

UNIVERSITY OF SYDNEY (DELEGATIONS OF AUTHORITY – ACADEMIC FUNCTIONS) RULE 2016

The Senate of the University of Sydney, as the governing authority of the University of Sydney, by resolution adopts the following Rule under subsection 37 (1) of the *University of Sydney Act 1989* for the purposes of the *University of Sydney By-law 1999*.

Adopted on: 12 December 2016

Effective from: 1 June 2017

Amended on: 22 December 2017

Amendment effective from: 23 December 2017

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PART 1 PRELIMINARY

1.1 Citation

This Rule is made by the Senate of the University, pursuant to section 37(1) of the University of Sydney Act 1989 ('Act') and section 5(1) of the University of Sydney By-law 1999 (as amended).

1.2 Commencement

This Rule commences on 30 June 2017, or such earlier date as the Vice-Chancellor determines in writing.

1.3 Purpose of Rule

The purpose of this Rule is to provide for the delegation by Senate to the University committees, authorities, officers, employees and consultants set out in Parts 4 to 14 of this Rule the activities and functions prescribed in those Parts.

1.4 Effect

- (1) Pursuant to section 37(2)(a) of the Act, this Rule has the same force and effect as a by-law.
- (2) The Senate delegates to the University committees, authorities, officers, employees and consultants set out in Parts 4 to 14 of this Rule the activities and functions prescribed in those Parts.
- (3) This Rule supersedes and revokes:
 - (a) the *Delegations of Authority: Academic Functions* 1999;
 - (b) the *Supplementary Delegations of Authority: Academic Functions* 2014; and
 - (c) all earlier delegations of authority for academic functions.
- (4) Nothing in this Rule has the effect of invalidating past acts validly performed by delegates under any previous delegations.
- (5) In exercising a delegation of authority conferred by this Rule, a delegate must ensure that he or she is familiar with, and complies with:
 - (a) the Act and any delegated legislation (such as by-laws or rules of the University) as amended from time to time;
 - (b) applicable industrial instruments (i.e. the University's Enterprise Agreement, Awards, Australian Workplace Agreements and Individual Transitional Employment Agreements);
 - (c) University policies and procedures, and guidelines as amended from time to time (except to the extent of any inconsistency with this Rule).
- (6) A University committee, authority, officer, employee or consultant may not exercise a function without delegated authority from the Senate.

PART 2 PRINCIPLES GOVERNING THE EXERCISE OF DELEGATIONS

- (1) The following principles apply to a delegate's level and scope of authority under any delegation of authority (whether it appears in this Rule or elsewhere).
- (2) This Rule constitutes an important legal document (not a policy or guideline) conferring on the individual delegates specified the authority of the Senate to perform the particular functions delegated to them. To the extent of any inconsistency, this Rule prevails over any University policy, procedure or guideline.

- (3) If the exercise of a function in accordance with this Rule requires the exercise of some preliminary or ancillary administrative function, then the delegated authority extends to the exercise of that function.
- (4) Where authority is delegated in this Rule to approve transactions, then that authority extends to the negotiation of all terms and execution of all documents necessary to give effect to those transactions, as prescribed in the section relevant to such transactions.
- (5) A delegation applies only to a delegate's accountability area unless otherwise specified.
- (6) A delegate of the Senate is not authorised to sub-delegate (by way of an agency or in any other way) any or all of the delegate's delegated functions to another person or group of persons.
- (7) In the performance of a delegated function that a delegate has been authorised to perform, a delegate may use input from a designated source of expertise provided that the Senate delegate retains ultimate responsibility and accountability for the exercise of the delegation. Some delegations include a specific requirement to consult with a named officer, body, or person more senior in the lines of responsibility. When exercising their delegations, delegates should undertake consultation to the extent required by this Rule, or otherwise as reasonably considered appropriate, whilst retaining ultimate responsibility and accountability for the performance of the delegated function.
- (8) A delegation of authority applies to the occupant of the position described in this document, and may be exercised by a person formally appointed in writing, whether by means of the person's job description or otherwise, on an acting or temporary basis to that position.
- (9) These delegations of authority apply to all University activities including foundations, centres, associations and institutes not separately incorporated.
- (10) 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 delegates more senior than the delegate in the lines of accountability. Delegates 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 in accordance only with its terms.
- (11) For Faculties, the line of accountability is:
 - (a) Provost;
 - (b) Dean;
 - (c) Deputy Dean;
 - (d) Associate Dean; Head of School;
 - (e) Program Director, however named; and
 - (f) Unit of Study Coordinator; Postgraduate Coordinator, however named.
- (12) For University Schools, the line of accountability is:
 - (a) Provost;
 - (b) Head of School and Dean (University School);
 - (c) Deputy Head of School and Deputy Dean;
 - (d) Associate Dean;

- (e) Program Director, however named; and
 - (f) Unit of Study Coordinator; Postgraduate Coordinator, however named.
- (13) Delegations to a Faculty or University School must be exercised by resolution of the Faculty or University School board, in accordance with the *University of Sydney (Governance of Faculties and University Schools) Rule 2016*.
- (14) The Vice-Chancellor has authority to exercise any delegations made by Senate in this Rule.
- (15) Where the Senate or an authorised delegate of the Senate approves a change to the University's administrative structure or to the title of an employee's position, with the effect that there is a reassignment of responsibility for a particular delegated function, authority to perform that delegated function is reassigned accordingly.

PART 3 INTERPRETATION

- (1) The delegations are specified in table form, using a standard framework with the following elements:

- (2) In this Rule:

Activity	the strategic University activity to which the function relates.
Function	the subject of the delegation.
Appointed Delegate	the specified position, upon the holder of which the delegation is conferred.
Exercise Conditions	the conditions governing the exercise of the delegation.
Expertise	the advice required for the delegate to effectively exercise the delegation.
Consultation	the consultation required for the delegate to effectively exercise the delegation.
Notification	notification required to be made to a specified person, body or register after a delegation is exercised.

- (3) For the purpose of this Rule only, the following terms have these meanings:

academic staff	means academic staff of the University, including teaching and research academic staff, research only and teaching focused academic staff
accountability area	means the organisational unit (e.g., a Faculty, School, University School, responsibility centre, administrative unit) for which a delegate is responsible
Act	means <i>The University of Sydney Act 1989</i> (as amended)

Associate Dean	means an Associate Dean of a Faculty or University School, appointed in accordance with relevant University rules, policy and procedures
Cadigal Program	means the educational access scheme supporting Aboriginal and Torres Strait Islander students
Dean	means the 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
Faculty	means a Faculty established by Senate and constituted in accordance with the <i>University of Sydney (Governance of Faculties and University Schools) Rule 2016</i>
Head of School	means the head of a school within a Faculty, including a Head of School and Dean, and a Head of School and Dean of a University School, appointed in accordance with relevant University rules, policies and procedures
Head of School and Dean (University School)	means the Head of School and Dean of a University School
OGC	means the Office of General Counsel
Postgraduate Coordinator	means the academic staff member with overall responsibility for the planning and coordination of postgraduate research studies within a faculty, school or University school
Program Director	means the person responsible, at a program, major or degree level, for managing the curriculum and providing coordination and advice to staff and students
Provost	means the Provost and Deputy Vice-Chancellor
School	means an organisational unit or equivalent budget unit reporting through a Faculty, established by the Vice-Chancellor on the recommendation of the Provost
Unit of Study Coordinator	means the academic staff member with overall responsibility for the planning and delivery of a unit of study
University school	means a University school established by Senate and constituted in accordance with the <i>University of Sydney (Governance of Faculties and University Schools) Rule 2016</i>

- (4) A heading to a Part or Schedule is a provision of this Rule. Other headings are not provisions of this Rule, but the number of a section or subsection is a provision of this Rule even if it is in a heading.
- (5) A note, marginal note, footnote or endnote is not a provision of this Rule.

PART 4 ADMISSION

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS			GOVERNANCE	
Activity	Function		Expertise	Consultation	Notification	Policies	Procedures
4.1 Quotas	4.1.1 Determine enrolment quotas for courses	Deputy Vice-Chancellor (Education)		Relevant Dean or Head of School and Dean (University school)		Coursework Policy 2014	
	4.1.2 Determine enrolment quotas for units of study	Deputy Vice-Chancellor (Education)		Relevant Dean or Head of School and Dean (University school)		Coursework Policy 2014	
4.2 Qualifications for undergraduate admission	4.2.1 Approve school leaving examinations for the purposes of admission	Academic Board				Coursework Policy 2014	
	4.2.2 Approve method for converting overseas or interstate school leaving results	Academic Board				Coursework Policy 2014	
	4.2.3 Approve tertiary foundation and preparation programs for the purposes of eligibility for admission	Academic Board				Coursework Policy 2014	
	4.2.4 Approve any other form of prior learning for the purposes of eligibility for admission	Academic Board				Coursework Policy 2014	
	4.2.5 Approve forecast scores for the purposes of admission of international students	Academic Board				Coursework Policy 2014	

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS			GOVERNANCE	
Activity	Function		Expertise	Consultation	Notification	Policies	Procedures
4.3 Qualifications for postgraduate coursework admission	4.3.1 Determine whether a qualification is from a relevant discipline, for purposes of admission to a postgraduate coursework award course	Program Director		Relevant Head of School or Head of Discipline		Coursework Policy 2014	
	4.3.2 Determine whether a qualification obtained at another tertiary institution is equivalent to an award from the University, for the purposes of admission to a postgraduate coursework award course	Program Director		Relevant Head of School or Head of Discipline		Coursework Policy 2014	
	4.3.3 Determine whether a program at another tertiary institution is equivalent to an embedded course at the University, for the purposes of admission to a postgraduate coursework award course.	Program Director		Relevant Head of School or Head of Discipline		Coursework Policy 2014	
	4.3.4 Grant exemption from eligibility requirements for admission to any of Graduate Certificate, Graduate Diploma or Professional Masters degree.	Dean; Head of School and Dean (University school)		Relevant Associate Dean, Head of School or Head of Discipline		Coursework Policy 2014	
4.4 English language requirements	4.4.1 Determine minimum English language requirements	Academic Board					

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS			GOVERNANCE	
Activity	Function		Expertise	Consultation	Notification	Policies	Procedures
	4.4.2 Prescribe qualifications accepted as proof of English language proficiency for applicants who have undertaken study in specified countries	Academic Board				Coursework Policy 2014	
	4.4.3 Approve higher than minimum English language requirements for a particular undergraduate or postgraduate coursework course	Academic Board				Coursework Policy 2014	
	4.4.4 Approve higher than minimum English language requirements for a particular undergraduate or postgraduate coursework course	Academic Board		Relevant Associate Dean		Coursework Policy 2014	
	4.4.5 Require further testing of an applicant's written or spoken English	Associate Dean				Coursework Policy 2014	
	4.4.6 Specify the limits within which exemption from English language requirements may be granted for postgraduate coursework award courses.	Graduate Studies Committee, Academic Board				Coursework Policy 2014	
	4.4.7 Grant exemption from English language requirements for admission to a postgraduate coursework award course within specified limits	Dean; Head of School and Dean (University school)		Relevant Associate Dean		Coursework Policy 2014	

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS			GOVERNANCE	
Activity	Function		Expertise	Consultation	Notification	Policies	Procedures
	4.4.8 Grant exemption from English language requirements for admission to a higher degree by research course	Dean; Head of School and Dean (University school)		Relevant Associate Dean		Higher Degree by Research Rule 2011	
	4.4.9 Modify the prescribed English language requirement limits for research degree applicants in individual cases	Chair of the Graduate Studies Committee of the Academic Board				Higher Degree by Research Rule 2011	
4.5 Special entry requirements	4.5.1 Approve special entry requirements for a particular Faculty or University school	Academic Board		Relevant Associate Dean		Coursework Policy 2014	
4.6 Special admission programs	4.6.1 Approve special admission programs for a course, Faculty or University school	Academic Board				Coursework Policy 2014	
	4.6.2 Establish, amend or terminate a flexible entry scheme	Academic Board				Coursework Policy 2014	
	4.6.3 Admit an applicant to an undergraduate course under a flexible entry scheme	Associate Dean		Dean or Head of School and Dean (University school)		Coursework Policy 2014	
	4.6.4 Place requirements or restrictions on enrolment of a student admitted to an undergraduate award course under the Cadigal Program.	Associate Dean		Dean or Head of School and Dean (University school)		Coursework Policy 2014	

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS			GOVERNANCE	
Activity	Function		Expertise	Consultation	Notification	Policies	Procedures
	4.6.5 Make a conditional offer of admission to an undergraduate course under the Conditional Early Offers Scheme or the Principal's Recommendation Conditional Offer Scheme (E12)	Associate Dean		Dean or Head of School and Dean (University school), and relevant Head of School		Coursework Policy 2014	
	4.6.6 Determine whether an applicant has suffered educational disadvantage for the purposes of admission through a Conditional Early Offers Scheme	Associate Dean				Coursework Policy 2014	
	4.6.7 Approve a test for determining whether an applicant has demonstrated early academic promise for the purposes of admission through a Conditional Early Offers Scheme	Academic Board				Coursework Policy 2014	
	4.6.8 Determine whether an applicant has demonstrated early academic promise, consistently with the approved test, for the purposes of admission through a Conditional	Associate Dean		Dean and relevant Head of School or Head of Discipline, or Head of School and Dean (University school)		Coursework Policy 2014	

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS			GOVERNANCE	
Activity	Function		Expertise	Consultation	Notification	Policies	Procedures
	Early Offers Scheme or the Broadway Scheme						
	4.6.9 Determine that the Mature Age Applicants Scheme does not apply to a specified undergraduate course	Dean; Head of School and Dean (University school)		Relevant Head of School or Head of Discipline		Coursework Policy 2014	
	4.6.10 Determine the minimum level of academic merit required for admission to an undergraduate course under the Mature Age Applicants Scheme.	Dean; Head of School and Dean (University school)		Relevant Head of School or Head of Discipline		Coursework Policy 2014	
	4.6.11 Determine whether an applicant is an elite athlete or elite performer for the purposes of admission	Elite Athletes and Performers Selection Committee in consultation with the Elite Athletes Assessment Panel and the Elite Performers Assessment Panel				Coursework Policy 2014	
4.7 Admitting coursework candidates	4.7.1 Admit applicants to award courses within a Faculty or University School	Dean; Head of School and Dean (University school)				Coursework Rule 2014	
	4.7.2 Permit a person to enrol as a non-award student in a unit of study	Program Director		Relevant Head of School or Head of Discipline		Coursework Policy 2014	

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS			GOVERNANCE	
Activity	Function		Expertise	Consultation	Notification	Policies	Procedures
	4.7.3 Approve withdrawal of an offer of admission made on the basis of incorrect results, and make any (or no) consequent revised offer	Deputy Vice-Chancellor (Education)				Coursework Policy 2014	
	4.7.4 Admit to Bachelor of Visual Arts an applicant who has achieved an IELTS overall band score of 6.0	Dean, Faculty of Arts and Social Sciences				Coursework Policy 2014	
	4.7.5 Admit to Diploma of Music an applicant who has achieved an IELTS overall band score of 6.0	Head of School and Dean (University school), Sydney Conservatorium of Music				Coursework Policy 2014	
	4.7.6 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	Associate Dean				Coursework Policy 2014	
4.8 Admitting higher degree by research candidates	4.8.1 Require a student to provide a statement from his or her employer acknowledging that the candidature is under the exclusive control of the University	Associate Dean				Higher Degree by Research Rule 2011	
	4.8.2 Appoint suitably	Postgraduate		Relevant Head of School or Head of		Higher Degree by Research	

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS			GOVERNANCE	
Activity	Function		Expertise	Consultation	Notification	Policies	Procedures
	qualified supervisors	Coordinator		Discipline		Rule 2011	
	4.8.3 Review and change supervisory requirements as required	Postgraduate Coordinator		Relevant Head of School or Head of Discipline		Higher Degree by Research Rule 2011	
	4.8.4 Permit a research supervisor to supervise more than five full-time equivalent postgraduate research students on the recommendation of the relevant Head of School or Postgraduate Coordinator	Associate Dean		Relevant Head of School or Postgraduate Coordinator		Supervision of Higher Degree by Research Students Policy 2013	
	4.8.5 Assign a student to an auxiliary supervisor	Associate Dean				Supervision of Higher Degree by Research Students Policy 2013	
	4.8.6 Approve the location of a student's candidature	Postgraduate Coordinator				Higher Degree by Research Rule 2011	
<i>Master's degrees by research</i>							
	4.8.7 Admit candidates to Master's degrees by research	Associate Dean				Higher Degree by Research Rule 2011	
	4.8.8 Impose conditions on admission to candidature in a Master's	Associate Dean				Higher Degree by Research Rule 2011	

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS			GOVERNANCE	
Activity	Function		Expertise	Consultation	Notification	Policies	Procedures
	degree by research						
	4.8.9 Confirm a student's candidature in a Master's degree by research following probation	Associate Dean		Relevant Head of School; Postgraduate Coordinator		Higher Degree by Research Rule 2011	
<i>Doctorates other than PhD</i>							
	4.8.10 Admit candidates to Doctorates other than the PhD	Associate Dean				Higher Degree by Research Rule 2011	
	4.8.11 Impose conditions on admission to candidature in a Doctorate other than the PhD	Associate Dean				Higher Degree by Research Rule 2011	
	4.8.12 Approve a proposed course of advanced study and research for an applicant for admission to a Doctorate other than the PhD	Associate Dean		Postgraduate Coordinator		Higher Degree by Research Rule 2011	
	4.8.13 Where permitted by the course resolutions, admit a student to candidature in a Doctorate other than the PhD on a probationary basis, for a period not exceeding four research periods	Associate Dean				Higher Degree by Research Rule 2011	

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS			GOVERNANCE	
Activity	Function		Expertise	Consultation	Notification	Policies	Procedures
	4.8.14 Confirm a student's candidature in a Doctorate other than the PhD following probation	Associate Dean		Relevant Head of School; Postgraduate Coordinator		Higher Degree by Research Rule 2011	
<i>Doctor of Philosophy (PhD)</i>							
	4.8.15 Admit applicants to candidature in the PhD	Associate Dean				Higher Degree by Research Rule 2011	
	4.8.16 Admit applicants to candidature in the PhD who do not meet the prescribed requirements	Chair of the Graduate Studies Committee of the Academic Board				Higher Degree by Research Rule 2011	
	4.8.17 Impose conditions on admission to candidature in the PhD	Chair of the Graduate Studies Committee of the Academic Board				Higher Degree by Research Rule 2011	
	4.8.18 Approve a proposed course of advanced study and research for an applicant for admission to the PhD	Associate Dean		Postgraduate Coordinator		Higher Degree by Research Rule 2011	
	4.8.19 Admit a student to candidature in a PhD on a probationary basis, for a period not exceeding four research periods	Associate Dean		Postgraduate Coordinator		Higher Degree by Research Rule 2011	
	4.8.20 Confirm a student's candidature in a PhD following probation	Associate Dean		Postgraduate Coordinator		Higher Degree by Research Rule 2011	

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS			GOVERNANCE	
Activity	Function		Expertise	Consultation	Notification	Policies	Procedures
	Higher Doctorates						
	4.8.21 Admit candidates for higher doctorates	Academic Board		Relevant Dean or Head of School and Dean (University school)		Higher Degree by Research Rule 2011	
	4.8.22 Recognise an applicant for admission as having been involved in the teaching and research of the University to a level equivalent to the prescribed standards for admission	Academic Board		Relevant Dean or Head of School and Dean (University school)		Higher Degree by Research Rule 2011	
	4.8.23 Recognise an applicant for admission as having equivalent academic standing of a person who meets the prescribed requirements for admission	Chair, Graduate Studies Committee of the Academic Board		Relevant Dean or Head of School and Dean (University school)		Higher Degree by Research Rule 2011	
	4.8.24 Appoint a committee to make a preliminary assessment of an application for admission	Dean; Head of School and Dean (University school)				Higher Degree by Research Rule 2011	

PART 5 DEFERRALS

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS			GOVERNANCE	
Activity	Function		Expertise	Consultation	Notification	Policies	Procedures
5.1 Deferrals	5.1.1 Extend period of deferral for a domestic applicant for an undergraduate course who is a recent school leaver, to a maximum of 2 years	Associate Dean				Coursework Policy 2014	
	5.1.2 Decline to allow deferral for a particular course	Associate Dean				Coursework Policy 2014	

PART 6 RECOGNITION OF PRIOR LEARNING

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS			GOVERNANCE	
Activity	Function		Expertise	Consultation	Notification	Policies	Procedures
6.1 Coursework candidates	6.1.1 Determine University credit transfer policy	Academic Board				Coursework Policy 2014	
	6.1.2 Grant credit for prior study, including imposing limits relating to progression and time for completion	Associate Dean				Coursework Policy 2014	
	6.1.3 Approve reduced volume of learning	Program Director				Coursework Policy 2014	
	6.1.4 Rescind specific credit, non-specific credit or reduced volume of learning on application by the student	Program Director				Coursework Policy 2014	
	6.1.5 Vary limits on credit and reduced volume of learning consistently with approved policy	Associate Dean				Coursework Policy 2014	
	6.1.6 Approve credit at a course level of greater than one third of the course requirements, for work completed at an institution other than a university	Academic Board				Coursework Policy 2014	
	6.1.7 Grant a limited amount of credit for completed undergraduate award course	Program Director				Coursework Policy 2014	

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS			GOVERNANCE	
Activity	Function		Expertise	Consultation	Notification	Policies	Procedures
	6.1.8 Waive requirement to undertake a compulsory unit of study	Program Director				Coursework Policy 2014	
	6.1.9 Waive requirement to meet a pre-requisite or co-requisite requirement for a unit of study	Unit of study co-ordinator				Coursework Policy 2014	
6.2 Postgraduate research candidates	6.2.1 Grant credit for previous research periods undertaken at the University	Associate Dean				Higher Degree by Research Rule 2011	
	6.2.2 Grant credit for previous higher degree by research study at another university or institution	Associate Dean				Higher Degree by Research Rule 2011	

PART 7 MANAGING COURSES AND UNITS OF STUDY

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS			GOVERNANCE	
Activity	Function		Expertise	Consultation	Notification	Policies	Procedures
7.1 Course requirements	7.1.1 Approve resolutions setting out admission, progression, course, curriculum and other requirements for award courses offered by a Faculty or University School	Academic Board				Coursework Policy 2014, Learning and Teaching Policy 2015	
	7.1.2 Make resolutions applying to all degrees within a certain category awarded by a Faculty or University School	Faculty or University school				Learning and Teaching Policy 2015	
	7.1.3 Approve changes to degree cores	Academic Board		Faculty, University School or Board of Interdisciplinary Studies		Learning and Teaching Policy 2015	
	7.1.4 Approve addition and deletion of award courses, streams, programs, majors and minors	Academic Board		Faculty, University School or Board of Interdisciplinary Studies		Learning and Teaching Policy 2015	
	7.1.5 Approve list of majors, minors and units of study available in shared pool for Liberal Studies degrees and Bachelor of Advanced Studies	Academic Board		Board of Interdisciplinary Studies		Learning and Teaching Policy 2015	

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS			GOVERNANCE	
Activity	Function		Expertise	Consultation	Notification	Policies	Procedures
	7.1.6 Approve shorter than normal periods for completing course requirements for candidates in that course	Academic Board				Coursework Policy 2014	
	7.1.7 Prescribe standards for Master's and Doctorate degrees by research, relating to admission, course requirements, candidature and examination	Academic Board				Higher Degree by Research Rule 2011	
	7.1.8 Specify prerequisites, assumed knowledge and recommended study areas for undergraduate courses	Academic Board				Coursework Policy 2014	
	7.1.9 Specify qualifications for admission to undergraduate courses	Academic Board				Learning and Teaching Policy 2015	
	7.1.10 Approve prerequisites for award courses	Academic Board				Learning and Teaching Policy 2015	
	7.1.11 Approve use of third party learning technologies for assessment purposes	Deputy Vice-Chancellor (Education)				Learning and Teaching Policy 2015	

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS			GOVERNANCE	
Activity	Function		Expertise	Consultation	Notification	Policies	Procedures
7.2 New and amended award programs and courses	7.2.1 Determine requirements, including submission deadlines, for proposals for new and amended courses and programs	Academic Board				Learning and Teaching Policy 2015	
7.3 Unit of study requirements	7.3.1 Approve units of study for award courses in a Faculty or University School	Academic Board				Learning and Teaching Policy 2015	
	7.3.2 Determine elective units of study to be offered in any given year	Dean; Head of School and Dean (University school)		Associate Dean			
	7.3.3 Approve arrangements for teaching units of study	Head of School				Learning and Teaching Policy 2015	
	7.3.4 Approve curricula for units of study, minors, majors and programs	Faculty or University school				Learning and Teaching Policy 2015	
	7.3.5 Prescribe professional experience or practical work required for a course	Faculty or University school					
7.4 Higher degree by research degrees	7.4.1 Determine policies relating to supervision of candidature	Academic Board				Higher Degree by Research Rule 2011	
	7.4.2 Determine policy and standards relating to discontinuation, suspension, lapse of candidature and leave of absence	Academic Board				Higher Degree by Research Rule 2011	

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS			GOVERNANCE	
Activity	Function		Expertise	Consultation	Notification	Policies	Procedures
	7.4.3 Determine policy and standards relating to examination of candidature	Academic Board				Higher Degree by Research Rule 2011	
	7.4.4 Determine examination policy for the Doctor of Philosophy	Academic Board				Higher Degree by Research Rule 2011	
	7.4.5 Approve registration on the Supervisor Register of academic staff and affiliates who have not completed the Foundations of Research Supervision course run by Educational Innovation	Chair of the Graduate Studies Committee of the Academic Board				Supervision of Higher Degree by Research Students Policy 2013	
	7.4.6 Approve removal of an approved Supervisor from the Supervisor Register for unsatisfactory performance	Dean; Head of School and Dean (University school)		Associate Dean		Supervision of Higher Degree by Research Students Policy 2013	
	7.4.7 Approve removal of an approved Supervisor from the Supervisor Register for misconduct	Provost				Supervision of Higher Degree by Research Students Policy 2013	
	7.4.8 Approve re-registration of a supervisor deregistered for reasons other than misconduct	Associate Dean				Supervision of Higher Degree by Research Students Policy 2013	

PART 8 ENROLMENT AND VARIATIONS TO ENROLMENT

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS			GOVERNANCE	
Activity	Function		Expertise	Consultation	Notification	Policies	Procedures
8.1 Pre-requisites and co-requisites	8.1.1 Determine pre-requisites and co-requisites for enrolment by a coursework student in a unit of study	Faculty or University school				Coursework Policy 2014	
8.2 Variations to standard enrolment	8.2.1 Permit a coursework student to enrol in and obtain credit for a unit of study not listed in the table of units for the relevant course	Program Director				Coursework Policy 2014	
	8.2.2 Approve cross-institutional study, including imposing conditions	Program Director				Coursework Policy 2014	
	8.2.3 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	Associate Dean				Coursework Policy 2014	
	8.2.4 Permit a coursework student to enrol in a unit of study additional to award course requirements	Associate Dean				Coursework Policy 2014	

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS			GOVERNANCE	
Activity	Function		Expertise	Consultation	Notification	Policies	Procedures
	8.2.5 Permit a coursework student to enrol in a unit of study which exceeds maximum credit point limits	Associate Dean				Coursework Policy 2014	
	8.2.6 Permit a coursework student to enrol in a prohibited unit of study	Associate Dean				Coursework Policy 2014	
	8.2.7 Vary coursework award requirements (other than the maximum time limit for completion) for a particular coursework student in exceptional circumstances	Dean; Head of School and Dean (University school)		Associate Dean		Coursework Policy 2014	
8.3 Repeating units of study	8.3.1 Exempt a coursework student repeating a unit of study from participation, assessment or attendance requirements	Unit of Study Coordinator				Coursework Policy 2014	
8.4 Concurrent enrolment	8.4.1 Permit a student to enrol in more than one award course	Associate Dean				Coursework Policy 2014	
8.5 Re-enrolment after discontinuation or suspension	Coursework students						
	8.5.1 Permit re-enrolment of a coursework student who discontinues during first year of enrolment in a course	Associate Dean				Coursework Policy 2014	

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS			GOVERNANCE	
Activity	Function		Expertise	Consultation	Notification	Policies	Procedures
	8.5.2 Impose requirements for completing a course on a coursework student who re-enrols after a suspension	Associate Dean				Coursework Policy 2014	
	8.5.3 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 candidature	Associate Dean				Coursework Policy 2014	
	8.5.4 Determine process for a coursework student to re-enrol following automatic suspension for failure to enrol	Associate Dean				Coursework Policy 2014	
Research students							
	8.5.5 Impose requirements for completing a course on a research student who re-enrols after a suspension	Associate Dean				Higher Degree by Research Rule 2011	
	8.5.6 Modify the application of the course resolutions with respect to a research student's return to candidature following discontinuation or suspension	Associate Dean				Higher Degree by Research Rule 2011	

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS			GOVERNANCE	
Activity	Function		Expertise	Consultation	Notification	Policies	Procedures
	8.5.7 Permit a research student who has discontinued enrolment without permission in his or her first year of the course to re-enrol in that course	Associate Dean				Higher Degree by Research Rule 2011	

PART 9 ATTENDANCE

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS			GOVERNANCE	
Activity	Function		Expertise	Consultation	Notification	Policies	Procedures
9.1 Student attendance requirements	9.1.1 Specify attendance and participation requirements for courses and units of study	Faculty or University school				Coursework Policy 2014	
	9.1.2 Specify circumstances under which a student is deemed not to have completed a unit of study or award course due to failure to satisfy attendance requirements	Program Director		Unit of Study Coordinator		Coursework Policy 2014	
	9.1.3 Exempt a student from attendance or participation requirements, having regard to previous studies	Unit of Study Coordinator				Coursework Policy 2014	
9.2 Academic year	9.2.1 Determine periods of instruction and commencement and conclusion dates of the academic year, including dates of semesters, teaching periods and research periods	Academic Board				Learning and Teaching Policy 2015	
	9.2.2 Approve variations from standard teaching sessions requested by faculties	Academic Board				Learning and Teaching Policy 2015	

PART 10 SUSPENSION OF ENROLMENT AND LEAVE OF ABSENCE

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS			GOVERNANCE	
Activity	Function		Expertise	Consultation	Notification	Policies	Procedures
10.1 Permit suspension and leave of absence	Coursework students						
	10.1.1 Permit a coursework student to suspend enrolment in a course for more than one year, up to a maximum of two years.	Associate Dean				Coursework Policy 2014	
	Research students						
	10.1.2 Permit a research student to suspend enrolment in a course for more than one year	Associate Dean				Higher Degree by Research Rule 2011	
	10.1.3 Subject to the course resolutions, permit a research student to take leave of absence from a course for a period of less than one research period	Postgraduate Coordinator				Higher Degree by Research Rule 2011	

PART 11 ASSESSMENT AND EXAMINATION

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS			GOVERNANCE	
Activity	Function		Expertise	Consultation	Notification	Policies	Procedures
11.1 Coursework	11.1.1 Determine examination and assessment requirements for a unit of study	Faculty or University school				Learning and Teaching Policy 2015	
	11.1.2 Determine academic aspects of the conduct of an examination, consistently with registered policies and procedures	Unit of Study Coordinator					
	11.1.3 Determine specific unit of study results of candidates	Unit of Study Coordinator					
	11.1.4 Determine the outcome of applications for special consideration due to illness, injury or misadventure	Unit of Study Coordinator				Coursework Policy 2014	Assessment Procedures 2011
	11.1.5 Set the date of a replacement assessment not undertaken in a formal exam period	Associate Dean					Assessment Procedures 2011
	11.1.6 Set the date of a replacement assessment undertaken in a formal exam period	Deputy Vice-Chancellor (Education)					Assessment Procedures 2011

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS			GOVERNANCE	
Activity	Function		Expertise	Consultation	Notification	Policies	Procedures
	11.1.7 Determine alternative means of assessment, where a student is unable to attempt a replacement assessment due to illness, injury or misadventure, or the Faculty or University school is unable to construct a valid form of replacement assessment	Associate Dean					Assessment Procedures 2011
	11.1.8 Award a grade of DC where a Faculty or University school is unable to determine an alternative means of assessment	Associate Dean					Assessment Procedures 2011
	11.1.9 Determine the outcome of applications for special arrangements for assessments	Program Director		Unit of Study Coordinator		Coursework Policy 2014	
	11.1.10 Determine the outcome of applications for reasonable adjustments or accessible examination and assessment arrangements for students with a disability	Unit of Study Coordinator		Disability Services Office		Coursework Policy 2014	Assessment Procedures 2011
	11.1.11 Approve three hour examinations and examinations that are longer than the equivalent of 30 minutes per credit point	Associate Dean					Assessment Procedures 2011

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS			GOVERNANCE	
Activity	Function		Expertise	Consultation	Notification	Policies	Procedures
	11.1.12 Determine whether an examination that has been interrupted due to an emergency evacuation should be resumed or re-sat by affected students	The most senior available of Dean, Deputy Dean, Head of School and Dean (University school), Deputy Head of School and Deputy Dean (University school), Associate Dean or Head of School					Assessment Procedures 2011
	11.1.13 Determine and publish dates for release of results	Deputy Vice-Chancellor (Education)					Assessment Procedures 2011
	11.1.14 Authorise the release of results for a particular unit of study earlier than the published date	Deputy Vice-Chancellor (Education)		Associate Dean			Assessment Procedures 2011
11.2 Postgraduate research	11.2.1 Determine policy for the award and examination of the PhD	Academic Board					
	11.2.2 Determine policy for supervision of postgraduate research students	Academic Board					
	11.2.3 Require students to undertake other studies and training during candidature	Postgraduate Coordinator				Higher Degree by Research Rule 2011	

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS			GOVERNANCE	
Activity	Function		Expertise	Consultation	Notification	Policies	Procedures
	11.2.4 Require students to provide satisfactory evidence of progress in their candidature and participate in a progress review interview	Postgraduate Coordinator				Higher Degree by Research Rule 2011	
	11.2.5 Determine that a student has demonstrated satisfactory or marginal progress, and specify conditions of candidature to apply the following year	Postgraduate Coordinator				Higher Degree by Research Rule 2011	
	11.2.6 Determine that a student has demonstrated unsatisfactory progress 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	Postgraduate Coordinator				Higher Degree by Research Rule 2011	
	11.2.7 Allow a student's candidature to continue and specify conditions of candidature to apply the following year after considering the recommendation from the Postgraduate Coordinator.	Associate Dean				Higher Degree by Research Rule 2011	

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS			GOVERNANCE	
Activity	Function		Expertise	Consultation	Notification	Policies	Procedures
	11.2.8 Grant a candidate an exemption to the prescribed requirements for dealing with confidential information in a thesis	Chair of the Graduate Studies Committee of the Academic Board				Higher Degree by Research Rule 2011	
	11.2.9 Grant access by a scholar to a restricted appendix of a thesis	Director, University Libraries				Higher Degree by Research Rule 2011	
	11.2.10 Restrict access to a thesis for a period not exceeding six months from the date of the award of the degree	Associate Dean				Higher Degree by Research Rule 2011	
	11.2.11 Restrict access to a thesis for a limited period of time in excess of six months	Chair of the Graduate Studies Committee of the Academic Board		Dean; Head of School and Dean (University School)		Higher Degree by Research Rule 2011	
Master's degrees							
	11.2.12 Approve an extension of candidature with a latest date for submission of thesis for examination beyond the maximum specified period	Associate Dean				Higher Degree by Research Rule 2011	
	11.2.13 Determine an application to submit a thesis in a language other than English	Associate Dean				Higher Degree by Research Rule 2011	
	11.2.14 Prescribe the required form of a thesis for examination	Academic Board				Higher Degree by Research Rule 2011	

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS			GOVERNANCE	
Activity	Function		Expertise	Consultation	Notification	Policies	Procedures
	11.2.15 Certify that the form of a student's thesis is satisfactory	Coordinating supervisor				Higher Degree by Research Rule 2011	
<i>Doctorates other than PhD</i>							
	11.2.16 Permit a student who has made exceptional progress in his or her candidature to submit a thesis for examination up to two research periods earlier than the prescribed period	Associate Dean				Higher Degree by Research Rule 2011	
	11.2.17 Permit a student who has made exceptional progress in his or her candidature to submit a thesis for examination more than two research periods earlier than the prescribed period	Chair of the Academic Board				Higher Degree by Research Rule 2011	
	11.2.18 Approve an extension of candidature with a latest date for submission of thesis for examination beyond the maximum specified period	Associate Dean				Higher Degree by Research Rule 2011	
	11.2.19 Determine an application to submit a thesis in a language other than English	Associate Dean				Higher Degree by Research Rule 2011	
	11.2.20 Prescribe the required form of a thesis for examination	Academic Board				Higher Degree by Research Rule 2011	

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS			GOVERNANCE	
Activity	Function		Expertise	Consultation	Notification	Policies	Procedures
	11.2.21 Certify that the form of a student's thesis is satisfactory	Coordinating supervisor				Higher Degree by Research Rule 2011	
<i>Doctor of Philosophy (PhD)</i>							
	11.2.22 Permit a student who has made exceptional progress in his or her candidature to submit a thesis for examination up to two research periods earlier than the prescribed period	Associate Dean				Higher Degree by Research Rule 2011	
	11.2.23 Permit a student who has made exceptional progress in his or her candidature to submit a thesis for examination more than two research periods earlier than the prescribed period	Chair of the Academic Board				Higher Degree by Research Rule 2011	
	11.2.24 Approve an extension of candidature with a latest date for submission of thesis for examination beyond the maximum specified period	Associate Dean				Higher Degree by Research Rule 2011	
	11.2.25 Prescribe the required form of a thesis for examination	Academic Board				Higher Degree by Research Rule 2011	
	11.2.26 Determine an application to submit a thesis in a language other than English	Associate Dean				Higher Degree by Research Rule 2011	

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS			GOVERNANCE	
Activity	Function		Expertise	Consultation	Notification	Policies	Procedures
	Higher Doctorates						
	11.2.27 Appoint examiners	Academic Board				Higher Degree by Research Rule 2011	
	11.2.28 Determine result of examination on the recommendation of the Dean or Head of School and Dean (University school)	Academic Board				Higher Degree by Research Rule 2011	

PART 12 PROGRESSION AND EXCLUSION

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS			GOVERNANCE	
Activity	Function		Expertise	Consultation	Notification	Policies	Procedures
12.1 Progression requirements	12.1.1 Approve progression requirements for each course	Academic Board				Coursework Policy 2014	
	12.1.2 Approve a research student's progress plan	Postgraduate Coordinator		Coordinating Supervisor		Progress Planning & Review for Higher Degree by Research Students Policy 2015	
	12.1.3 Approve material variations to a research student's progress plan	Postgraduate Coordinator		Coordinating Supervisor		Progress Planning & Review for Higher Degree by Research Students Policy 2015	
	12.1.4 Require that progress reviews be conducted for research students	Postgraduate Coordinator				Progress Planning & Review for Higher Degree by Research Students Policy 2015	
	12.1.5 Appoint academic staff members to form a review panel, and nominate one member to act as Chair	Postgraduate Coordinator				Progress Planning & Review for Higher Degree by Research Students Policy 2015	

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS			GOVERNANCE	
Activity	Function		Expertise	Consultation	Notification	Policies	Procedures
	12.1.6 Determine a progress review rating	Postgraduate Coordinator				Progress Planning & Review for Higher Degree by Research Students Policy 2015	
	12.1.7 Determine that a supplementary progress review is required	Postgraduate Coordinator				Progress Planning & Review for Higher Degree by Research Students Policy 2015	
	12.1.8 In response to a rating of 'marginal progress' or 'unsatisfactory progress', take such action as considered appropriate, consistent with the relevant Rule and policy	Postgraduate Coordinator				Progress Planning & Review for Higher Degree by Research Students Policy 2015	
12.2 Requirement to show good cause	Coursework students						
	12.2.1 Require a student who has not met progression requirements to show good cause why re-enrolment should be permitted.	Associate Dean				Coursework Policy 2014	

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS			GOVERNANCE	
Activity	Function		Expertise	Consultation	Notification	Policies	Procedures
	12.2.2 Require a student who has failed or discontinued a unit of study more than once to show good cause why re-enrolment in that unit should be permitted	Associate Dean				Coursework Policy 2014	
	12.2.3 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 permitted	Associate Dean				Coursework Policy 2014	
	12.2.4 Permit a student who has shown good cause to re-enrol	Associate Dean				Coursework Policy 2014	
Research students							
	12.2.5 Require a student to show good cause why he or she should be permitted to continue the candidature	Associate Dean				Higher Degree by Research Rule 2011	
	12.2.6 Determine that a student has shown good cause and permit the student to continue	Associate Dean				Higher Degree by Research Rule 2011	

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS			GOVERNANCE	
Activity	Function		Expertise	Consultation	Notification	Policies	Procedures
12.3 Failure to show good cause	<i>Coursework students</i>						
	12.3.1 Permit a student who has failed to show good cause to re-enrol in a course subject to restrictions on units of study	Associate Dean				Coursework Policy 2014	
	12.3.2 Exclude from a course a student who has failed to show good cause	Associate Dean				Coursework Policy 2014	
	<i>Research students</i>						
	12.3.3 Determine that a student has not shown good cause and terminate the student's candidature or impose conditions or restrictions on the continuation of candidature	Associate Dean				Higher Degree by Research Rule 2011	
	12.3.4 Offer a student an option to transfer to another course, and impose conditions on any such transfer	Associate Dean				Higher Degree by Research Rule 2011	
12.3.5 Preclude an excluded student from applying for admission to a higher degree by research within the Faculty or University School	Associate Dean				Higher Degree by Research Rule 2011		

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS			GOVERNANCE	
Activity	Function		Expertise	Consultation	Notification	Policies	Procedures
12.4 Re-admission and credit after exclusion	12.4.1 Re-admit a student who has been excluded from a coursework award course after at least two calendar years	Associate Dean				Coursework Policy 2014	
	12.4.2 Grant credit for work completed at the University or at another institution during a period of exclusion from a coursework award course	Associate Dean				Coursework Policy 2014	

PART 13 TERMINATION OF CANDIDATURE

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS			GOVERNANCE	
Activity	Function		Expertise	Consultation	Notification	Policies	Procedures
13.1 Termination of candidature	13.1.1 Terminate a coursework student's candidature where disqualifying circumstances exist	Deputy Vice-Chancellor (Education)				Student Discipline Rule 2016	

PART 14 HONOURS, UNIVERSITY MEDAL AND AEGROTAT AWARDS

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS			GOVERNANCE	
Activity	Function		Expertise	Consultation	Notification	Policies	Procedures
14.1 Honours	14.1.1 Consistently with registered policies and procedures, determine grading systems and criteria for award of honours in a Faculty or University school	Faculty or University school					Assessment Procedures 2011
	14.1.2 Admit a student to an honours course	Associate Dean		Relevant Head of School; Program Director		Coursework Policy 2014	
	14.1.3 Permit a student who has failed or discontinued an appended honours year to re-enrol in it	Associate Dean		Relevant Head of School; Program Director		Coursework Policy 2014	
14.2. University Medal	14.2.1 Set minimum levels of academic performance for the award of a University Medal	Faculty or University school				Coursework Policy 2014	
	14.2.2 Award University Medal	Faculty or University school				Coursework Policy 2014	

DELEGATION		APPOINTED DELEGATE	DELEGATION EXERCISE CONDITIONS			GOVERNANCE	
Activity	Function		Expertise	Consultation	Notification	Policies	Procedures
14.3. Aegrotat and posthumous awards	14.3.1 Approve the conferral of an aegrotat or posthumous award in circumstances involving serious illness or the death of a student	Deputy Vice-Chancellor (Education)				Coursework Policy 2014	