 **Academic Delegations Schedule – Change Request Form**

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| Instructions – About this form |
|   | This form should be used in conjunction with the Changes to Academic Delegations Procedure, the Academic Delegations Ordinance and the Schedule of Academic Delegations. **Section A must be used to request a minor amendment to an existing academic delegation.** *A minor amendment is defined as 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 Deputy Vice-Chancellor (Academic) in accordance with the Academic Delegations Ordinance.***Section B must be used to request a major amendment to an existing academic delegation.** *A major amendment is defined as 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 the Academic Delegations Ordinance.***Section C must be used to request the establishment of a new academic delegation.** **Section D must be used to request the revocation of an existing delegation.**  |

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| **Section A: Request for Minor Amendment** |
| Requester details |
|   | Name:  | College/Division:  |
|  | Position:  | Date submitted: |
| Details of minor amendment request |
|  | Schedule Section (e.g. 1. Admission): | Schedule Category (e.g. 1.1 Quotas):  |
|  | Current delegation:  | Current delegate:  |
|   | Requested minor amendment:  |
|  | Rationale: |
|  | Consultation undertaken: |
|  | Will this minor amendment necessitate change to any other governance instrument or published information? E.g. Ordinance, policy, procedure, webpage)*Yes* [ ]  *No* [ ]  | If Yes, please specify: |
| Internal use only (do not complete) |
|  | *Request received by Academic Quality and Standards Office* | *Date:* |
|  | *Request approved by Deputy Vice-Chancellor (Academic)* | *Date:* |
|  | *Academic Delegations Schedule updated and requester notified* | *Date:* |
|  | *Communication plan lodged and actioned* | *Date:* |

Forward section A of this form to Academic.Quality@utas.edu.au

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| **Section B: Request for Major Amendment** |
| Requester details |
|   | Name:  | College/Division:  |
|  | Position:  | Date submitted: |
| Details of major amendment request |
|  | Schedule Section (e.g. 1. Admission): | Schedule Category (e.g. 1.1 Quotas):  |
|  | Current delegation:  | Current delegate:  |
|   | Requested major amendment:  |
|  | Rationale: |
|  | Consultation undertaken: |
|  | Will this amendment necessitate change to any other governance instrument or published information? E.g. Ordinance, policy, procedure, webpage)*Yes* [ ]  *No* [ ]  | If Yes, please specify: |
| Internal use only (do not complete) |
|  | *Request received by Academic Quality and Standards Office* | *Date:* |
|  | *Request endorsed by Deputy Vice-Chancellor (Academic)*  | *Date:* |
|  | *Requester notified* | *Date:* |
|  | *Request approved by Council* | *Date:* |
|  | *Academic Delegations Schedule updated and requester notified* | *Date:* |
|  | *Communication plan lodged and actioned* | *Date:*  |

Forward section B of this form to Academic.Quality@utas.edu.au

 **Academic Delegations Schedule – Change Request Form**

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| Instructions – About this form |
|   | This form should be used in conjunction with the Changes to Academic Delegations Procedure, the Academic Delegations Ordinance and the Schedule of Academic Delegations. **Section A must be used to request a minor amendment to an academic delegation.** *A minor amendment is defined as 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 Deputy Vice-Chancellor (Academic) in accordance with the Academic Delegations Ordinance.***Section B must be used to request a major amendment to an academic delegation.** *A major amendment is defined as 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 the Academic Delegations Ordinance.***Section C must be used to request the establishment of a new academic delegation.** **Section D must be used to request the revocation of an existing delegation.**  |

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| **Section C: Request to Establish New Delegation** |
| Requester details |
|   | Name:  | College/Division:  |
|  | Position:  | Date submitted: |
| Details of proposed new delegation  |
|  | Proposed Schedule Section (e.g. 1. Admission): | Proposed Schedule Category (e.g. 1.1 Quotas):  |
|  | Proposed new delegation:  | Proposed new delegate:  |
|  | Rationale for new delegation: |
|  | Consultation undertaken: |
|  | Will the establishment of this delegation necessitate change to any other governance instrument or published information? E.g. Ordinance, policy, procedure, webpage)*Yes* [ ]  *No* [ ]  | If Yes, please specify: |
| Internal use only (do not complete) |
|  | *Request received by Academic Quality and Standards Office* | *Date:* |
|  | *Request endorsed by Deputy Vice-Chancellor (Academic)*  | *Date:* |
|  | *Requester notified* | *Date:* |
|  | *Request approved by Council*  | *Date:* |
|  | *Academic Delegations Schedule updated and requester notified* | *Date:* |
|  | *Communication plan lodged and actioned* | *Date:* |

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 **Academic Delegations Schedule – Change Request Form**

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| Instructions – About this form |
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| **Section D: Request to Revoke Existing Delegation** |
| Requester details |
|   | Name:  | College/Division:  |
|  | Position:  | Date submitted: |
| Details of delegation to be revoked |
|  | Schedule Section (e.g. 1. Admission): | Schedule Category (e.g. 1.1 Quotas):  |
|  | Current delegation:  | Current delegate:  |
|  | Rationale for revocation: |
|  | Consultation undertaken: |
|  | Will the revocation of this delegation necessitate change to any other governance instrument or published information? E.g. Ordinance, policy, procedure, webpage)*Yes* [ ]  *No* [ ]  | If Yes, please specify: |
| Internal use only (do not complete) |
|  | *Request received by Academic Quality and Standards Office* | *Date:* |
|  | *Request endorsed by Deputy Vice-Chancellor (Academic)* | *Date:* |
|  | *Requester notified* | *Date:* |
|  | *Request approved by Council* | *Date:* |
|  | *Academic Delegations Schedule updated and requester notified* | *Date:* |
|  | *Communication plan lodged and actioned* | *Date:* |

Forward section D of this form to Academic.Quality@utas.edu.au