



Academic Delegations Register

December 2023

This *Academic Delegations Register* provides a summary compilation of delegated authorities and responsibilities related to academic matters.

This register must be read in conjunction with the relevant University policies, procedures as published to the University [Policy Portal](#) and other governance instruments published on the University's [Governance page](#).

Contents

1. Admission	3
1..1 Quotas	3
1..2 Admission requirements	3
1..3 Offers of admission.....	3
1..4 Deferral.....	4
1..5 Readmission.....	4
1..6 Credit and recognition of prior learning - higher education	5
1..7 Credit and recognition of prior learning - VET.....	5
2. Student enrolment	5
2..1 Enrolment in coursework programs.....	5
2..2 Leave of absence	6
2..3 Retroactive withdrawal	7
2..4 International student to transfer to another provider.....	7
3. Assessment and examination	7
3..1 Assessment.....	7
3..2 Examinations	8
3..3 Special consideration.....	8
4. Academic progress	8
4..1 Assign Marks, Grades and Academic Standing.....	8
4..2 Program termination, University suspension.....	8
5. Awarding of qualifications	9
5..1 Award requirements, conferral of qualifications	9
5..2 Academic transcripts	9
6. Academic and research integrity	10

6..1 Academic integrity.....	10
6..2 Research conduct	11
7. Student misconduct.....	11
7.1 Student misconduct.....	11
8. Student grievances and appeals.....	12
8.1 Student appeals - higher education	12
8.2 Student appeals - VET.....	13
8.3 Student grievances	13
9. Programs and courses	13
9..1 New programs	13
9..2 Program changes	15
9.3 Higher education courses	16
9..4 Core Curriculum.....	16
9..5 Microcredentials and short courses	16
9..6 Program monitoring and reporting	17
9..7 Program review and reaccreditation.....	17
9..8 Quality assurance of third party arrangements	18
9..9 Quality assurance of course outlines	18
9..10 Peer review of teaching.....	18
9..12 Teaching and course experience surveys	19
10. Research and research training	19
10..1 Higher degrees by research supervision	19
10.2 Research thesis examination.....	20
10.3 Research ethics.....	20
10.4 Research data management.....	20
10..5 Internal research funding schemes	21
11. Contracts, agreements, memoranda of understanding	21
11.1 Educational partnerships.....	21
11.2 Research contracts	21
11.3 Intellectual property.....	21
12. Scholarships, prizes and awards	22
12.1 Prizes and Awards.....	22
12.2 Scholarships.....	22
13. Academic policy.....	22
14. Assessing equivalency of qualifications for teaching and supervision	22
15. International Education Agents.....	23

Delegation	Delegated authority	Additional requirement	Governance / policy document
1. Admission			
1..1 Quotas			
Changes to intake periods and enrolment quotas	Vice Chancellor	on recommendation of DVC Learning and Teaching and Student Recruitment Board	Policy: Standing Delegations of Authority
Determine the number of domestic applicants admitted to an individual program or program offering for a given intake	DVC International and Partnerships	based on University's Enrolment Plan	Procedure: Admission clause 3.1.1
Determine the number of a type of commonwealth supported and domestic full fee places available for an individual program or offering of a program	DVC International and Partnerships	based on University's Enrolment Plan	Procedure: Admission clause 3.1.2
The number of international applicants that will be admitted to the University or to an individual program or program offering for a given intake	DVC International and Partnerships		Procedure: Admission clause 3.2
1..2 Admission requirements			
Approve the minimum admission requirements for programs	Vice Chancellor	on recommendation of Academic Council	Policy: Standing Delegations of Authority
Approve individual program entry requirements	Academic Council	on recommendation of University Quality Committee	Policy: Standing Delegations of Authority
Maintain protocols for assessment of equity groups, special entry schemes and application of adjustment factors	Academic Registrar	in consultation with Admissions, faculties and Student Equity	Procedure: Admission section 9
Determine the scope and requirements of the University's early offer schemes	Academic Registrar	in consultation with executive deans	Procedure: Admission section 10
Specify minimum University entry requirements for Higher Degrees by Research	Vice Chancellor	on recommendation of Academic Council	Policy: Standing Delegations of Authority
Publication of minimum entry requirements	Academic Registrar		Policy: Standing Delegations of Authority
1..3 Offers of admission			
Admission decisions for higher education coursework programs (domestic applicants)	National Director Admissions	on recommendation of the Head of School, Medicine for admission to the Doctor of Medicine	Procedure: Admission
Admission decisions for higher education coursework programs (international applicants)	DVC International and Partnerships	On recommendation of the National Director International and executive deans, and, for admission to the Doctor of Medicine, the Head of School, Medicine	Policy: Standing Delegations of Authority

Delegation	Delegated authority	Additional requirement	Governance / policy document
Admission decisions for higher degree by research programs	PVC, Research	on the recommendation of the relevant Associate Dean Research	Procedure: Admission
Admission decisions for enabling programs	National Director Admissions		Policy: Standing Delegations of Authority
Admission decisions for VET programs	VET Director and CEO	on recommendation of VET Admissions Committee	Policy: Standing Delegations of Authority
Admission decisions for bachelor honours programs	Head of school		General Regulations 3.5.2
Cancellation of offer of admission (domestic applicants)	National Director Admissions		Procedure: Admission
Cancellation of offer of admission (international applicants)	National Director International		Procedure: Admission
Transfer to another program (coursework) (domestic applicants)	National Director Admissions	in consultation with the relevant head of school	Procedure: Admission section 20
Transfer to another program (coursework) (international applicants)	National Director International	in consultation with the relevant head of school	Procedure: Admission section 20
Transfer between higher degree by research programs	PVC Research	on recommendation of the Principal Supervisor, endorsed by the head of school and faculty research committee	Procedure: HDR Candidature clause 3.3
1..4 Deferral			
Approve an application for deferred commencement (domestic student)	National Director Admissions	In consultation with Academic Registrar and on recommendation of Head of school	Policy: Standing Delegations of Authority
Approve an application for deferred commencement (international student)	DVC International and Partnerships	on recommendation of National Director International and head of school	Policy: Standing Delegations of Authority
Approve a deferred program commencement for longer than a year (domestic students)	Head of school		Procedure: Admission section 17
1..5 Readmission			
Approve readmission into the same program after withdrawal, suspension, termination (coursework students)	National Manager, Enrolment, Fees and Student Administration	subject to additional conditions	General Regulations 2.17.2
Approve readmission into a different program after withdrawal, suspension, termination (coursework students)	National Director Admissions		General Regulations 2.17.2

Delegation	Delegated authority	Additional requirement	Governance / policy document
Approve readmission into a program after being declared to be absent without leave (AWOL)	Head of school		General Regulations 5.4.7
Approve readmission into a program after being declared to be absent without leave (AWOL) for more than four prescribed Study Periods	Executive dean		General Regulations 5.4.7
Set conditions on re-enrolment	Executive dean		General Regulations 2.5.4
Set conditions on re-enrolment	Head of school		Procedure: Academic Progress clause 5.9.1
1.6 Credit and recognition of prior learning - higher education			
Approve a credit pathway arrangement with another education provider for a new program	Academic Council	on recommendation of University Quality Committee	Procedure: Program and Course Life Cycle section 6
Approve a credit pathway arrangement with another education provider for an existing program	Faculty Board		Procedure: Program and Course Life Cycle section 7
Maintain the University's register of approved credit pathway arrangements	Director Student Administration		Procedure: Credit section 16
Assessment of applications for credit	Program coordinator	in consultation with the discipline coordinator of a discipline major	Procedure: Credit section 6
Decide the outcomes of applications for credit	Head of school	Head of school can allocate decision making to deputy head of school, program coordinator or discipline coordinator	Procedure: Credit section 7
Approve a credit precedent	Head of school		Procedure: Credit section 8
Approve the application of an approved credit precedent for a domestic student at the time of admission	National Director Admissions		Procedure: Credit section 8
Approve the application of an approved credit precedent for a domestic student at the time of admission	Director Student Administration		Procedure: Credit section 8
Approve the application of an approved credit precedent for an international student at the time of admission	National Director International		Procedure: Credit section 8
Approve the cancellation of credit	Director Student Administration		Procedure: Credit section 14
1.7 Credit and recognition of prior learning - VET			
Assess applications for credit	Assessor		Procedure: (VET) Credit section 5
Assess applications for RPL	Assessor		Procedure: (VET) Credit section 6
2. Student enrolment			
2.1 Enrolment in coursework programs			
Prescribe course(s) and/or conditions a student must enrol into or adhere to in a given semester	Executive dean		General Regulations 2.5.4

Delegation	Delegated authority	Additional requirement	Governance / policy document
Refuse a student's course enrolment for academic reasons	Executive dean		General Regulations, clause 2.5.5
Refuse course enrolment where a student has outstanding fees	Director Student Administration		General Regulations, clause 2.5.6
Approve re-enrolment if a student has a number of approved deferred and/or supplementary examinations greater than a full-time semester load	Executive dean	Director Student Administration	General Regulations 2.5.7
Approve enrolment after the final enrolment date in a semester and/or term	Academic Registrar	in consultation with the executive dean	General Regulations 2.6
Approve enrolment in courses in addition to the minimum requirements for program	Executive Dean		General Regulations 2.8
Approve enrolment overload in a given teaching period	Head of school		General Regulations 2.9
Approve cross-institutional enrolment	National Manager, Enrolment, Fees and Student Administration	on recommendation of head of school	General Regulations 2.20.2
Approve cross-institutional enrolment (study abroad arrangement)	National Manager, Enrolment, Fees and Student Administration	on recommendation of National Director International	General Regulations 2.20.3 (c)
Approve concurrent enrolment in two programs at the University	Executive dean	on the recommendation of the head of school for each program	General Regulations 3.3
Approve course substitutions within a program	Head of school	or delegate	Program requirements document
Take action where a student's total period of enrolment in a program will exceed the maximum program duration	Executive dean	in consultation with head of school	Procedure: Academic Progress section 7
Permit a student to re-attempt a course that they have failed twice, or have failed once if it is a course in a bachelor (honours) program	Head of school		Procedure: Academic Progress
Cancellation of enrolment (domestic student)	National Director Admission	students at risk of termination are identified by the relevant board of examiners	Procedure: Admission section 16
Cancellation of enrolment (international student)	National Director International	students at risk of termination are identified by the relevant board of examiners	Procedure: Admission section 16
2..2 Leave of absence			
Approve a leave of absence for a domestic coursework student	Executive dean		General Regulations 5.2
Approve a leave of absence for an international coursework student	Executive dean	in consultation with the National Director International	General Regulations 5.2
Approve a leave of absence for a domestic HDR student	PVC Research		General Regulations 5.3

Delegation	Delegated authority	Additional requirement	Governance / policy document
Approve a leave of absence for an international HDR student	Executive dean	in consultation with National Director Research and National Director International	General Regulations 5.3
Approve more than four prescribed Study Periods of leave of absence in exceptional circumstances	Executive dean		General Regulations 5.2.5 and 5.3.3
2..3 Retroactive withdrawal			
Approve an application for a retroactive withdrawal from a course	National Manager, Enrolment, Fees and Student Administration	in consultation with executive dean and head of school	General Regulations 2.16
Deciding to accept an application for retroactive withdrawal later than 12 months from the completion of the course or withdrawal from the course	National Director Student Administration		Policy: Retroactive Withdrawal clause 5.2
2.4 International student to transfer to another provider			
Approve an application from an International Student to transfer to another provider	National Director Student Administration		Procedure: International Student Transfer (Change of Education Provider) clause 4.4
3. Assessment and examination			
3..1 Assessment			
Ensuring assessment information is provided to students prior the commencement of teaching	Course Coordinator		Policy: Assessment in Higher Education Coursework, ELICOS and Enabling Courses clause 6.4
Approve a change to an assessment task stated in a course outline after the start of the relevant teaching period in exceptional circumstances	Head of school		Procedure: Program and Course Life Cycle clause 13.1.1
Approve a request for an extension to an assessment submission date	Campus Student Adviser		General Regulations 6.2
Approve a request from a student to defer an assessment, other than an examination	Head of school		General Regulations 6.3
Approve a request from a student for assessment work to be re-marked	Course Coordinator		Procedure: Assessment in Higher Education Coursework, ELICOS and Enabling Courses section 15
Applying a penalty for late submission of an assessment task	Head of school	or delegate	Procedure: Assessment in Higher Education Coursework, ELICOS and Enabling Courses, section 10
Ensuring assessment feedback provided to students is appropriate, timely, consistent and in accordance with University requirements	Course Coordinator	working with teaching staff	Procedure: Assessment in Higher Education Coursework, ELICOS and Enabling Courses section 12
Moderation of assessment marks for an assessment task	Academic staff		Procedure: Assessment in Higher Education Coursework, ELICOS and Enabling Courses section 13

Delegation	Delegated authority	Additional requirement	Governance / policy document
Ensuring that the results of all items of assessment are recorded	Course Coordinator		Procedure: Assessment in Higher Education Coursework, ELICOS and Enabling Courses section 21
3..2 Examinations			
Approve a variation to the standard duration of an examination	Faculty Board		General Regulations 6.12
Approve a Deferred Examination	National Director Student Administration		General Regulations 6.6
Approve an extension to the date of a Deferred Examination	National Director Student Administration		General Regulations 6.6
Approve a Supplementary Examination	Board of Examiners		General Regulations 6.5
Approve a Supplementary Examination	Executive dean		General Regulations 6.5
Approve Irregularly Scheduled Examinations	National Director Student Administration		General Regulations 6.7
3..3 Special consideration			
Approve reasonable adjustments documented in a Learning Access Plan	National Director Student Administration		Policy: Students with a Disability
Approve an application from a student for Special Consideration	Head of school		Procedure: Special Consideration section 6
Award Special Consideration to a student retrospectively	Executive dean		General Regulations 6.9
4. Academic progress			
4..1 Assign Marks, Grades and Academic Standing			
Review students' assessment marks for courses in coursework programs and confirm the final marks and grades to be awarded	School Learning and Teaching Committee		Procedure: Assessment in Higher Education Coursework, ELICOS and Enabling Courses section 22
Review the grades of students enrolled in coursework programs at the end of a teaching period and decide their academic status.	Board of Examiners		Procedure: Academic Progress section 5
Review the academic progress of higher degree by research students and decide their academic status	PVC Research	on recommendation of faculty research committee	Procedure: Higher Degree by Research Supervision and Candidature
Contact a domestic students enrolled in coursework programs who fail courses to offer them a meeting to develop a student success plan	Head of school		Procedure: Academic Progress section 4
Ensure an intervention strategy is developed and implemented for international students enrolled in coursework program who fail a course/s	Head of school		Procedure: Intervention Strategy section 4
4..2 Program termination, University suspension			
Decide to terminate a student's program enrolment for failing courses	Board of Examiners		Procedure: Academic Progress clause 5.8
Permit a student to re-enrol in course they have failed after a Board of Examiner's has decided to terminate their program enrolment because of the course failure(s)	Head of school		Procedure: Academic Progress clause 5.8

Delegation	Delegated authority	Additional requirement	Governance / policy document
Recommend that the board of examiners terminate the program enrolment of a student who has failed a practical placement course, clinical placement course or internship course	Head of school		Procedure: Academic Progress clause 5.8
Set conditions on a student's re-enrolment under various circumstances	Head of school Executive dean		Procedure: Academic Progress clause 5.9
Approve termination of candidature following review of a higher degree by research proposal	PVC Research	on recommendation of Faculty Research Delegate	Procedure: Higher Degree by Research Candidature clause 3.8.9
Terminate the candidature of a higher degree by research student who fails to maintain satisfactory academic progress	PVC Research	Faculty Research Delegate may recommend termination	Procedure: Higher Degree by Research Candidature
Decide to suspend a student's enrolment at the University, or terminate it permanently, where the student has failed to meet a condition a head of school or the executive dean has placed on the student's further enrolment	Board of Examiners		Procedure: Academic Progress clause 5.10
Decide to suspend a student from the University for failing to maintain satisfactory academic progress or being absent from the University	Board of Examiners		Procedure: Academic Progress clause 5.10
Decide the period of the suspension for a student's enrolment	Board of Examiners		Procedure: Academic Progress clause 5.10
Decide the outcome of student submissions to show cause	Head of school		Procedure: Academic Progress clause 6.4.1.13
Decide to terminate a student's enrolment due to non-payment of fees	Director Student Administration		Procedure: Termination of Enrolment for Non-Payment of Fees
5. Awarding of qualifications			
5..1 Award requirements, conferral of qualifications			
Approve the criteria for awarding qualifications	Academic Council		Statute 40.9 (iii)
Approve post nominals	Academic Council	on recommendation of Academic Registrar	Policy: Standing Delegations of Authority
Approve, on behalf of the Board of Directors, the awarding of degrees, diplomas and awards	Vice Chancellor		Statute 20.2 (iv)
Approve posthumous and aegrotat awards	Vice Chancellor	on advice from the DVC Learning and Teaching and executive dean	General Regulations 7.11
Approve the revocation of a conferred award	Vice Chancellor		General Regulations 7.12
5..2 Academic transcripts			
Approve a request from a student to obtain a copy of their academic transcript	Director Student Administration		General Regulations clause 7.9
Approve a change to a student's name on an academic transcript after the completion of the program	Director Student Administration		General Regulations clause 7.9
Ensure a reference to any formal contributions made by a student is included on their academic transcript	Director Student Administration		Guidelines: Recognition of Student Contributions on Academic Transcripts

Delegation	Delegated authority	Additional requirement	Governance / policy document
6. Academic and research integrity			
6..1 Academic integrity			
Ensure courses include learning activities and assessment that supports an educative approach to maintaining academic integrity	Course coordinator		Procedure: Academic Integrity clause 3.4
Investigate suspected level one academic integrity breaches (not considered to be student misconduct)	Course coordinator		Procedure: Academic Integrity clause 5.3
Investigate suspected academic integrity breaches at level two or above for courses in coursework programs	Head of school		Procedure: Academic Integrity clause 5.5
Investigate suspected academic integrity breaches at level two or above for coursework courses in higher degree by research programs	National Director Research		Procedure: Academic Integrity, clause 5.2
Investigate suspected academic integrity breaches at level two or above for enabling programs	National Director Pathways		Procedure: Academic Integrity, clause 5.2
Investigate suspected academic integrity breaches at level two or above for VET courses	VET CEO		Procedure: Academic Integrity, clause 5.2
Investigate suspected cases of contract cheating	Academic integrity officer		Procedure: Academic Integrity clause 5.4
Referral of academic integrity breaches that are considered to be student misconduct (coursework programs)	Head of school		Procedure: Academic Integrity clause 5.6
Referral of academic integrity breaches that are considered to be student misconduct (coursework courses in higher degree by research programs)	National Director Research		Procedure: Academic Integrity clause 5.6
Referral of academic integrity breaches that are considered to be student misconduct (Pathways program)	National Director Pathways		Procedure: Academic Integrity clause 5.6
Deciding whether to investigate a suspected academic integrity breach as a case of staff misconduct or as a student breach	Head of school		Procedure: Academic Integrity clause 5.6.2
Deciding whether to investigate a suspected academic integrity breach as a case of staff misconduct or as a student breach	Director		Procedure: Academic Integrity clause 5.6.2
Investigating suspected breaches of academic integrity by staff	Head of school		Procedure: Academic Integrity clause 6.1
Investigating suspected breaches of academic integrity by staff	Director		Procedure: Academic Integrity clause 6.1
Notification of contract cheating cases involving multiple students	Academic Integrity Officer		Procedure: Academic Integrity clause 5.4
Maintaining central records for suspected academic integrity breaches	Student Administration		Procedure: Academic Integrity clause 7.1
Managing staff access to the academic integrity register and keep a record of approved users	National Appeals and Policy Coordinator		Procedure: Academic Integrity clause 7.2
Monitoring trends for the occurrence and outcomes of student academic integrity breaches	University Quality Committee	on the basis of reporting by the Manager, Academic Integrity and Misconduct	Procedure: Academic Integrity clause 8.3
Monitoring the effectiveness of the University's systems and processes for mitigating risks to academic integrity to improve institutional policy and practice	Academic Council	on the basis of annual reports provided by the DVC Learning and Teaching	Procedure: Academic Integrity clause 8.4

Delegation	Delegated authority	Additional requirement	Governance / policy document
6..2 Research conduct			
Preliminary investigation of alleged breaches of the Code of Conduct: Research by students or school staff	Head of school		Procedure: Managing Breaches of the Code of Conduct: Research clause 4.2.1 (a)
Preliminary investigation of alleged breaches of the Code of Conduct: Research by staff member of a research institute	Director Research Institute		Procedure: Managing Breaches of the Code of Conduct: Research clause 4.2.1 (b)
Preliminary investigation of alleged breaches of the Code of Conduct: Research by an institute director, head of school or a person holding an honorary adjunct, clinical academic or visiting appointment	Executive Dean		Procedure: Managing Breaches of the Code of Conduct: Research clause 4.2.1 (c)
Preliminary investigation of alleged breaches of the Code of Conduct: Research by an Executive Dean	PVC Research		Procedure: Managing Breaches of the Code of Conduct: Research clause 4.2.1 (d)
Referral of alleged breaches of the Code of Conduct: Research by students for formal investigation	PVC Research		Procedure: Managing Breaches of the Code of Conduct: Research clause 4.3
Referral of alleged breaches of the Code of Conduct: Research by staff for formal investigation	Vice Chancellor		Procedure: Managing Breaches of the Code of Conduct: Research clause 4.3
Formal investigation of alleged breaches of the Code of Conduct: Research	Investigating officer	following appointment by either the PVC Research (students) or the Vice Chancellor (staff)	Procedure: Managing Breaches of the Code of Conduct: Research clause 4.3
Determine disciplinary action where a staff member breaches of the Code of Conduct: Research	Vice Chancellor		Procedure: Managing Breaches of the Code of Conduct: Research, clause 4.5.1
Determine disciplinary action where a student breaches of the Code of Conduct: Research	PVC Research		Procedure: Managing Breaches of the Code of Conduct: Research, clause 4.5.2
Maintaining central records of investigations of alleged breaches of the Code of Conduct: Research	National Director Research		Procedure: Managing Breaches of the Code of Conduct: Research clause 4.8
Providing reporting on research integrity and investigations of alleged breaches of the Code of Conduct: Research	PVC Research		Procedure: Managing Breaches of the Code of Conduct: Research clause 4.8
7. Student misconduct			
7..1 Student misconduct			
Preliminary investigation of allegations of student misconduct by a student enrolled in a course or program offered by the school	Head of school		General Regulations 8.6
Preliminary investigation of allegations of student misconduct by a student enrolled in a Pathways program	National Director Pathways		General Regulations 8.6
Preliminary investigation of allegations of student misconduct relating to a student enrolled in a study abroad or exchange program	National Director International		General Regulations 8.6
Refer allegations of misconduct by a student enrolled in a course or program offered by a school to the University Discipline Committee	Head of school		General Regulations 8.8
Refer allegations of misconduct by a student enrolled in a Pathways program to the University Discipline Committee	National Director Pathways		General Regulations 8.8

Delegation	Delegated authority	Additional requirement	Governance / policy document
Refer allegations of misconduct by a student enrolled in a study abroad of exchange program to the University Discipline Committee	National Director International		General Regulations 8.8
Impose penalties for level two breaches of academic integrity by a student enrolled in a program or course offered by the school	Head of school		General Regulations 8.9
Impose penalties for level two breaches of academic integrity by a student enrolled in a Pathways program	National Director Pathways		General Regulations 8.9
Impose penalties on students for misconduct where the matter has been dealt with outside the University Discipline Committee	Head of school		General Regulations 8.9
Impose penalties on students for misconduct where the matter has been dealt with outside the University Discipline Committee	National Director Pathways		General Regulations 8.9
Impose penalties on students for misconduct where the matter has been dealt with by University Discipline Committee	University Discipline Committee		General Regulations 8.12
Maintaining central records of student misconduct	Director Student Administration		General Regulations 8.17
8. Student grievances and appeals			
8.1 Student appeals - higher education			
Admission and enrolment decisions	Academic Registrar		Policy: Student Appeals section 10
Credit decisions	Academic Registrar		Policy: Student Appeals section 11
Decisions for program termination for non-payment of fees	Academic Registrar		Policy: Student Appeals section 14
Decisions by a head of school to refuse to allow a student placement or to remove a student from a placement	DVC Learning and Teaching		Policy: Student Appeals section 17
Decisions by a course coordinator relating to coursework assessment	Head of school		Policy: Student Appeals
Decisions by a head of school relating to coursework assessment	DVC Learning and Teaching		Policy: Student Appeals
Decisions by Student Administration relating to examinations	Academic Registrar		Policy: Student Appeals sections 19, 20
Decisions to deny applications for retroactive withdrawal	Academic Registrar		Policy: Student Appeals
Decision by head of school to deny an application for special consideration	DVC Learning and Teaching		Policy: Student Appeals section 21
Decisions by a head of school relating to student misconduct	University Discipline Committee		Policy: Student Appeals section 26
Decisions by the University Discipline Committee relating to student misconduct	Student Misconduct Appeals Committee		Policy: Student Appeals section 27
Decisions relating to a higher degree by research thesis examination	PVC Research		Policy: Student Appeals
Decisions for termination of higher degree by research candidature	DVC Learning and Teaching		Policy: Student Appeals section 29

Delegation	Delegated authority	Additional requirement	Governance / policy document
Decisions to deny a Research Training Program (RTP) Scholarship	DVC Learning and Teaching		Policy: Student Appeals section 30
Decisions to deny an application for international student transfer (letter of release)	Academic Registrar		Policy: Student Appeals section 31
Decisions to deny applications for reasonable adjustments from students with a disability	Academic Registrar		Policy: Student Appeals section 32
Decisions to deny remit or re-credit of HELP balance	Administrative Appeals Tribunal (AAT)		Policy: Student Appeals section 7
External review of domestic student appeal processes	University's Appointed External Reviewer		Policy: Student Appeals section 7
External review of international student appeal processes	Commonwealth Ombudsman		Policy: Student Appeals section 7
8.2 Student appeals - VET			
Assessment, student placements, credit or special consideration	Academic Registrar		Procedure: VET Student Appeals clause 3.1.1
Payment of fees or refunds	Academic Registrar		Procedure: VET Student Appeals clause 3.1.2
8.3 Student grievances			
Investigating grievances relating to academic matters	Head of school	on the advice of the Grievance Officer	Procedure: Student Grievance section 6
Investigating grievances relating to non-academic matters	Director	on the advice of the Grievance Officer	Procedure: Student Grievance section 6
Investigating grievances	Manager	on the advice of the Grievance Officer	Procedure: Student Grievance section 6
Referral of grievances where there is a failure to reach a resolution following initial investigation	Relevant senior officer, on Senior staff member		Procedure: Student Grievance
Review grievances and take action where there is a failure to reach a resolution with a senior officer	PVC Student Experience		Procedure: Student Grievance
Referral of domestic student grievances for external review where there is a failure to reach a resolution with the PVC Student Experience	External Reviewer	nominated by the University	Procedure: Student Grievance
Referral of international student grievances for external review where there is a failure to reach a resolution with the PVC Student Experience	Overseas Students Ombudsman		Procedure: Student Grievance
9. Programs and courses			
9..1 New programs			
Development of program and course approval documentation (forms) and timelines	Curriculum and Quality	in consultation with Academic Council	Procedure: Program and Course Life Cycle section 5

Delegation	Delegated authority	Additional requirement	Governance / policy document
Approval of a business case for a new program	Senior Management Group	following endorsement by Education Group	Procedure: Program and Course Life Cycle section 6
Accreditation of new coursework programs, based on approval of the academic proposal	Academic Council,	following endorsement by faculty board and University Quality Committee	Procedure: Program and Course Life Cycle section 6
Accreditation of new higher degree by research programs, based on approval of the academic proposal	Academic Council	following endorsement by Research Degrees and Scholarships Committee and University Quality Committee	Procedure: Program and Course Life Cycle section 6
Approval for fast-tracked approval of a new program	Vice Chancellor		Procedure: Program and Course Life Cycle section 6
Fast-tracked approval of a business case and market case for a new program	Chair, Senior Management Group	following endorsement by Chair, Education Group (with subsequent noting to committees)	Procedure: Program and Course Life Cycle section 6
Endorsement of fast-tracked academic proposals and program requirements for new programs for approval by Academic Council	Chair, University Quality Committee	following endorsement by Chair, Faculty Board (coursework program) or Chair, Research Degrees and Scholarships Committee (research programs) (with subsequent noting by committees)	Procedure: Program and Course Life Cycle section 6
Fast-tracked approval and accreditation of new coursework programs	Chair of Academic Council	upon endorsement by the Chair University Quality Committee, with subsequent noting by Academic Council constituting accreditation	Procedure: Program and Course Life Cycle section 6
Fast-tracked approval and accreditation of new higher degree by research programs	Chair of Academic Council	upon endorsement by the Chairs of the Research Degrees and Scholarships Committee and University Quality Committee, with subsequent noting by Academic Council constituting accreditation	Procedure: Program and Course Life Cycle section 6
Approval to advertise a program prior to Academic Council approval	Chair Academic Council	following endorsement of the program proposal by the faculty board	Procedure: Program and Course Information section 3

Delegation	Delegated authority	Additional requirement	Governance / policy document
Approve VET Courses	Academic Council		Procedure: (VET) Course Approval, Amendment, Review and Discontinuation section 3
9..2 Program changes			
Approval of a business case for a major change to programs change with resource and/or revenue implications	Senior Management Group	following endorsement by Education Group	Procedure: Program and Course Life Cycle section 6
Approval of an academic proposal for major change/s for a coursework program	Academic Council	following endorsement by faculty board and University Quality Committee	Procedure: Program and Course Life Cycle section 7
Approval of an academic proposal for major change/s for a research degree program	Academic Council	following endorsement by Research Degrees and Scholarships Committee and University Quality Committee	Procedure: Program and Course Life Cycle section 7
Approval of minor changes for coursework programs	Faculty Board		Procedure: Program and Course Life Cycle section 7
Approval of minor changes for research degree programs	Research Degrees and Scholarships Committee		Procedure: Program and Course Life Cycle section 7
VET Course Amendments	Academic Council		Procedure: (VET) Course Approval, Amendment, Review and Discontinuation section 5
Approval for temporarily suspending intake into the program	Senior Management Group	following endorsement by Education Group	Procedure: Program and Course Life Cycle section 7
Approval for discontinuing a program	Senior Management Group	following endorsement by Education Group	Procedure: Program and Course Life Cycle section 7
Approval of a teach-out arrangement for a temporarily suspended or discontinued coursework program	Academic Council	following endorsement by faculty board and University Quality Committee	Procedure: Program and Course Life Cycle section 7
Approval of a teach-out arrangement for a temporarily suspended or discontinued research degree program	Academic Council	following endorsement by Research Degrees and Scholarships Committee and University Quality Committee	Procedure: Program and Course Life Cycle section 7
Cancellation of programs and courses in a teaching period	DVC Learning and Teaching	on recommendation of executive dean, and in the case of programs, Academic Council also	Policy: Standing Delegations of Authority
VET Course Discontinuation	DVC Learning and Teaching	following endorsement by Academic Council	Procedure: (VET) Course Approval, Amendment, Review and Discontinuation section 6

Delegation	Delegated authority	Additional requirement	Governance / policy document
Removal of Course from VET Scope of Registration	VET Director and CEO		Procedure: (VET) Course Approval, Amendment, Review and Discontinuation section 7
9.3 Higher education courses			
Approve a higher workload for a course than its unit of credit value indicates where it is needed to meet a professional program accreditation requirement	Faculty board		Procedure: Program and Course Design section 13
Assign higher education course codes	National Manager Enrolments, Fees	Student Administration	Procedure: Program and Course Information clause 6.2
Maintain the University's standard course outline template	Curriculum and Quality	with faculty academic leaders and relevant offices	Procedure: Program and Course Information clause 5.4.1
Approval of changes to the University's standard course outline template	DVC Learning and Teaching		Procedure: Program and Course Information clause 5.4.1.7
Approval of variations to the University's standard course outline template for individual courses	Faculty board		Procedure: Program and Course Information clause 5.4.2
Maintaining an archive of published course outlines	Faculty	The faculty will provide the course outlines for its courses taught during the teaching period to Curriculum and Quality, who will archive them	Procedure: Program and Course Information clause 5.11
Approving a change to a course outline after it has been published	Head of school		Procedure: Program and Course Life Cycle section 13
9..4 Core Curriculum			
Endorsement of changes to the compulsory Core Curriculum courses	Core Curriculum Committee	following endorsement by the Head of School of Philosophy and Theology and the Faculty of Education, Philosophy and Theology Faculty Board	Procedure: Program and Course Life Cycle section 12
Approval of changes to the compulsory Core Curriculum courses	Academic Council	following endorsement by University Quality Committee	Procedure: Program and Course Life Cycle section 12
Endorsement of a proposal for a new elective Core Curriculum course	Core Curriculum Committee	following endorsement by the faculty board	Procedure: Program and Course Life Cycle section 12
Approval of a proposal for a new elective Core Curriculum course	Academic Council	following endorsement by University Quality Committee	Procedure: Program and Course Life Cycle section 12
9.5 Microcredentials and short courses			
Approve proposals to offer a microcredential, change an existing microcredential, suspend offerings of a microcredential, or discontinue a microcredential	Faculty board		Procedure: Program and Course Life Cycle section 14

Delegation	Delegated authority	Additional requirement	Governance / policy document
Approve a short course to be delivered, changed or discontinued	Head of school		Procedure: Program and Course Life Cycle section 14
Issuing a certificate of completion to students who complete a short course	School		Procedure: Program and Course Life Cycle section 15
9..6 Program monitoring and reporting			
Coordination of annual program monitoring and reporting process	Curriculum and Quality		Procedure: Program and Course Quality section 6
Approve program performance indicators and targets	Academic Council	following endorsement by University Quality Committee upon advice from DVC Learning and Teaching	Procedure: Program and Course Quality section 6
Preparing an annual Program Performance Report for each program or group of closely-related programs	Curriculum and Quality		Procedure: Program and Course Quality section 6
Completing an analysis for each Program Performance Report and sending to Curriculum and Quality	Faculty Managers		Procedure: Program and Course Quality section 6
Preparing a high-level consolidated analysis of the outcomes of annual program monitoring for Academic Council	DVC Learning and Teaching	with support from Curriculum and Quality	Procedure: Program and Course Quality section 6
Collecting stakeholder feedback and evaluating the annual program monitoring process each year	Curriculum and Quality		Procedure: Program and Course Quality section 6
9..7 Program review and reaccreditation			
Maintaining the University's schedule for program review and reaccreditation	DVC Learning and Teaching	with support from Curriculum and Quality	Procedure: Program and Course Quality section 7
Approve a requested change to the scheduled accreditation expiry date of a program	DVC Learning and Teaching	subject to ratification by Academic Council	Procedure: Program and Course Quality section 7
Approve the annual update to University's schedule for program review and reaccreditation	Academic Council		Procedure: Program and Course Quality section 7
Approval of the chair for a comprehensive program review panel	DVC Learning and Teaching	following nomination by the executive dean	Procedure: Program and Course Quality section 7
Convening the review panel membership for a comprehensive program review	Chair of the program review panel	in consultation with the executive dean	Procedure: Program and Course Quality section 7
Determining the review panel meetings, processes and timelines for a comprehensive program review	Chair of the program review panel	in consultation with the executive dean, the head of school and Curriculum and Quality	Procedure: Program and Course Quality section 7
Providing guidelines, templates and program performance data for the self-assessment report and program improvement plan for a comprehensive program review	Curriculum and Quality		Procedure: Program and Course Quality section 7

Delegation	Delegated authority	Additional requirement	Governance / policy document
Completing the self-assessment report and program improvement plan for a comprehensive program review in accordance to agreed processes and timelines	Head of school	and Program Coordinator	Procedure: Program and Course Quality section 7
Endorsement of completed self-assessment report and program improvement plan for a comprehensive program review (of a coursework program)	Faculty board		Procedure: Program and Course Quality section 7
Endorsement of completed self-assessment report and program improvement plan for a comprehensive program review (of a higher degree by research program)	Research Degrees and Scholarships Committee		Procedure: Program and Course Quality section 7
Approval of the final version of the self-assessment report and program improvement plan for a comprehensive program review	Academic Council	following endorsement by University Quality Committee	Procedure: Program and Course Quality section 7
Deciding the reaccreditation outcome for a comprehensive program review	Academic Council	following endorsement by University Quality Committee	Procedure: Program and Course Quality section 7
Responsibility for implementation of the program improvement plan for a comprehensive program review	Head of school	with oversight by executive dean	Procedure: Program and Course Quality section 7
Monitoring of progress for the program improvement plan for a comprehensive program review	Curriculum and Quality	via faculty board and on the basis of regular reports provided by the head of school	Procedure: Program and Course Quality section 7
9.8 Quality assurance of third party arrangements			
Oversight for the management and quality assurance of a third party arrangement for program delivery	Executive dean		Procedure: Program and Course Quality section 8
Annual reporting to the Deputy Vice-Chancellor, Learning and Teaching, via Curriculum & Quality, on each of their faculty's current third-party arrangements	Executive dean		Procedure: Program and Course Quality section 8
Oversight for the management and quality assurance of the University's third party arrangements for program delivery	Academic Council	following review University Quality Committee on the basis of annual consolidated reports provided by DVC Learning and Teaching	Procedure: Program and Course Quality section 8
9.9 Quality assurance of course outlines			
Review of course outlines before the start of the relevant teaching period	Program coordinator		Procedure: Program and Course Quality section 9
Monitoring course outlines across the faculty to ensure consistency with the requirements of the University's course outline template	Associate Dean Learning and Teaching		Procedure: Program and Course Quality section 9
9.10 Peer review of teaching			
Providing oversight for ensuring that teaching staff participate in peer review of teaching	Executive dean	and head of school	Procedure: Program and Course Quality section 10
Maintenance of the University's templates used for peer review of teaching templates	Curriculum and Quality		Procedure: Program and Course Quality section 10
Maintaining records of complete peer reviews of teaching	Head of School		Procedure: Program and Course Quality section 10

Delegation	Delegated authority	Additional requirement	Governance / policy document
Approve use of an alternative template or different protocol for peer review of teaching	DVC Learning and Teaching	on request of executive dean	Procedure: Program and Course Quality section 10
9..12 Teaching and course experience surveys			
Approve use of an alternative or a modified version of the standard SET and SEC questionnaires	DVC Learning and Teaching	on advice of Curriculum and Quality and on request of head of school	Procedure: Program and Course Quality section 13
Administration of the University's student experience of teaching (SET) and student experience of course (SEC) questionnaires	Curriculum and Quality	in liaison with schools and other relevant academic areas	Procedure: Program and Course Quality section 14
Processing questionnaire responses, generating reports and maintaining records of survey results and of survey planning and deployment	Curriculum and Quality		Procedure: Program and Course Quality section 14
Using feedback from student experience surveys to inform continuous improvement of teaching and courses	Academic staff	with oversight by head of school	Procedure: Program and Course Quality section 15
10. Research and research training			
10..1 Higher degrees by research supervision			
Registration of higher degree by research supervisors	PVC Research	on recommendation of their line manager and in consultation with Associate Dean Research	Procedure: Higher Degree by Research Supervision
Monitoring eligibility of registered supervisors on an annual basis	Research Office		Procedure: Higher Degree by Research Supervision
Appointment of higher degree by research supervisory teams	PVC Research	on recommendation of relevant Associate Dean Research and nominated by head of school	Procedure: Higher Degree by Research Supervision
Approve changes to higher degree by research supervisory teams	National Director Research		Procedure: Higher Degree by Research Supervision
Approve admission of an applicant to a higher degree by research	PVC Research	on recommendation of relevant Associate Dean Research and in consultation with head of school	Procedure: Higher Degree by Research Candidature
Approve transfer between higher degrees by research	PVC Research	on recommendation of Principal Supervisor and endorsed by head of school and Faculty Research Committee	Procedure: Higher Degree by Research Candidature
Review of research proposals and confirmation of candidature	PVC Research	on recommendation of Faculty Research Delegate	Procedure: Higher Degree by Research Candidature
Monitoring progress of higher degree by research candidates	Supervisor		Procedure: Higher Degree by Research Candidature

Delegation	Delegated authority	Additional requirement	Governance / policy document
Review the academic progress of higher degree by research candidates and decide their academic status	PVC Research	on recommendation of relevant Associate Dean Research and in consultation with head of school	Procedure: Higher Degree by Research Candidature
10.2 Research thesis examination			
Approve a higher degree by research thesis as suitable for examination	Faculty Research Delegate	on recommendation of the Principal Supervisor in consultation with the other supervisors	Procedure: Higher Degree by Research Candidature
Nomination of examiners for a higher degree by research thesis	Principal Supervisor	after consulting with the supervisory team and candidate	Policy: Nomination of Examiners for a Research Degree
Authorising examiners for a higher degree by research thesis	National Director Research	on endorsement of head of school	Policy: Nomination of Examiners for a Research Degree
Recommendations relating to the award of higher degrees by research	Research Degrees and Scholarships Committee	on the basis of examiners' reports	Procedure: Higher Degree by Research Candidature
Approving the award of higher degrees by research	Vice Chancellor	on endorsement of Academic Council	Statutes 20.2 (iv), 56.7(iv)
10.3 Research ethics			
Determine outcome of application for ethical review of a course	Faculty Learning and Teaching Committee		Procedure: Applying for Ethics Approval (Course Clearance)
Determine outcome of application for low risk ethical review of a research project	Human Research Ethics Committee Subcommittee		Procedure: Applying for Ethics Approval (Low Risk Review)
Determine outcome of application for cross-institutional approval of a research project	Research Ethics Officer		Procedure: Applying for Ethics Approval (Cross-Institutional Approval)
Determine outcome of application for full ethical review of a research project	Human Research Ethics Committee		Procedure: Applying for Ethics Approval (Full Ethical Review)
Approval of health research involving Aboriginal or Torres Strait Islander People	Relevant State-based Human Research Ethics Committee		Policy: Ethics Approval for Research Involving Humans
Grant permission to external researchers seeking University research participants	Head of school		Policy: Ethics Approval for Research Involving Humans
Grant permission to external researchers seeking University research participants	Director Research Institute		Policy: Ethics Approval for Research Involving Humans
10.4 Research data management			
Approve data management plans for research staff	School research committee		Procedure: Research Data Management
Approve data management plans for research students	School research committee	following submission by Principal Supervisor	Procedure: Research Data Management

Delegation	Delegated authority	Additional requirement	Governance / policy document
10..5 Internal research funding schemes			
Approve awarding of Early Career Researcher Award	PVC Research	on recommendation of Research Funding Scheme Panel	Procedure: Research Funding Scheme
Approve awarding of Big Ideas - PVC Research Strategic Initiatives	PVC Research		Procedure: Research Funding Scheme
Approve awarding of Research Development Grants	PVC Research	on recommendation of Research Funding Scheme Panel	Procedure: Research Funding Scheme
Approve awarding of HDR Student Grants	PVC Research		Guideline: Support for HDR Students
11. Contracts, agreements, memoranda of understanding			
11.1 Educational partnerships			
Execute and terminate agreements with local partners	DVC Learning and Teaching		Policy: Standing Delegations of Authority
Execute and terminate student exchange and study abroad agreements	DVC International and Partnerships	on recommendation of Student Recruitment Board	Policy: Standing Delegations of Authority
Execute and terminate agreements with international partners	Vice Chancellor		Policy: Standing Delegations of Authority
Execute and terminate work integrated learning placements	Executive Dean	on recommendation of head of school	Policy: Standing Delegations of Authority
Execute and terminate work integrated learning placements	DVC Learning and Teaching	on recommendation of executive dean	Policy: Standing Delegations of Authority
Formally execute third-party teaching arrangements with an Australian organisation	DVC Learning and Teaching		Procedure: Program and Course Life Cycle
Formally execute third-party teaching arrangements	Vice Chancellor		Procedure: Program and Course Life Cycle
Execute and terminate benchmarking agreements with one or more institutions at a discipline or program level	Executive Dean		Policy: Standing Delegations of Authority
Execute formal articulation arrangements and agreements with other educational institutions	DVC Learning and Teaching		Policy: Standing Delegations of Authority
11.2 Research contracts			
Acceptance of grants to support research	PVC Research		Policy: Standing Delegations of Authority
Variations or exemptions to indirect cost recovery	PVC Research		Policy: Staff Research Grants and Contracts Application Management
Approve submission of research tenders and grant applications	PVC Research	on recommendation of executive dean	Policy: Standing Delegations of Authority
Approve research grant contracts	PVC Research	on recommendation of executive dean	Policy: Standing Delegations of Authority
11.3 Intellectual property			
Execute and terminate copyright agreements	University Librarian		Policy: Standing Delegations of Authority

Delegation	Delegated authority	Additional requirement	Governance / policy document
Approve third party intellectual property agreements governing the ownership of any Intellectual Property created as a result of sponsored research	PVC Research		Policy: Standing Delegations of Authority
12. Scholarships, prizes and awards			
12.1 Prizes and Awards			
Award the Vice Chancellor's Undergraduate Medals	Vice Chancellor	on recommendation of Academic Registrar	Policy: University Awards (Student) clause 4.1
Award the Vice Chancellor's Postgraduate Medal	Vice Chancellor	on recommendation of Academic Registrar	Policy: University Awards (Student) clause 4.2
Award the University Medal	Vice Chancellor	on recommendation of Academic Registrar	Policy: University Awards (Student) clause 4.3
Letters of Commendation	Board of Examiners		Guideline: Board of Examiners Letters of Commendation
12.2 Scholarships			
Approve scholarships for higher degree by research students	PVC Research		Policy: Standing Delegations of Authority
Management of research training program scholarships	PVC Research		Policy: Research Training Program (RTP) Scholarships clause 6.1
Award international fee remission scholarships	Vice Chancellor	on recommendation of Research Degrees and Scholarship Subcommittee	Policy: International Fee Remission Scholarships
13. Academic policy			
Approve academic policies and procedures (new and major amendments)	Vice Chancellor	upon endorsement by Academic Council	Statutes 20.2(vii), 40.10 and 40.11
Approve academic guidelines (new and major amendments)	DVC Learning and Teaching	upon endorsement by Academic Council	Policy Framework
Minor amendments to academic policy documents	University Secretary	in consultation with policy owner	Policy Framework
14. Assessing equivalency of qualifications for teaching and supervision			
Approve an exception to the minimum qualification requirement for higher education teaching and supervision	DVC Learning and Teaching		Procedure: Program and Course Delivery and Management section 3
Oversight of supervision and professional development for teaching staff not meeting minimum qualification requirements	Head of school		Procedure: Program and Course Delivery and Management section 3
Approve qualification equivalence assessments for academic staff employed on ongoing or fixed-term contracts	Executive dean	on the recommendation of head of the school	Procedure: Qualification Equivalence Assessment section 3
Approve qualification equivalence assessments for academic staff employed on casual contracts	Head of school		Procedure: Qualification Equivalence Assessment section 3
Maintaining records of qualification equivalence assessments	Faculty Manager		Procedure: Qualification Equivalence Assessment section 3

Delegation	Delegated authority	Additional requirement	Governance / policy document
Establishing school-specific criteria or assessing qualification equivalence that are additional to the university-wide criteria	Head of school		Procedure: Qualification Equivalence Assessment section 4
15. International Education Agents			
Appoint international education agents by signing student recruitment agreements	DVC International and Partnerships	on recommendation of the National Director International	Procedure: International Education Agents clause 4.2
Retain copies of individual student recruitment agreements	Legal Office		Procedure: International Education Agents clause 12.3
Approve all promotional materials used for international student recruitment, other than the University's international student guide	National Director International		Procedure: International Education Agents clause 13.6.1
Approves the University's international student guide prior to publication	DVC International and Partnerships		Procedure: International Education Agents clause 8.2
Monitor agents' performance on an ongoing basis	National Director International		Procedure: International Education Agents
Decide the scope and process for the reviewing the performance of international education agents	DVC International and Partnerships		Procedure: International Education Agents clause 10.4
Determine actions where the review of a student recruitment agreement finds an education agent's performance is unsatisfactory	DVC International and Partnerships		Procedure: International Education Agents clause 10.6
Report annually on the outcomes of agent monitoring and reviews to Academic Council	DVC International and Partnerships		Procedure: International Education Agents clause 10.7
Providing institutional oversight for international education agent management	Academic Council		Procedure: International Education Agents clause 10.7.1

Version	Date of approval	Approved by	Amendment
1.0	4 September 2023	Academic Council	Effective date - new Policy.
1.1	7 December 2023	University Secretary	Updates to reflect new policy developments; re-formatted to show individual roles with delegated authority / responsibly.