

## 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 complaints and appeals policies <i>(the latter required by HESA)</i>	Governance Charter Associated policy: <i>Complaints and Appeals Policy</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>Conferral of Qualifications and Graduations Policy</i>
13	Approve new course development and make decisions regarding accreditation and re-accreditation of courses	<i>Governance Charter</i> <i>Quality Assurance Framework</i> Associated policy: <i>Course and Subject Policy</i> <i>Course Development and Approval Procedures</i>
14	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 academic freedom and scholarly-led intellectual inquiry	Academic Board	Board of Directors	<i>Academic Freedom and Scholarly-led Inquiry 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>Governance Charter</i> <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> Associated policy: <i>Course and Subject Policy</i> <i>Learning and Teaching Policy</i> <i>Course Development and Approval Procedures</i> <i>Subject Development and Review Procedures</i>
8	Implementing course delivery	Learning and Teaching Committee	Academic Board	<i>Governance Charter</i> <i>Quality Assurance Framework</i> Associated policy: <i>Course and Subject Policy</i> <i>Learning and Teaching Policy</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 DELEGATIONS</b>				
10	Student review of assessment results	Program Manager	Academic Board	<i>Student Review of Assessment Results</i>
11	Determining cases of academic misconduct	Level 1 misconduct – Subject Leads Level 2 misconduct– Program Managers Level 3 misconduct panel chaired by Program Manager	Academic Board	<i>Academic Integrity Policy</i> <i>Academic Integrity Procedures</i>
12	Monitoring the effectiveness of academic integrity policies and processes.	Academic Board reserves for itself	Academic Board	<i>Academic Integrity Policy</i> <i>Academic Integrity Procedures</i>
13	Oversight of academic misconduct register, appropriate management of academic misconduct and writing an annual report for Academic Board.	DVC (Learning and Teaching)	Academic Board	<i>Academic Integrity Policy</i> <i>Academic Integrity Procedures</i>
14	Determining credit for prior learning	An approved qualified academic	Academic Board	<i>Advanced Standing Policy</i> <i>Advanced Standing Procedures</i>
15	Varying credit limits in exceptional circumstances	Academic Board reserves for itself	Academic Board	<i>Advanced Standing Policy</i> <i>Advanced Standing Procedures</i>
16	Varying normal maximum credit limits as per provisions outlined in the policy	DVC (Learning and Teaching)	Academic Board	<i>Advanced Standing Policy</i> <i>Advanced Standing Procedures</i>

#	Delegation	Delegate	Authority given by	Related instruments
17	Approving, renewing and terminating all institutional alliances and agreements	CEO	Board of Directors	<i>Articulations, Agreements and Institutional Alliances Policy</i> <i>Articulations, Agreements and Institutional Alliances Procedures</i>
18	Approving academic staff exchange, internal articulation agreements and reporting all institutional alliances and agreements to Academic Board	DVC (Learning and Teaching)	Academic Board	<i>Articulations, Agreements and Institutional Alliances Policy</i> <i>Articulations, Agreements and Institutional Alliances Procedures</i>
19	Considering complaints and appeals	1. Complaints: Associate Dean (academic) Deputy Registrar (Engagement and Student Lifecycle) (non-academic) 2. Appeals: Appeals Committee 3. External review	Board of Directors	<i>Complaints and Appeals Policy</i> <i>Complaints and Appeals Procedures</i>
20	Maintaining complaints and appeals records	Registrar	Board of Directors	<i>Complaints and Appeals Policy</i> <i>Complaints and Appeals Procedures</i>

#	Delegation	Delegate	Authority given by	Related instruments
21	Handling student general (i.e. non-academic) misconduct	Deputy Registrar (Student Engagement and Lifecycle) Campus and Operations Director	Board of Directors	<i>General Misconduct Policy</i> <i>General Misconduct Procedures</i>
22	Maintaining records of misconduct	Registrar	Board of Directors	<i>General Misconduct Policy</i> <i>General Misconduct Procedures</i>
23	Assessment, extension, submission and feedback of assessments	Subject Leads	Academic Board	Associated Policies: <i>Assessment, Extension, Submission and Feedback Procedures</i>
24	Deferred examinations	Registrar	Academic Board	<i>Examinations Policy</i> <i>Examinations Procedures</i>
25	Supplementary assessments	Board of Examiners	Academic Board	<i>Assessment Policy</i> <i>Supplementary Assessment Procedures</i>
26	Reasonable adjustment regarding course delivery or assessment	DVC (Learning and Teaching)	Academic Board	<i>Disability Policy</i> <i>Student Disability Support Procedures</i>
27	Approval of subject grades and make recommendations on progression and completion matters	Board of Examiners	Academic Board	<i>Governance Charter</i>
28	Approving requests for extension of time permitted to complete a course	Student Centre Manager	Academic Board	<i>Academic Progression Policy</i> <i>Extension of Course Duration Procedures</i>

#	Delegation	Delegate	Authority given by	Related instruments
29	Determining students at academic risk	Board of Examiners	Academic Board	<i>Academic Progression Policy</i> <i>Academic Progression Procedures</i>
30	Approving variation to course progression rules	DVC (Learning and Teaching)	Academic Board	<i>Academic Progression Policy</i>
31	Determining course entry requirements	Academic Board reserves for itself	Academic Board	<i>Admissions Policy</i> <i>Admissions Guidebook</i> <i>Admissions Procedures</i>
32	Assessing applications for admission to a course	Registrar	Academic Board	<i>Admissions Policy</i> <i>Admissions Guidebook</i> <i>Admissions Procedures</i>
33	Assess other admission applications	DVC (Learning and Teaching)	Academic Board	<i>Admissions Policy</i> <i>Admissions Guidebook</i> <i>Admissions Procedures</i>
<b>NON-ACADEMIC AND ADMINISTRATIVE MATTERS</b>				
34	Providing access to personal information	Registrar	CEO	<i>Privacy and Personal Information Policy</i>
35	<b>Records management</b>  Student records  Staff records  Financial records  Security of IT records	Registrar  People & Training Manager  Vice President (Finance)  Chief Information Officer	CEO	<i>Records Management and Security Procedures</i>
36	Minor editorial or administrative changes to policy	Governance and Policy Manager	Board of Directors	<i>Quality Assurance Framework</i>

#	Delegation	Delegate	Authority given by	Related instruments
37	Approving standard representative agreements (new and renewal)	CEO	Board of Directors	<i>International Representation Policy</i> <i>Representative Engagement and Appointment Procedures</i>
38	Approving non-standard representative agreements (new and renewal)	CEO	Board of Directors	<i>International Representation Policy</i> <i>Representative Engagement and Appointment Procedures</i>
39	Termination of representative agreements	CEO	Board of Directors	<i>International Representation Policy</i> <i>Representative Agreement Termination Procedures</i>

Change log	Approved by	Approval date	Document version date
Authorities relating to institutional alliances and agreements updated to align with the new Articulations, Agreements and Institutional Alliances Policy.	Board of Directors	2.12.19	24.2.20
Oversight of academic misconduct register, appropriate management of academic misconduct and writing an annual report for Academic Board updated from Dean (AO) to DVC (L&T).	Board of Directors	6.6.20	22.6.20
Credit for prior learning authority updated to an approved qualified academic to align with changes made to the Advanced Standing Policy.	Academic Board	31.7.20	31.8.20
COO added to the responsibility for approving, renewing or terminating agreements.	Board of Directors	14.9.20	14.9.20
COO removed in line with organisational changes and responsibilities assigned to CEO	Board of Directors	7.12.20	7 December 2020