



2016

## Academic and Student Delegations Register

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**Academic and Student Delegations Register**

**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.

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

<b>BAND</b>	<b>POSITION (Academic) A</b>	<b>POSITION (Professional) P</b>	<b>Committee C</b>
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 Committee (SAC) 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) 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	

## Academic and Student Delegations Register

### 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
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	<a href="#">Curriculum Approval, Monitoring, Review and Improvement Policy and Procedures</a>
	7A	1.2	Authority to: <ul style="list-style-type: none"> <li>• Approve the introduction of a new Major, Minor or Subject</li> <li>• Approve Significant Amendments to Majors, Minors, and Subjects</li> <li>• Approve Amendments to Courses and Majors</li> <li>• Approve the Discontinuation of existing Courses, Majors, Minors, and Subjects</li> <li>• Approve the Suspension of existing Courses, Majors and Minors.</li> </ul>	4.1-8.1	
	6C	1.3	Authority to approve a change to 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.	5.3-9.0	
	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"> <li>• Introduce or Discontinue an Independent Studies subject or Exchange Subject</li> <li>• Introduce or Discontinue an availability for Independent Studies subject/Exchange Subject</li> <li>• Approve Administrative amendments to Courses and Majors</li> <li>• Approve Administrative amendments to availabilities of Courses</li> </ul>	8.2-9.0	

	5A	1.6	Authority to: <ul style="list-style-type: none"><li>• Authority to approve amendments to Minors and Subjects</li><li>• Approve Administrative amendments to Minors and Subjects</li><li>• Approve Administrative amendments to availabilities of Subjects</li></ul>	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 (Hyperlink to be added on final)
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	<a href="#">Admissions Policy</a>
	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	<a href="#">Appointment of Examiners - Near Relatives</a>
	5A	2.4	Authority to approve that an international student take a reduced load, as a result of an intervention strategy implemented to assist students who are not making satisfactory academic progress	1.1a	<a href="#">Enrolment Requirements for International Student Visa-Holders Policy</a>
	5P	2.5	Authority to cancel the enrolment of an international coursework student who does not follow the enrolment advice of the College Dean	2.2a	
	6A	2.6	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	
	5A	2.7	Authority to approve all course/discipline accreditation submissions, responses and action plans	2.0	<a href="#">Accreditation (Professional) of Courses and/or Disciplines</a>

### 3. Assessment

<b>Descriptor</b> Management and administration of subject and course assessments and student participation in assessments.
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CATEGORY	BAND Academic (A) Professional (P) Committee (C)	Function Reference	FUNCTION	Policy Ref (P) Procedure (p)	RELEVANT POLICY (Hyperlink to be added on final)
Assessment	5A	3.1	Authority to make assessment decisions in special circumstances	5.26	<a href="#">Learning Teaching &amp; Assessment Policy</a>
	4A	3.2	Authority to approve: <ul style="list-style-type: none"> <li>• examination papers</li> <li>• amendments to assessment items as specified in the Subject Outline</li> <li>• 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</li> </ul>	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	4.0	<a href="#">Finalisation and Publication of Student Results Policy</a>
	5A	3.5	Authority to certify subject results for a study period	4.0	
	5A	3.6	Authority to: <ul style="list-style-type: none"> <li>• determine whether a re-mark shall be granted, following an appeal by a student</li> <li>• authorise a second remark or deny the request (and if denied, provide the student with a written reply to explain why)</li> </ul>	3.0	<a href="#">Review of Assessment and Student Access to Examination Scripts and Materials</a>
	4P	3.7	Authority to accept a late application for review of assessment	2.0	
5A	3.8	Authority to determine that a student consultation at College level may be omitted in appealing a final grade	2.4	<a href="#">Appeal of Final Subject Grades Procedure</a>	
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	5.3a	<a href="#">Satisfactory Academic Progress (SAP) Requirements for US Federal Aid</a>	



			Eligibility Policy		<a href="#">Loans Eligibility</a>
	4A	3.10	Authority to approve items which may be brought into an examination room	5.0	<a href="#">Examination Requirements Policy</a>
	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.	5.0-6.0	<a href="#">Special Consideration, Supplementary, Deferred and Special Examinations Policy</a>

## 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 (Hyperlink to be added on final)
Enrolment, Admission, Progression, Conferral	10C	4.1	Authority to approve Schedule A and Schedule B in Academic Progression Policy	Definitions (P)	<a href="#">Academic Progression Policy</a>
	6C	4.2	Authority to: <ul style="list-style-type: none"> <li>uphold or dismiss an appeal regarding academic progression in coursework programs.</li> <li>determine continued student enrolment in the course and any conditions to apply (suspension or other sanctions listed in the policy)</li> </ul>	3.10.4g,h	<a href="#">Academic Progression Procedures</a>
	4A, 4P	4.3	Authority to 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.	3.5.1d	
	10C	4.4	Authority to approve of Schedule II of the Admissions Policy	9.0 (ref in Schedule II approval)	
	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	
	4P	4.9	Authority to make an offer of admission, vary admission and continuation for coursework studies	8.3-8.4	
	6A	4.10	Authority to approve limits of advanced standing or recognition of prior learning for individual cases	4.1-6.0	<a href="#">Advanced Standing and Articulation Policy</a>
	4A	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"> <li>waiver subject pre-requisites for individual students,</li> <li>approve Advanced Standing, course transfers</li> </ul>	1.0, 2.1, 2.3, 2.6, 4.5, 7.0	
	5A	4.13	Authority to approve that a student may be permitted to undertake more than the minimum number of credit points required to complete their degrees.	3.0, 6.0	<a href="#">Enrolment Policy – Coursework Students</a>
	4A	4.14	Authority to approve the withdrawal of a subject without academic penalty due to special circumstances not related to the student's academic ability or diligence.	13.0	
	4P	4.15	Authority to 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	
	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	<a href="#">Enrolment Requirements for International Student Visa-Holders Policy</a>
	5P	4.17	Authority to cancel the enrolment of International student visa-holders who does not follow the enrolment advice to meet progression requirements.	2.2a	
	4P	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)	<a href="#">Student Complaints Management Policy</a>
	4P	4.20	Authority to approve leave of absence to undergraduate and postgraduate coursework students.	1.10a	<a href="#">Leave of Absence from Study Policy</a>
	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	<a href="#">Review of a Student's Suitability to Continue a Course Involving Placement Policy</a>
	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	<a href="#">Transfer of International Student Visa Holders to Other Educational Institutions Policy</a>
	5A	4.24	Authority to approve the enrolment of international HDR students enrolled in conjoint (co-tutelle) degrees.	2.2, 2.3	<a href="#">Tuition Fee - Internal Sponsorship and Exemption Policy</a>

## 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 (Hyperlink to be added on final)
Research & Ethics	9A	5.1	Authority to: <ul style="list-style-type: none"> <li>• approve departures from the Code for the Responsible Conduct of Research.</li> <li>• determine whether a research misconduct inquiry is needed and whether it should be investigated internally or externally.</li> </ul>	9.1	<a href="#">Code for the Responsible Conduct of Research</a>
	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	<a href="#">Higher Degree by Research Requirements</a>

## 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 (Hyperlink to be added on final)
Fees, Charges and Financial Aid	9A	6.1	Authority to approve domestic tuition fees.	Policy and Procedure preamble	<a href="#">Domestic Tuition Fee Policy</a>
	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	<a href="#">Tuition Fee Policy for International Students</a>
	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	<a href="#">Student Services and Amenities Fee Policy</a>
	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"> <li>approve sponsoring arrangements prior to admission.</li> </ul>	Policy intro	<a href="#">Satisfactory Academic Progress (SAP) Requirements for US Federal</a>

		<ul style="list-style-type: none"> <li>uphold or dismiss appeals made by students regarding US Federal Loans Eligibility or the US Federal Aid Loans.</li> </ul>	5.3	<a href="#">Aid Loans Eligibility Policy</a>
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	<a href="#">Tuition Fee - Internal Sponsorship and Exemption Policy</a>
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"> <li>strategic international sponsorships</li> <li>determine internal sponsorship of tuition fees for JCUPRS students, following the JCU Order of Merit process</li> <li>approve internal sponsorship of tuition fees in relation to a further application for extra candidature time, in normal circumstances</li> <li>internal sponsorship to remedy an error</li> </ul>	2.0-4.0 Schedule A	<a href="#">Summary of Categories of Internal Sponsorship and Exemption of Tuition Fees</a>
4P	6.14	Authority to approve tuition fee payment instalment plans for On-shore and Distance International Students.	3.0	<a href="#">Tuition Fee Payment Instalment Plan Policy for On-shore and Distance International Students Policy</a>

## 7. Scholarships and Prizes

<b>Descriptor</b> Management of scholarship and prizes.
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CATEGORY	BAND Academic (A) Professional (P) Committee (C)	Function Reference	FUNCTION	Policy Ref (P) Procedure (P)	RELEVANT POLICY (Hyperlink to be added on final)
Scholarships & Prizes	7A	7.1	Authority to: <ul style="list-style-type: none"> <li>• Approve a Scholarship, Bursary or Grant Rules.</li> <li>• Decision to terminate scholarships, bursaries or prizes.</li> <li>• Decisions on special cases.</li> </ul>	2.5 2.6 7.0	<a href="#">Coursework Scholarships, Bursaries and Grants Policy</a>
	7A	7.2	Authority to approve recipients of University Medal.	1.0, 2.6 (p)	<a href="#">Recognition of Academic Excellence Policy</a>
	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	<a href="#">University Prizes Policy</a>



## 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 (Hyperlink to be added on final)
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	<a href="#">Review of a Student's Suitability to Continue a Course Involving Placement Policy</a>
	7C	8.2	Authority to: <ul style="list-style-type: none"> <li>uphold or dismiss a student complaint/conduct appeal</li> <li>confirm whether a student was afforded procedural fairness by the Student Discipline Committee in hearing an allegation of misconduct and refer a matter back to the Student Discipline Committee for reconsideration if any procedural irregularity was identified.</li> </ul>	7.4.5 8.4.5	<a href="#">Student Academic Misconduct Requirements Policy</a>
	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"> <li>suspend a student against whom misconduct has been proved.</li> <li>exclude a student against whom misconduct has been proved, from enrolment in a particular subject and/or course(s) permanently.</li> </ul>	7.3.5e,f	
	5A 5P	8.5	Authority to refer a student conduct decision to the Student Appeal Committee  Authority to dismiss: <ul style="list-style-type: none"> <li>a student complaint, where it is determined that the complaint is</li> </ul>	7.2.1 8.2.1	

			<p>frivolous, trivial or vexatious or without supporting evidence.</p> <ul style="list-style-type: none"> <li>an allegation of inappropriate conduct against a student if it is deemed to be unfounded or trivial.</li> </ul>		
	5P	8.6	<p>Authority to:</p> <ul style="list-style-type: none"> <li>refer an allegation of misconduct against a student, to the police or other relevant external authority.</li> <li>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.</li> <li>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.</li> <li>dismiss an allegation of inappropriate conduct against a student if it is deemed to be unfounded or trivial.</li> </ul>	<p>1.3.1(p)</p> <p>3.0 (p)</p> <p>3.4(p)</p> <p>1.1(p)</p>	<p><a href="#">Student Conduct Policy</a></p>
	5P	8.7	<p>Authority to dismiss a student complaint, where it is determined that the complaint is frivolous, trivial or vexatious or without supporting evidence.</p>	<p>2.7(p)</p>	<p><a href="#">Student Complaint Management Policy</a></p>