

Academic Delegations Ordinance

Version 3 – Amended 30 April 2021

1 Preamble

- 1.1 The powers and functions of Council are established under the *University of Tasmania Act 1992 (Act)*.
- 1.2 Under the Act, and at any given point in time, Council may determine the powers and functions it will delegate to the Vice-Chancellor and other University staff to enable the efficient and effective operation of the University in pursuit of its strategic and operational objectives.
- 1.3 Delegation of Council powers and functions under this or any other instrument, does not prevent the performance or exercise of a function or power by Council.
- 1.4 Reserve powers and functions of Council and the delegation of other powers and functions are specified in other instruments.

2 Commencement and review

- 2.1 This ordinance takes effect on 1 July 2020 and will be reviewed periodically.

3 Definitions

- 3.1 In this ordinance:

effective date means the date from which a new or amended academic delegation, or the revocation of whole or part of an academic delegation, takes effect being:

- a) for a new or amended academic delegation, the date the new or amended academic delegation is published in the *Schedule of Academic Delegations*; and
- b) for the revocation of whole or part of an academic delegation, the date that the revoked academic delegation or the revoked part of the academic delegation is removed from the *Schedule of Academic Delegations*.

major amendment means an amendment to an existing academic delegation that impacts the intent or limits of the delegation. It may include, but is not limited to, changing the limits of the delegation or changing the position or positions to which the delegation is made. Major amendments must be approved by Council in accordance with Section 7.

minor amendment means an amendment to an existing delegation that does not impact the intent or limit of the delegation or the position or positions to which the delegation is made. It may include, but is not limited to, editorial or administrative changes or renaming of positions that does not result in a material change to a delegation. Minor amendments must be approved by the Provost in accordance with Section 7.

4 Purpose

- 4.1 The purpose of this ordinance is to:
- a) provide for Council to delegate its functions or powers to identified University positions in relation to the matters in the *Schedule of Academic Delegations*; and
 - b) specify arrangements for:
 - endorsement and approval of new academic delegations in addition to those in the *Schedule of Academic Delegations*;
 - amending an existing academic delegation in the *Schedule of Academic Delegations*;
 - revoking wholly or partly an existing academic delegation in the *Schedule of Academic Delegations*; and
 - communicating changes related to academic delegations.

5 Delegation principles

- 5.1 *The think principle (assess, question and seek advice)*
In exercising a delegation, or determining whether a delegation applies, University staff must apply their own discretion and professional judgement to the matter, informed by consultation and advice as the situation requires including legal, financial or other advice.
- 5.2 *The one-up principle*
Irrespective of the delegation held, if a decision is outside the University's residual risk delegation for that profile or if there is a conflict of interest, the delegate must escalate the decision appropriately.
- 5.3 *The authorisation principle*
While delegates cannot delegate their powers or functions unless specified in this ordinance, where appropriate to support organisational efficiency, a delegate may authorise, in writing, a University staff member to exercise a delegation on their behalf, retaining accountability for the exercise of that delegation.
- 5.4 Academic delegations are made by Council in the *Schedule of Academic Delegations* in accordance with the following principles such that they:
 - a) establish appropriate responsibility and accountability for various academic delegation functions;
 - b) are positioned close to the source of responsibility, with the appropriate knowledge, skills and designated position (decision relevance); and
 - c) use committees where necessary to bring in wider representation for making complex decisions.
- 5.5 A delegate who is found to have exercised a power under a delegation improperly may be subject to discipline and their delegation(s) may be revoked.

6 Governance and quality assurance

- 6.1 University Council is responsible for:
 - a) approving new academic delegations in addition to those in the *Schedule of Academic Delegations*;

- b) approving major amendments (as defined in Section 3), to academic delegations in the *Schedule of Academic Delegations*; and
- c) the revoking wholly or partly of an academic delegation in the *Schedule of Academic Delegations*.

6.2 The Provost, as the senior academic of the University, is responsible for:

- a) The endorsement of:
 - proposed academic delegations in addition to those in the *Schedule of Academic Delegations*;
 - proposed major amendments (as defined in Section 3) to existing academic delegations in the *Schedule of Academic Delegations*; and
 - proposed revocation wholly or partly of academic delegations in the *Schedule of Academic Delegations*;prior to recommending to Council for approval.
- b) approving minor amendments (as defined in Section 3), to academic delegations in the *Schedule of Academic Delegations*.
- c) determining procedures in relation to amendments to the *Schedule of Academic Delegations* as described in Section 7.

6.3 Academic Senate is responsible for initiating periodic review of the *Schedule of Academic Delegations*.

7 Establishing, amending or revoking an academic delegation

7.1 The Provost will determine procedures for:

- (a) recommending the establishment of a new delegation for the approval of University Council;
- (b) recommending major amendments to existing academic delegations for approval by University Council;
- (c) approval of minor amendments to existing academic delegations by the Provost; and
- (d) recommending the revocation wholly or in part of existing academic delegation by University Council.

8 Communicating change

8.1 All changes to the academic delegations in the *Schedule of Academic Delegations* must be communicated to stakeholders.

8.2 When communicating changes, the following information must be included:

- a) the effective date (as defined in Section 3);
- b) who is likely to be impacted directly or indirectly by the approved new, amended or revoked academic delegation; and
- c) the ways in which the impacts are proposed to be addressed.

8.3 The Provost will determine the procedure for communicating changes to the academic delegations in the *Schedule of Academic Delegations*.

Made by University Council on 22 May 2020.

[Version history](#)

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1. ADMISSIONS				
	Category		Delegation	Delegate
1.1	Quotas	1.1.1	Authority to determine and vary the number of commencing places in quota courses for each year, including location, intake and liability category.	Executive Dean
		1.1.2	Authority to determine and vary enrolment quotas for units of study.	Head of Academic Unit
1.2	Qualifications for coursework admission	1.2.1	Authority to approve or change admission requirements for entry into coursework courses.	Academic Senate
		1.2.2	Authority to approve equivalency of any qualification in relation to the formally approved entry requirements as part of the admissions process to approve entry into coursework courses.	Executive Director Student Operations
		1.2.3	Authority to grant exemption from eligibility requirements for admission to any of Graduate Certificate, Graduate Diploma or Masters by coursework course.	Executive Dean
1.3	English language requirements	1.3.1	Authority to determine minimum English language entry requirements into courses at all levels.	Academic Senate
		1.3.2	Authority to require further testing of an applicant's written or spoken English.	Executive Director Student Operations
		1.3.3	Authority to assess the validity of English language proficiency evidence that may be used to grant entry into undergraduate and postgraduate There is a mistake in the schedule – coursework award courses.	Academic Senate
		1.3.4	Authority to grant exemption from, or modification to, English language requirements on the basis of other evidence provided, for admission to an undergraduate or a postgraduate coursework award course within specified limits.	Executive Director Student Operations
		1.3.5	Authority to grant exemption from, or modification to, English language requirements on the basis of other evidence provided for admission to a higher degree by research course.	Dean Graduate Research
1.4	Special entry requirements	1.4.1	Authority to approve or terminate special entry requirements for a course.	Academic Senate
		1.4.2	Authority to place requirements or restrictions on enrolment of a student at admission.	Executive Director Student Operations

1. ADMISSIONS				
	Category		Delegation	Delegate
1.5	Withdrawal of offers of admission	1.5.1	Authority to approve withdrawal of an offer of admission made on the basis of incorrect results and make any (or no) consequent revised offer.	Executive Director Student Operations
1.6	Admitting Higher Degree by Research candidates	1.6.1	Authority to admit an applicant to a Higher Degree by Research course and approve the research proposal (MRes, PhD, Prof Doc, PhD by Prior Pub).	Dean Graduate Research
		1.6.2	Authority to approve an offer of admission to a Higher Degree by Research course to an applicant who is a citizen of a sanctioned country.	Dean Graduate Research
		1.6.3	Authority to approve concurrent enrolment of a Higher Degree by Research candidate in an approved relevant program of coursework.	Dean Graduate Research
		1.6.4	Authority to include conditions in a letter of offer to be met prior to admission to a Higher Degree by Research course.	Dean Graduate Research
		1.6.5	Authority to approve transfer of Higher Degree Research candidature from another Australian University to this University at the same level of degree.	Dean Graduate Research
		1.6.6	Authority to approve an application to delay the date of enrolment in a Higher Degree by Research course.	Dean Graduate Research
		1.6.7	Authority to withdraw an offer of admission to a Higher Degree by Research course or cancel the enrolment of an applicant.	Dean Graduate Research
		1.6.8	Authority to approve the transfer of candidature: a) from a Masters Degree by Research to a Doctoral Degree (PhD or Prof Doc), or b) from a Doctoral Degree to a Masters Degree by Research.	Dean Graduate Research
		1.6.9	Authority to approve the location of a research student's candidature.	Dean Graduate Research
		1.6.10	Authority to determine if confirmation of candidature will be granted for an individual Higher Degree by Research candidate.	Dean Graduate Research
		1.6.11	Authority to determine conditions to be applied to confirmation of candidature that must be met before it will be granted for an individual Higher Degree by Research candidate.	Dean Graduate Research

2. ENROLMENT, DEFERRAL AND LEAVE OF ABSENCE				
	CATEGORY		DELEGATION	DELEGATE
2.1	Pre-requisites and co-requisites	2.1.1	Authority to determine pre-requisites, mutual exclusions and co-requisites for enrolment in a unit of study.	College Learning and Teaching Committee
		2.1.2	Authority to permit a coursework student to enrol in a unit of study already completed or which overlaps substantially with a unit of study already completed or for which recognition of prior learning has been granted.	College Manager Academic Administration
		2.1.3	Authority to permit a coursework student to enrol in a unit of study additional to award course requirements.	Associate Dean Learning and Teaching
		2.1.4	Authority to vary coursework award requirements including, but not limited to, units in addition to course requirements and substitute units.	Associate Dean Learning and Teaching
2.2	Non award enrolment	2.2.1	Authority to permit a person to enrol as a non-award student in a unit of study.	Executive Director Student Operations
2.3	Concurrent enrolment	2.3.1	Authority to permit a domestic student to enrol in more than one award course.	Associate Dean Learning and Teaching (for the primary course)
2.4	Re-enrolment after discontinuation or suspension (coursework students)	2.4.1	Authority to approve enrolment of a coursework student to be admitted into a course during their period of formal exclusion or suspension.	Associate Dean Learning and Teaching
		2.4.2	Authority to impose requirements for completing a course on a coursework student who is readmitted after exclusion or suspension.	Associate Dean Learning and Teaching
		2.4.3	Authority to modify the application of course requirements in force at the time of a coursework student's discontinuation or suspension, following the student's return to study.	Associate Dean Learning and Teaching
2.5	Re-enrolment after discontinuation or suspension (Higher Degree by	2.5.1	Authority to determine eligibility to re-enrol in a Higher Degree by Research course after candidature has been terminated.	Dean Graduate Research
		2.5.2	Authority to impose requirements for completing a course on a research student who recommences their candidature following discontinuation or a leave of absence.	Dean Graduate Research
		2.5.3	Authority to modify the application of the course rules with respect to a research student's return to candidature following discontinuation or leave of absence.	Dean Graduate Research

2. ENROLMENT, DEFERRAL AND LEAVE OF ABSENCE				
	CATEGORY		DELEGATION	DELEGATE
	Research candidates)			
2.6	Extended leave	2.6.1	Authority to determine whether a student returning to study from an extended period of leave is required to repeat units or transfer to a different course.	Associate Dean Learning and Teaching
2.7	Deferral	2.7.1	Authority to allow deferral of enrolment in a particular course for up to a maximum of two years.	Executive Dean / University College Academic Lead
		2.7.2	Authority to extend a period of deferral of enrolment for a domestic applicant for a coursework course to an overall maximum of 2 years.	Executive Dean / University College Academic Lead
		2.7.3	Authority to extend period of deferral of enrolment for an overseas applicant for a coursework course, to an overall maximum of 2 years.	Executive Dean / University College Academic Lead
		2.7.4	Authority to decline deferral of enrolment for a particular course.	Executive Dean / University College Academic Lead
2.8	Suspension and leave of absence (coursework students)	2.8.1	Authority to allow suspension of enrolment in a particular course for up to a maximum of 2 years.	Executive Dean / University College Academic Lead
		2.8.2	Authority to extend a period of suspension of enrolment for a domestic applicant for a coursework course to an overall maximum of 2 years	Executive Dean / University College Academic Lead
		2.8.3	Authority to extend period of suspension of enrolment for an overseas applicant for a coursework course, to an overall maximum of 2 years.	Executive Dean / University College Academic Lead

2. ENROLMENT, DEFERRAL AND LEAVE OF ABSENCE				
	CATEGORY		DELEGATION	DELEGATE
		2.8.4	Authority to decline suspension of enrolment for a particular course.	Executive Dean / University College Academic Lead
2.9	Suspension and leave of absence (Higher Degree by Research candidates)	2.9.1	Authority to determine leave entitlements for Higher Degree by Research candidates.	Academic Senate
		2.9.2	Authority to permit a research student to take a leave of absence from a course: for more than one year; before confirmation of candidature; in the final 6 months EFT enrolment (Doctoral Degree); in the final 3 months EFT enrolment (MRes Degree).	Dean Graduate Research
		2.9.3	Authority to vary leave entitlements for an individual Higher Degree by Research candidate.	Dean Graduate Research

3. CREDIT				
	CATEGORY		DELEGATION	DELEGATE
3.1	Credit (coursework students)	3.1.1	Authority to determine University credit transfer policy.	Academic Senate
		3.1.2	Authority to determine overseas qualification equivalence for credit purposes (individual application).	Executive Director Student Operations
		3.1.3	Authority to grant credit for prior study, including imposing limits relating to progression and time for completion.	Executive Dean / University College Academic Lead
		3.1.4	Authority to vary limits on credit and reduced volume of learning consistently with approved policy.	Executive Dean / University College Academic Lead
		3.1.5	Authority to rescind specific credit, non-specific credit or reduced volume of learning on application by the student.	Executive Dean / University College Academic Lead
		3.1.6	Authority to approve credit outside of the stated maximums/minimums.	Academic Senate

3. CREDIT				
	CATEGORY		DELEGATION	DELEGATE
3.2	Credit (Higher Degree by Research candidates)	3.2.1	Authority to grant credit for previous elapsed research undertaken at the University.	Dean Graduate Research
		3.2.2	Authority to grant credit for previous higher degree by research study at another university or institution.	Dean Graduate Research
		3.2.3	Authority to grant credit towards Professional Doctorate coursework for prior study, including imposing limits relating to progression and time for completion.	Dean Graduate Research
		3.2.4	Authority to determine overseas qualification equivalence for credit purposes (Higher Degrees by Research).	Dean Graduate Research

4. PARTICIPATION				
	CATEGORY		DELEGATION	DELEGATE
4.1	Student participation requirements	4.1.1	Authority to specify participation requirements for courses and units of study.	Associate Dean Learning and Teaching
		4.1.2	Authority to specify circumstances under which a student is deemed not to have completed a unit of study or award course due to failure to satisfy participation requirements.	Associate Dean Learning and Teaching
		4.1.3	Authority to exempt a student from participation requirements.	Associate Dean Learning and Teaching
		4.1.4	Authority to determine participation requirements for Higher Degree by Research students.	Academic Senate
4.2	Academic year	4.2.1	Authority to determine periods of instruction and commencement and conclusion dates of the academic year, including dates of semesters, teaching periods and research periods	Executive Director Student Operations
		4.2.2	Authority to approve variations from standard teaching sessions requested by Colleges.	Executive Director Student Operations

5. ASSESSMENT, EXAMINATION AND RESULTS				
	CATEGORY		DELEGATION	DELEGATE
5.1	Assessment of coursework	5.1.1	Authority to determine the assessment and examination requirements for a unit of study.	College Learning and Teaching Committee
		5.1.2	Authority to determine the outcome of applications for special consideration due to illness, or other exceptional circumstances outside the student's control.	Academic Unit Assessors' Meeting
		5.1.3	Authority to set the date of a replacement assessment not undertaken in a formal exam period.	Unit Coordinator
		5.1.4	Authority to set the date of a replacement assessment undertaken in a formal exam period.	Executive Director Student Operations
		5.1.5	Authority to determine the outcome of applications for special arrangements for formal examinations.	Executive Director Student Operations
5.2	Examinations	5.2.1	Authority to approve examination papers.	Course Coordinator
		5.2.2	Authority to approve items which may be brought into an examination room.	Unit Coordinator
		5.2.3	Authority to approve who may enter an examination room, in addition to the candidate and supervisor.	Executive Director Student Operations
		5.2.4	Authority to approve deferred exams on the basis of academic criteria.	Executive Director Student Operations
		5.2.5	Authority to determine whether an examination that has been interrupted due to an emergency evacuation should be resumed or re-sat by affected students.	Executive Director Student Operations
5.3	Conversion of grades	5.3.1	Authority to extend the period of time for the conversion of a withheld or deferred grade to a final grade.	Executive Director Student Operations
		5.3.2	Authority to convert a withheld or deferred grade to a final grade.	Associate Dean Learning and Teaching
5.4	Results	5.4.1	Authority to ratify coursework unit results.	Associate Dean Learning and Teaching
		5.4.2	Authority to determine and publish dates for release of results.	Executive Director Student Operations

5. ASSESSMENT, EXAMINATION AND RESULTS				
	CATEGORY		DELEGATION	DELEGATE
5.5	Examination of Higher Degrees by Research	5.5.1	Authority to grant access by a scholar to embargoed content of a thesis.	Dean Graduate Research
		5.5.2	Authority to restrict access to a thesis for a period not exceeding 2 years from the date of the award of the degree.	Higher Degree by Research Candidate / Author
		5.5.3	Authority to restrict access to a thesis for a limited period of time in excess of 2 years.	Dean Graduate Research
		5.5.4	Authority to permit a candidate who has made exceptional progress in their candidature to submit a thesis for examination earlier than the minimum degree period.	Dean Graduate Research
		5.5.5	Authority to determine an application to submit a thesis in a language other than English.	Dean Graduate Research
		5.5.6	Authority to prescribe the required format of a thesis for examination.	Dean Graduate Research
		5.5.7	Authority to certify that a higher degree by research thesis meets University requirements and is suitable for submission.	Head of Academic Unit
		5.5.8	Authority to appoint Higher Degree by Research thesis examiners.	Dean Graduate Research
		5.5.9	Authority to determine types of conflict of interest in the examination of a Higher Degree by Research thesis.	Dean Graduate Research
		5.5.10	Authority to appoint a Chair of Examiners to act as an independent Chair throughout the examination process of a higher degree by research thesis.	Head of Academic Unit
		5.5.11	Authority to proceed with a viva voce as part of a higher degree by research thesis examination.	Dean Graduate Research
		5.5.12	Authority to accept the Chair of Examiner's recommendation on the outcome of a higher degree by research thesis examination.	Dean Graduate Research
		5.5.13	Authority to determine whether the candidate has satisfied the requirements for the award of the degree and recommend to Academic Senate that the Higher Degree be awarded.	Dean Graduate Research

6. PROGRESSION AND EXCLUSION				
	CATEGORY		DELEGATION	DELEGATE
6.1	Progression requirements (coursework students)	6.1.1	Authority to approve progression requirements for each course.	Academic Senate
		6.1.2	Authority to appoint academic staff members to form an academic progress review panel and nominate one member to act as Chair.	Executive Dean / University College Academic Lead
		6.1.3	Authority to determine an academic progress review rating.	Executive Dean
		6.1.4	Authority to determine that a supplementary academic progress review is required.	Executive Dean
		6.1.5	Authority to determine whether an applicant for admission has provided a satisfactory explanation of the circumstances for exclusion from a diploma or degree program for failure to meet progress requirements.	Executive Dean / University College Academic Lead
6.2	Progression requirements (Higher Degree by Research candidates)	6.2.1	Authority to limit work experience and employment for full-time Higher Degree by Research candidates.	Academic Senate
		6.2.2	Authority to approve exceptions to work experience and employment limits for full-time Higher Degree by Research candidates.	Dean Graduate Research
		6.2.3	Authority to require Higher Degree by Research candidates to provide satisfactory evidence of progress in their candidature and participate in a progress review interview.	Academic Senate
		6.2.4	Authority to determine that a Higher Degree by Research candidate has demonstrated satisfactory academic performance and specify conditions of candidature to apply following an annual review of progress.	Graduate Research Coordinator
		6.2.5	Authority to determine that a Higher Degree by Research candidate has failed to demonstrate satisfactory academic performance and allow the student to continue to be enrolled with conditions or recommend that the student be asked to show good cause why he or she should be permitted to continue the candidature.	Dean Graduate Research
		6.2.6	Authority to allow a research student's candidature to continue and specify conditions of candidature to apply after considering the recommendation from the Supervisor.	Graduate Research Coordinator
		6.2.7	Authority to approve an extension of candidature with a latest date for submission of thesis for examination beyond the maximum degree period.	Dean Graduate Research

6. PROGRESSION AND EXCLUSION				
	CATEGORY		DELEGATION	DELEGATE
		6.2.8	Authority to determine the requirements that must be met before Higher Degree by Research candidature can be confirmed.	Academic Senate
		6.2.9	Authority to grant confirmation of candidature to a Higher Degree by Research candidate	Confirmation Committee
		6.2.10	Authority to grant an extension to the confirmation period.	Dean Graduate Research
		6.2.11	Authority to approve transfer of candidature from a doctoral degree to a masters by research degree as an outcome of a review of progress.	Dean Graduate Research
		6.2.12	Authority to implement a Candidature Management Plan where academic progress has been unsatisfactory.	Graduate Research Coordinator
		6.2.13	Authority to impose on a Higher Degree by Research candidate a material condition of candidature where academic progress has been unsatisfactory.	Dean Graduate Research
		6.2.14	Authority to conduct a preliminary investigation into a Higher Degree by Research candidate's candidature where termination has been recommended.	Dean Graduate Research
		6.2.15	Authority to terminate a research student's Higher Degree by Research candidature.	Dean Graduate Research
		6.2.16	Authority to determine whether a candidate whose candidature stands to be terminated will: <ul style="list-style-type: none"> • be eligible to reapply for admission as a candidate; or • receive recognition of academic credit for study and research completed; or • in the case of Doctoral candidates, be permitted to transfer to a Master of Research Degree. 	Dean Graduate Research
6.3	Requirement to show good cause (coursework students)	6.3.1	Authority to require a student who has not met progression requirements to show cause why re-enrolment should be permitted.	Executive Dean
6.3.2		Authority to require a student who has failed or discontinued a unit of study more than once to show cause why re-enrolment in that unit should be permitted.	Executive Dean	
6.3.3		Authority to require a student who fails or discontinues a year of a course or a unit of study having been admitted or re-admitted after failure or discontinuation in the immediately prior year to show cause why further re-enrolment should be	Executive Dean	

6. PROGRESSION AND EXCLUSION				
	CATEGORY		DELEGATION	DELEGATE
			permitted.	
		6.3.4	Authority to permit a student who has shown cause to re-enrol.	Executive Dean
		6.3.5	Authority to permit a student who has failed to show cause to re-enrol in a course, subject to restrictions on units of study.	Executive Dean
		6.3.6	Authority to exclude from a course a student who has failed to show cause.	Executive Dean
6.4	Requirement to show good cause (Higher Degree by Research candidates)	6.4.1	Authority to require a Higher Degree by Research candidate to show cause why he or she should be permitted to continue the candidature.	Dean Graduate Research
		6.4.2	Authority to determine that a Higher Degree by Research candidate has shown cause and permit the student to continue.	Dean Graduate Research
6.5	Re-admission and credit after exclusion for lack of progress	6.5.1	Authority to re-admit a student into a course they are formally excluded from within the minimum twelve-month exclusion period.	Associate Dean Learning and Teaching
		6.5.2	Authority to grant credit for work completed at the University or at another institution during a period of exclusion from a coursework award course.	Executive Dean
6.6	International student visas and transfers	6.6.1	Authority to cancel the enrolment of an international student visa holder who does not follow the enrolment advice to meet progression requirements, or whose enrolment is required to be cancelled for failing to meet student visa conditions.	Executive Director Student Operations
		6.6.2	Authority to make a decision in relation to an application from an international student visa holder to transfer to another educational institution.	Executive Director Student Operations

7. CONFERRAL				
	CATEGORY		DELEGATION	DELEGATE
7.1	Conferral	7.1.1	Authority to approve the admission of a graduand to a degree or award, including conferral of honours or distinctions.	Council
		7.1.2	Authority to confer degree or award on a graduand <i>in absentia</i> .	Council
		7.1.3	Authority to rescind University of Tasmania degrees, diplomas and certificates.	Council
		7.1.4	Authority to confer and rescind Honorary Degrees, Emeritus Professorships and University Fellowships.	Council
		7.1.5	Authority to approve the conferral of an aegrotat or posthumous award in circumstances involving serious illness or the death of a student.	Academic Senate

8. MISCONDUCT, COMPLAINTS AND APPEALS				
	CATEGORY		DELEGATION	DELEGATE
8.1	Behavioural misconduct	8.1.1	Authority to determine a penalty or outcome where behavioural misconduct against a student is substantiated.	Student Conduct Committee
		8.1.2	Authority to temporarily or permanently exclude a student against whom behavioural misconduct has been substantiated.	Safe and Fair Community Unit Authorised Officer or Student Conduct Committee
		8.1.3	Authority to refer an allegation of behavioural misconduct against a student to the police or other relevant external authority.	Safe and Fair Community Unit Authorised Officer
		8.1.4	Authority to suspend a student, or place restrictions or conditions on enrolment, if the circumstances of an alleged act of inappropriate conduct are deemed to be such that such action is necessary in order for the University to discharge its duty of care to its students, staff or placement agencies.	Safe and Fair Community Unit Authorised Officer or Student Conduct Committee
8.2	Academic misconduct	8.2.1	Authority to determine a penalty where academic misconduct against a student is substantiated.	Academic Integrity Advisor
		8.2.2	Authority to temporarily or permanently exclude a student against whom academic misconduct has been substantiated.	Provost

8. MISCONDUCT, COMPLAINTS AND APPEALS				
	CATEGORY		DELEGATION	DELEGATE
8.3	Student complaints	8.3.1	Authority to dismiss a student complaint, where it is determined that the complaint is frivolous, trivial or vexatious or without supporting evidence.	Chair, Academic Senate
		8.3.2	Authority to determine whether a complaint, in relation to academic or resource matters for research masters and doctoral candidates, has legitimate grounds for appeal or is trivial, frivolous or vexatious and should be dismissed.	Dean Graduate Research
		8.3.3	Authority to engage a mediator to resolve a complaint.	Safe and Fair Community Unit Authorised Officer
		8.3.4	Authority to recommend actions to resolve a complaint.	Safe and Fair Community Unit Authorised Officer
8.4	Appeals	8.4.1	Authority to make a preliminary assessment of the merits of a behavioural misconduct appeal.	Safe and Fair Community Unit Authorised Officer
		8.4.2	Authority to uphold or dismiss a student appeal (behavioural misconduct).	University Appeals Panel
		8.4.3	Authority to make a preliminary assessment of the merits of an academic misconduct appeal.	Associate Dean Learning and Teaching
		8.4.4	Authority to uphold or dismiss a student appeal (academic misconduct).	College Appeals Panel
		8.4.5	Authority to uphold or dismiss an appeal regarding academic progression in coursework programs.	University Appeals Panel

9. MANAGEMENT OF COURSES AND UNITS OF STUDY				
	CATEGORY		DELEGATION	DELEGATE
9.1	Course requirements	9.1.1	Authority to approve course requirements across AQF categories.	Academic Senate
		9.1.2	Authority to prescribe requirements for Masters and Doctoral degrees by research, relating to admission, course requirements, candidature and examination.	Academic Senate
		9.1.3	Authority to vary coursework award requirements by substituting existing unit/s in a course schedule.	Executive Dean / University College Academic Lead
9.2	New award courses	9.2.1	Authority to determine requirements for proposals for new courses.	Academic Senate
		9.2.2	Authority to approve business cases for proposals for new award courses.	Executive Dean
		9.2.3	Authority to approve award courses.	Academic Senate

9. MANAGEMENT OF COURSES AND UNITS OF STUDY				
	CATEGORY		DELEGATION	DELEGATE
9.3	Significant amendments to award courses	9.3.1	Authority to approve change to award course nomenclature or title abbreviation.	Academic Senate
		9.3.2	Authority to approve discontinuation of award course and teach out plan.	Academic Senate
		9.3.3	Authority to approve changes to admission requirements for an award course.	Academic Senate
		9.3.4	Authority to approve variations to credit transfer arrangements for an award course.	Academic Senate
		9.3.5	Authority to approve deletion of distance campus/ or physical campus location offering of an award course.	Academic Senate
		9.3.6	Authority to approve addition of distance campus/ or physical campus location offering of an award course.	College Learning and Teaching Committee
		9.3.7	Authority to approve change in volume of learning (credit points) for an award course.	Academic Senate
		9.3.8	Authority to approve the addition of a new major, minor or specialisation to an award course.	Academic Senate
		9.3.9	Authority to approve the removal of a major, minor or specialisation from an award course.	Academic Senate
		9.3.10	Authority to approve changes to the minimum or maximum time for completion of an award course.	Academic Senate
9.4	Minor amendments to award courses	9.4.1	Authority to vary the title or structure of degree components.	University Course and Unit Proposals Committee
		9.4.2	Authority to approve changes to the number of degree core knowledge units in an award course.	University Course and Unit Proposals Committee
		9.4.3	Authority to approve amendments to an award course affecting the University Connections Program.	University Course and Unit Proposals Committee
		9.4.4	Authority to vary elective or experience and engagement schedule for an award course.	College Learning and Teaching Committee
		9.4.5	Authority to vary elective requirements of a major, minor, degree core knowledge or specialisation for an award course.	College Learning and Teaching Committee

9. MANAGEMENT OF COURSES AND UNITS OF STUDY				
	CATEGORY		DELEGATION	DELEGATE
		9.4.6	Authority to approve the deletion or replacement of one or more core units from a schedule of a major, minor, degree core knowledge or specialisation for an award course.	College Learning and Teaching Committee
9.5	Units of study	9.5.1	Authority to approve units of study for award courses.	University Course and Unit Proposals Committee
		9.5.2	Authority to make minor amendments to a unit.	Academic Unit Learning and Teaching Committee
9.6	Non award offerings	9.6.1	Authority to approve non-award academic and credentialing framework.	Academic Senate
		9.6.2	Authority to approve non-credentialed short courses.	College Leadership Team
		9.6.3	Authority to approve credentialed short courses.	College Learning and Teaching Committee
		9.6.4	Authority to approve minor amendment to credentialled short courses	College Learning and Teaching Committee
		9.6.5	Authority to approve significant amendments to credentialled short courses	College Learning and Teaching Committee

10. SUPERVISION OF HIGHER DEGREES BY RESEARCH CANDIDATES				
	CATEGORY		DELEGATION	DELEGATE
10.1	Supervision policy	10.1.1	Authority to determine policy for supervision of Higher Degree by Research candidates	Academic Senate
		10.1.2	Authority to determine policy for minimum infrastructure standards for Higher Degree by Research candidates	Academic Senate
10.2	Appointment and registration of supervisors	10.2.1	Authority to approve or change the supervision team for an individual candidate.	Head of Academic Unit/s of the supervising staff member
		10.2.2	Authority to permit a supervisor to supervise more than seven full-time equivalent Higher Degree by Research candidates.	Dean Graduate Research
		10.2.3	Authority to approve the appointment of a research advisor to a candidate's	Dean Graduate Research

			supervision team.	
		10.2.4	Authority to approve registration on the Supervisor Register of academic staff and affiliates.	Dean Graduate Research
		10.2.5	Authority to enter an academic staff member to the register of Higher Degree by Research supervisors.	Dean Graduate Research
		10.2.6	Authority to approve removal of an approved supervisor from the Supervisor Register.	Dean Graduate Research
		10.2.7	Authority to approve re-registration of a supervisor.	Dean Graduate Research

11. EDUCATIONAL PARTNERSHIPS				
	CATEGORY		DELEGATION	DELEGATE
11.1	Articulation arrangements and agreements	11.1.1	Authority to approve articulation arrangements that do (or do not) involve credit with domestic educational institutions.	Executive Dean
		11.1.2	Authority to approve articulation arrangements that do (or do not) involve credit with overseas educational institutions.	Executive Dean
		11.1.3	Authority to approve curricula in articulation agreements that do (or do not) involve credit.	Executive Dean
		11.1.4	Authority to sign articulation agreements with domestic partners.	Provost
		11.1.5	Authority to sign articulation agreements with overseas partners.	Provost
11.2	Student mobility	11.2.1	Authority to sign study abroad agreements on behalf of the University.	Pro Vice-Chancellor (Partnerships)
		11.2.2	Authority to sign overseas student exchange agreements on behalf of the University.	Pro Vice-Chancellor (Partnerships)
11.3	Work integrated learning placements	11.3.1	Authority to sign student placement agreements on behalf of the University.	Executive Dean / University College Academic Lead
		11.3.2	Authority to sign Higher Degree by Research candidate placement agreements on behalf of the University.	Dean Graduate Research
11.4	Third-party teaching arrangements	11.4.1	Authority to approve entry into third party teaching arrangement for an award course.	Academic Senate
		11.4.2	Authority to sign domestic third-party teaching agreements on behalf of the	Provost

11. EDUCATIONAL PARTNERSHIPS				
	CATEGORY		DELEGATION	DELEGATE
	and agreements		University.	
		11.4.3	Authority to sign overseas third-party teaching agreements on behalf of the University.	Provost
11.5	Joint awards	11.5.1	Authority to sign joint award agreements on behalf of the University.	Provost
		11.5.2	Authority to sign new or renew expired joint Higher Degree by Research agreements on behalf of the University.	Dean Graduate Research
		11.5.3	Authority to approve a testamur for a jointly-badged award.	Council
11.6	Dual awards	11.6.1	Authority to sign dual award agreements on behalf of the University.	Provost
		11.6.2	Authority to sign new or renew expired dual Higher Degree by Research agreements on behalf of the University.	Dean graduate Research
		11.6.3	Authority to modify the examination process for an Higher Degree by Research candidates enrolled in a dual Higher Degree by Research.	Dean Graduate Research
11.7	Courseware licensing and learning technologies	11.7.1	Authority to sign courseware licensing agreements on behalf of the University.	University Librarian
		11.7.2	Authority to approve the use of third-party learning technologies (such as Studiosity).	Academic Executive Director
11.8	Benchmarking agreements	11.8.1	Authority to sign cross-institutional academic benchmarking agreements.	Provost

12. SCHOLARSHIPS, PRIZES AND MEDALS				
	CATEGORY		DELEGATION	DELEGATE
12.1	Scholarships and prizes	12.1.1	Authority to approve or vary the rules of a scholarship, prize or medal.	Academic Senate
		12.1.2	Authority to terminate scholarships, or prizes.	Academic Senate
		12.1.3	Authority to approve selection criteria for scholarships and prizes.	Academic Senate

12. SCHOLARSHIPS, PRIZES AND MEDALS				
	CATEGORY		DELEGATION	DELEGATE
		12.1.4	Authority to approve or vary the rules of a Higher Degree by Research scholarship or prize.	Dean Graduate Research
		12.1.5	Authority to select recipients of graduate research scholarships.	Dean Graduate Research
12.2	University Medals	12.2.1	Authority to set minimum standards of academic performance for the award of a University Medal.	Academic Senate
		12.2.2	Authority to award a University Medal.	Academic Senate