic and student grievance policies <i>(the latter required by HESA)</i>	Governance Charter  Associated Policy: <i>Student Grievance Handling Policy and Procedure</i>
6	Set /monitor/review the vision, objectives and strategic goals of the institution	Governance Charter
7	Approve / review the <a href="#">Strategic Plan</a>	Governance Charter Quality Assurance Framework
8	Approve / review performance targets	Governance Charter
9	Approve / review the financial forecasts including ensuring ongoing financial viability and sustainability of the institution	Governance Charter

10	Identify and monitor any risk to the institution's operations including approving / reviewing the risk mitigation strategies in the <i>Risk Management Plan</i>	Governance Charter
11	Approve membership, composition, tenure of members and Chair of the Academic Board	Governance Charter
12	Award qualifications	Governance Charter Associated Policy: <i>Graduation and Qualifications Policy</i>
13	Confer academic titles	<i>Conferral of Academic Titles Policy and Procedure</i>
14	Approve new course development and make decisions regarding accreditation and re-accreditation of courses	TEQSA Governance Charter  <i>Course Development and Approval Policy and Procedures</i>
15	Identify and monitor lapses in compliance with the Higher Education Standards Framework	<i>Governance Charter</i>

#### KEY DELEGATIONS

#	Delegation	Delegate	Authority Given by	Related Instruments
1	Academic governance of the institution	Academic Board	Board of Directors	<i>Clause 7 of the Company Constitution</i>  <i>Clause 23 of the Trust Deed</i>
2	Oversight of the educational process	Academic Board	Board of Directors	<i>Governance Charter</i>
3	Determining academic policy and procedures	Academic Board	Board of Directors	<i>Governance Charter</i>
4	Facilitate free intellectual enquiry	Academic Board	Board of Directors	<i>Academic Freedom, Integrity and Free Intellectual Enquiry Policy</i>

#	Delegation	Delegate	Authority Given by	Related Instruments
5	Management of the institution within the parameters set out in the Strategic Plan, Financial Plan and Risk Management Plan	CEO	Board of Directors	<i>Governance Charter</i> <i>CEO - Position Description</i>
6	Non-academic operational procedures	Executive Management Group	Board of Directors	<i>Quality Assurance Framework</i>
7	Overseeing course design and content	Academic Board reserves for itself	Academic Board	<i>Governance Charter</i> <i>Quality Assurance Framework</i> <i>Associated Policies:</i> <i>Course Development and Approval Policy and Procedure</i> <i>Course Review and Improvement Policy and Procedure</i>
8	Implementing course delivery	Learning and Teaching Committee	Academic Board	<i>Governance Charter</i> <i>Quality Assurance Framework</i>
9	Urgent business arising between scheduled meetings of Academic Board	Out of session business by flying minute or Chair action in consultation with CEO and DVC (Learning and Teaching).	Board of Directors	<i>Governance Charter</i>

#	Delegation	Delegate	Authority Given by	Related Instruments
<b>ACADEMIC DECISIONS</b>				
10	Hearing academic appeals	Academic Appeals Sub-Committee	Academic Board	<i>Student Grievance Handling Policy and Procedure</i>
11	Determining cases of academic misconduct	Chair of Academic Appeals Sub-Committee	Academic Board	<i>Academic Integrity and Honesty Policy</i>
12	Oversight of academic misconduct register	Dean (Academic Operations)	Academic Board	<i>Academic Integrity and Honesty Policy</i>
13	Determining credit for prior learning	Associate Deans Undergraduate and Postgraduate (dependent on level of course credit is being applied for)	Academic Board	<i>Academic Credit Policy</i>
14	Varying normal maximum credit limits for work integrated learning credit transfers	DVC (Learning and Teaching )	Academic Board	<i>Academic Credit Policy</i>
15	Varying normal maximum credit limits in exceptional circumstances	Academic Board reserves for itself	Academic Board	<i>Academic Credit Policy</i>
16	Approving external articulation (credit transfer) agreements	CEO	Board of Directors	<i>Articulations Policy and Procedure</i>
17	Approving internal articulation agreements	DVC (Learning and Teaching)	Academic Board	<i>Articulations Policy and Procedure</i>
18	Handling Student Grievances Formal Grievance Internal appeal on grievance External appeal on the grievance Maintaining records of grievances	Initial step - Registrar  Final step - CEO	Board of Directors	<i>Student Grievance Handling Policy and Procedure</i>

#	Delegation	Delegate	Authority Given by	Related Instruments
17	<p>Handling Student Academic Appeal</p> <p>Internal Appeal</p> <p>External Appeal</p> <p>Maintaining records of appeals</p>	<p>Initial step - Chair of Academic Appeals Sub-Committee (DVC (Learning and Teaching) nominee)</p> <p>Secondary step - DVC (Learning and Teaching)</p> <p>Final step - CEO</p>	Academic Board	<i>Academic Appeals Policy</i>
18	<p>Handling student general (i.e. non-academic) misconduct</p> <p>Maintaining records of Misconduct</p>	<p>Deputy Registrar (Engagement and Student Lifecycle)</p> <p>Campus and Operations Director</p> <p>Registrar</p>	Board of Directors	<p><i>General Misconduct Policy</i></p> <p><i>General Misconduct Procedures</i></p>
19	<p>Special consideration regarding assessment / remission of penalties for late assessments / review of assessment decisions</p>	Board of Examiners	Academic Board	<p>Associated Policies:</p> <p><i>Assessment</i></p> <p><i>Academic Appeals</i></p> <p><i>Special Consideration</i></p> <p><i>Examinations - Deferred Examinations/Assessment</i></p>
20	<p>Reasonable adjustment regarding course delivery or assessment</p>	DVC (Learning and Teaching)	Academic Board	<i>Assessment Policy</i>
21	<p>Approval of subject grades and monitoring progression</p>	Board of Examiners	Academic Board	<p><i>Governance Charter</i></p> <p><i>Moderation of Assessments and Subject Results Policy</i></p>
22	<p>Approving requests for extension of time permitted to complete a course</p>	Registrar	Academic Board	<p><i>Academic Progression Policy</i></p> <p><i>Enrolment Policy</i></p>
23	<p>Determining students at academic risk</p>	Board of Examiners	Academic Board	<p><i>Academic Progression Policy</i></p> <p><i>Enrolment Policy</i></p>
24	<p>Approving variation to course progression rules</p>	DVC (Learning and Teaching)	Academic Board	<i>Academic Progression Policy</i>

#	Delegation	Delegate	Authority Given by	Related Instruments
25	Determining course entry requirements	Academic Board reserves for itself	Academic Board	<i>Admissions Policy</i>
26	Assessing applications for admission to a course	Registrar	Academic Board	<i>Admissions Policy</i>
27	Assess other admission applications	DVC (Learning and Teaching)	Academic Board	<i>Admissions Policy</i>
<b>NON-ACADEMIC AND ADMINISTRATIVE MATTERS</b>				
28	Providing access to personal information	Registrar	CEO	<i>Privacy and Personal Information Procedures</i>
29	<b>Records management</b>			
	Student records	Registrar	CEO	<i>Records Management and Security Procedure</i>
	Staff records	People & Training Manager		
	Financial records	Vice President (Finance)		
Security of IT records	Chief Information Officer			
30	Minor editorial or administrative changes to policy	Quality Assurance Specialist	Board of Directors	<i>Quality Assurance Framework</i>
31	Approving standard representative agreements (new and renewal)	Chief Operations Officer	Board of Directors	<i>International Representation Policy</i>
32	Approving non-standard representative agreements (new and renewal)	CEO	Board of Directors	<i>International Representation Policy</i>
33	Termination of representative agreements	Chief Operations Officer	Board of Directors	<i>International Representation Policy</i>