

Schedule 1: Academic and student administration delegations

General conditions of exercising these delegations

Delegates must comply with requirements for exercising all delegations stated in the Delegations Procedure.

Related delegations

For delegations in relation to HDR candidature, see [schedule 2: Higher degree research delegations](#)

For delegations in relation to research, see [schedule 3: Research delegations](#)

For delegations in relation to complaints, see [schedule 10: Administrative, legal and general delegations](#).

No.	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
Admission				
1.1	Approve admission rank for entry to undergraduate programs.	DVC Academic Quality		Admissions Policy (section 3) Admission to Coursework Programs Procedure
1.2	Approve admission or readmission of a person to: a. a program other than a HDR program b. a HDR program.	a. Registrar Head of Admissions and Scholarships Head of Student Lifecycle A staff member whose position title includes "Admission Manager", "Admission Team Leader" or "Admission Officer" in Student Services b. Dean of Graduate Research Deputy Dean of Graduate Research Director Graduate Research Manager Admissions and Scholarships Graduate Research School	a and b: Where an applicant for readmission was previously excluded for misconduct, the decision-maker will consult the officer who decided this penalty. a. The delegates will exercise this delegation in accordance with processes maintained by the Registrar for escalation of admission decisions to more senior listed delegates where decisions may pose greater risk. b. The Dean of Graduate Research will maintain processes for escalation of HDR admission decisions to more senior listed delegates.	Admission to Coursework Programs Procedure Admission to Higher Degree Research Programs Procedure
Scholarships				
1.3	Decide terms and conditions for: a. scholarships for HDR candidates b. scholarships for coursework students.	a. DVC Research and Enterprise b. Registrar Head of Admissions and Scholarships		Higher Degree Research Scholarships Procedure Coursework Scholarships Procedure

No.	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
1.4	Decide who will receive: a. a scholarship for HDR candidates b. a scholarship for coursework students.	a. DVC Research and Enterprise b. Registrar Head of Admissions & Scholarships A staff member whose position title includes "Scholarships Manager", "Team Leader" or "Scholarships Officer" in Student Services	b. The delegates will exercise this delegation in accordance with processes maintained by the Registrar for escalation of scholarship decisions to more senior listed delegates for decisions that involve higher amounts or pose greater risk.	Higher Degree Research Scholarships Procedure Coursework Scholarships Procedure
Enrolment and progress				
1.5	Collect tuition fees and other fees and charges from students, impose late fees, apply restrictions to or discontinue enrolment of a student who has unpaid fees, charges or fines.	Registrar Head of Student Lifecycle Manager Student Financials Manager Student Administration (Canberra)		Student Fee Policy
1.6	Approve recognition of a student's prior learning.	Program authority		Academic Progression and Enrolment Policy Recognition of Prior Learning (Coursework Programs) Procedure
1.7	Approve a student's completion of a program as satisfactory although it does not fulfil the program requirements that apply to the student.	Associate dean education Deputy dean education Program authority		Enrolment and Withdrawal Procedure Graduation Procedure
1.8	Approve transfer of a student's enrolment from one coursework program to another, in cases where the program rules do not prescribe the decision.	Program authority		
1.9	Grant a student an extension of a deadline to submit a piece of assessment work.	DVC Education and Student Experience Course authority Head of Student Lifecycle Manager Case Review Team Team Leader Case Review Team Case Review Officer		Assessment Implementation Procedure
1.10	Approve a student's request for special consideration in relation to an assessment task and decide what adjustments will be made to in-course assessment arrangements and/or exams for the student.	DVC Education and Student Experience Head of Student Lifecycle Manager Case Review Team Team Leader Case Review Team Case Review Officer		Assessment Implementation Procedure

No.	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
1.11	Approve an equitable learning plan to enable a student with a disability to undertake a learning activity or assessment task on an equal basis with other students.	Head Equitable Learning Equitable Learning Facilitator	The Head Equitable Learning will maintain processes for escalation of complex decisions to them.	Assessment Implementation Procedure
1.12	Sign an agreement for an individual student to undertake a clinical placement or other work placement: a. in the standard university template for such agreements, with no special conditions b. where the agreement is not in the standard university template or includes special conditions.	<p>a. Program authority Course authority Head of school</p> <p>Positions of which the title includes the word/s: “WIL” or “Work Integrated Learning” AND “director” or “manager” or “leader” or “officer” or “administrator”</p> <p>Positions of which the title includes the words “administrative officer”*</p> <p>Education Excellence Manager (ADA) School Manager (ADA) Director, Career Accelerator & Student Engagement (Business) Engagement Manager (Business) Faculty Executive Director (Canberra) Deputy Faculty Executive Director (Canberra) Head of Student Life and Experience (Canberra) Industrial Training Advisor (Engineering) WIL Industrial Training Manager (Engineering) Education Partnerships Manager (Science) Industry Engagement Officer (Science) Lead WIL Central</p> <p>b. Head Employability Educational Experience Lead Policy and Contracts</p>	<p>The delegate must ensure the requirements of clause 1.18 of the Delegations Procedure are satisfied before exercising this delegation.</p> <p>* An administrative officer can only exercise this delegation where authorised by a delegate referred to a.</p>	Work Integrated Learning Procedure

No.	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
1.13	<p>Approve a students' final grade in coursework courses:</p> <ul style="list-style-type: none"> a. grades in courses offered by a faculty that are available by the faculty review of results committee meeting for the relevant teaching period, and changes to grades previously approved brought to that meeting for approval b. grades in courses offered by a faculty that are not available until after the faculty review of results committee meeting for the relevant teaching period c. grades in courses offered by a central division that are available by the DVC Board of Studies meeting for the relevant teaching period, and changes to grades previously approved brought to that meeting for approval d. grades in courses offered by a division that are not available until after the DVC Board of Studies meeting for the relevant teaching period e. replacement of an interim grade with a final grade following special consideration or an alternative exam f. replacement of an interim or final grade following a misconduct finding. 	<ul style="list-style-type: none"> a. Faculty review of results committee b. Chair of faculty review of results committee c. Course authority d. DVC Board of Studies e. PVC Education f. Course authority g. Director, Conduct & Integrity Deputy h. Director, Conduct & Integrity Manager, Student Conduct & Integrity Senior Case Manager, Conduct & Integrity 		Assessment Implementation Procedure Complaints Management and Investigations Policy & Procedure Plagiarism Policy
1.14	<p>Approve a student's request for leave of absence from a coursework program where the student's total leave of absence will be >1 year or where the program places restrictions on availability of any leave of absence.</p>	<p>Program authority</p>		Academic Progression Procedure
1.15	<p>Decide whether a student has satisfied the requirements of a coursework program and is eligible to be conferred an award, where the decision is not prescribed by the program rules.</p>	<p>Program authority</p>		Graduation Procedure

No.	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
Prizes and medals				
1.16	Decide terms and conditions for prizes.	Dean Head of school School manager		Prizes Procedure
1.17	Decide who will receive a prize.	A staff member whose position title includes the word or phrase "dean", "manager", "administrator", "officer" or "team leader".	Where the staff member has been authorised by the head of school to decide which students will receive prizes.	Prizes Procedure
1.18	Decide who will receive a university medal.	University Medals Committee		Prizes Procedure University Medal Policy University Medal Procedure
Student wellbeing				
1.19	Review the outcome of a decision by the Pro-Vice Chancellor under the Student Wellbeing and Safety Policy.	DVC Education and Student Experience		Student Wellbeing and Safety Policy
Conferring degrees and other awards				
1.20	Approve conferral of a degree, diploma, certificate or other award on a graduand, or confer degrees, diplomas, certificates or other awards on graduands at a graduation ceremony.	Chancellor Deputy Chancellor Pro-Chancellor VC President of the Academic Board Provost DVC PVC Registrar	Only where it has been confirmed that the graduand(s) have fulfilled the requirements of the program leading to the degree, diploma, certificate or other award.	Graduation Procedure
1.21	Revoke a degree or other award conferred on an individual.	Provost DVC Academic Quality DVC Education and Student Experience DVC Research and Enterprise VP Transformation, Planning & Assurance		Graduation Procedure
1.22	Approve form of academic dress for graduands.	Provost DVC Education and Student Experience		

No.	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
1.23	Approve form of academic dress for dignitaries.	Chancellor		
Plagiarism				
1.24	<p>Make a determination of plagiarism, apply penalties* to a coursework student for plagiarism, set conditions a coursework student must meet where it is found that they have committed plagiarism, and/or apply penalties where a coursework student has failed to meet such a condition where the plagiarism is:</p> <p>a. Less-than-serious b. Serious</p> <p>* Other than:</p> <p>i. revoking the award of a degree – delegation 1.21 authorises delegates to make that decision. ii. suspending or excluding a coursework (undergraduate or postgraduate) student for misconduct – delegation 1.28 authorises delegates to make that decision</p>	<p>a. DVC Education and Student Experience Head of School Course Authority School/Faculty Student Integrity Advisor Director Conduct and Integrity Deputy Director Conduct and Integrity Manager Student Conduct and Integrity Senior Case Manager in Conduct and Integrity Case Manager in Conduct and Integrity</p> <p>b. DVC Education and Student Experience Director Conduct and Integrity Deputy Director Conduct and Integrity Manager Student Conduct and Integrity Senior Case Manager in Conduct and Integrity Case Manager in Conduct and Integrity</p>	<p>a. The delegates will exercise this delegation in accordance with processes to apply certain penalties that the Director Conduct and Integrity maintains. Application of penalties as per plagiarism marking rubric in the Plagiarism Management Procedure.</p>	<p>Plagiarism Policy</p>

No.	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
1.25	Suspend or exclude a coursework (undergraduate or postgraduate) student for serious plagiarism	DVC Education and Student Experience Director Conduct and Integrity		

Breaches of the Code of Conduct and Values and Misconduct

No.	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
1.26	<p>Make a determination of breaches of the Code of Conduct & Values, apply penalties* to a coursework student for breaches, set conditions a coursework student must meet where it is found that they have breached the Code of Conduct and Values, and/or apply penalties where a coursework student has failed to meet such a condition where the breach is:</p> <p>a. less-than-serious b. serious.</p> <p>i. other than: revoking the award of a degree – delegation 1.21 authorises delegates to make that decision.</p> <p>ii. suspending or excluding a coursework (undergraduate or postgraduate) student for misconduct – delegation 1.28 authorises delegates to make that decision.</p>	<p>a. DVC Education and Student Experience Dean Deputy/Associate-Dean Head of School Course Authority School/Faculty Student Integrity Advisor Director Conduct and Integrity Deputy Director Conduct and Integrity Manager Student Conduct and Integrity Senior Case Manager in Conduct and Integrity Case Manager in Conduct and Integrity</p> <p>b. DVC Education and Student Experience Director Conduct and Integrity Deputy Director Conduct and Integrity Manager Student Conduct and Integrity Senior Case Manager in Conduct and Integrity Case Manager in Conduct and Integrity</p>	<p>The deputy director, team leader, senior case manager and case manager will exercise this delegation in accordance with processes for escalation of decisions to apply certain penalties that the Director Conduct and Integrity maintains.</p>	<p>Code of Conduct & Values Complaints Management and Investigations Policy</p>
1.27	<p>Suspend or restrict a student's access to university premises, systems or facilities.</p>	<p>Any two of the following delegates acting together: Provost DVC VP, Transformation Planning and Assurance Director Conduct and Integrity Registrar Rector (Canberra) Head of Security and Traffic Management</p>	<p>Any two of the delegates and consistent with the Acceptable use of UNSW Information Resources Policy and Complaints Management and Investigations Policy & Procedure.</p>	<p>Acceptable Use of UNSW Information Resources Policy Campus Policy Complaints Management and Investigations Policy</p>
1.28	<p>Suspend or exclude a student for misconduct</p>	<p>DVC Education and Student Experience DVC Research and Enterprise Director Conduct and Integrity</p>		<p>Code of Conduct & Values Complaints Management and Investigations Policy</p>

No.	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
1.29	Place a student on required medical leave, or place conditions on a student's continued enrolment to mitigate the risks caused by the student's behaviour where the student is a: a. coursework student b. HDR student.	a. PVC Student Success b. Dean of Graduate Research Registrar	a. Only on recommendation of Student Wellbeing Response Group.	Student Wellbeing and Safety Policy
Appeals				
1.30	Decide the outcome of an appeal by a coursework student against suspension or exclusion for unsatisfactory progress.	Re-enrolment Appeals Committee		Academic Progression Procedure
Academic organisational units				
1.31	Establish a school.	Chancellor VC President of the Academic Board	Only by unanimous decision.	
1.32	Establish a centre or institute.	DVC Academic Quality PVC Education DVC Research and Enterprise PVC Research		Centres and Institutes Procedure
1.33	Establish a department that is part of a school or faculty.	VC		
Programs and courses				
1.34	Establish an award program or specialisation.	Academic Board	The President of the Academic Board will report the establishment to the following meeting of Council.	Academic Offerings Approval Procedure
1.35	Following review of an award program, confirm the continued offering of the award.	Program Review Committee	The committee will report outcomes of program reviews to Academic Board.	Academic Offerings Monitoring and Review Procedure
1.36	Disestablish an award program or specialisation (other than a minor) for business reasons: a. for a coursework program b. for an HDR program.	a. DVC Academic Quality b. DVC Research and Enterprise	The delegate will report the disestablishment to Academic Board. To disestablish an award program or specialisation for a reason other than a business reason, Academic Board must have approved the disestablishment exercising delegation 1.34.	Academic Offerings Approval Procedure
1.37	Approve the University's participation in a special admission scheme.	Registrar Head of Admissions and Scholarships		Admission to Coursework Programs Procedure

No.	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
1.38	Establish a non-AQF course or credential.	Dean of Lifelong Learning Head of Short Courses Deputy Dean Education Associate dean education Head of school		Academic Offerings Approval Procedure
Educational collaboration and training agreements				
1.39	Sign an agreement with another higher education provider: a. a student exchange agreement b. memorandum of understanding c. a study abroad agreement d. an agreement for practicum exchanges e. an agreement to deliver a program or course in collaboration i. with an international provider ii. with a domestic provider f. a dual award agreement g. a twinning agreement h. an articulation agreement i. a pathway agreement.	a. DVC Global b. DVC Global c. DVC Global d. DVC Global e. i. DVC Global ii. DVC Academic Quality f. DVC Academic Quality g. DVC Academic Quality h. DVC Academic Quality i. DVC Academic Quality	a, b, c, d and e(i): in consultation with staff in the Office of the DVC Academic Quality e(ii), f, g, h and i: in consultation with staff in the Office of the DVC Global. The delegate must ensure the requirements of clause 1.18 of the Delegations Procedure are satisfied before exercising this delegation.	International MOU & Student Agreement Policy International MOU & Student Agreement Procedure This is an authorisation made by the VC in accordance with s50(3) of the <i>Interpretation Act 1987</i> (NSW).
1.40	Sign a contract for UNSW to supply education to an organisation and execute any statement of work, schedule or agreement issued under that contract, where the contract and resulting training service will be managed by: a. the Lifelong Learning Hub b. UNSW Canberra, a faculty, school, centre or institute.	a. Dean of Lifelong Learning Director of Executive Education Director of Short Courses Head of Custom Learning Solutions b. Dean of faculty Position in a faculty with the word "dean" in its position title Head of school The head or director or CEO of a centre or institute	a. The Director of Executive Education, Director of Short Courses and Head of Custom Learning Solutions must exercise this delegation in accordance with processes maintained by the Dean of Lifelong Learning for escalation of decisions to more senior delegates where contracts may pose greater risk. Articulation and pathway arrangements with UNSW award programs must be endorsed by the DVC Academic Quality. The delegate must ensure the requirements of clause 1.18 of the Delegations Procedure are satisfied prior to the exercise of this delegation.	This is an authorisation made by the VC in accordance with s50(3) of the <i>Interpretation Act 1987</i> (NSW).

No.	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
1.41	Sign an agreement relating to the University's education activities other than the types of agreement specified in delegation 1.39.	Provost	<p>Where the agreement commits the University to expenditure, the decision to enter the agreement must have been approved by an officer who holds the financial delegation for that amount of expenditure under delegation 5.17.</p> <p>The delegate must ensure the requirements of clause 1.18 of the Delegations Procedure are satisfied prior to the exercise of this delegation.</p>	<p>This is an authorisation made by the VC in accordance with s50(3) of the <i>Interpretation Act 1987</i> (NSW).</p>
1.42	Sign an agreement (including a "payment on behalf" agreement) relating to an education or engagement activity of a faculty or one or more of its schools or centres other than the types of agreement specified in delegations 1.39 and 1.41.	<p>Dean of faculty</p> <p>Any officer in a faculty with the word "director" in their position title</p>	<p>Where the agreement commits the University to expenditure, the decision to enter the agreement must have been approved by an officer who holds the financial delegation for that amount of expenditure under delegation 5.17.</p> <p>The delegate must ensure the requirements of clause 1.18 of the Delegations Procedure are satisfied prior to the exercise of this delegation.</p>	<p>This is an authorisation made by the VC in accordance with s50(3) of the <i>Interpretation Act 1987</i> (NSW).</p>
1.43	Sign an agreement relating to an education or engagement activity of a school, centre or institute other than the types of agreement specified in delegations 1.39, 1.41 and 1.42.	<p>Head of school</p> <p>The head or director or CEO of a centre or institute</p> <p>Any officer in a school, centre or institute with the word "director" in their position title</p>	<p>Where the agreement commits the University to expenditure, the decision to enter the agreement must have been approved by an officer who holds the financial delegation for that amount of expenditure under delegation 5.17.</p> <p>The delegate must ensure the requirements of clause 1.18 of the Delegations Procedure are satisfied prior to the exercise of this delegation.</p>	<p>This is an authorisation made by the VC in accordance with s50(3) of the <i>Interpretation Act 1987</i> (NSW).</p>

No.	Delegation	Delegate	Conditions of exercise	Relevant legislation, policy documents
<i>Urgent business of Academic Board</i>				
1.44	Resolve urgent items of business relevant to the Academic Board's functions which cannot be managed within the Academic Board's regular schedule of meetings or via electronic circulation.	Academic Board Advisory Committee	The President of the Academic Board shall determine the relevance of the item to the Academic Board's functions and whether it is impracticable in the circumstances for the item to be considered at a scheduled or electronic meeting of the Academic Board	UNSW Rules