

## DELEGATIONS OF AUTHORITY

The Board of Directors delegates authority as necessary for effective governance of the academic and corporate aspects of the College as well as the facilitation of the smooth day-to-day operations of the College by senior management. The Board of Directors monitors those delegations through a regular cycle of review.

These delegations stipulate the key decision-making authorities in order to ensure the effective governance of the College. 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 College <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 College	Governance Charter
4	Approve, monitor and review delegations of authority to effectively run the College	Company Constitution Governance Charter Quality Assurance Framework
5	Approve quality assurance related, 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 /review the vision, objectives and strategic goals of the College	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 College	Governance Charter
10	Identify and monitor any risk to the College's operations including approving / reviewing the risk mitigation strategies in the <a href="#">Risk Management Plan</a>	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 Awards Policy and Procedure</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 Procedure</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 College	Academic Board	Board of Directors	Clause 7 of the Company Constitution Clause 23 of the Trust Deed
2	Oversight of the educational process	Academic Board	Board of Directors	Governance Charter
3	Determining academic policy and procedures	Academic Board	Board of Directors	Governance Charter
4	Facilitate free intellectual enquiry	Academic Board	Board of Directors	<i>Academic Freedom, Integrity and Free Intellectual Enquiry Policy</i>
5	Management of the College within the parameters set out in the Strategic Plan, Financial Plan and Risk Management Plan	CEO	Board of Directors	Governance Charter CEO - Position Description

#	Delegation	Delegate	Authority Given by	Related Instruments
6	Non-academic operational procedures	Executive Management Group through the CEO	Board of Directors	Quality Assurance Framework
7	Overseeing course design and content	Academic Board reserves for itself	Academic Board	Governance Charter Quality Assurance Framework Associated Policies: <i>Course Development and Approval Policy and Procedure</i> <i>Course Review and Improvement Policy and Procedure</i>
8	Overseeing course delivery	Teaching and Learning Committee	Academic Board	Governance Charter Quality Assurance Framework
9	Urgent business arising between scheduled meetings of Academic Board	Academic Board Executive comprising the Chair, Academic Board, CEO and DVC Academic	Board of Directors	Governance Charter

#	Delegation	Delegate	Authority Given by	Related Instruments
<b>ACADEMIC DECISIONS</b>				
10	Hearing appeals from academic policies	Chair of Academic Appeals Sub-Committee	Academic Board	<i>Student Grievance Handling Policy and Procedure</i>
11	Reviewing appeals from academic policies	Teaching and Learning Committee	Academic Board	Associated Policies: <i>Academic Credit Policy</i> <i>Academic Progression Policy</i> <i>Cancellation of Enrolment Policy</i> <i>Admissions Policy</i> <i>Student Grievance Handling Policy and Procedure</i>
12	Determining cases of academic misconduct	Chair of Academic Appeals Sub-Committee	Academic Board	<i>Academic Integrity and Honesty Policy</i>
13	Maintaining academic misconduct register	Dean (Academic Operations)	Academic Board	<i>Academic Integrity and Honesty Policy</i>
14	Determining credit for prior learning	Heads of Undergraduate or Postgraduate Studies (dependent on level of course credit is being applied for)	Academic Board	<i>Academic Credit Policy</i>
15	Approving articulation (credit transfer) agreements	CEO	Board of Directors	
16	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 Nominee)</p> <p>Secondary step - Deputy Vice Chancellor (Academic)</p> <p>Final step - CEO</p>	Academic Board	<i>Academic Appeals Policy and Procedure</i>
18	<p>Handling Student Non Academic Misconduct</p> <p>Maintaining records of Misconduct</p>	<p>Registrar</p> <p>Chief Executive Officer</p>	Board of Directors	<i>Non Academic Misconduct Policy and Procedure</i>
19	<p>Special consideration regarding assessment / remission of penalties for late assessments / review of assessment decisions</p>	<p>Board of Examiners recommending to Academic Board</p>	Academic Board	<p><i>Assessment Policy</i></p> <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>	<p>DVC (Academic)</p>	Academic Board	<i>Assessment Policy</i>
21	<p>Approval of subject grades and monitoring progression</p>	<p>Board of Examiners</p>	Academic Board	<p>Governance Charter</p> <p>Associated Policy:</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>	<p>Registrar</p>	Academic Board	<p>Associated Policy:</p> <p><i>Academic Progression Policy</i></p>
23	<p>Determining students at academic risk</p>	<p>Academic Program Coordinator</p>	Academic Board	<p><i>Academic Progression Policy</i></p> <p><i>Cancellation of Enrolment Policy</i></p>

#	Delegation	Delegate	Authority Given by	Related Instruments
24	Approving variation to course progression rules	Deputy Vice Chancellor (Academic)	Academic Board	Associated Policy: <i>Academic Progression Policy</i>
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 special admission applications	Deputy Vice Chancellor (Academic)	Academic Board	<i>Admissions Policy</i>
<b>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  Staff records  Financial records  Security of IT records	Registrar  Executive Assistant and People & Training Manager  Vice President Finance  Manager Information & Communication Technology	CEO	<i>Records Management and Security Procedure</i>
30	Minor editorial or administrative changes to policy	Quality Assurance Specialist	Board of Directors	Quality Assurance Framework