

Table 8 - Pro Vice-Chancellor (Students and Education)

Area	Delegated Responsibility	Reporting Requirement
<p>1. General</p>	<p>To do all things necessary to implement the approved plans, principles and policies of the University in Students and Education, subject to the limitations listed below and recognising any areas of activity reserved by Council for its sole authority or reserved for the sole authority of the Vice-Chancellor.</p> <p>Any significant proposed activity that is outside previously approved approaches should be discussed with the Deputy Vice-Chancellor (Academic) and Provost and authorised before any commitment is made.</p>	<p>Any significant proposed activity that is outside previously approved approaches should be reported to the Deputy Vice-Chancellor (Academic) and Provost.</p>
<p>2. Financial*</p>	<p>Approving any operating or capital expenditure that is within the approved budget for which the position is responsible and is less than \$0.5 million in total, in conformity with established policies relating to such expenditure.</p>	<p>Any item (or the total of related items) above \$150,000 is to be reported to the Deputy Vice-Chancellor (Academic) and Provost.</p>
<p>3. Contracts* (other than staff employment contracts)</p>	<p>Signing any expression of interest or application for, or acceptance of, Students and Education funding or grants as long as:</p> <ul style="list-style-type: none"> ➤ any University operating resources that are effectively committed are within the approved budget and have been agreed by the relevant budget holder; and ➤ the length of the commitment is three years or less. <p>Signing any Students and Education agreement as long as:</p> <ul style="list-style-type: none"> ➤ any University operating resources that are effectively committed are within the approved budget and have been agreed by the relevant budget holder; and ➤ the length of the contract is three years or less. <p>Building contracts, leases or financial arrangements of any description and contracts with existing staff or related parties, and any payments associated with these are excluded.</p> <p>In the area of international services: signing memorandums of understanding*, operational understandings*, university student/staff mobility initiatives and advanced standing agreements as long as:</p> <ul style="list-style-type: none"> ➤ any University operating resources that are effectively committed are within the approved budget and have been agreed by the relevant budget holder; and ➤ the length of the commitment is three years or less. 	<p>Contracts with a total value in excess of \$0.5 million are to be reported to the next Council meeting.</p>
<p>4. Employment and Remuneration</p>	<ul style="list-style-type: none"> ➤ Initiating staff appointment processes within the organisational unit for which the position is responsible, in conformity with established employment policies. ^ ➤ Approving all domestic and international travel for Heads of Sections, including: <ul style="list-style-type: none"> - Centre for the Advancement of Learning & Teaching (CALT); - International Education (International Services, English Language Centre and Transnational Education); - Library; and - Student Services.** ➤ Approving all international travel for all other staff within the Division.** 	
<p>5. External representation</p>	<p>Speaking on behalf of the University, and representing the University's interests, on relevant matters relating to Students and Education.</p>	
<p>* This power is specific to the position and cannot be further delegated. ** Further approvals are required for some types of international travel. Any travel to a country subject to a DFAT travel advisory (levels 4 and 5 only) warning must be approved by the Deputy Vice-Chancellor (Academic) and Provost. **Any overseas travel for marketing or promotional purposes (i.e. non-scholarly purposes) must be recommended by the Director, International Services. ^ This includes the Director, International Education (International Services, English Language Centre, Transnational Education).</p>		