

# POLICY AMENDMENTS TABLE

The new delegations register has provided a number of changes in the delegation responsibilities afforded to Heads of Academic Groups.

Primarily Heads of Academic Groups will now have responsibility for:

- late applications for review of assessment
- approval of exam papers
- amendments to assessment items in subject outline
- decisions to allow assessment with more than 30% weighting within three weeks of an examination period.
- to approve items to be brought into examination rooms
- determination of students who breach minimum academic standards for progression
- to determine compliance with course prerequisites
- to make offers of admission or vary admission for coursework studies
- authority to waive a course prerequisites
- to approve withdrawal of the subject without academic penalty in special circumstances in line with policy
- authority to determine a penalty were academic misconduct against a student is proven for non-invigilated assessment.

The following policies have been amended to adhere to the new delegations register. These amendments to policy are not always delegations, however, the shift of the final decision-making delegations has had consequences on some elements of the policies and procedures.

	Policy	Change from	Change to	Comments
1.	Academic Progression Policy	Removal of ref to Registrar in definitions		Procedure still under review from DSS (aligning new positions) Composition of Committee Panel has not changed
2.	Accreditation (Professional) of Courses and/or Disciplines Policy	Previously the DVC managed this in the procedures	College Dean	
3.	Admissions Policy	Determination of deferrals was DVC A	Div DVC	
4.	Appeal of Final Subject Grade Procedure	College consultation shifts from DVC for appeals	relevant Dean	Other details still controlled by Subject Coordinator and or HOAG
5.	Appointment of Examiners - Near Relatives Policy and Procedure	VC	DVC A	
6.	Curriculum Approval, Monitoring, Review and Improvement Procedures	No change policy from delegations (reviewed earlier in 2016)		Availabilities of not to offer will now be reviewable by SDVC and VC
7.	Domestic Tuition Fee Policy	Exceptional circumstances clause was recommended by DVC and the decision was made by SDVC	Relevant Dean to recommend, Div DVC to determine	
8.	Enrolment Policy - Coursework Students	<ul style="list-style-type: none"> <li>• Subject enrolment selection rejection was done by the DVC.</li> <li>• Student to be directed to</li> </ul>	Manager, Academic Administration and Enrolment.	

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		<p>enrolment advisory sessions was done by DVC.</p> <ul style="list-style-type: none"> <li>• Permission of min Credit points was DVC.</li> <li>• Withdrawal without academic penalty was DVC</li> </ul>	<p>HOAG.</p> <p>Dean</p> <p>Dean (on recommendation of HOAG)</p>	
9.	Examination Requirements Policy	<ul style="list-style-type: none"> <li>• Authorisation of those eligible to enter an examination room was DSS</li> <li>• items approved for examinations, was Dean</li> </ul>	<p>relevant Associate Director</p> <p>HOAG</p>	
10.	Finalisation and Publication of Student Results Policy	<ul style="list-style-type: none"> <li>• ratification of results was DVC</li> <li>• Results Publication Date alterations was DVC</li> </ul>	<p>DAQS</p> <p>DAQS</p>	
11.	Learning Teaching and Assessment Policy	<ul style="list-style-type: none"> <li>• Assessment design adjustments was Dean</li> <li>• Specific circumstances related to special assessment was DVC</li> </ul>	<p>HOAG</p> <p>Relevant Dean</p>	
12.	Leave of Absence from Study Policy	Approval for Leave of Absence was granted by the Registrar	Manager, Academic Administration and Enrolment	
13.	Review of a Student's Suitability to Continue a Course Involving Placement			Minor adjustments specifying colleges post restructure, no real change
14.	Review of Assessment and Access to Examination Scripts and Materials Procedure			New procedure, Authority to accept a late application for review of assessment will be made by the Manager, Academic Administration and Enrolment
15.	Review of Assessment and Student Access to Examination Scripts and Materials Policy	Appeals determined by DVC	Relevant Dean	
16.	Student Complaint Management Policy and Procedures	allegation of discrimination or harassment, the Responsible Officer	Dean Learning, Teaching and Student Engagement	

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		shall seek advice from the Director, Equity & Student Engagement		
17.	Student Conduct Policy	The Student Discipline Committee shall be comprised of a member of Academic Board who is a member of the staff of the University, nominated by the Chair of the Academic Board	Chair of the Academic Board	This is so a member of Council is on the Committee
18.	Transfer of International Student Visa Holders to Other Educational Institutions Policy	<ul style="list-style-type: none"> <li>• Decision to deny a letter of release was Academic Advisor or Associate Dean</li> <li>• Request for a letter of release were sent to International Student Support Manager</li> </ul>	<p>Academic Advisor or Course Coordinator</p> <p>Manager, Academic Administration and Enrolment</p>	
19.	Tuition Fee - Internal Sponsorship and Exemption Policy			Change title from Director of International to Director Future Students
20.	Tuition Fee Payment Instalment Plan Policy for On-shore and Distance International Students	References to Manager Enrolments and Fees	Manager Student Finance and Examinations	
21.	Tuition Fee Policy for International Students	References to Manager Enrolments and Fees	Manager Student Finance and Examinations	
22.	Code for the Responsible Conduct of Research	References to Head of School	College Dean	Numerous changes from School to College (Post restructure)
23.	Enrolment Requirements for International Student Visa-Holders Policy	<p>References to</p> <ul style="list-style-type: none"> <li>• Faculty PVCs</li> <li>• SDVC</li> <li>• Manager, Student Support at the International Student Centre</li> </ul>	<ul style="list-style-type: none"> <li>• Deans</li> <li>• Div DVC</li> <li>• Manager, Academic Administration and Enrolment</li> </ul>	
24.	Recognition of Academic Excellence Policy	<p>References to</p> <ul style="list-style-type: none"> <li>• Faculty PVCs</li> <li>• Faculty Registrar</li> <li>• HOS</li> </ul>	<ul style="list-style-type: none"> <li>• College Dean</li> <li>• Senior Academy Liaison Coordinator</li> <li>• HOAG</li> </ul>	Numerous refs to Faculty now read College

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25.	Student Academic Misconduct Requirements	<ul style="list-style-type: none"> <li>• Counselling of proven cases was Dean</li> <li>• For non-invigilated academic misconduct the Dean determined the outcome and penalty</li> <li>• Appeals determined by DVC</li> <li>• Invigilated Academic misconduct Review Panel was DVC A and SDVC</li> </ul>	<p>HOAG</p> <p>HOAG</p> <p>Relevant Dean</p> <p>Div DVC and relevant Dean</p>	<p>For research thesis academic misconduct all delegations have been lowered one band ie</p> <p>DVC – Dean</p> <p>Dean - HOAG</p>
26.	Advanced Standing and Articulation Policy			No Change as result of new Delegations Register
27.	Coursework Scholarships, Bursaries and Grants Policy			No Change as result of new Delegations Register
28.	Higher Degree by Research Requirements			No Change as result of new Delegations Register
29.	Satisfactory Academic Progress (SAP) Requirements for US Federal Aid Loans Eligibility Policy			No Change as result of new Delegations Register
30.	Special Consideration, Supplementary, Deferred and Special Examinations Policy			No Change to policy as result of new Delegations Register But work still to be done on the procedures in relation to Deferred exams
31.	Student Services and Amenities Fee Policy			No Change as result of new Delegations Register
32.	University Prizes Policy			No Change as result of new Delegations Register