



2017

Academic and Student Delegations Register

Version	Date	Approval status
V17-3	26 October 2017	Minor amendment to update links to Policy and Procedure
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Purpose

The Academic and Student Delegations Register supports timely and efficient decision-making. It complements operational and managerial decision making required every day to ensure the University maintains service delivery. The Register is guided by the principles of the Academic and Student Delegation Policy:

- Establish appropriate responsibility and accountability for various administrative and operational functions

- Have multiple Delegates where possible (to ensure flexibility)
- Be positioned close to the source of responsibility with the appropriate knowledge, skills and designated position (decision relevance)
- Adhere to the one up rule where appropriate (to ensure suitable governance oversight)
- Use committees where necessary (to bring in wider representation for making complex decisions)

The Delegations included in this Register only relate to final decisions required for the whole of an academic or student process. Some decision-making authorities which constitute part of an academic or student process are and will be, from time to time, stated in policy documents. The Register complements decision-making authority vested in Position Descriptions, committee Terms of Reference and the inherent requirements of specific roles and responsibilities within the University. Where staff of the university have been formally appointed through an acting higher duties arrangement to specific roles, those offices will hold the delegated power for that period of appointment.

The Register is supported by:

- Academic and Student Delegation Policy
- Academic and Student Delegation Management Procedure
- Policy and Delegation Framework
- Policies and Procedures relating to Academic and Student matters

Individual line items are supported and clearly linked to by specific policy and their associated procedures and guidelines.

Delegation Management

Sponsorship: The Academic and Student Delegation Register is co-sponsored by the Senior Deputy Vice-Chancellor and the Deputy Vice-Chancellor Academic.

Governance Oversight: Chair Academic Board

Register maintenance: Quality, Planning and Analytics

Approver: James Cook University Council

In making Delegations in this Register, the James Cook University Council has delegated its powers only to the extent to which such Delegations are authorised by section 11 of the James Cook University Act 1997.

Functional usage of the Register

Where the Register delegates a function to a band, reference should be had to the corresponding policy or procedure to determine the specific position or committee within that band which holds the Delegation. All delegated functions are presented as items from policies or procedures although these may summarise or re-word sections from the policy or procedure. Where terms are capitalised they have policy specific usage and meaning. All policy and procedure references have been taken from the current Policy Library. Where there is a policy with embedded procedures (and those procedures include Delegations) these are designated by either a (P) = Policy or a (p) = Procedure and should be referred to in conjunction with the hyperlinked policy which sits adjacent to the function reference.

James Cook University Academic and Student Delegation Bands

BAND	POSITION (Academic) A	POSITION (Professional) P	Committee C
10			Academic Board (AB)
9	Vice Chancellor		
8	Senior Deputy Vice Chancellor		
7	Deputy Vice-Chancellor Academic Head of Research and Innovation Division Chair Academic Board		Education Committee (EC) Research Committee (RC)# Student Appeal Panel (SAP) Appeal Panel (Suitability) Disciplinary Appeals Committee (DAC) Intellectual Property Appeals Committee (IPAC)
6	Academic Division Deputy Vice-Chancellor (Div DVC) DVC Global Strategy & Engagement (DVCGSE)		Research Education Sub-Committee (RESC)# Division Board of Studies (DBoS)# Subject Grade Appeal Committee Review Panel (Suitability)# Review Panel (Academic Misconduct)# Academic Progression Panel
5	Dean/Director/Pro Vice Chancellor of Directorate/College/Centre/Institute Dean Graduate Research (Dean GR) Director, Academic Quality and Strategy (DAQS)	Director Student Services (DSS) Director Future Students (DFS)	Academic Misconduct Committee Student Discipline Committee (SDC)# Assessment Committee#
4	Head of Academic Group (HoAG)	Associate Directors Student Services (ADSS) Managers Student Services (MSS) Manager Pathway Programs	
3	Associate Dean, Learning & Teaching (ADLT) Associate Dean, Research (ADR) Associate Dean of Research Education (ADRE) Course Co-ordinator (CC) Academic Advisor (AA)	Senior/Academy Liaison Officers Team Leaders Student Services Curriculum Management Officer (CMO)	College Curriculum Management Committee (CCMC)# College Research Committee (CRC)#
2	Subject Co-ordinator	Enrolment Advisor	
1	Academic	Professional Staff	

#Committees with an advisory role to authorised delegates.

1. Academic Offerings

Descriptor

Subject, course and discipline management matters including establishment and changes to availability.

CATEGORY	BAND Academic (A) Professional (P) Committee (C)	Function Reference	FUNCTION	Policy Ref (P) Procedure (p)	RELEVANT POLICY/PROCEDURES
Academic offerings	10C	1.1	Authority to approve the introduction of a new course and to approve significant amendments to existing courses	5.1, 5.2	Curriculum Approval, Monitoring, Review and Improvement Policy and Procedures
	7A	1.2	Authority to: <ul style="list-style-type: none"> • Approve the introduction of a new Major, Minor or Subject • Approve Significant Amendments to Majors, Minors, and Subjects • Approve Amendments to Courses and Majors • Approve the Discontinuation of existing Courses, Majors, Minors, and Subjects • Approve the Suspension of existing Courses, Majors and Minors. 	6.1-8.1	
	6A, 5A	1.3	Authority to approve new availabilities and change availability (including "Not Offer") for Courses, Majors, Minors, and Subjects. Proposals to 'not offer a course' will be reviewable by SDVC/VC in light of larger strategic considerations.	5.3.3-9.0	
	6C	1.4	Authority to introduce new research (HDR) subjects availability or to amend the attributes of an existing research subject	A v	
	5A	1.5	Authority to: <ul style="list-style-type: none"> • Introduce or Discontinue an Independent Studies subject or Exchange Subject • Introduce or Discontinue an availability for Independent Studies subject/Exchange Subject • Approve Administrative amendments to Courses and Majors • Approve Administrative amendments to availabilities of Courses 	8.2-9.0	

	7A, 5A	1.6	Authority to approve: <ul style="list-style-type: none">• amendments to Minors and Subjects• administrative amendments to Minors and Subjects• administrative amendments to availabilities of Subjects	7.1-9.0	
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2. Administration

Descriptor

General administrative matters including course accreditation and sponsorship arrangements.

CATEGORY	BAND Academic (A) Professional (P) Committee (C)	Function Reference	FUNCTION	Policy Ref (p) Procedure (p)	RELEVANT POLICY/PROCEDURES
Administration	9A	2.1	Authority to determine the number of commencing places available for each course in each intake period, year, teaching location, attendance mode and liability category.	2.1	Admissions Policy
	6A	2.2	Authority to determine each year the courses for which deferral is available	11.0-12.1	
	7A	2.3	Authority to approve a near relative of a candidate to act as examiner	2.0	Appointment of Examiners - Near Relatives
	5A	2.4	Authority to cancel the enrolment of an international coursework student who does not follow the enrolment advice of the College Dean	2.2a	Enrolment Requirements for International Student Visa-Holders Policy
	6A	2.5	Authority to uphold or reject an appeal against a decision of the College Dean made under the provisions of the Enrolment Requirements for International Student Visa-Holders Policy	2.2j	
	6A, 5A	2.6	Authority to approve all course/discipline accreditation submissions, responses and action plans	2.0	Accreditation (Professional) of Courses and/or Disciplines
	10C	2.7	Authority to approve: <ul style="list-style-type: none"> • the annual Academic Calendar • Divisional Academic Performance Reports • Annual reports on compliance with Academic-related Policies where prescribed • Reports from Working Parties of the Board 		<i>Academic Board-Schedule of Business</i>

	7A	2.8	Authority to approve non-standard Academic Calendar		
	9A, 8A	2.8	Authority to sign Articulation Agreements where the agreement is intended to cover one or more articulation plans with a single institution	7.0	<i>Advanced Standing and Articulation Policy</i>
	6A	2.9	In relation to Articulation Agreements, Authority to sign, in respect of the relevant Academic Division: <ul style="list-style-type: none"> • Articulation SCHEDULES for advanced standing arrangements to be included in an Articulation Agreement, • Letters of Intent (or Letters of Arrangement) to advise partner and prospective partner institutions of proposed advanced standing arrangements to be developed into an Articulation Schedule within one calendar year or to lapse. 		
	5A	2.10	In relation to Articulation Agreements Authority to sign, in respect of the relevant College and/or relevant Campus, Letters of Intent (or Letters of Arrangement) to advise partner and prospective partner institutions of proposed advanced standing arrangements to be developed into an Articulation Schedule within one calendar year or to lapse.		

3. Assessment

Descriptor

Management and administration of subject and course assessments and student participation in assessments.

CATEGORY	BAND Academic (A) Professional (P) Committee (C)	Function Reference	FUNCTION	Policy Ref (P) Procedure (P)	RELEVANT POLICY/PROCEDURES
Assessment	5A	3.1	Authority to make assessment decisions in special circumstances	5.26	Learning Teaching & Assessment Policy
	4A	3.2	Authority to approve: <ul style="list-style-type: none"> examination papers amendments to assessment items as specified in the Subject Outline that an assessment item worth more than 30% of the total grade in a subject will be given within 3 weeks of the examination period unless the subject is delivered in block mode 	5.19	
				5.8	
				5.4.2	
	5A	3.3	Authority to approve in special circumstances, variations to a subject's assessment requirements as indicated in the Learning, Teaching & Assessment Policy	5.26	
	5A	3.4	Authority to ratify coursework subject results	1.2	Student Results Policy Finalisation and Publication of Student Results Procedure
	5A	3.5	Authority to certify subject results for a study period		
	5A	3.6	Authority to: <ul style="list-style-type: none"> authorise a second remark or deny the request (and if denied, provide the student with a written reply to explain why) 	2.2-2.5	Review of Assessment and Student Access to Examination Scripts and Materials
4A, 4P	3.7	Authority to accept a late application for review of assessment	2.3		
5A 6C	3.8	Authority to: <ul style="list-style-type: none"> determine that a student consultation at College level may be omitted in appealing a final grade determine the outcome for the appeal of final subject grade result 	2.5	Appeal of Final Subject Grades Procedure	
			4.5		

	5P	3.9	Authority to uphold or reject an appeal by a student against a decision made under the Satisfactory Academic Progress (SAP) Requirements for US Federal Aid Loans Eligibility Policy	5.3a	Satisfactory Academic Progress (SAP) Requirements for US Federal Aid Loans Eligibility
	4A	3.10	Authority to approve items which may be brought into an examination room	5.0	Examination Requirements Policy
	4P	3.11	Authority to approve who may enter an examination room, in addition to the candidate and supervisor	2.0	
	5A	3.12	Authority to approve that a student may be re-examined where their results are significantly below those which could be expected. Authority to grant a special examination to a student, because of extenuating circumstances.	2.0-3.0	Special Consideration, Supplementary, Deferred and Special Examinations Policy
	4A	3.13	Authority to approve deferred exams on the basis of Academic criteria		
	4P	3.14	Authority to approve deferred exams on the basis of non-Academic criteria		
	5A	3.15	Authority to approve supplementary exams	6.0	

4. Enrolment, Admissions, Progression, Conferral

Descriptor

Student enrolment, admission to courses, progression, conferral and associated exception management.

CATEGORY	BAND Academic (A) Professional (P) Committee (C)	Function Reference	FUNCTION	Policy Ref (P) Procedure (p)	RELEVANT POLICY/PROCEDURES
Enrolment, Admission, Progression, Conferral	10C	4.1	Authority to approve Schedule A and Schedule B in Academic Progression Policy	Definitions (P)	Academic Progression Policy
	6C	4.2	Authority to: <ul style="list-style-type: none"> uphold or dismiss an appeal regarding academic progression in coursework programs. determine continued student enrolment in the course and any conditions to apply (suspension or other sanctions listed in the policy) 	10.4e	Academic Progression Procedures
	4A, 3P	4.3	Authority to: <ul style="list-style-type: none"> determine whether a student who has breached the minimum academic standards of the Academic Progression Policy will be suspended, excluded from the course or may continue enrolment in their course with conditions imposed. 	5.1d	
	4A		<ul style="list-style-type: none"> approve a third attempt at a failed subject 	5.0c	
	10C	4.4	Authority to approve of Schedule II of the Admissions Policy	9.0 (ref in Schedule II approval)	Admissions Policy
	7C	4.5	Authority to approve of Schedule III of the Admissions Policy	8.2	
5P	4.6	Authority to determine international qualification equivalence	8.3		

	4P	4.7	Authority to determine compliance with course pre-requisites	5.1-5.3	
	5A	4.8	Authority to make an offer of admission, vary admission and continuation for research and doctorate studies	8.4	
	3A, 3P	4.9	Authority to make an offer of admission, vary admission and continuation for coursework studies	8.3-8.4	
	5A	4.10	Authority to: <ul style="list-style-type: none"> approve limits of advanced standing or recognition of prior learning for individual cases grant advanced standing, including, in exceptional circumstances, the authority to approve advanced standing outside the limits defined by the Advanced Standing policy 	4.1-6.0	Advanced Standing and Articulation Policy
	5A, 4A, 3A	4.11	Authority to waiver course pre-requisites for individual students	2.1, 2.3, 2.6	
	3A 3P	4.12	Authority to: <ul style="list-style-type: none"> waiver subject pre-requisites for individual students, approve Advanced Standing, course transfers 	1.0, 2.1, 2.3, 2.6, 4.5, 7.0	
	5A	4.13	Authority to approve: <ul style="list-style-type: none"> that a student may be permitted to undertake more than the minimum number of credit points required to complete their degrees. an extension to the maximum time taken to complete an Award. 	3.0, 6.0	Enrolment Policy – Coursework Students
	4A	4.14	Authority to: <ul style="list-style-type: none"> approve the withdrawal of a subject without academic penalty due to special circumstances not related to the student's academic ability or diligence. waive academic penalty after the final date for withdrawal without academic penalty 	13.0	
	4A, 4P		<ul style="list-style-type: none"> approve or reject a student's enrolment and/or selection of subjects where the selection of subjects does not conform to the requirements of the award or where enrolment in a particular subject is restricted 	2.0, 11.0	

	4P	4.15	Authority to: <ul style="list-style-type: none"> certify completion of all formal requirements for the awarding of a degree/diploma where a student has completed all requirements of the approved study plan. 	1.0	
	4A		<ul style="list-style-type: none"> approve miscellaneous or cross-institution enrolment in a subject 	4.0	
	7A	4.16	Authority to uphold or dismiss an appeal made by a student who has submitted an appeal against the decision of the relevant Deputy Vice Chancellor made under the provisions of Enrolment Requirements for International Student Visa-Holders Policy.	2.2j	Enrolment Requirements for International Student Visa-Holders Policy
	4P	4.17	Authority to cancel the enrolment of International student visa-holders who does not follow the enrolment advice to meet progression requirements, or whose enrolment is required to be cancelled for failing to meet student visa conditions	2.2a	
	3A	4.18	Authority to approve that an international student takes a reduced load, as a result of an intervention strategy implemented to assist students who are not making satisfactory academic progress.	1.1a	
	5A	4.19	Authority to determine whether a complaint, in relation to academic or resource matters for research masters and doctoral candidates, has legitimate grounds for appeal or is trivial, frivolous or vexatious and should be dismissed.	2.7 (p)	Student Complaints Management Policy
	3A, 3P	4.20	Authority to approve leave of absence to undergraduate and postgraduate coursework students.	1.10a	Leave of Absence from Study Policy
	5A	4.21	Authority to approve leave of absence to research students.	1.10b	
	6A	4.22	Authority to vary the Schedule (Professional or Clinical Courses) in the policy.	2.0	Review of a Student's Suitability to Continue a Course Involving Placement Policy
	5P	4.23	Authority to uphold or reject an appeal in relation to a decision made regarding an application from an international student visa-holder to transfer to another educational institution.	4.0	Transfer of International Student Visa Holders to Other Educational Institutions Policy
	5A	4.24	Authority to approve the enrolment of international HDR students enrolled in conjoint (co-tutelle) degrees.	2.2, 2.3	Tuition Fee - Internal Sponsorship and Exemption Policy

	10C	4.25	Authority to approve PhD awards	6.4.2.1	Higher Degree by Research Requirements
	7A	4.26	Authority to approve the bestowal of posthumous award, urgent circumstances and in accordance with the criteria specified Posthumous Award Procedure	5.0	Posthumous Award Procedure
	5A	4.27	Authority to: <ul style="list-style-type: none"> • recommend the bestowal of an alternative posthumous higher degree by research • recommend the bestowal of an alternative posthumous coursework award, including an alternative or intermediate award 	HDR 6.0-7.0 CWA 4.0	
	9A-5A	4.28	Authority to: <ul style="list-style-type: none"> • Admit and present testamurs to candidates listed in the program at official graduation ceremonies, to their respective degrees and awards (Council may only admit candidates to degrees and awards outside of the graduation ceremony) 		

5. Ethics and Research

Descriptor

Matters specifically pertaining to research conduct and ethics

CATEGORY	BAND Academic (A) Professional (P) Committee (C)	Function Reference	FUNCTION	Policy Ref (P) Procedure (p)	RELEVANT POLICY/PROCEDURES
Research & Ethics	9A	5.1	Authority to: <ul style="list-style-type: none"> approve departures from the Code for the Responsible Conduct of Research. determine whether a research misconduct inquiry is needed and whether it should be investigated internally or externally. 	9.1	Code for the Responsible Conduct of Research
	8A	5.2	Authority to act as the University's 'Designated Person' in matters relating to alleged research misconduct breaches of the Code for the Responsible Conduct of Research.	9.3.2	
	5A	5.3	Authority to approve recognition of prior learning. Authority to discontinue candidature in instances where a candidate's Primary Advisor becomes unable to supervise the candidate and no suitable replacement can be found.	1.2.2 4.1.9	Higher Degree by Research Requirements

6. Fees, Charges and Financial Aid

Descriptor

Administration of fees, aid, sponsorships, payment arrangements.

CATEGORY	BAND Academic (A) Professional (P) Committee (C)	Function Reference	FUNCTION	Policy Ref (p) Procedure (p)	RELEVANT POLICY/PROCEDURES
Fees, Charges and Financial Aid	9A	6.1	Authority to approve domestic tuition fees.	Policy and Procedure preamble	Domestic Tuition Fee Policy
	6A	6.2	Authority to approve individual circumstances not covered by the Domestic Tuition Fee Policy.	6.0	
	9A	6.3	Authority to approve tuition fees for international students	1.1.2	Tuition Fee Policy for International Students
	7A	6.4	Authority to uphold or reject an appeal against a decision, made wholly or partly by the Director Student Services under the provisions of the Tuition Fee Policy for International Students	5.0	
	4P	6.5	Authority to grant a reduced Commencement Deposit to min \$1,000 (AU) within the constraints of the applicable Division budget.	1.2.2 Section e Appendix II	
	9A	6.6	Authority to approve the annual expenditure plan of Student Services and Amenities Fee proceeds.	7.0	Student Services and Amenities Fee Policy
	7A	6.7	Authority to make a determination of a student appeal against a decision made by Director Student Services.	6.0	
	5P	6.8	Authority to: <ul style="list-style-type: none"> approve sponsoring arrangements prior to admission. 	Policy intro	Satisfactory Academic Progress (SAP) Requirements for US Federal Aid Loans Eligibility Policy

		<ul style="list-style-type: none"> uphold or dismiss appeals made by students regarding US Federal Loans Eligibility or the US Federal Aid Loans. 	5.3	
4P	6.9	Authority to determine eligibility for awards of aid.	1.0-3.0 Definitions ref Title IV	
9A	6.10	Authority to approve agreements for groups of students as per the Tuition Fee - Internal Sponsorship and Exemption Policy.	2.2 Definitions	<u>Tuition Fee - Internal Sponsorship and Exemption Policy</u>
5A	6.11	Authority to approve applications for internal sponsorship of tuition fees, due to exceptional and compassionate circumstances within the constraints of the applicable Division budget.	3.3.3	
6A	6.12	Authority to approve strategic coursework or research sponsorships and amounts.	1.2, 2.0-4.0	
5A 5P	6.13	<p>Authority to approve:</p> <ul style="list-style-type: none"> strategic international sponsorships determine internal sponsorship of tuition fees for JCUPRS students, following the JCU Order of Merit process approve internal sponsorship of tuition fees in relation to a further application for extra candidature time, in normal circumstances internal sponsorship to remedy an error 	2.0-4.0 Schedule A	<u>Summary of Categories of Internal Sponsorship and Exemption of Tuition Fees</u>
4P	6.14	Authority to approve tuition fee payment instalment plans for On-shore and Distance International Students.	3.0	<u>Tuition Fee Payment Instalment Plan Policy for On-shore and Distance International Students</u>

7. Scholarships and Prizes

Descriptor

Management of scholarship and prizes.

CATEGORY	BAND Academic (A) Professional (P) Committee (C)	Function Reference	FUNCTION	Policy Ref (p) Procedure (p)	RELEVANT POLICY/PROCEDURES
Scholarships & Prizes	7A	7.1	Authority to: <ul style="list-style-type: none"> • Approve a Scholarship, Bursary or Grant Rules. • Decision to terminate scholarships, bursaries or prizes. • Decisions on special cases. 	2.5 2.6 7.0	Coursework Scholarships, Bursaries and Grants Policy
	7A	7.2	Authority to approve recipients of University Medal.	1.0, 2.6 (p)	Recognition of Academic Excellence Policy
	5A	7.3	Authority to determine recipients of Dean’s Award for Higher Degree Research Excellence.	Procedure ‘Deans Award’ HDR 2.8	
	9A	7.4	Authority to direct, in relation to a University prize, that in lieu of money, books, instruments or other equipment necessary to the student’s course may be awarded to a value approximately equal to the stated amount of the prize, unless the terms of any trust or the conditions laid down by the donor of the award expressly provided otherwise.	1.0iii	University Prizes Policy

8. Student Conduct

Descriptor

Management of academic and student conduct.

CATEGORY	BAND Academic (A) Professional (P) Committee (C)	Function Reference	FUNCTION	Policy Ref (P) Procedure (p)	RELEVANT POLICY/PROCEDURES
Student Conduct	6A	8.1	Authority to make a final determination whether to uphold, revoke and/or vary the suspension, restriction(s) and/or condition(s) of a student who is under review for suitability to continue in a course or subject involving placement (this may take place at any time prior to the review being finalised by the Review Panel).	5.2	Review of a Student's Suitability to Continue a Course Involving Placement Policy
	7A	8.2	Authority to: <ul style="list-style-type: none"> • uphold or dismiss a student appeal • confirm whether a student was afforded procedural fairness by the Committee in hearing an allegation of misconduct and refer a matter back to the Committee for reconsideration if any procedural irregularity was identified. 	7.4.5 8.4.5	Student Academic Misconduct Requirements Policy
	4A	8.3	Authority to determine a penalty where academic misconduct against a student is proved.	7.3.3.2	
	5C	8.4	Authority to: <ul style="list-style-type: none"> • suspend a student against whom misconduct has been proved. • exclude a student against whom misconduct has been proved, from enrolment in a particular subject and/or course(s) permanently. 	7.3.5e,f	
	5A, 5P	8.5	Authority to: <ul style="list-style-type: none"> • dismiss a student complaint, <ul style="list-style-type: none"> ○ where it is determined that the complaint is frivolous, trivial or vexatious or without supporting evidence, or, 	1.1(p)	Student Conduct Policy

			<ul style="list-style-type: none"> ○ where an allegation of inappropriate conduct against a student if it is deemed to be unfounded or trivial. ● determine if an allegation is proven or should go to a committee hearing ● determine an appropriate penalty, in line with indicative penalties for misconduct 	1.3(p) 3/8(p)	
5P	8.6	Authority to:	<ul style="list-style-type: none"> ● refer an allegation of misconduct against a student, to the police or other relevant external authority. ● suspend a student, or place restrictions or conditions on enrolment, if the circumstances of an alleged act of inappropriate conduct are deemed to be such that such action is necessary in order for the University to discharge its duty of care to its students, staff or placement agencies. ● revoke the suspension of a student that has been suspended under clause 3 of the Student Conduct Policy, at any time prior to the matter being finalised by the Student Discipline Committee. ● dismiss an allegation of inappropriate conduct against a student if it is deemed to be unfounded or trivial. 	1.3.1(p) 3.0 (p) 3.4(p) 1.1(p)	
5P	8.7	Authority to dismiss a student complaint, where it is determined that the complaint is frivolous, trivial or vexatious or without supporting evidence.		2.7(p)	Student Complaint Management Policy
5A, 5P	8.8	Authority to recommend actions to resolve a complaint		2.8/2.11	