



The University of Sydney

Academic Board Agenda

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Attachment to the agenda

for the meeting of the Academic Board on 15 November 2000

5. Report of the Chair

5.2 General report

2. Delegations of Authority – Academic Functions

Extract from:

Delegations of Authority – Academic Functions

http://www.usyd.edu.au/su/planning/policy/acad/295_acaddel.html

Section 3 – Academic Delegations

Part A (Approved by Senate 6 September 1999)

General

- Quotas/Availability of courses and Units of Study
- Variation of requirements for a ~~degree~~ course

Undergraduate and Postgraduate coursework

- Admission
- Undergraduate admission
- Credit transfer
- English language requirements
- Undergraduate Honours degrees
- Attendance
- Course requirements
- Enrolment variations/discontinuation of enrolment/suspension of candidature (~~undergraduate~~)
- Satisfactory progress (~~undergraduate~~)

Postgraduate research degrees

- Postgraduate candidatures
- ~~Appeals (undergraduate and postgraduate coursework)~~
- Appeals (postgraduate research)
- Academic year

Part B (Approved by Senate on 1 November 1999)

- Examinations and assessment - coursework

Part C (Approved by Senate on 1 May 2000)

- Prizes and scholarships

Section 3 – Academic Delegations

NOTE: Senate Rules and Resolutions Senate Rules and Resolutions define the authority of the Senate in relation to certain academic matters. For example, requirements for admission to candidature are prescribed by the Senate. This document does not, generally, include those matters for which Senate has not delegated authority to another person or body.

PART A: (Approved by Senate with effect from 6 September 1999)

<u>General</u>		
Quotas/Availability of Courses and Units of Study		
Function	Delegate	Agent
Determine enrolment quotas for degrees, diplomas and <u>certificates</u> (undergraduate or postgraduate)	Vice-Chancellor	Dean **
Determine quotas for units of study (undergraduate or postgraduate)	Vice-Chancellor	Dean ***
Determine that a particular unit of study, that has been advertised as being available, not be offered because of unforeseen circumstances #	Dean	-
** Deans must consult with the Deputy Vice-Chancellor (Planning and Resources), with Pro-Vice-Chancellors (College) and with other Deans affected before any changes to quotas are made. Any changes to the enrolment quotas must have the concurrence of the Deputy Vice-Chancellor (Planning and Resources) (Source: Big Grey Book Enrolment Policies)		
*** Faculties may present a case to the Deputy Vice-Chancellor (Planning and Resources), acting on behalf of the Vice-Chancellor, for a quota to be set with respect to admission to particular units of study because of resource constraints. In considering such applications the Deputy Vice-Chancellor (Planning and Resources) must ensure that adequate notice has been given to students or prospective students that particular units of study may not be freely available and determine whether the selection criteria for admission to particular units of study are transparent and based on appropriate measures of merit. (Source: Big Grey Book Enrolment Policies)		
# Such a decision shall be made after consideration of the impact on students of the particular unit of study not being available.		
Variation of Requirements for a Degree Course		
Function	Delegate	Agent
Vary the resolutions requirements for a particular candidate in exceptional circumstances: (1) <u>for higher doctorates and the PhD</u> (2) <u>for other award courses</u>	Vice-Chancellor <u>Academic Board</u> Vice-Chancellor	Dean ** <u>Chair, GSC</u> <u>Dean</u>

<u>Undergraduate and postgraduate coursework</u>		
Postgraduate candidatures <i>The University of Sydney (Amendment Act) Rule 1999 states that a Head of Department may delegate his/her responsibilities to a specified member of the academic staff.</i>		
Admission		
Function	Delegate	Agent
Admit candidates to courses or units of study within a faculty and determine candidature	Dean	-
Recognise institutions, programs and courses for the purposes of admission	Academic Board	Admissions Sub-Committee of USC/GSC
Undergraduate Admission		
Function	Delegate	Agent
Approve additional procedures relating to TER/UAI used as basis for admission, eg which UAI is used	Academic Board	Admissions Sub-Committee of USC
Approve preparatory programs of study or prior learning	Academic Board	Admissions Sub-Committee of USC
Approve special admission schemes	Academic Board	Admissions Sub-Committee of USC
Set academic selection criteria for international students	USC on the recommendation of the Dean <u>Dean, with confirmation by USC</u>	-
Credit Transfer		
Function	Delegate	Agent
Responsible for University-wide Credit Transfer Policy	Academic Board	USC/GSC
Determine level of credit to be granted for completed units of study	Dean	Dean (either on the basis of approved table or on the recommendation of the Head of Dept)
English Language Requirements (Note: when policies were reviewed in 1997, there was no specific mention of postgraduate students. The Academic Board resolved on 21 November 1991 that the same English language proficiency requirements as apply to undergraduate international students apply to postgraduate international students exempting graduates whose primary language is English and those from institutions whose instruction was primarily in English.)		
Function	Delegate	Agent
Determine English language requirements for undergraduate courses	Academic Board on recommendation	-

	of USC	
Determine English language requirements for postgraduate courses	Academic Board on recommendation of GSC	-
<u>Determine English language requirements</u>	<u>Academic Board on recommendation of USC/GSC</u>	-
Prescribe further assessment of English competence	Dean	
Waive formal language requirements under certain conditions	Dean on recommendation of Head	-
<p>Undergraduate Honours Degrees <i>See also University of Sydney (Undergraduate Courses) Rule 1999 the University of Sydney (Coursework) Rule 2000</i></p>		
Function	Delegate	Agent
Determine matters relating to Honours admission and enrolment	Dean	-
Attendance		
Function	Delegate	Agent
Specify attendance requirements.	Faculty	-
<p>Course Requirements <i>See also the Levels of Approval defined in the Academic Board Resolutions relating to the “Creation, Variation and Deletion of Award Courses and Units of Study”.</i></p>		
Function	Delegate	Agent
Determine requirements to be satisfied by candidates for award of degree, diploma or certificate	Senate on the recommendation of the Academic Board	-
Adopt proposals to introduce new courses.	Senate (on the recommendation of the Academic Board)	-
Make significant changes to existing courses.	(a) for undergraduate courses — Academic Board (b) for postgraduate courses — Senate (on the recommendation of the Academic Board)	-
Adopt major changes to individual units, new units of study, or changes to program requirements	Academic Board	USC/GSC

Approve minor changes to courses and units of study	Faculty (to be reported to the Academic Board)	-
Change deadlines for the submission of material relating to new and amended courses and units of study <u>Determine procedures for the consideration, and deadline for submission of proposals for new and amended award programs and courses</u>	Academic Board	USC/GSC
Approve units of study for degrees, and diplomas and certificates in the faculty and the forms of teaching and learning which they comprise	Faculty	-
Determine which optional units will be offered in a particular year	Faculty (on the recommendation of the Dean and Heads of Department)	-
Prescribe professional experience, practical work required for degree course	Faculty	-
Approve arrangements for teaching units of study	Head of Department	-
Enrolment variations/discontinuation of enrolment/suspension of candidature (undergraduate)		
Function	Delegate	Agent
Approve enrolment variations, including variations which (i) are not in accordance with prescribed program or (ii) involve waiving progression requirements	Dean	-
Approve cross-institutional study	Dean	-
Approve extension of time limits beyond ten years/determine time limits for completion of Honours and postgraduate candidates <u>Approve extensions of candidature for postgraduate candidates.</u>	Dean	-
Grant permission to attend equivalent units at alternative times, where student has enrolled in co-timetabled units (undergraduate)	Head of Department	
Approve deferment of enrolment for more than one year for new undergraduate students (less than one year is automatically granted) <u>(1) Approve variations to the policy allowing recent school-leavers to defer enrolment for up to one year.</u> <u>(2) Approve deferment of enrolment for non-recent school-leavers (Category B admissions).</u>	Dean	-
Decide matters relating to withdrawal/discontinuation	Dean	-
Approve applications for suspension of candidature from undergraduate students (generally only required where suspension is for more than one year though some faculties require this approval for any	Dean	-

suspension) and determine conditions for re-enrolment after suspension <u>Approve applications for suspension of candidature from postgraduate students and determine conditions for re-enrolment after suspension.</u>		
Satisfactory progress (Undergraduate)		
Function	Delegate	Agent
Determine what constitutes satisfactory progress in each faculty course (undergraduate)	Faculty in faculty resolutions	-
Responsible for exclusion procedures: <ul style="list-style-type: none"> • require students to show good cause why they should be allowed to re-enrol • exclude a student who fails to show good cause • permit an excluded student to re-enrol • determine whether credit be given for work completed during period of exclusion 	Dean	-
Determine appeals against exclusion (undergraduate)	Senate Student Appeals Committee (Exclusions and Readmissions)	
Appeals (undergraduate and postgraduate coursework)		
Function	Delegate	Agent
Make final decisions on appeals	Senate Student Academic Appeals Committee	-
Make a decision about an appeal at faculty level	Dean	-
Responsible for all aspects of postgraduate coursework	Boards of Postgraduate Studies	-
<u>Postgraduate research degrees</u>		
<i>Postgraduate candidatures</i> <i>The University of Sydney (Amendment Act) Rule 1999 states that a Head of Department may delegate his/her responsibilities to a specified member of the academic staff.</i>		
Function	Delegate	Agent
Admit candidates to courses or units of study within faculty and determine candidature	Dean	-
Admit candidates for higher doctorates who are not graduates of the University of Sydney	Academic Board	GSC
Responsible for all aspects of postgraduate coursework	Boards of Postgraduate Studies	-
Determine matters relating to the candidature and examination of postgraduate research students	Dean (on the recommendation of the Head of Department)	-

Establish effective supervisory practices for postgraduate research students	GSC	-
Prescribe procedures for PhD examination	Academic Board (on the recommendation of GSC)	-
Determine matters relating to the award of the degree of Doctor of Philosophy	GSC	-
Determine whether or not a Higher Doctorate be awarded	Academic Board	GSC
Determine whether or not a PhD be awarded	Dean/BPGS/PhD Award Sub-Committee	-
Determine whether or not a research masters degree be awarded	Dean	-
Appeals (postgraduate research)		
Function	Delegate	Agent
Make final decisions on appeals	Appeal Committee of GSC (subject to student right to appeal to the Student Academic Appeals Committee of the Senate)	-
Make a decision about an appeal at faculty level	Chair, Faculty Board of Postgraduate Studies	-
Determine whether due academic process has been observed where student does not accept faculty decision	Chair, GSC	-
Academic Year		
Function	Delegate	Agent
Determine periods of instruction and commencement and conclusion dates of the academic year	Academic Board	-