

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 Governance Charter]</i>	Governance Charter
3	Approve / review the Quality Assurance Framework 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 Strategic Plan	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 Risk Management Plan	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 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	<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>
5	Management of the College 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>

#	Delegation	Delegate	Authority Given by	Related Instruments
6	Non-academic operational procedures	Executive Management Group through the CEO	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	Overseeing 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	Academic Board Executive comprising the Chair, Academic Board, CEO, DVC (Academic) and DVC (Learning and Teaching) – quorum is three including Chair.	Board of Directors	<i>Governance Charter</i>

#	Delegation	Delegate	Authority Given by	Related Instruments
ACADEMIC DECISIONS				
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	Learning and Teaching Committee	Academic Board	Associated Policies: <i>Academic Credit Policy</i> <i>Academic Progression Policy</i> <i>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	Associate Deans Undergraduate and Postgraduate (dependent on level of course credit is being applied for)	Academic Board	<i>Academic Credit Policy</i>
15	Varying normal maximum credit limits for work integrated learning credit transfers	DVC (Academic)	Academic Board	<i>Academic Credit Policy</i>
16	Varying normal maximum credit limits in exceptional circumstances	Academic Board reserves for itself	Academic Board	<i>Academic Credit Policy</i>
17	Approving external articulation (credit transfer) agreements	CEO	Board of Directors	<i>Articulations Policy and Procedure</i>
18	Approving internal articulation agreements	DVC (Academic)	Academic Board	<i>Articulations Policy and Procedure</i>

#	Delegation	Delegate	Authority Given by	Related Instruments
19	<p>Handling Student Grievances</p> <p>Formal Grievance</p> <p>Internal appeal on grievance</p> <p>External appeal on the grievance</p> <p>Maintaining records of grievances</p>	<p>Initial step - Registrar</p> <p>Final step - CEO</p>	Board of Directors	<i>Student Grievance Handling Policy and Procedure</i>
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 (Academic) nominee)</p> <p>Secondary step - DVC (Academic)</p> <p>Final step - CEO</p>	Academic Board	<i>Academic Appeals Policy</i>
18	<p>Handling Student Non Academic Misconduct</p> <p>Maintaining records of Misconduct</p>	<p>Registrar</p> <p>CEO</p>	Board of Directors	<i>Non Academic Misconduct Policy</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>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><i>Governance Charter</i></p> <p><i>Moderation of Assessments and Subject Results Policy</i></p>

#	Delegation	Delegate	Authority Given by	Related Instruments
22	Approving requests for extension of time permitted to complete a course	Registrar	Academic Board	<i>Academic Progression Policy Enrolment Policy</i>
23	Determining students at academic risk	Board of Examiners	Academic Board	<i>Academic Progression Policy Enrolment Policy</i>
24	Approving variation to course progression rules	DVC (Academic)	Academic Board	<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	DVC (Academic)	Academic Board	<i>Admissions Policy</i>
NON-ACADEMIC AND ADMINISTRATIVE MATTERS				
28	Providing access to personal information	Registrar	CEO	<i>Privacy and Personal Information Procedures</i>
29	Records management Student records Staff records Financial records Security of IT records	Registrar Executive Assistant and People & Training Manager Vice President (Finance) Vice President (Information Technology)	CEO	<i>Records Management and Security Procedure</i>
30	Minor editorial or administrative changes to policy	Quality Assurance Specialist	Board of Directors	<i>Quality Assurance Framework</i>

#	Delegation	Delegate	Authority Given by	Related Instruments
31	Approving standard representative agreements (new and renewal)	President Marketing and Recruitment	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	Vice President International Development or President Marketing and Recruitment	Board of Directors	<i>International Representation Policy</i>