

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
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

Delegation	Delegate	Conditions	Related instruments
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 President and Managing Director (President)	Advanced Standing Policy Advanced Standing Procedures
Approve credit for block credit arrangements	Deans		Advanced Standing Policy Advanced Standing Procedures
Endorse and monitor the performance of block credit arrangements	Learning and Teaching Committee		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

Delegation	Delegate	Conditions	Related instruments
Vary advanced standing credit limits	Academic Board		Advanced Standing Policy Advanced Standing Procedures
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	President	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

Delegation	Delegate	Conditions	Related instruments
Approve the Institution's timetable	Pro Vice Chancellor (PVC) (Employability) and Registrar		Terms and Conditions of Enrolment Timetable Procedures
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	Course and Subject 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	Course and Subject 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)	Course and Subject Committee		Governance Charter Course Development, Review and Approval Procedures
Appoint external experts to CDASCs	Chair, CDASC		Governance Charter

Delegation	Delegate	Conditions	Related instruments
5. Assessment			
Approve informal assessment extension requests	Lecturer		Assessment Policy 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 an 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

Delegation	Delegate	Conditions	Related instruments
Oversee class timetables and annual schedules of delivery	Registrar and DVC (Learning and Teaching)	A consultative process - both Registry and Academic Operations must be involved	Timetable Procedures
Approve examination timetable	Deans		Examination Policy Examination Procedures
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
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		Academic Integrity Policy Academic Integrity Procedures

Delegation	Delegate	Conditions	Related instruments
	Intentional (major) – Program Manager Serious infringements (major) - Academic Misconduct Panel		
Establish Academic Misconduct Panels	Program Managers (current cases) Academic Integrity Coordinator (historical cases)		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	Chief Operations Officer		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	Chief Quality Officer		Complaints and Appeals Policy Complaints and Appeals Procedures

Delegation	Delegate	Conditions	Related instruments
Maintain complaints and appeals register	Vice President (Student Life)		Complaints and Appeals Policy Complaints and Appeals Procedures
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 Course and Subject 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

Delegation	Delegate	Conditions	Related instruments
			Governance Charter
Rescind a qualification	Board of Directors		Conferral of Qualifications and Graduations Policy Qualifications Issuance Procedures
Recommend to the Board of Directors qualifications based on permanent incapacity or death	President	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	President	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	President	Chair of Appeals Committee	Refund of Fees Policy – Domestic Students
Approve any assignment of intellectual property	President		Referenced in this instrument only
Approve agreements on the management of intellectual property	President	Prior to commencement of activities involving third parties	Referenced in this instrument only

Delegation	Delegate	Conditions	Related instruments
Approve to relinquish, amend, destroy or damage records containing personal information	Chief Quality Officer Pro Vice Chancellor (PVC) (Employability) and Registrar DVC (Learning and Teaching) Vice President (Finance) Chair of the Aspiring Education Foundation and ICMS Professional Scholarship Program Vice President (People and Training)	Refer to responsibilities outlined in the Records Management and Personal Information Procedures	Privacy Policy Records Management Policy Records Management and Personal Information Procedures
Determine staff access and permissions relating to personal information	Chief Quality Officer Pro Vice Chancellor (PVC) (Employability) and Registrar DVC (Learning and Teaching) Vice President (Finance) Chair of the Aspiring Education Foundation and ICMS Professional Scholarship Program Vice President (People and Training)	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	President	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	President		Articulation Agreements and Institutional Alliances Policy Articulation Agreements and Institutional Alliances Procedures
Minor editorial or administrative changes to policy	Associate Vice President (Governance and Policy)		Referenced in this instrument only

Change history	Approved by	Approval date
New (replaced a rescinded document)	Board of Directors	8.3.22

Addition of <i>Minor editorial or administrative changes to policy by the Associate Vice President (Governance and Policy)</i>	Board of Directors	21.3.23
Minor update to reflect organisational changes – removal of Campus and Operations Director	N/A	Updated 18.9.23
Minor update to academic integrity delegation to align with the procedures	N/A	Updated 13.11.23
Update CEO to Managing Director, LTC to Course and Subject Committee where relevant	N/A	Updated 30.1.24
Update Managing Director to President. Full title is President and Managing Director as per first reference in this document.	Rowan Courtney O'Connor	Updated 19.2.24
Removed FEE-HELP eligibility requirements due to introduction of the Support for Students Policy and added the Registrar as the authority to approve class timetables and the annual schedules of delivery.	Academic Board	23.2.24
Under delegations pertaining to personal information, changed 'various' to the list of delegates outlined in the Records Management and Personal Information Procedures as per BOD request.	Board of Directors	Updated 25.3.24