1 Preliminary

(1) Senate has passed these resolutions pursuant to section 17 of the University of Sydney Act 1989 (as amended).

(2) The delegations of authority made by these resolutions apply in addition to, and not in derogation from, delegations of authority set out in any of the following documents, as they are amended from time to time:

   (a) Delegations of Authority – Academic Functions approved by Senate on 6 September 1999;

   (b) University of Sydney (Coursework) Rule 2000; and

   (c) University of Sydney (Higher Degree by Research) Rule 2011.

(3) These delegations must always be read subject to and exercised in accordance with any:

   (a) legislation (e.g. University of Sydney Act 1989 (as amended) or any of the University’s by-laws or rules; and

   (b) University policy, code of conduct or procedures.

2 Definitions

When used in this document the following words and abbreviations have the following meanings.

Associate Dean means an Associate Dean of a faculty.

course means a program of units of study that leads to the award of a degree, diploma or certificate.

Dean means Dean of a faculty.

Deputy Dean means Deputy Dean of a faculty.

delegate means an employee, member or committee of Senate or any other person or entity to whom or to which a delegation has been made by Senate.
HOD means a head of a department or equivalent academic unit.

HOS means a Head of School or equivalent budget unit, formally appointed as such.

Pro-Dean means a Pro-Dean of a faculty.

Program Coordinator means a senior member of the University’s academic staff appointed by a Dean to have responsibility for a particular degree or program of study within a faculty or, for higher degree by research students within a defined academic area such as a discipline, department, school or faculty.

Sub-Dean means a Sub-Dean of a faculty.

transaction means the whole of any transacted business or negotiation, as opposed to any part of it.

3. Principles

The following principles apply in relation to the level and scope of delegated authority given under this document.

(a) A delegation relates to the delegate’s position, not to the individual in that position.

(b) A delegate may take any action or sign any document (subject to the University’s protocols about signing documents) necessary to give effect to a transaction the delegate has authorised.

(c) A delegate may only exercise authority in respect to a transaction as a whole, and not with respect to only part of it.

(d) A delegate who is appointed to, or otherwise temporarily acts in, a position has the same level of delegation as the substantive occupant of that position.

(e) A delegation applies only to the delegate’s accountability area.

(f) A delegate who is ultimately subject to the direction and supervision of the Vice-Chancellor through established lines of accountability is, in the exercise of delegations, also subject to the direction and supervision of officers of the University more senior in the lines of accountability. Officers more senior in the lines of accountability to a delegate named in these delegations of authority may exercise a delegation conferred on that named delegate, but only in accordance with its terms.

4 Appointment to acting positions

If the occupant of a position to which a delegation has been given under these resolutions is absent in circumstances where no person has been appointed to act in that position, the relevant Dean may appoint an individual to act in the position on a temporary basis.
5 No sub-delegation

No delegate is authorised to sub-delegate to another person or group (by way of an agency or in any other way) any or all of the functions delegated pursuant to these resolutions.

6 Delegations

The following functions are delegated to the listed delegates.

<table>
<thead>
<tr>
<th>Function</th>
<th>Delegate</th>
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</thead>
<tbody>
<tr>
<td>Determine level of credit to be granted for completed units of study in coursework award courses.</td>
<td>Associate Dean; Deputy Dean; Pro-Dean; Sub-Dean; HOD; HOS; Program Co-ordinator</td>
</tr>
<tr>
<td>Approve enrolment variations, including variations which (a) are not in accordance with prescribed program or (b) involve waiving progression requirements.</td>
<td>Associate Dean; Deputy Dean; Pro-Dean; Sub-Dean; HOD; HOS; Program Co-ordinator</td>
</tr>
<tr>
<td>Approve cross-institutional study.</td>
<td>Associate Dean; Deputy Dean; Pro-Dean; Sub-Dean; HOD; HOS; Program Co-ordinator</td>
</tr>
<tr>
<td>Approve extensions of candidature for postgraduate coursework candidates.</td>
<td>Associate Dean; Deputy Dean; Pro-Dean; Sub-Dean; HOD; HOS; Program Co-ordinator</td>
</tr>
<tr>
<td>Approve variations from the policy allowing recent school-leavers to defer enrolment for up to one year.</td>
<td>Associate Dean; Deputy Dean; Pro-Dean; Sub-Dean; HOD; HOS; Program Co-ordinator</td>
</tr>
<tr>
<td>Approve deferment of enrolment for non-recent school leavers.</td>
<td>Associate Dean; Deputy Dean; Pro-Dean; Sub-Dean; HOD; HOS; Program Co-ordinator</td>
</tr>
<tr>
<td>Decide matters relating to withdrawal or discontinuation.</td>
<td>Associate Dean; Deputy Dean; Pro-Dean; Sub-Dean; HOD; HOS; Program Co-ordinator</td>
</tr>
<tr>
<td>Approve applications for suspension of candidature from postgraduate coursework students and determine conditions for re-enrolment after suspension.</td>
<td>Associate Dean; Deputy Dean; Pro-Dean; Sub-Dean; HOD; HOS; Program Co-ordinator</td>
</tr>
<tr>
<td>Grant advance permission to re-enrol to a student proposing to discontinue in their first year of enrolment.</td>
<td>Associate Dean; Deputy Dean; Pro-Dean; Sub-Dean; HOD; HOS; Program Co-ordinator</td>
</tr>
<tr>
<td>Approve suspension by coursework student for more</td>
<td>Associate Dean; Deputy</td>
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</tbody>
</table>
than one but less than two years.

<table>
<thead>
<tr>
<th>Determine matters relating to the candidature and examination of postgraduate research students.</th>
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<tbody>
<tr>
<td>Dean; Pro-Dean; Sub-Dean; HOD; HOS; Program Co-ordinator</td>
</tr>
<tr>
<td>Associate Dean; Deputy Dean; Pro-Dean; Sub-Dean; HOD; HOS; Program Co-ordinator</td>
</tr>
</tbody>
</table>

NOTES

**Supplementary Delegations of Authority - Academic Functions**

Date adopted: 2 June 2014

Date commenced: 6 June 2014

Review date:

Related documents:

- University of Sydney Act 1989 (as amended)
- University of Sydney By-Law 1999 (as amended)
- University of Sydney (Delegations of Authority – Administrative Functions) Rule 2010 (as amended)
- Delegations of Authority – Academic Functions

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AMENDMENT HISTORY

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