

Delegations of Authority

The Delegations of Authority assign authority for key decision making at the Institution.

A delegation is assigned to a position, not an individual. A delegate must not sub-delegate unless the delegation allows.

A delegate may obtain expert advice through a person, committee or group prior to making a decision.

Staff are not obliged to exercise a delegation if, in the opinion of the delegate, special or unusual circumstances require the decision to be considered at a more senior level.

Any delegation that incurs expenditure must be exercised in accordance with the approved budget and the delegate's expenditure delegation.

If a delegate is unable to carry out the duties associated with that delegation for any reason (including a conflict of interest, an absence or incapacity) the delegation must be exercised at a more senior level.

Should any discrepancy occur between the Delegations of Authority and any policy/procedure instrument, this register takes precedent.

| Delegation | Delegate | Conditions | Related instruments |
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| 1. Admissions | | | |
| Determine course entry requirements | Academic Board | | Admissions Policy Admissions Guidebook |
| Assess admissions applications against the minimum admission requirements | Admission officers | | Admissions Policy Admissions Guidebook Admissions Procedures |
| Approve other admission applications: 1. Early Entry Scheme 2. Schools Recommendation Scheme 3. Leadership Entry Program 4. Elite Athletes / Performers 5. Special Entry Pathway (exceptional circumstances) | Deputy Vice Chancellor (DVC) (Learning and Teaching) Or Deans in the absence of the DVC (Learning and Teaching) | | Admissions Policy Admissions Guidebook Admissions Procedures |

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| 6. Aboriginal or Torres Strait Islander People | | | |
| Approve variations to academic entry requirements | DVC (Learning and Teaching) or Deans in the absence of the DVC (Learning and Teaching) | Only to be used in exceptional circumstances and on the basis of rationale and evidence provided by the Admissions Department. This delegation must not be used for English waivers. | Admissions Policy Admissions Guidebook |
| Approve admissions deferral requests | Domestic Development team (domestic students) Senior Vice President (Domestic and International Development) (international students) | | Admissions Policy Deferral Procedures |
| 2. Advanced standing | | | |
| Appoint Approved Qualified Academics for the purpose of assessing and determining advanced standing applications | DVC (Learning and Teaching) | In consultation with the CEO | Advanced Standing Policy Advanced Standing Procedures |
| Approve block credit arrangements | Learning and Teaching Committee | In consultation with the CEO | Advanced Standing Policy Advanced Standing Procedures |
| Approve advanced standing applications and determine advanced standing granted | Approved Qualified Academics: 1. Deans 2. Senior Program Managers 3. Program Managers | | Advanced Standing Policy Advanced Standing Procedures |
| Assess advanced standing applications where there is a block credit arrangement or articulation agreement in place | Admissions Officers | | Advanced Standing Policy Advanced Standing Procedures |
| Vary advanced standing credit limits | Academic Board | | Advanced Standing Policy Advanced Standing Procedures |

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| Vary the rule that normally all 300 level subjects (undergraduate) and 800 level subjects (postgraduate) are required to be completed at the Institution and advanced standing is not normally granted for 300 or 800 level subjects. | DVC (Learning and Teaching) | | Advanced Standing Policy Advanced Standing Procedures |
| Approve study abroad or student exchange agreements | CEO | In consultation with DVC (Learning and Teaching) and Registrar | Articulations, Agreements and Institutional Alliances Policy Articulations, Agreements and Institutional Alliances Procedures |
| Approve cross-institutional study | Deans | | Advanced Standing Policy Advanced Standing Procedures |
| 3. Enrolment | | | |
| Approve requests to enrol in concurrent courses at the Institution | Deans | | Terms and Conditions of Enrolment |
| Approve change of course requests | Program Managers | | Terms and Conditions of Enrolment Change of Course Procedures |
| Approve changes in study load (reduce or overload requests) | Program Managers | | Terms and Conditions of Enrolment Change of Study Load Procedures |
| Approve leave of absence requests | Student Centre Manager | | Terms and Conditions of Enrolment Leave of Absence Procedures |
| Approve transfer between provider requests | Student Centre Manager | | Transfer Between Providers Policy Release Request Procedures |
| Approve withdrawal requests | Student Centre Manager | | Terms and Conditions of Enrolment Withdrawal Procedures |
| Extension of course duration applications | Student Centre Manager | | Terms and Conditions of Enrolment Extension of Course Duration Procedures |
| Approve the Institution's timetable | Pro Vice Chancellor (PVC) (Employability) and Registrar | | Terms and Conditions of Enrolment Timetable Procedures |

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| 4. Courses and subjects | | | |
| Approve course proposals, registration matters, course discontinuations, accreditation applications prior to TEQSA consideration | Board of Directors | Subject to recommendation from Academic Board. All proposals and applications must be fully scrutinised by academic governance prior to submission to Board of Directors. | Governance Charter Course and Subject Policy Course Development, Review and Approval Procedures Teach-out and Transition Procedures |
| Oversee course design and content, and uphold academic rigour | Academic Board | | Governance Charter Course and Subject Policy Course Development, Review and Approval Procedures Learning and Teaching Policy |
| Implement course delivery | Learning and Teaching Committee | | Governance Charter Course and Subject Policy Course Development, Review and Approval Procedures Learning and Teaching Policy |
| Approve subject outline changes and minor changes to courses | Learning and Teaching Committee | | Course and Subject Policy Course Development, Review and Approval Procedures |
| Approve major changes to courses | Academic Board | | Course and Subject Policy Course Development, Review and Approval Procedures |
| Establish Course Development and Advisory Sub-Committees (CDASCs) | Learning and Teaching Committee | | Governance Charter Course Development, Review and Approval Procedures |
| Appoint external experts to CDASCs | Chair, CDASC | | Governance Charter |
| 5. Assessment | | | |
| Approve informal assessment extension requests | Lecturer | | Assessment Policy |

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| | | | Assessment, Submission, Extension and Feedback Procedures |
| Approve formal assessment extension requests | Subject Leads - up until Friday of Week 11 Vice President (Student Life) - after Friday of Week 11 | | Assessment Policy Assessment, Submission, Extension and Feedback Procedures |
| Approve assessment extension requests as a result of an acute wellness issue | Student Success Centre Manager | Evidence-based and in consultation with the lecturer/ Program Manager | Assessment Policy Assessment, Submission, Extension and Feedback Procedures Student Wellness Procedures |
| Approve supplementary assessments | Board of Examiners | | Assessment Policy Supplementary Assessment Procedures |
| Assess supplementary assessment tasks and approve the results | Program Managers | | Assessment Policy Supplementary Assessment Procedures |
| Monitor moderation process at subject level | Program Managers | | Moderation of Assessment Procedures |
| Monitor moderation process at course level prior to Board of Examiners | Deans | | Grading Policy |
| Approve reasonable adjustments for individual assessments | DVC (Learning and Teaching) | | Disability Policy Student Disability Support Procedures |
| Approve reasonable adjustments for students with a disability and Individual Academic Access Plans | DVC (Learning and Teaching) | | Disability Policy Student Disability Support Procedures |
| Determine student review of assessment results | Program Managers | | Assessment Policy Student Review of Assessment Results Procedures |
| Approve deferred examination or assessment requests | Vice President (Student Life) | | Examination Policy Examination Procedures |
| Approve examination timetable | Deans | | Examination Policy Examination Procedures |

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| Approve examination and deferred examination papers | Program Managers | | Examination Policy Examination Procedures |
| 6. Academic progression | | | |
| Approve subject grades | Board of Examiners | | Governance Charter |
| Determine student progression | Board of Examiners (all students except for ELICOS students) Head of English Language and Foundation Programs (ELICOS students) | | Governance Charter |
| Determine students at risk and intervention strategies | Board of Examiners | | Academic Progression Policy Academic Progression Procedures Governance Charter |
| Determine ongoing FEE-HELP eligibility | Board of Examiners | | Referenced in this instrument only |
| Approve cancellations of enrolment on the basis of not maintaining satisfactory progress | Board of Examiners | | Academic Progression Policy Academic Progression Procedures Suspension and Cancellation Procedures Governance Charter |
| Approve applications to reduce or increase study load | Program Manager | | Academic Progression Policy Academic Progression Procedures Change of Study Load Procedures |
| Approve variations to course progression rules | DVC (Learning and Teaching) | | Academic Progression Policy Academic Progression Procedures |
| 7. Academic integrity | | | |
| Determine cases of academic misconduct and associated penalties | Unintentional (minor) – Lecturer/Subject Lead Intentional (major) – Program Manager Serious infringements (major) - Academic Misconduct Panel | | Academic Integrity Policy Academic Integrity Procedures |

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| Establish Academic Misconduct Panels | Deans | | Academic Integrity Policy Academic Integrity Procedures |
| Maintain Academic Integrity Register | Program Managers | | Academic Integrity Policy Academic Integrity Procedures |
| 8. Student support | | | |
| Assess student disability requirements | Student Success Centre Manager | | Disability Policy Student Disability Support Procedures |
| Approve reasonable adjustments and Individual Academic Access Plans for students with a disability or specific learning requirements | DVC (Learning and Teaching) | In consultation with the Student Success Centre Manager | Disability Policy Student Disability Support Procedures |
| Assess staff disability requirements and approve reasonable adjustments | Vice President (People and Training) | | Disability Policy Student Disability Support Procedures |
| Approve reasonable adjustments for students with wellness circumstances | Student Success Centre Manager | In consultation with lecturers and Program Managers | Student Wellness Policy Student Wellness Procedures |
| Approve appropriate accommodation and welfare arrangements for under 18 international students | Campus and Operations Director | | Under 18 Student Policy Under 18 Student Procedures |
| 9. Complaints and appeals | | | |
| Determine complaints outcomes | Deans - academic complaints Vice President (Student Life) - non-academic complaints | Complaints relating to these delegates must be referred to respective line managers | Complaints and Appeals Policy Complaints and Appeals Procedures |
| Establish panel for considering appeals | Vice President (Quality Assurance and Accreditation) | | Complaints and Appeals Policy Complaints and Appeals Procedures |
| Maintain complaints and appeals register | Vice President (Student Life) | | Complaints and Appeals Policy Complaints and Appeals Procedures |

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| 10. Student general misconduct | | | |
| Determine cases of general misconduct and associated penalties | First offence / minor breach – Vice President (Student Life) and/or Campus and Operations Director Repeat and/or major misconduct – General Misconduct Panel | | General Misconduct Policy General Misconduct Procedures |
| Immediate removal of a student from the Institution's facilities and services | Chief Operations Officer | Up to a maximum of 14 days or until the outcome of a misconduct panel or criminal investigation | General Misconduct Policy General Misconduct Procedures |
| Establish General Misconduct Panels | Chief Operations Officer | For determining penalties for major misconduct | General Misconduct Policy General Misconduct Procedures |
| Maintain General Misconduct Register | Vice President (Student Life) | | General Misconduct Policy General Misconduct Procedures |
| 11. Qualifications | | | |
| Confirm satisfactory course completions and eligibility of graduands | Academic Board | | Conferral of Qualifications and Graduations Policy Qualifications Issuance Procedures Governance Charter |
| Recommend eligible graduands to Academic Board | Board of Examiners first and Learning and Teaching Committee thereafter | | Conferral of Qualifications and Graduations Policy Qualifications Issuance Procedures Governance Charter |
| Award qualifications | Board of Directors | | Conferral of Qualifications and Graduations Policy Qualifications Issuance Procedures Governance Charter |
| Rescind a qualification | Board of Directors | | Conferral of Qualifications and Graduations Policy Qualifications Issuance Procedures |

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| Recommend to the Board of Directors qualifications based on permanent incapacity or death | CEO | Upon recommendation by the DVC (Learning and Teaching) and PVC (Employability) and Registrar | Conferral of Qualifications and Graduations Policy Qualifications Issuance Procedures |
| Approve the issue and re-issue of certification documentation | PVC (Employability) and Registrar | | Grading Policy Conferral of Qualifications and Graduations Policy Qualifications Issuance Procedures |
| Assesses exit qualification requests and recommend to Board of Examiners | PVC (Employability) and Registrar | | Conferral of Qualifications and Graduations Policy Qualifications Issuance Procedures |
| 12. Business operations | | | |
| Approve/monitor/review the vision, objectives and strategic goals | Board of Directors | | Governance Charter |
| Determine membership of the Critical Incident Response Team | CEO | Dependent on staff members' expertise | Critical Incident Policy Critical Incident Procedures |
| Oversee fraud control and risk management | Board of Directors | | Governance Charter |
| Determine internal review relating to re-credit of FEE-HELP debt | CEO | Chair of Appeals Committee | Refund of Fees Policy – Domestic Students |
| Approve any assignment of intellectual property | CEO | | Referenced in this instrument only |
| Approve agreements on the management of intellectual property | CEO | Prior to commencement of activities involving third parties | Referenced in this instrument only |
| Approve to relinquish, amend, destroy or damage records containing personal information | Various | Refer to responsibilities outlined in the Records Management and Personal Information Procedures | Privacy Policy Records Management Policy Records Management and Personal Information Procedures |

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| Determine staff access and permissions relating to personal information | Various | Refer to responsibilities outlined in the Records Management and Personal Information Procedures | Privacy Policy Records Management Policy Records Management and Personal Information Procedures |
| Authorise the release of public information | CEO | E.g. publication on website, recruitment activities, sponsorship, and events | Publication of Information Policy |
| Approve, renew and terminate all institutional alliances, agreements and Memorandums of Understanding | CEO | | Articulation Agreements and Institutional Alliances Policy Articulation Agreements and Institutional Alliances Procedures |

| Change log | Approved by | Approval date |
|------------|--------------------|---------------|
| New | Board of Directors | 8.3.22 |
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