



Academic and Student Sub-delegations Register

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Intent

The Academic and Student Sub-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.

Scope

This Sub-delegations Register applies to all staff while acting in their official capacity.

Definitions

Band: the 'Band' demonstrates a consistent level of authority throughout all sub-delegations. Academic and Student sub-delegations range from Band 9, being the most senior, through to Band 1. The Band directly relates to the hierarchy of the university structure and should be considered when implementing new sub-delegations.

Introduction

The JCU approach to managing and administering delegations recognises that governance matters are the purview of Council and its Committees and that operational matters are the purview of management, with appropriate levels of Council oversight.

Governance-related academic and student decisions are the responsibility of Council or have been delegated to the Academic Board, and are recorded in the JCU Delegations Schedule. Council delegates all operational matters to the Vice Chancellor, who sub-delegates decision making to positions closer to the source of responsibility.

The Academic and Student Sub-delegations Register records the positions responsible for making day-to-day academic and student related decisions that ensures the University is able to operate effectively. The Register is guided by the JCU Delegation Policy and the Academic and Student Delegation Management Procedure. The sub-delegations are intended to:

- Establish appropriate responsibility and accountability for various administrative and operational functions
- Have multiple sub-delegates where possible (to ensure flexibility)
- Be positioned close to the source of responsibility with the appropriate knowledge, skills and designated position (decision relevance)
- Reflect the minimum seniority of the band of authority to exercise the delegated authority.

Structure

The Sub-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 and the inherent requirements of specific roles and responsibilities within the University.

Where a staff member of the University has been formally appointed through an acting higher duties arrangement to a specific position, that staff member may exercise the Delegations of that position for the period of appointment.

The Register is supported by:

- JCU Delegations Policy
- Academic and Student Delegation Management Procedure
- Policy and Delegations Responsibilities Map
- 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.

Sub-delegation Management

Custodianship: Custodianship of the Academic and Student Sub-delegations Register is shared by the DVC Academy, DVC Education and DVC Research.

Approval authority: Vice Chancellor

Governance Oversight: Chair, Academic Board

Register maintenance: Secretariat and Records

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 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.

Exercising sub-delegations

- Sub-delegates will exercise their authority in compliance with the source document, the JCU Delegations Policy, the Conflict of Interest Policy and Procedure and the Staff Code of Conduct, or their replacement documents, in effect at the time.
- Sub-delegates may not exercise their authority in respect of their own positions, or positions higher in the organisational structure, as this may be construed as a conflict of interest.
- Sub-delegates will only exercise their authority within their area of responsibility.
- Sub-delegates may authorise a staff member to undertake actions associated with their decision, however full accountability for the decision remains with the sub-delegate.

James Cook University Academic and Student Sub-delegation Bands

BAND	POSITION (Academic) A JCU Australia Campuses	POSITION (Professional) P JCU Australia Campuses	POSITION (Academic) A JCU Singapore Campus	POSITION (Professional) P JCU Singapore Campus
9	Vice Chancellor			
8	Chair, Academic Board			
7	Deputy Vice Chancellor, Academy Deputy Vice Chancellor, Education Deputy Vice Chancellor, Indigenous Education and Strategy Deputy Vice Chancellor, Research		Deputy Vice Chancellor and Head of Campus	
6	Dean, All academic roles with the title of Director, Academic Program Quality	Director, Student Services	Campus Dean Research Dean	
5	Director, All academic roles with the title of (excl. DAPQ)	Director, Marketing, Future Students and Admissions		Senior Director, Admissions, Academic Services and Progression

4	<p>Academic Head, All roles with the title of Associate Dean, Learning & Teaching; All roles with the title of Associate Dean, Research; All roles with the title of Associate Dean Research Education; All roles with the title of</p>	<p>Deputy Director, Student Services Manager, Client Services, Communications and Engagement, Student Services Manager, Academic Administration and Enrolment, Student Services Manager, Student Finance & Scholarships, Student Services Manager, Examinations & Graduations, Student Services Associate Director, International Manager, WIL, Placements and Accommodation Manager, Student Engagement and International, Student Services Manager, Admissions, Marketing Future Students and Admissions Manager, Compliance, Marketing Future Students and Admissions</p>	<p>Academic Head of:</p> <ul style="list-style-type: none"> • CBLG • CSE • CHS • CASE <p>Head Of Department, ELPP Head of Department, Foundation</p>	<p>Associate Director, Admissions, Enrolment and Student Administration Manager, Admissions Manager, Enrolments Manager, Student Administration Manager, Examinations Manager Student Systems Support Manager Counselling and Progressions</p>
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3	Course Coordinator Academic Advisor	Team Leaders, Student Services, All roles with title of Team Leader, Domestic Admissions Team Leader, International Admissions Student Matters Advisor	Course Coordinators	Assistant Manager, Admissions Assistant manager, Enrolments Assistant Manager, Student Administration Assistant Manager, Examinations Assistant Manager, Counselling And Student Advisory
2	Subject Coordinator		Subject Coordinator	
1	Academic	Professional and Technical Staff	Academic	Professional and Technical Staff

1. Academic Offerings

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

CATEGORY	BAND (JCUA) Academic (A) Professional (P)	Function Reference	FUNCTION	Policy Ref(p) Procedure (p)	RELEVANT POLICY/PROCEDURES
Academic Offerings	6A	1.1	Authority to: <ul style="list-style-type: none"> • Approve a new Independent Studies Subject • Approve subject related amendments as listed in Schedule B of the Coursework Approval Procedures. • Approve module related amendments as listed in Schedule B of the Coursework Approval Procedures. 		Coursework Approval Procedures Schedule B

2. Administration

Descriptor General administrative matters including course accreditation and sponsorship arrangements

CATEGORY	BAND (JCUA) Academic (A) Professional (P)	Function Reference	FUNCTION	Policy Ref(P) Procedure (p)	RELEVANT POLICY/PROCEDURES
Administration	9A	2.1	Authority to limit the number of commencing places available for each course in each intake period, year, teaching location, attendance mode and liability category.	5	Admissions Policy
	6A	2.2	Authority to determine each year the courses for which deferral is available	19.1	Admissions Procedure
	7A	2.3	Authority to approve all course/discipline accreditation submissions, responses and action plans	1.1	Professional Accreditation of Courses and/or Disciplines Procedure
	8A	2.4	Authority to approve non-standard Academic Calendar or amend the Academic Calendar where official Singapore Public Holidays have not been gazetted		
	7A	2.5	Authority to sign Articulation Agreements where the agreement is intended to cover one or more articulation plans with a single institution		Credit Transfer Procedure Appendix 1 Credit Management Responsibilities
	7A	2.6	In relation to Articulation Agreements, Authority to sign, in respect of the Academy: <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. 		
	7A	2.7	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.
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CATEGORY	BAND (JCUA) Academic (A) Professional (P)	Function Reference	FUNCTION	Policy Ref(p) Procedure (p)	RELEVANT POLICY/PROCEDURES
Assessment	6A	3.1	Authority to: <ul style="list-style-type: none"> • Make assessment decisions in special circumstances • Schedule examinations at any time • Defer an assessment (including an examination) for a cohort • Grant a supplementary assessment 	3.1.10 3.2.7 3.2.8f 3.2.10a	Learning, Teaching and Assessment Procedures
	4A	3.2	Authority to approve: <ul style="list-style-type: none"> • A variation in assessment from that published in the Courses & Subjects Database (note: if this requires change to a subject outline post publication, authority to approve that change is needed). • An extension for an entire cohort to the due date of an assessment item • The content of a supplementary assessment or examination • A grade, where moderation outcomes are irreconcilable • A remark • A late application for a review of assessment 	3.1.3 3.2.9 3.2.10c 3.6.4 3.8.3f 3.8.3e	
	2A	3.3	Authority to amend a student’s mark in the LearnJCU Grade Centre before results are finalised	3.7.5a	
	6A	3.4	Authority to ratify coursework subject results	2.2.4	Finalisation and Publication of Student Results Procedure
	6A	3.5	Authority to approve changes to a subject outline in exceptional circumstances post publication	4.1	Subject Outline Procedure

	6P	3.6	Authority to determine which associated Procedure is to be followed, where there is ambiguity or disagreement about which of the associated Procedures applies. •	2.3	Student Review and Appeals Policy
	6P	3.7	Authority to: • accept a late Review Application or Appeal Application where Special Circumstances prevented a Review Application being made within the time frame specified. • Dismiss a Review Application or Appeal Application for one or more of the reasons stated in the Procedure.	2.3; 3.3 2.6; 3.6	Academic and Statutory Decisions Review and Appeal Procedure
	4A, 4P	3.8	Authority to, as an appointed Review Officer:: • Dismiss a Review Application. • Make a determination on a referred Review Application.	2.11; 2.12 5.5	
	6P	3.9	Authority to: • accept a late Appeal Application where Special Circumstances prevented an Appeal Application from being made within the time frame specified. • Dismiss an Appeal Application for one or more reasons stated in the Procedure.	1.3 2.2	Complaint and Conduct Decisions Appeal Procedure
	2A	3.10	Authority to: • Approve a deferred examination for student/s when: – an examination is stopped by an interruption – the examination timetable cannot be developed to comply with clause 5.1 of the Student Procedure – reasonable adjustments approved by AccessAbility Services cannot be facilitated for an examination	3.1.3; 3.2.3 5.2.1 5.2.2	Examinations Procedure for Students
	4P	3.11	Authority to: • Determine acceptable means for a student to verify their identify when the student cannot present photographic identification, in order for that student to sit an Examination.	1.1.5	
	Examination supervisor	3.12	Authority to permit a staff member to stay in an exam room for the duration of an examination.	4.2	
	2A	3.13	Authority to approve a deferred examination for student/s when an examination paper is lost or compromised	8.3	Examinations Procedure for Staff
	4A	3.14	Authority to approve changes in exceptional circumstances to the examination timetable after publication.	3.5	

	7A	3.15	Authority to approve an appointment of an Examiner who is related to a student undertaking and Examination under circumstances described in the Procedure.	6.2	
	2A	3.16	<p>Authority to:</p> <ul style="list-style-type: none"> • Determine an application to extend the due date for an assessment item • Determine an application to reschedule the start date/time of an assessment item, or reschedule an On Course Examination. • Offer an alternative class attendance, activity or assessment submission • Offer an alternative placement attendance. 	2.4(1) 2.4(2) 2.4(3)	Special Consideration Procedure
	3P	3.17	Authority to determine an application for a deferred examination where the application relates to an examination occurring during an examination period	3.2d	
	4P	3.18	Authority to determine an application for deferral of an End of Study Period Examination where known Special Circumstances will prevent exam attendance.	2.4(4)	
	4A	3.19	Authority to approve a change to the mode of assessment.	2.2	
	6A	3.20	<p>Authority to:</p> <ul style="list-style-type: none"> • apply an equity measure where Special Circumstances occurring up to 3 days before an End of Period Examination impacted the preparation for but not attendance for that Examination. • Grant a Special Examination where Special Circumstances occurring the day before or day of a Supplementary or Deferred Examination that prevented attendance at that Examination. • Apply an equity measure where Special Circumstances occurred during the study period that specifically impacted performance or completion of On Course assessments or examinations but did not prevent submission or sitting of the assessments or examinations. 	2.4(5) 2.4(7) 2.4(8)	

4. Enrolment, Admissions, Progression, Conferral

Descriptor Student enrolment, admission to courses, progression, conferral and associated exception management					
CATEGORY	BAND (JCUA) Academic (A) Professional (P)	Function Reference	FUNCTION	Policy Ref(P) Procedure (p)	RELEVANT POLICY/PROCEDURES
Enrolment, Admissions, Progression, Conferral	7A	4.1	Authority to approve 'Listed subjects and courses' attached to the Academic Progressions Policy, on recommendation of the Academic Divisions	Attachments	Academic Progression Policy
	6A	4.2	Authority to determine an application to return to study in a course from which the student has previously been excluded	11.3	Coursework Enrolment Procedure
	4P	4.3	Authority to determine a student is unable or unwilling to comply with their course's Professional Experience Placement Requirements and therefore will be excluded from their course.	4.1, 4.2	Professional Experience Placement Requirements Procedure
	4A	4.4	Authority to determine an application to extend the maximum time taken to complete an Award.	2.4	Maximum Time to Complete Procedure
	4P	4.5	Authority to determine whether Genuine Temporary Entrant Criteria are met for individual applicants	5.3	Admissions Procedure
	3P	4.6	Authority to issue an offer of admission and vary an offer of admission	6.1.5, 6.2.3, 16.1, 21	
	6A	4.7	Authority to determine Grade Point Average (GPA), Australian Tertiary Admissions Rank (ATAR), or result cut-off for specific course offerings	7.1.3	
	2A	4.8	Authority to approve miscellaneous or cross-institution enrolment in a subject which contains pre-requisites	7.3, 7.4	
	4P	4.9	Authority to approve Award course applications submitted by persons under 18 years of age on the basis of exceptional academic achievement	8.1	

	3P	4.10	Authority to determine compliance with course pre-requisites and English proficiency requirements, other than in exceptional circumstances.	9.4, 10.3	
	4A	4.11	Authority in exceptional circumstances to waive course pre-requisites for courses other than the courses specified in clause 15.3 of the Procedure.	9.6	
	6A	4.12	Authority to: <ul style="list-style-type: none"> • waive course pre-requisites for the courses specified in clause 15.3 of the Procedure; and • waive English language proficiency requirements. 	9.5 10.4	
	3P	4.13	Authority to determine probability of success for individual applicants.	12	
	5P	4.14	Authority to determine international qualification equivalence.	14.4	
	3P	4.15	Authority to reinstate a lapsed offer to individual domestic applicants for courses other than those specified in clause 15.3.	17.5	
	3P	4.16	Authority to approve applications for: <ul style="list-style-type: none"> • deferral, and • deferral extension. 	19.4, 20.3 19.7	
	6A	4.17	Authority, regarding a course specified in clause 15.3 of the Procedure, to approve applications for: <ul style="list-style-type: none"> • deferral, and • deferral extension. 	19.3, 20.2 19.6	
	6A	4.18	Authority to grant a credit transfer in exceptional circumstances, including approving credit outside the limits defined by the Credit Transfer Procedure.	3.4	Credit Transfer Procedure
	3A	4.19	Authority to approve a credit transfer where an Articulation Agreement or Approved Precedent does not exist.	3.1.1	
	3P	4.20	Authority to approve a credit transfer where an Articulation Agreement or Approved Precedent exists.	3.1.2	
	3P	4.21	Authority to approve: <ul style="list-style-type: none"> • an exception to students being admitted into the next Teaching Period course availability for a course transfer, and • a course transfer where the student meets the criteria found in clause 4.5 of the Procedure. 	1.1.2, 4.6	Course Transfer Procedure
	3A	4.22	Authority to approve a course transfer where the student does not meet the criteria.	4.7	

4P	4.23	Authority to accept more than one course transfer application in a Teaching Period.	4.3	
3A	4.24	Authority to approve: <ul style="list-style-type: none"> • Outbound Cross Institutional study, • Outbound Exchange study, • Completion of a degree overseas, and • intercampus exchange studies. 	1.2.2 2.2.2, 2.2.4, 3.2.2	Outbound Mobility Procedure
3P	4.25	Authority to approve campus transfers.	5.2.3	
3A	4.26	Authority to: <ul style="list-style-type: none"> • approve a study load above the recommended study load for the campus where the student's GPA is less than 5.00 or maximum study load restrictions apply • Waive subject pre-requisites for individual students, • approve leave of absence for students undertaking a course listed in Appendix 1 – Specified Course. 	5.1.3, 5.3 7.5.1	Coursework Enrolment Procedure
2A	4.27	Authority to approve a student's enrolment after the Last Date to Enrol and prior to census date.	1.3	
4P	4.28	Authority to approve a student's enrolment after census date.	1.4	
6A	4.29	Authority to approve a student undertaking more than the minimum number of credit points required to complete their degrees.	4.5	
6A	4.30	Authority to approve or reject a student's subject selection where the selection is not part of the course requirements as outlined in the Course and Subject Handbook	1.2	
4A	4.31	Authority to approve the withdrawal from a subject without academic penalty	3.4	
3A	4.32	Authority to approve leave of absence for students undertaking a course listed in Appendix 1 – Specified Course.	7.5.1	
4P	4.33	Authority to approve leave of absence for students studying on an international student visa due to compassionate and compelling circumstances	7.5.2	
3P	4.34	Authority to approve a student return to study in the same course after a course discontinuation if the student doesn't meet eligibility requirements.	10.5	
3A	4.35	Authority to require a student to repeat subjects and/or undertake additional work to comply with course requirements.	10.3.3	

	6A	4.36	Authority to determine an application to return to study in a course from which the student has previously been excluded	11.3	
	5P	4.37	Authority to cancel the enrolment of International student visa-holders who do not follow a Dean's enrolment advice to meet progression requirements.	2.2a	Enrolment Requirements for International Student Visa Holders Policy
	6A	4.38	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	
	7A	4.39	Authority to: <ul style="list-style-type: none"> • Vary the Schedule (Professional or Clinical Courses) in the policy, and • Approve a recommendation of a Review Panel to amend a student's course. 	2 6.4.5	Review of a Student's Suitability to Continue a Course Involving Placement Policy
	6A	4.40	Authority to determine compliance with any special or inherent requirements (related to academic or professional suitability)	6.4.5	
	8A	4.41	Authority to approve the bestowal of Posthumous Award, or, if recommended, an alternative or intermediate Posthumous Award, in accordance with the criteria stated in the Procedure	1.c, 2.c	Posthumous Award Procedure
	4P	4.42	Authority to 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	Coursework Award Finalisation, Conferral and Issuance Procedure

5. Ethics and Research

Descriptor Matters specifically pertaining to research conduct and ethics.					
CATEGORY	BAND (JCUA) Academic (A) Professional (P)	Function Reference	FUNCTION	Policy Ref(P) Procedure (p)	RELEVANT POLICY/PROCEDURES
Research and Ethics	7A	5.1	Authority to act as the University's 'Responsible Executive Officer' in matters relating to alleged research misconduct breaches of the Code for the Responsible Conduct of Research.	3	Managing and Investigating Potential Breaches of the JCU Code for the Responsible Conduct of Research Procedure
	6A	5.2	Authority to act as the University's 'Designated Officer' in matters relating to alleged research misconduct breaches of the Code for the Responsible Conduct of Research.	3	
	6A	5.3	Authority to: <ul style="list-style-type: none"> Determine eligibility for admission into a HDR program Approve recognition of prior learning for a HDR program. 	1.11	HDR Application Procedure
	6A	5.4	Authority to approve the admission of a HDR student to a conjoint (co-tutelle) degree.	7	HDR Cotutelle Agreement Procedure
	6A	5.5	Authority to approve: <ul style="list-style-type: none"> the HDR program candidature milestones, or a HDR progress report, including an alternative outcome. 	14, 11, 10 8	HDR Confirmation of Candidature Procedure ; HDR Mid-Candidature Review Procedure ; HDR Pre-Completion Evaluation Procedure ; HDR Progress Reporting Procedure

	6A	5.6	Authority to: <ul style="list-style-type: none"> • Approve a leave of absence to research students. • Vary a HDR candidature. 	1.6	HDR Variation and Extension of Candidature Procedure
	6A	5.7	Authority to discontinue a candidature for a reason stated in the Procedure.	2	HDR Discontinuation of Candidature Procedure

6. Fees, Charges and Financial Aid

Descriptor Administration of fees, aid, sponsorships, payment arrangements.

CATEGORY	BAND (JCUA) Academic (A) Professional (P)	Function Reference	FUNCTION	Policy Ref(P) Procedure (p)	RELEVANT POLICY/PROCEDURES
Fees, Charges and Financial Aid	9A	6.1	Authority to approve tuition fees for domestic fee-paying students.	1.1	Domestic Fee Payments and Refunds Procedure
	9A	6.2	Authority to approve tuition fees for international students	1.5	International Tuition Fee Payments and Refund Procedure
	4P	6.3	Authority to grant a reduced Commencement Deposit, to a minimum of AUD\$1,000, for strategically significant reasons.	3.3	
	4P	6.4	Authority to waive Late Payment Fee for international students in special circumstances	5.3.4, 5.4	
	9A	6.5	Authority to approve the annual expenditure plan of Student Services and Amenities Fee proceeds.	6.5	Student Services and Amenities Fee Payments and Refunds Procedure
	5P	6.6	Authority to approve sponsoring arrangements prior to admission	Policy intro 5.3	Satisfactory Academic Progress (SAP) Requirements for US Federal Aid Loans Eligibility Policy
	4P	6.7	Authority to determine eligibility for awards of aid.	1.0-3.0 Definitions ref Title IV	
	6A	6.8	Authority to approve fee exemptions for international Higher Degree Research Candidates who meet specified eligibility criteria	1.5	Internal Sponsorships and Exemption

	9A	6.9	<p>Authority to approve:</p> <ul style="list-style-type: none"> Strategic tuition fee sponsorship agreements for groups of students; The maximum annual value of Strategic International Sponsorships as a Recruitment Strategy. 	2.2.2 3.2.1	Procedure
	5P	6.10	Authority to approve strategic international tuition fee sponsorships for a group of students as a recruitment strategy.	3.2.1	
	5A	6.11	<p>Authority to approve tuition fee sponsorship for:</p> <ul style="list-style-type: none"> exceptional secondary school students, individual students, due to compassionate or other exceptional circumstances, unless this could be considered in breach of HESA obligations. 	3.2.2 3.3.3	
	6A	6.12	Authority to approve tuition fee sponsorship to individual coursework or research student who is particularly relevant in realising JCU's strategic objectives	3.3.1	
	6A	6.13	Authority to approve tuition fee sponsorship for international Higher Degree Research Candidates who exceed stipulated candidature limits	3.3.2	
	7A	6.14	<p>Authority to approve tuition fee sponsorship for:</p> <ul style="list-style-type: none"> individual students due to exceptional and compassionate circumstances where a potential breach of HESA obligations must be considered, and an individual student to remedy an error, if more than \$2000 	2.8.3.1	
	6P	6.15	Authority to approve tuition fee sponsorship for an individual student to remedy an error up to a limit of \$2000.	2.8.3.3	

7. Scholarships and Prizes

Descriptor Management of scholarships and prizes					
CATEGORY	BAND (JCUA) Academic (A) Professional (P)	Function Reference	FUNCTION	Policy Ref(P) Procedure (p)	RELEVANT POLICY/PROCEDURES
Scholarships and Prizes	8A	7.1	Authority to: <ul style="list-style-type: none"> • Approve rules for a Scholarship, Bursary, Grant or Prize. • Terminate named scholarships, bursaries or prizes. 	5	Coursework Scholarships, Bursaries, Grants and Prizes Policy
	7A	7.2	Authority to make decisions on special cases regarding the award of a scholarship, bursary, grant or prize.		
	9A	7.3	Authority to remove, add or amend the assessment criteria for JCU funded scholarships and bursaries.	12	
	7A	7.4	Authority to approve recipients of University Medal.	1.1.5	Recognition of Academic Excellence Procedure
	6A	7.5	Authority to determine recipients of Dean’s Award for Higher Degree Research Excellence.	3.1.6	

8. Student Complaints and Conduct

Description Management of student complaints, academic and student conduct					
CATEGORY	BAND (JCUA) Academic (A) Professional (P)	Function Reference	FUNCTION	Policy Ref(P) Procedure (p)	RELEVANT POLICY/PROCEDURES
Student Complaints and Conduct	7A	8.1	Authority to suspend and/or place restriction(s) or condition(s) on a student, pending the completion of the review process under this policy.	5.2	Review of a Student's Suitability to Continue a Course Involving Placement Policy
	4A	8.2	Authority to: <ul style="list-style-type: none"> Dismiss the matter if the evidence is insufficient, or the allegations(s) is deemed to be unfounded or trivial Refer the matter to another policy or other regulatory authority Determine an allegation of a matter deemed to be Minor or Moderate in severity as specified in Appendix 4 Student Code of Conduct Policy impose Minor or Moderate penalties included in Appendix 4 of the Student Code of Conduct. 	1.4 (a) 1.2 2.1; 2.4 2.1; 2.6	Student Professional Misconduct Procedure
	6A	8.3	Authority to: <ul style="list-style-type: none"> Determine an allegation of a matter deemed to be Minor or Moderate in severity as specified in appendix 4 of the Student Code of Conduct impose Minor or Moderate penalties included in Appendix 4 of the Student Code of Conduct. 	2.1; 2.4 2.1; 2.6	

	6P	8.4	<p>Authority to:</p> <ul style="list-style-type: none"> Dismiss the matter if the evidence is insufficient, or the allegation(s) is deemed to be unfounded or trivial Refer the matter to the police or other relevant external authority Impose, revise or revoke restrictions and conditions on the student's continued attendance at University Suspend the student Determine an allegation impose penalties included in Appendix 3 of the Student Code of Conduct. 	2.3 2.3 4.1,4.3 4.1,4.3 3.5 3.6	Student General Misconduct Procedure
	4A, 6P	8.5	Authority to dismiss the matter if the evidence is insufficient or the allegations are deemed to be unfounded or trivial	1.4, 1.5	Academic Misconduct Procedure
	4A	8.6	<p>Authority to:</p> <ul style="list-style-type: none"> Determine an allegation of a matter deemed to be Minor or Moderate in severity as specified in Appendix 2 of the Student Code of Conduct impose Minor or Moderate penalties included in Appendix 2 of the Student Code of Conduct. 	1.5.3, 4.4 5.2.4	
	6A	8.7	<p>Authority to</p> <ul style="list-style-type: none"> Determine an allegation of a matter deemed to be of a Serious nature, as specified in appendix 2 of the Student Code of Conduct impose Serious penalties included in Appendix 2 of the Student Code of Conduct. 	1.5.2, 4.4 5.2.4	
	3P	8.8	Authority to approve a request for an extension to a complaint resolution period	4.6	
	6P	8.9	<p>Authority to:</p> <ul style="list-style-type: none"> Accept a late formal complaint submission Dismiss a student complaint, where it is determined that the complaint is frivolous, trivial or vexatious 	2.1(b) 3.3	Student Complaint Procedure
	5A, 6P	8.10	Authority as the Responsible Officer to determine complaint resolution	3.4(d); 4.4	

	6P	8.11	<p>Authority to:</p> <ul style="list-style-type: none"> • Impose Precautionary Measures in response to a Report or Complaint, including extending the duration of Precautionary Measures until the conclusion of any police investigation or criminal proceedings (if relevant). • Determine whether an Investigation will proceed to an Allegation Letter. • Determine the outcome of a Complaint. • Determine an appropriate and proportionate penalty. 	<p>5.1; 7.1.2</p> <p>9.9</p> <p>10.2.4(a);</p> <p>11.4</p> <p>11</p> <p>10.2.4(b);</p> <p>11.1</p>	<p>Sexual Misconduct Procedure</p>
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9. Promote

Description Management of academic promotions

CATEGORY	BAND (JCUA) Academic (A) Professional (P)	Function Reference	FUNCTION	Policy Ref(P) Procedure (p)	RELEVANT POLICY/PROCEDURES
Promote	7A	9.1	Authority to approve an academic promotion for Levels B – D.	3.1	Academic Promotion Policy
Promote	9A	9.1	Authority to approve an academic promotion for Level E.	3.2	Academic Promotion Policy

Administration

Policy Custodian	DVC Academy, DVC Education and DVC Research
Approval Authority	Vice Chancellor
Date for next review	18/12/2025

Revision History

Version	Approval Date	Implementation Date	Details	Author
23-1	15/08/2023	16/08/2023	<ul style="list-style-type: none"> Review of Delegation Bands following disestablishment of Provost position, moving CAB to 8A, DVC's to 7A, Deans to 6A, Director, APQ to 6A and Director, Student Services to 6P. Added Singapore delegation bands. General review of positions listed to ensure currency. General review of delegations to ensure currency in line with policies and procedures amended since last review. 	Chair, Academic Board; Policy Officer
22-3	18/12/2022	01/01/2023	Amendments consequential to Professional Services Change: <ul style="list-style-type: none"> Removed disestablished positions Updated position titles 	Policy Officer
22-2	07/11/2022	08/11/2022	<ul style="list-style-type: none"> Amendments consequential to headline restructure: <ul style="list-style-type: none"> Removed disestablished positions and assigned delegations to appropriate alternate positions Updated position titles throughout Functions assigned to multiple bands split to individual bands throughout Incorrect policy and procedure references updated throughout Wording of functions reviewed and clarified where appropriate Function 4.20 added in line with Admissions Procedure Function 4.33 - addition of authority to approve a student's enrolment after census date, consequential to update of Coursework Enrolment Procedure 	Policy Officer; Director, Student Services
22-1	30/03/2022	31/03/2022	Clarification of authority for decision-making in regard to the Coursework Scholarships, Bursaries and Prizes Policy Removed function referring to the University Prizes Policy – this policy was disestablished in 2019 – previously overlooked	Director, Student Services

21-2	06/12/2021	01/01/2022	Amendments consequential to amendments to Unsatisfactory Academic Performance Procedure, Maximum Time to Complete Procedure, Professional Experience Placement Requirement Procedure, Coursework Enrolment Procedure and Lists 1 – 4 Update to position titles	Coordinator Operations, Student Services Directorate
21-1	01/07/2021	02/07/2021	Consequential amendments arising from amendments to the Student Complaints Management Policy and establishment of the Student Complaints Procedure	Director, Student Services
20-1	18/12/2020	01/01/2021	<ul style="list-style-type: none"> • Consequential amendments arising from Council (3/20) approval of new approach to managing and administering delegations • Delegations to Council Committees and Committees of Academic Board removed and placed in JCU Delegations Schedule • Amendments to delegations consequential to the approval of the Learning, Teaching and Assessment Policy and suite of Procedures 	Manager, Student Facing Policy
V19-4	05/12/2019	17/12/2019	<p>Consequential amendments arising from the amendment of the Admissions Policy and establishment of the Admissions Procedure (functions 2.1, 2.2 and 4.4 – 4.37)</p> <p>Amendments to authority in relation to student conduct issues (functions 8.2 – 8.10)</p> <p>Amendments to authority in relation to approval of conferral of all Awards outside of Council meetings (function 4.38)</p> <p>Administrative amendments to functions 3.8-3.12 to update names and clause numbers of relevant procedures.</p>	<p>Manager, Admissions and Curriculum Information</p> <p>Project Manager, Student Facing Policy</p> <p>Chair of Academic Board</p> <p>Project Manager, Student Facing Policy</p>
V19-3	15/10/2019	28/10/2019	<p>Consequential amendments arising from the establishment of the:</p> <ul style="list-style-type: none"> • Coursework Enrolment Policy; • Coursework Enrolment Procedure; • Course Transfer Procedure; • Outbound Mobility Procedure; • Credit Management Procedure; • Credit Transfer Procedure; and • Defence Force, National Service and Elite Athlete Friendly University Procedure. <p>amendment to the:</p> <ul style="list-style-type: none"> • Coursework Award Finalisation, Conferral and Issuance Procedure 	Associate Director, Student Enrolment & Client Services

			<p>and disestablishment of the:</p> <ul style="list-style-type: none"> • Provision for Defence Force Reservists Enrolled as JCU Students Policy; • Enrolment Policy-Coursework Students; • Leave of Absence from Study Policy; • Intercampus Mobility Policy; • Credit and Articulation Policy and Procedure; and • Elite Athlete Friendly University Policy and Guiding Principles for the Implementation of the National Network of Athlete Friendly Universities. 	
V19-2	Approved by Council 03/09/2019	04/09/2019	<p>Consequential amendments arising from the establishment of the following Procedures related to the Student Appeal Policy:</p> <ul style="list-style-type: none"> • Appeal of Academic Progression Outcome Procedure • Appeal of Final Subject Result Procedure <p>Student Appeals Procedure (General)</p>	Director, Student Services
V19-1	Approved by Council 27/06/2019	12/08/2019	<p>Consequential amendments arising from the establishment of the:</p> <ul style="list-style-type: none"> • Student Fee Payments and Refunds Policy • Internal Sponsorship and Exemption Procedure • International Fee Payments and Refunds Procedure • Student Services and Amenities Fee Payments and Refunds Procedure • Domestic Fee Payments and Refunds Procedure <p>and disestablishment of the:</p> <ul style="list-style-type: none"> • Domestic Tuition Fee Policy; • Commonwealth Assisted Students Policy; • Tuition Fee Policy for International Students; • Tuition Fee Payment Instalment Plan Policy for On-shore and Distance International Students • Tuition Fee - Internal Sponsorship and Exemption Policy; • Student Services and Amenities Fee Policy; 	Manager, Student Finance and Examinations
V18-3	29/11/2018	04/12/2018	<p>Consequential amendments arising from:</p> <ul style="list-style-type: none"> • establishment of the Student Appeals Policy and Procedure • amendments to the Academic Progression Policy • establishment of the Unsatisfactory Academic Performance Procedure • establishment of the Maximum Time to Complete Procedure • disestablishment of the Academic Progression Procedures 	Chair of Academic Board, Manager, Student Finance and Examinations
V18-2	18/05/2018	14/06/2018	Amendments to incorporate new delegations and align with policy amendments. Council approved 18 May 2018	Chair of Academic Board
V18-1	09/03/2018	30/04/2018	Amendments to align with current JCU headline structure. Council	Quality, Standards and

			approved 9 March 2018.	Policy Officer
V17-3	26/10/2017	26/10/2017	Minor amendment to update links to Policy and Procedure	Quality, Standards and Policy Officer
V17-2	29/08/2017	29/08/2017	Minor grammatical amendment approved by Chair of Academic Board	Quality, Standards and Policy Officer
V17-1	20/07/2017	24/08/2017	Council approved 20 July 2017	Chair of Academic Board
V16-1	14/07/2016	14/07/2016	Council Approved FINAL Version	Chair of Academic Board