



Delegations of Authority: Academic Functions

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Section 1 – Preliminary

1.1 Introductory note

This document contains comprehensive delegations of academic authority for the University of Sydney. **IT IS ESSENTIAL THAT SECTION 2 BE READ FIRST FOR INFORMATION ON HOW TO INTERPRET THIS DOCUMENT.**

1.2 When these delegations take effect

The Delegations of Authority detailed at Part A below were approved by the Senate on 4 December 2000 and take effect from 5 December 2000. The Delegations of Authority detailed at Part B below were approved by Senate on 4 December 2000 and take effect from 5 December 2000. The Delegations of Authority detailed at Part C below were approved by Senate on 1 May 2000 and take effect from 2 May 2000. These Delegations of Authority supersede and revoke all previous delegations of authority to the extent that those previous delegations are inconsistent with these Delegations of Authority (including any previous resolutions of the Senate or of the Academic Board). Any agency previously in force continues in effect, until revoked by the delegate who authorised it, unless it is inconsistent with these Delegations of Authority.

Section 2 - How to interpret this document

2.1 Legislation, policies and procedures

These Delegations of Authority and any agency must always be read subject to and exercised in accordance with, any:

- (a) legislation (e.g. *University of Sydney Act 1989* (NSW) or any of the University's by-laws or rules); and
- (b) University policy, code of conduct or procedure.

2.2 Definitions/Abbreviations

These words or abbreviations are used in this document, where they appear frequently, and have the following meanings:

Agent	the substantive, temporary or acting occupant of a position authorised to so act by a delegate
Dean	Dean of a faculty, Principal or Director of an academic college* or the Dean of the Australian Graduate School of Management
Faculty	a faculty, college board or the Australian Graduate School of Management, as established by their respective constitutions
Delegate	the substantive, temporary or acting occupant of a position, or a group of persons (for example, a committee), with delegated authority under this document
Head	head of a department, school or equivalent academic unit as designated by the relevant Pro-Vice-Chancellor (College) or Deputy Vice-Chancellor, as the case may be
Transaction	the whole of any transacted business or negotiation, as opposed to any part of it
VC	Vice-Chancellor and Principal

Course a program of units of study that leads to the award of a degree, diploma or certificate

Unit of Study a stand-alone component of a course

RRTC the Research and Research Training Committee of the Academic Board

USC the Undergraduate Studies Committee of the Academic Board

GSC the Graduate Studies Committee of the Academic Board

** Under Section 27 (1) of the University of Sydney Act, academic colleges are: Sydney Conservatorium of Music, Cumberland College of Health Sciences, Sydney College of the Arts and Orange Agricultural College*

2.3 Assumptions

The following assumptions may be made about a delegate's or an agent's level and scope of authority given under this document:

- (a) a delegation or an agency given under this document relates to the delegate's or agent's position, not to the individual in that position;
- (b) a delegate or an agent may take any action or sign any document (subject to any protocols of the University about signing documents) necessary to give effect to a transaction he or she has authorised under his or her delegation or agency;
- (c) a delegate or an agent may only exercise authority with respect to a transaction as a whole (see the definition of transaction in section 2.2 above), and not with respect to any part of it;
- (d) a delegate or an agent who is appointed to or otherwise acts temporarily in a position has the same level of delegation or agency as the substantive occupant, subject to paragraph 2.4 below; and
- (e) the delegation or the agency applies only to that delegate's or agent's accountability area.

2.4 Agency

Unless indicated otherwise, a delegate is permitted to authorise another person to exercise his or her delegation (or any part of it) as an agent. However, the following restrictions apply:

- (a) the delegate remains responsible for ensuring that function is exercised properly by the agent;
- (b) the agency must be given in writing
- (c) the delegate may still perform a function even if he or she has appointed an agent to do so; and
- (d) an agent cannot give a sub-agency to another person.

2.5 Authority of Vice-Chancellor

Delegates and agents are always subject to the direction and authority of the Vice-Chancellor. The Vice-Chancellor has authority to exercise any delegation of authority specified in this document, except those explicitly delegated to a committee of the Senate or to the Academic Board or any of its Standing Committees.

2.6 Responsibility lines

- (a) A delegate's supervisor may exercise the same level of authority as the delegate (that is to say, levels of authority are hierarchical through relevant lines of responsibility up to and including the Vice-Chancellor).

- (b) A delegation of authority or an agency may be, wholly or partially, withdrawn or restricted (either permanently or temporarily) at any time by the substantive occupant of the position to whom that delegate or agent is immediately or ultimately accountable.

2.7 Advice

A delegate or an agent may appoint another person or a committee to advise about the exercise of delegated authority (including decision-making). However, the delegate or agent always remains responsible for making the decision.

2.8 Boards of Studies

The way in which Boards of Studies relate to faculties is under discussion.

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 on 6 September 1999 and amended by Senate on 3 November 2003 and 6 December 2006)

General		
Quotas/Availability of Courses and Units of Study		
Function	Delegate	Agent
Determine enrolment quotas for degrees, diplomas and certificates (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).		
*** 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 are transparent and based on appropriate measures of merit.		
#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 Course		
Function	Delegate	Agent
Vary the resolutions for a particular candidate in exceptional circumstances: (a) for higher doctorates and the PhD, (b) for other award courses.	Academic Board Vice-Chancellor	Chair, GSC Dean

Undergraduate and Postgraduate Coursework		
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	USC/GSC
Undergraduate admission		
Function	Delegate	Agent
Approve additional procedures relating to TER/UAI used as basis for admission, e.g. which UAI is used.	Academic Board	USC
Approve preparatory programs of study or prior learning.	Academic Board	USC
Approve special admission schemes.	Academic Board	USC
Approve late amendments to the list of courses included under the Flexible Entry Scheme	USC	-
Set academic selection criteria for international students.	Dean, with confirmation by USC	-
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		
Function	Delegate	Agent
Determine English language requirements.	Academic Board on recommendation of USC/GSC/RRTC	-

Prescribe further assessment of English competence.	Dean	-
Waive formal language requirements under certain conditions.	Dean	-
Undergraduate Honours degrees (see also <i>University of Sydney (Coursework) Rule 2000</i>)		
Function	Delegate	Agent
Determine matters relating to Honours admission and enrolment.	Dean	-
Attendance		
Function	Delegate	Agent
Specify attendance requirements.	Faculty	-
Course requirements (see also <i>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>)		
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	-
Determine procedures for the consideration, and deadline for submission of proposals for new and amended award programs and courses.	Academic Board	USC/GSC
Approve units of study for degrees and diplomas 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 course.	Faculty	-
Approve arrangements for teaching units of study.	Head of Department	-
Enrolment variations/discontinuation of enrolment/suspension of candidature		
Function	Delegate	Agent
Approve enrolment variations, including variations which (a) are not in accordance with prescribed program; or (b) involve waiving progression requirements.	Dean	-
Approve cross-institutional study.	Dean	-
Approve extensions of candidature for postgraduate candidates.	Dean	-

Grant permission to attend equivalent units at alternative times, where student has enrolled in co-timetabled units (undergraduate).	Head of Department	-
(1) Approve variations to the policy allowing recent school-leavers to defer enrolment for up to one year. (2) Approve deferment of enrolment for non-recent school-leavers (Category B admissions).	Dean	-
Decide matters relating to withdrawal/discontinuation.	Dean	-
Approve applications for suspension of candidature from postgraduate students and determine conditions for re-enrolment after suspension.	Dean	-
Satisfactory progress		
Function	Delegate	Agent
Determine what constitutes satisfactory progress in each course.	Faculty in faculty resolutions	-
Responsible for exclusion procedures: (a) require students to show good cause why they should be allowed to re-enrol; (b) exclude a student who fails to show good cause; (c) permit an excluded student to re-enrol; (d) determine whether credit be given for work completed during period of exclusion.	Dean	-
Determine appeals against exclusion.	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	-
Postgraduate Research Degrees		
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>		
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	RRTC
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.	RRTC	-
Prescribe procedures for PhD examination.	Academic Board (on the recommendation of RRTC)	-
Determine matters relating to the award of the degree of Doctor of Philosophy.	RRTC	-
Determine whether or not a Higher Doctorate be awarded.	Academic Board	RRTC
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 a student does not accept a faculty decision.	Chair, GSC	-

Academic Year		
Function	Delegate	Agent
Determine periods of instruction and commencement and conclusion dates of the academic year.	Academic Board	-

PART B (Approved by Senate on and with effect from 1 November 1999 and amended by Senate on 4 December 2000)

Examination and assessment - coursework		
Function	Delegate	Agent
Determine policies regarding examination and assessment in the University.	Academic Board	Teaching and Learning Committee
Determine the nature and extent of examining in the units of study in the faculty.	Faculty	-
Responsible for academic aspects of the conduct of examinations.	Head of Department (who may be advised by a departmental examination board)	-
Determine the specific unit of study results of candidates.	Head of Department (who may be advised by a departmental examination board)	-
Determine tests to be completed by students who suffer illness or misadventure.	Head of Department (who may be advised by a departmental examination board)	-
Give effect to Faculty (and Academic Board) resolutions concerning the scaling of marks, distribution of grades, methods of examining and other matters affecting conduct of examinations and the determination of results.	Head of Department (who may be advised by a departmental examination board)	-
Determine award of honours degrees and the level at which they are awarded.	Dean on advice from Faculty Honours Committee	-
Determine who qualifies for the award of a University medal.	Dean on advice from Faculty Honours Committee	-
Review examination results.	Faculty (by committee)	-
Make decisions on outstanding cases; amend results on the basis of additional information.	Dean	-
Certify that candidates have completed requirements for admission to degrees.	Dean	-

Head of Department Authorities and Academic Delegations may be found in the Resolutions of the Senate, 1999 Calendar Volume I (page 118).

PART C (Approved by Senate on 1 May 2000)

Prizes and scholarships		
Function	Delegate	Agent
(1) Determine terms and conditions of awards established within the University	Academic Board	-
Creation and amendment of University-wide awards (Undergraduate) Consider offers to establish awards and amendments to existing awards. Determine terms and conditions of awards in accordance with the terms of the gift/bequest and in accordance with Senate and Academic Board guidelines	-	Pro-Vice-Chancellor (Teaching and Learning)
Creation and amendment of University-wide awards (Postgraduate) Consider offers to establish awards and amendments to existing awards. Determine terms and conditions of awards in accordance with the terms of the gift/bequest and in accordance with Senate and Academic Board guidelines.	-	Pro-Vice-Chancellor (Research)
Creation and amendment of Faculty, School and Departmental awards (Undergraduate and postgraduate)	-	Dean (on recommendation of Head of Department)
(2) Award scholarships and prizes	Academic Board	-
Established awards: University-wide (Undergraduate)	-	As specified in scholarship/prize conditions, or where not specified, Pro Vice-Chancellor (Teaching and Learning)
Established awards: University-wide (Postgraduate)	-	As specified in scholarship/prize conditions, or where not specified, Pro Vice-Chancellor (Research)
Established awards: Faculty, School and Departmental (Undergraduate and postgraduate) (a) Award faculty, school or prizes for which applications are not required; (b) Award scholarships and prizes for which applications are required.	-	(a) As specified in scholarship/prize conditions, or where not specified, head of responsible unit; (b) As specified in scholarship/prize conditions, or where not

		specified, Dean.
(3) Non-established scholarships	Academic Board	-
(a) Create non-established scholarships	-	Head most concerned
(b) Award non-established scholarships	-	Head most concerned
(4) Award specific postgraduate scholarships/determine nominations	Academic Board	-
Award specific postgraduate scholarships: (a) funded by Commonwealth (e.g. APA, UPA, IPRS) (b) by Academic Board as specified in scholarship/prize conditions (e.g. travelling scholarships)	-	Postgraduate Awards Committee
Determine University nominations for postgraduate scholarships required by external organisations (e.g. CSFP)	Academic Board	Postgraduate Awards Committee