

ACADEMIC DELEGATIONS REGISTER (Includes Enrolment Delegations Schedule)

EFFECTIVE TO 24/07/2016 (Refer to current Academic & Student Delegations Register in Policy Library for up to date delegations)

Approved by Council 12/06/2012 Amendments approved 5/09/13 Council minutes (5/13)

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SCHEDULE 1 (A)- ENROLMENT/ADMISSION				CONTENTS INDEX
FUNCTION	DELEGATE/S	LIMITATIONS	SOURCE	CATEGORY
Approve overall policies on the admission of students, including special admission schemes	AB		Admissions Policy	Enrolment / Admission
Authority to approve a waiver of a pre-requisite for enrolment in a subject.	Campus Dean (JCUBrisbane)	On advice from appropriate subject coordinator. Delegations may only be exercised by the Campus Dean, JCU Brisbane in relation to JCU students at JCUBrisbane. The Campus Dean (JCUBrisbane) exercise their delegations on behalf of the Faculty PVC. The Deputy Vice-Chancellor, Academic and the Faculty Pro-Vice-Chancellors may impose any additional limits on the delegations of the Campus Dean (JCUBrisbane). Where additional limits are imposed the Deputy Vice-Chancellor, Academic or the Faculty Pro-Vice-Chancellor must advise the relevant Faculty Registrar who shall maintain a register of these limits.	EDR (Enrolment Delegations Register)	Enrolment / Admission
Authority to approve a waiver of a pre-requisite subject for admission to course.	Campus Dean (JCUBrisbane)	On advice from Course Coordinator where appropriate. Delegations may only be exercised by the Campus Dean, JCU Brisbane in relation to JCU students at JCUBrisbane. The Campus Dean (JCUBrisbane) exercise their delegations on behalf of the Faculty PVC. The Deputy Vice-Chancellor, Academic and the Faculty Pro-Vice-Chancellors may impose any additional limits on the delegations of the Campus Dean (JCUBrisbane). Where additional limits are imposed the Deputy Vice-Chancellor, Academic or the Faculty Pro-Vice-Chancellor must advise the relevant Faculty Registrar who shall maintain a register of these limits.	EDR (Enrolment Delegations Register)	Enrolment / Admission

SCHEDULE 1 (A)- ENROLMENT/ADMISSION				CONTENTS INDEX
FUNCTION	DELEGATE/S	LIMITATIONS	SOURCE	CATEGORY
Authority to approve change of course transfer.	Campus Dean (JCUBrisbane)	On advice from appropriate subject coordinator. Delegations may only be exercised by the Campus Dean, JCU Brisbane in relation to JCU students at JCUBrisbane. The Campus Dean (JCUBrisbane)exercise their delegations on behalf of the Faculty PVC. The Deputy Vice-Chancellor, Academic and the Faculty Pro-Vice-Chancellors may impose any additional limits on the delegations of the Campus Dean (JCUBrisbane). Where additional limits are imposed the Deputy Vice-Chancellor, Academic or the Faculty Pro-Vice-Chancellor must advise the relvant Faculty Registrar who shall maintain a register of these limits.	EDR (Enrolment Delegations Register)	Enrolment / Admission
Authority to approve a waiver of a pre-requisite for enrolment in a subject.	Campus Dean (JCUS) Associate Faculty Registrar (JCUS)	On advice from appropriate subject coordinator. Delegations may only be exercised by the Campus Dean, JCU Singapore in relation to JCU students at JCUSingapore. The Campus Dean (JCUSingapore), the Associate Faculty Registrar (JCUSingapore) exercise their delegations on behalf of the Faculty PVC.The Deputy Vice-Chancellor, Academic and the Faculty Pro-Vice-Chancellors may impose any additional limits on the delegations of the Campus Dean (JCUSingapore) and Associate Faculty Registrar (JCUSingapore). Where additional limits are imposed the Deputy Vice-Chancellor, Academic or the Faculty Pro-Vice-Chancellor must advise the relvant Faculty Registrar who shall maintain a register of these limits.	EDR (Enrolment Delegations Register)	Enrolment / Admission

SCHEDULE 1 (A)- ENROLMENT/ADMISSION				CONTENTS INDEX
FUNCTION	DELEGATE/S	LIMITATIONS	SOURCE	CATEGORY
Authority to approve a waiver of a pre-requisite subject for admission to course.	Campus Dean (JCUS) Associate Faculty Registrar (JCUS)	On advice from Course Coordinator where appropriate. Delegations may only be exercised by the Campus Dean, JCU Singapore in relation to JCU students at JCUSingapore. The Campus Dean (JCUSingapore), the Associate Faculty Registrar (JCUSingapore) exercise their delegations on behalf of the Faculty PVC. The Deputy Vice-Chancellor, Academic and the Faculty Pro-Vice-Chancellors may impose any additional limits on the delegations of the Campus Dean (JCUSingapore) and Associate Faculty Registrar (JCUSingapore). Where additional limits are imposed the Deputy Vice-Chancellor, Academic or the Faculty Pro-Vice-Chancellor must advise the relevant Faculty Registrar who shall maintain a register of these limits.	FDR (Enrolment Delegations Register)	Enrolment / Admission

SCHEDULE 1 (A)- ENROLMENT/ADMISSION				CONTENTS INDEX
FUNCTION	DELEGATE/S	LIMITATIONS	SOURCE	CATEGORY
Authority to approve course transfer.	Campus Dean (JCUS) Associate Faculty Registrar (JCUS)	Delegations may only be exercised by the Campus Dean, JCU Singapore in relation to JCU students at JCUSingapore. The Campus Dean (JCUSingapore), the Associate Faculty Registrar (JCUSingapore) exercise their delegations on behalf of the Faculty PVC.The Deputy Vice-Chancellor, Academic and the Faculty Pro-Vice-Chancellors may impose any additional limits on the delegations of the Campus Dean (JCUSingapore) and Associate Faculty Registrar (JCUSingapore). Where additional limits are imposed the Deputy Vice-Chancellor, Academic or the Faculty Pro-Vice-Chancellor must advise the relevant Faculty Registrar who shall maintain a register of these limits.	FDR (Enrolment Delegations Register)	Enrolment / Admission
Authority to make an offer of admission to an undergraduate or postgraduate coursework course for the campus location.	Campus Dean (Singapore) Campus Dean (JCUBrisbane)		FDR (Enrolment Delegations Register)	Enrolment / Admission
Authority to make an offer of admission to research Masters and Doctorate courses.	Dean Graduate Research Studies; Manager, Graduate Research School	Domestic students, on recommendation of appropriate Head of School and following approval by Dean, Graduate Research Studies. Within quota constraints designated by the PVC and SDVC	FDR (Enrolment Delegations Register)	Enrolment / Admission
Authority to approve variations of enrolment and variations of candidature of research Masters and Doctorate.	Dean, Graduate Research Studies; Manager, Graduate Research School	On recommendation of Supervisor and Head of School. Manager, Graduate Research School approval of routine changes only.	FDR (Enrolment Delegations Register)	Enrolment / Admission
Authority to determine whether a complaint, in relation to academic or resource matters for research masters and doctoral candidates, is frivolous or vexatious and should be dismissed	DeanGRS	In conjunction with the Registrar	Grievance Procedures for Academic or Resource Matters - Research Masters and Doctoral Candidates	Enrolment / Admission

SCHEDULE 1 (A)- ENROLMENT/ADMISSION				CONTENTS INDEX
FUNCTION	DELEGATE/S	LIMITATIONS	SOURCE	CATEGORY
Authority to request that an independent viva be held there are ongoing concerns about a candidate's capacity to undertake a research higher degree in which she/he is enrolled	DeanGRS		Confirmation Seminar	Enrolment / Admission
Authority to make an offer of admission to an undergraduate or postgraduate coursework course.	Director, James Cook International; Manager, International Admissions	International applicants. Must be exercised within limits designated by Pro-Vice-Chancellors and the Snr Deputy Vice-Chancellor (Academic).	FDR (Enrolment Delegations Register)	Enrolment / Admission
Authority to make an offer of admission to research Masters and Doctorate courses.	Director, JCU International; Office Manager, International Admissions	International students, on recommendation of appropriate Head of School and following approval by Dean, Graduate Research Studies. Within quota constraints designated by the PVC and SDVC Academic	FDR (Enrolment Delegations Register)	Enrolment / Admission
Authority to approve course transfer.	Director, JCU International; Manager, International Admissions	International students - prior to the student commencing the course. Must be exercised within limits designated by PVC and SDVCA	FDR (Enrolment Delegations Register)	Enrolment / Admission
Authority to approve course transfer.	Director, SAAS; Manager, Admissions	Domestic students - prior to the student commencing the course. Must be exercised within limits designated by PVC and SDVC	FDR (Enrolment Delegations Register)	Enrolment / Admission
Authority to make an offer of admission to an undergraduate or postgraduate coursework course.	Director, Student and Academic Services; Manager Admissions	Domestic applicants. Must be exercised within limits designated by Pro-Vice-Chancellors and the Snr Deputy Vice-Chancellor (Academic).	FDR (Enrolment Delegations Register)	Enrolment / Admission
Authority to make an offer of admission to the University as a miscellaneous student.	Director, Student and Academic Services; Manager Admissions	Domestic applicants. Must be exercised within limits designated by Pro-Vice-Chancellors and the Snr Deputy Vice-Chancellor (Academic).	FDR (Enrolment Delegations Register)	Enrolment / Admission
Authority to determine the equivalence of international qualifications in relation to Australian qualifications	DirJCI	In consultation with Faculty PVCs	Admissions Policy	Enrolment / Admission
Create and authorise eCoE records on the PRISMS database for all Australian teaching locations.	Manager: Transnational Partnerships and Compliance in conjunction with DEEWR		FDR (Enrolment Delegations Register)	Enrolment / Admission

SCHEDULE 1 (A)- ENROLMENT/ADMISSION				CONTENTS INDEX
FUNCTION	DELEGATE/S	LIMITATIONS	SOURCE	CATEGORY
Authority to advise on the application of affirmative action in relation to the admission of Aboriginal and Torres Strait Islander applicants	PVC		Admissions Policy	Enrolment / Admission
Authority to approve an extension of a deferral	PVC, Faculty Registrar		BP - EN230 Leave of Absence	Enrolment / Admission
Authority to approve miscellaneous or cross-institutional enrolment in a subject	PVC, Faculty Registrar, Associate Faculty Registrar	In conjunction with the HOS	Admissions Policy	Enrolment / Admission
Authority to approve that a student enrol in more than 15 credit points per teaching period	PVC, Faculty Registrar, Associate Faculty Registrar		University Requirements for Undergraduate and Postgraduate Coursework Awards	Enrolment / Admission
Authority to approve that a student undertake more than the minimum number of credit points required to complete their degree	PVC		University Requirements for Undergraduate and Postgraduate Coursework Awards	Enrolment / Admission
Authority to approve, in exceptional circumstances, a deferral by international applicants for coursework courses for up to one year	PVC, Faculty Registrar, Associate Faculty Registrar		Admissions Policy	Enrolment / Admission
Authority to determine higher English language proficiency requirements for individual courses	PVC		Admissions Policy	Enrolment / Admission
Authority to determine whether a student has met the pre-requisites for a course	PVC, Faculty Registrar, Associate Faculty Registrar		Admissions Policy	Enrolment / Admission
Authority to grant a commencing student the right to retain a place in their course for the following calendar year, where the student has not received a result for a subject or obtained a deferral	PVC, Faculty		Admissions Policy	Enrolment / Admission
Authority to grant advanced standing, including, in exceptional circumstances, the authority to approve advanced standing outside the limits defined by the Advanced Standing policy	PVC, Faculty Registrar		Advanced Standing for Previous Studies and Recognised Prior Learning Policy	Enrolment / Admission
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	PVC, Faculty Registrar, Associate Faculty Registrar		University Requirements for Undergraduate and Postgraduate Coursework Awards	Enrolment / Admission
Authority to require that a student attend an enrolment advisory session	PVC, Faculty Registrar, Associate Faculty Registrar		University Requirements for Undergraduate and Postgraduate Coursework Awards	Enrolment / Admission

SCHEDULE 1 (A)- ENROLMENT/ADMISSION				CONTENTS INDEX
FUNCTION	DELEGATE/S	LIMITATIONS	SOURCE	CATEGORY
Authority to approve advanced standing for previous study or recognition of prior learning.	Faculty PVC, Associate Dean, Faculty Registrar, Campus Dean (JCU Singapore), Associate Faculty Registrar (JCU Singapore), Campus Dean (JCU Brisbane)	Following advice of relevant academic regarding currency and equivalence of learning, in accordance with the principles for assessment of advanced standing specified in the Advanced Standing for Previous Studies and Recognised Prior Learning.	Advanced Standing for Previous Studies and Recognised Prior Learning Policy	Enrolment / Admission
Authority to approve a waiver of a pre-requisite for admission to course.	PVC, Associate Dean, Faculty Registrar, Associate Faculty Registrar	On advice from Course Coordinator where appropriate. Faculty Registrars, Associate Faculty Registrars only exercise their delegations on behalf of relevant PVC	EDR (Enrolment Delegations Register)	Enrolment / Admission
Authority to approve a waiver of a pre-requisite for enrolment in a subject.	PVC, Associate Dean, Faculty Registrar, Associate Faculty Registrar	On advice from appropriate subject coordinator. Faculty Registrars, Associate Faculty Registrars only exercise their delegations on behalf of relevant PVC	EDR (Enrolment Delegations Register)	Enrolment / Admission
	Senior Enrolment Officer	On advice from appropriate Subject Coordinator. Only for courses and subjects specified by the Faculty Registrar.		
Authority to approve advanced standing for previous study.	Associate Faculty Registrar	Following advice of relevant academic regarding currency and equivalence of learning, in accordance with the principles for assessment of advanced standing specified in the Advanced Standing for Previous Studies and Recognised Prior Learning.	EDR (Enrolment Delegations Register)	Enrolment / Admission
	Senior Enrolment Officer	Only for courses specified by the Faculty Registrar	EDR (Enrolment Delegations Register)	

SCHEDULE 1 (A)- ENROLMENT/ADMISSION				CONTENTS INDEX
FUNCTION	DELEGATE/S	LIMITATIONS	SOURCE	CATEGORY
Authority to approve course transfer.	PVC; Associate Dean:Faculty Registrar; Associate Faculty Registrar	Domestic students - after the student has commenced the course and on advice from the Manager, Admissions if the student has not completed the first semester of the course. Domestic student - after the student has commenced the course. International student - after the student has commenced the course and on advice from the International Student Centre. Associate Deans, Faculty Registrars, Associate Faculty Registrars only exercise their delegations on behalf of relevant PVC	FDR (Enrolment Delegations Register)	Enrolment / Admission
Authority to approve the content of the document 'Admission to a Subsequent Degree with Results Pending'	SDVC		Admissions Policy	Enrolment / Admission
Authority to approve the limits within which advanced standing is exercised	SDVC	In conjunction with the PVCs	Advanced Standing for Previous Studies and Recognised Prior Learning Policy	Enrolment / Admission
Authority to grant advanced standing towards an award of this University for subjects completed at this or another University within the limits indicated in the Advanced Standing for Previous Studies and Recognised Prior Learning policy	SDVC, PVC, Faculty Registrar, Associate Registrar		University Requirements for Undergraduate and Postgraduate Coursework Awards	Enrolment / Admission

SCHEDULE 1 (A)- ENROLMENT/ADMISSION				CONTENTS INDEX
FUNCTION	DELEGATE/S	LIMITATIONS	SOURCE	CATEGORY
Authority to approve specific course transfers nominated by Faculty Pro-Vice-Chancellor, or the Faculty Registrar.	Senior Enrolment Officer, Enrolment Officer	May only be exercised where student has an academic status of "Good Standing". Only for courses specified by the Faculty Registrar. Domestic undergraduate students - after the student has commenced the course and on advice from the Manager, Admissions if the student has not completed the first semester of the course. Domestic postgraduate coursework students - after the student has commenced the course. International undergraduate and postgraduate coursework students - after the student has commenced the course and on advice from the International Student Centre.	FDR (Enrolment Delegations Register)	Enrolment / Admission

SCHEDULE 1 (B) - Administration				CONTENTS INDEX
FUNCTION	DELEGATE/S	LIMITATIONS	SOURCE	CATEGORY
Authority to dismiss a frivolous, trivial or vexatious complaint from any student.	JCU Registrar or authorised delegate of the JCU Registrar		Student Complaint Management Policy and Procedures	
Authority to appoint a Disciplinary Appeals Committee in relation to student conduct matters	Chancellor		Student Conduct Policy	Administration
Authority to appoint an academic staff member of the Faculty to perform the role of Faculty Pro-Vice-Chancellor, where the Faculty PVC is the academic staff member in charge of the subject - in relation to section 9 of the Academic Misconduct Policy	ChrAB	In consultation with the Director, GS&US	Student Academic Misconduct Requirements	Administration
Authority to decide whether an allegation of academic misconduct should be dismissed or proceed to a hearing - in relation to section 10 of the Academic Misconduct Policy	DeanGRS		Student Academic Misconduct Requirements	Administration
Authority to determine internal sponsorship of tuition fees for JCUPRS students, following the JCU Order of Merit process	DeanGRS	X (as Chair of the Research Committee)	Tuition Fee Internal Sponsorship and Exemption Policy	Administration
Authority to determine internal sponsorship of the balance of tuition fees for EIPRS students, following the JCU Order of Merit process	DeanGRS	X (as Chair of the Research Committee)	Tuition Fee Internal Sponsorship and Exemption Policy	Administration
Authority to determine internal sponsorship of tuition fees for international HDR students who win externally competitive stipend scholarships rests, following the JCU Order of Merit process	DeanGRS	X (as Chair of the Research Committee)	Tuition Fee Internal Sponsorship and Exemption Policy	Administration
Authority to approve internal sponsorships for students enrolled in conjoint degrees	DeanGRS	Following formal agreement by the VC, and initial approval from the Faculty PVC	Tuition Fee Internal Sponsorship and Exemption Policy	Administration
Authority to approve internal sponsorship of tuition fees in relation to a further application for extra candidature time, in normal circumstances	DeanGRS		Tuition Fee Internal Sponsorship and Exemption Policy	Administration
Authority to uphold or reject an appeal against a decision made under the provisions of the US Federal Aid Loans - Return to Title IV Policy	DirJCI		US Federal Aid Loans - Return to Title IV Policy	Administration
Authority to nominate a Commonwealth Scholarship Quality Assurance Officer to rank 10% of the applications for Commonwealth Scholarships	DirSAAS		Administration of Commonwealth Scholarships Policy	Administration
Authority to nominate the due date for a student's enrolment to be received by the University	DirSAAS		Administrative Charges - Rules	Administration

SCHEDULE 1 (B) - Administration				CONTENTS INDEX
FUNCTION	DELEGATE/S	LIMITATIONS	SOURCE	CATEGORY
Authority to refund the late fee applied to students who enrol late	DirSAAS	On the recommendation of the Manager, Enrolments & Fees	Administrative Charges - Rules	Administration
Authority to determine any matter necessary to be determined in order to permit the application of the Commonwealth Assisted Students Policy to a particular case	DirSAAS		Commonwealth Assisted Students Policy	Administration
Authority to determine the need for, and date of, a closing date in relation to OS-HELP loan applications	DirSAAS		OS-Help Loans Policy	Administration
Authority to nominate a member of staff to act as OS-HELP Selection Officer to review applications for OS-HELP	DirSAAS		OS-Help Loans Policy	Administration
Authority to nominate a member of staff to act as OS-HELP Review Officer to review appeals relating to the allocation of OS-HELP loans	DirSAAS		OS-Help Loans Policy	Administration
Authority to designate a person as an Examinations Officer	DirSAAS		Student Academic Misconduct Requirements	Administration
Authority to determine whether an allegation of student misconduct should be dismissed, or referred to the HOS or other relevant officer for appropriate action, or referred to a Student Discipline Committee for hearing	DirSAAS		Student Conduct Policy	Administration
Authority to determine whether a matter related to alleged student misconduct should be referred to the police or other external agency.	DirSAAS		Student Conduct Policy	Administration
Authority to determine whether a student, against whom misconduct is alleged, should have particular requirements imposed upon them as a condition of the student's continued attendance at University, or whether a student should be suspended.	DirSAAS		Student Conduct Policy	Administration
Authority to revoke the suspension of a student against whom misconduct is alleged, prior to the matter being finalised by the Student Discipline Committee	DirSAAS		Student Conduct Policy	Administration
Authority to make an executive decision in relation to the approval of student loans, where the delegates who initially assessed the application were unable to reach a consensus	DirSAAS		Student Loans Policy	Administration
Authority to grant initial approval to applications for internal sponsorship of tuition fees	DirSAAS		Tuition Fee Internal Sponsorship and Exemption Policy	Administration
Authority to approve refunds of tuition fees for international students	DirSAAS		Tuition Fee for International Students Policy	Administration

SCHEDULE 1 (B) - Administration				CONTENTS INDEX
FUNCTION	DELEGATE/S	LIMITATIONS	SOURCE	CATEGORY
Authority to approve refunds of tuition fees for international students, where the application is made on the basis of exceptional circumstances	DirSAAS	In consultation with the Director, JCI	Tuition Fee for International Students Policy	Administration
Authority to approve variations to tuition fee conditions for international students, where the application is made on the basis of exceptional circumstances	DirSAAS	In consultation with the Director, JCI	Tuition Fee for International Students Policy	Administration
Authority to act as UMAP Review Officer and to uphold or reject an appeal against a decision made under the provisions of the UMAP Grants Policy	DirSAAS		UMAP Grants Policy	Administration
Authority to approve fee refunds under the Domestic Tuition Fee Policy	DirSAAS	X - check this is correct - policy indicates form is submitted to Director	Domestic Tuition Fee Policy	Administration
Authority to allocate internal sponsorships to staff in relation to the Graduate Certificate of Education (Tertiary Teaching)	DirTld		Graduate Certificate of Education (Tertiary Teaching) Policy	Administration
Authority to approve internal sponsorship of tuition fees for international coursework students, up to the limit allocated for this purpose	DVC USR		Tuition Fee Internal Sponsorship and Exemption Policy	Administration
Authority to uphold or reject an appeal against a decision, made wholly or partly by the Director, SAAS, under the provisions of the Tuition Fee Policy for International Students	DVC USR		Tuition Fee for International Students Policy	Administration
Authority to appoint a staff member of the University to perform the role of Dean, Graduate Research Studies where the Dean, GRS is the Principal Supervisor for the student - in relation to section 10 of the Academic Misconduct Policy	DVCRI		Student Academic Misconduct Requirements	Administration
Authority to decide whether an allegation of academic misconduct should be dismissed or proceed to a hearing - in relation to section 7 of the Academic Misconduct Policy	HOS		Student Academic Misconduct Requirements	Administration
Authority to decide whether an allegation of academic misconduct against a student is proved - in relation to section 7 of the Academic Misconduct Policy	HOS		Student Academic Misconduct Requirements	Administration
Authority to determine a penalty where academic misconduct against a student is proved, and the student has no previous proved record of academic misconduct - in relation to section 7 of the Academic Misconduct Policy	HOS		Student Academic Misconduct Requirements	Administration

SCHEDULE 1 (B) - Administration				CONTENTS INDEX
FUNCTION	DELEGATE/S	LIMITATIONS	SOURCE	CATEGORY
Authority to recommend a penalty where academic misconduct against a student is proved, and the student has a previous proved record of academic misconduct - in relation to section 7 of the Academic Misconduct Policy	HOS		Student Academic Misconduct Requirements	Administration
Authority to recommend a penalty where academic misconduct against a student is proved, and the student has a previous proved record of academic misconduct - in relation to section 7 of the Academic Misconduct Policy	HOS		Student Academic Misconduct Requirements	Administration
Authority to decide whether an allegation of academic misconduct should be dismissed or proceed to a hearing - in relation to section 8 of the Academic Misconduct Policy	HOS		Student Academic Misconduct Requirements	Administration
Authority to determine the level of tax-exempt stipend offered as part of a scholarship	HOS			Administration
Authority to determine each year the courses for which deferral is available	PVC		Admissions Policy	Administration
Authority to determine the acceptable programs for which MBBS applicants may defer their studies	PVC	Faculty PVC for MHMS only	Admissions Policy	Administration
Authority to designate the limits within which advanced standing may be applied by JCUB and JCUS	PVC		Advanced Standing for Previous Studies and Recognised Prior Learning Policy	Administration
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	PVC, Faculty Registrar, Associate Faculty Registrar		Enrolment Requirements for International Student Visa-Holders Policy	Administration
Authority to cancel the enrolment of an international student who does not follow the enrolment advice of the Faculty PVC	PVC		Enrolment Requirements for International Student Visa-Holders Policy	Administration
Authority to appoint an academic staff member to perform the role of HOS, where the HOS is the academic staff member in charge of a subject - in relation to section 7 of the Academic Misconduct Policy	PVC		Student Academic Misconduct Requirements	Administration
Authority to decide whether an allegation of academic misconduct should be dismissed or proceed to a hearing - in relation to section 9 of the Academic Misconduct Policy	PVC		EDR (Enrolment Delegations Register)	Administration

SCHEDULE 1 (B) - Administration				CONTENTS INDEX
FUNCTION	DELEGATE/S	LIMITATIONS	SOURCE	CATEGORY
Authority to decide whether an allegation of academic misconduct should be dismissed or proceed to a hearing - in relation to section 9 of the Academic Misconduct Policy	PVC		Student Academic Misconduct Requirements	Administration
Authority to approve that an application for internal sponsorship from an international HDR student be considered	PVC		Tuition Fee Internal Sponsorship and Exemption Policy	Administration
Authority to recommend to the Student Finance Advisory Committee all Course and Subject Charges to be levied by a School or Faculty, other than fees relating to food, transport and accommodation for field trips	PVC or HOS		Fees for the Provision of Course- and Subject-related Goods and Services (Incidental Fees) Policy	Administration
Authority to determine whether a course or subject charge has been applied to a student in a manner which is consistent with the provisions of University policy or the Higher Education Support Act	PVC or HOS		Fees for the Provision of Course- and Subject-related Goods and Services (Incidental Fees) Policy	Administration
Authority to grant special consideration for individual circumstances not adequately covered by the Domestic Tuition Fee Policy	SDVC	On the recommendation of the Faculty PVC	Domestic Tuition Fee Policy	Administration
Authority to extend the time for an international student to submit an appeal against the decision of the Faculty PVC made under the provisions of the Enrolment Requirements for International Student Visa-Holders Policy	SDVC		Enrolment Requirements for International Student Visa-Holders Policy	Administration
Authority to uphold or reject an appeal against a decision of the Faculty PVC made under the provisions of the Enrolment Requirements for International Student Visa-Holders Policy	SDVC		Enrolment Requirements for International Student Visa-Holders Policy	Administration
Authority to determine the number of JCUPRS to be awarded to international HDR students, to a maximum of 5 commencing students each year	SDVC		Tuition Fee Internal Sponsorship and Exemption Policy	Administration
Authority to approve that an application from an international HDR student for JCUPRS and/or EIPRS be considered	SDVC		Tuition Fee Internal Sponsorship and Exemption Policy	Administration
Authority to approve Faculty/School sponsorship of tuition fees	SDVC		Tuition Fee Internal Sponsorship and Exemption Policy	Administration
Authority to approve internal sponsorship of tuition fees in relation to a further application for extra candidature time, in normal circumstances	SDVC	Following endorsement by the DirSAAS	Tuition Fee Internal Sponsorship and Exemption Policy	Administration

SCHEDULE 1 (B) - Administration				CONTENTS INDEX
FUNCTION	DELEGATE/S	LIMITATIONS	SOURCE	CATEGORY
Authority to approve internal sponsorship of tuition fees for extra candidature time because of special circumstances	SDVC	Following initial approval by the DirSAAS	Tuition Fee Internal Sponsorship and Exemption Policy	Administration
Authority to approve internal sponsorship of tuition fees under exceptional circumstances	SDVC	Following endorsement by the DirSAAS	Tuition Fee Internal Sponsorship and Exemption Policy	Administration
Authority to establish a quota for the number of internal sponsorships to be made available in the following year for the Graduate Certificate of Education (Tertiary Teaching)	SDVC	In conjunction with the Director, TLD	Graduate Certificate of Education (Tertiary Teaching) Policy	Administration
Authority to determine the number of commencing places available for each course in each intake period, year, teaching location, attendance mode and liability category.	VC	In consultation with Faculty PVCs	Admissions Policy	Administration
Authority to approve whether the near relative of a candidate may act as an examiner	VC		Appointments of Examiners - Near Relatives Policy	Administration
Authority to revoke the suspension of a student against whom misconduct is alleged, prior to the matter being finalised by the Student Discipline Committee	VC		Student Conduct Policy	Administration
Authority to approve tuition fees for international students	VC		Tuition Fee for International Students Policy	Administration

SCHEDULE 1 (C) - Progression				CONTENTS INDEX
FUNCTION	DELEGATE/S	LIMITATIONS	SOURCE	CATEGORY
Authority to approve an extension to the maximum time taken to complete an Award.	Associate Dean (JCU Brisbane)	Delegations may only be exercised by the Campus Dean, JCU Brisbane in relation to JCU students at JCU Brisbane. The Campus Dean (JCU Brisbane) exercise their delegations on behalf of the Faculty PVC. The Deputy Vice-Chancellor, Academic and the Faculty Pro-Vice-Chancellors may impose any additional limits on the delegations of the Campus Dean (JCU Brisbane). Where additional limits are imposed the Deputy Vice-Chancellor, Academic or the Faculty Pro-Vice-Chancellor must advise the relevant Faculty Registrar who shall maintain a register of these limits.	EDR (Enrolment Delegations Register)	Progression
Authority to approve a change of major or minor (JCU Brisbane).	Campus Dean (JCU B)	Delegations may only be exercised by the Campus Dean, JCU Brisbane in relation to JCU students at JCU Brisbane. The Campus Dean (JCU Brisbane) exercise their delegations on behalf of the Faculty PVC. The Deputy Vice-Chancellor, Academic and the Faculty Pro-Vice-Chancellors may impose any additional limits on the delegations of the Campus Dean (JCU Brisbane). Where additional limits are imposed the Deputy Vice-Chancellor, Academic or the Faculty Pro-Vice-Chancellor must advise the relevant Faculty Registrar who shall maintain a register of these limits.	EDR (Enrolment Delegations Register)	Progression

SCHEDULE 1 (C) - Progression				CONTENTS INDEX
FUNCTION	DELEGATE/S	LIMITATIONS	SOURCE	CATEGORY
Authority to approve a change of major or minor (JCUS Singapore).	Campus Dean (JCUS)	Delegations may only be exercised by the Campus Dean, JCUS Singapore in relation to JCU students at JCUS Singapore. The Campus Dean (JCUS Singapore) exercise their delegations on behalf of the Faculty PVC. The Deputy Vice-Chancellor, Academic and the Faculty Pro-Vice-Chancellors may impose any additional limits on the delegations of the Campus Dean (JCUS Singapore). Where additional limits are imposed the Deputy Vice-Chancellor, Academic or the Faculty Pro-Vice-Chancellor must advise the relevant Faculty Registrar who shall maintain a register of these limits.	EDR (Enrolment Delegations Register)	Progression
Authority to approve a subject overload.	Campus Dean (JCU Brisbane)	Delegations may only be exercised by the Campus Dean, JCU Brisbane in relation to JCU students at JCU Brisbane. The Campus Dean (JCU Brisbane) exercise their delegations on behalf of the Faculty PVC. The Deputy Vice-Chancellor, Academic and the Faculty Pro-Vice-Chancellors may impose any additional limits on the delegations of the Campus Dean (JCU Brisbane). Where additional limits are imposed the Deputy Vice-Chancellor, Academic or the Faculty Pro-Vice-Chancellor must advise the relevant Faculty Registrar who shall maintain a register of these limits.	EDR (Enrolment Delegations Register)	Progression

SCHEDULE 1 (C) - Progression				CONTENTS INDEX
FUNCTION	DELEGATE/S	LIMITATIONS	SOURCE	CATEGORY
Authority to approve leave of absence up to maximum allowable .	Campus Dean (JCUBrisbane)	Delegations may only be exercised by the Campus Dean, JCU Brisbane in relation to JCU students at JCUBrisbane. The Campus Dean (JCUBrisbane)exercise their delegations on behalf of the Faculty PVC. The Deputy Vice-Chancellor, Academic and the Faculty Pro-Vice-Chancellors may impose any additional limits on the delegations of the Campus Dean (JCUBrisbane). Where additional limits are imposed the Deputy Vice-Chancellor, Academic or the Faculty Pro-Vice-Chancellor must advise the relevant Faculty Registrar who shall maintain a register of these limits.	EDR (Enrolment Delegations Register)	Progression
Authority to waive academic penalty after the final date for withdrawal without academic penalty.	Campus Dean (JCUBrisbane)	Delegations may only be exercised by the Campus Dean, JCU Brisbane in relation to JCU students at JCUBrisbane. The Campus Dean (JCUBrisbane)exercise their delegations on behalf of the Faculty PVC. The Deputy Vice-Chancellor, Academic and the Faculty Pro-Vice-Chancellors may impose any additional limits on the delegations of the Campus Dean (JCUBrisbane). Where additional limits are imposed the Deputy Vice-Chancellor, Academic or the Faculty Pro-Vice-Chancellor must advise the relevant Faculty Registrar who shall maintain a register of these limits.	EDR (Enrolment Delegations Register)	Progression

SCHEDULE 1 (C) - Progression				CONTENTS INDEX
FUNCTION	DELEGATE/S	LIMITATIONS	SOURCE	CATEGORY
Authority to approve a subject overload.	Campus Dean (JCUS) Associate Faculty Registrar (JCUS)	Delegations may only be exercised by the Campus Dean, JCU Singapore in relation to JCU students at JCUSingapore. The Campus Dean (JCUSingapore), the Associate Faculty Registrar (JCUSingapore) exercise their delegations on behalf of the Faculty PVC.The Deputy Vice-Chancellor, Academic and the Faculty Pro-Vice-Chancellors may impose any additional limits on the delegations of the Campus Dean (JCUSingapore) and Associate Faculty Registrar (JCUSingapore). Where additional limits are imposed the Deputy Vice-Chancellor, Academic or the Faculty Pro-Vice-Chancellor must advise the relevant Faculty Registrar who shall maintain a register of these limits.	EDR (Enrolment Delegations Register)	Progression
Authority to approve an extension to the maximum time taken to complete an Award.	Campus Dean (JCUS) Associate Faculty Registrar (JCUS)	Delegations may only be exercised by the Campus Dean, JCU Singapore in relation to JCU students at JCUSingapore. The Campus Dean (JCUSingapore), the Associate Faculty Registrar (JCUSingapore) exercise their delegations on behalf of the Faculty PVC.The Deputy Vice-Chancellor, Academic and the Faculty Pro-Vice-Chancellors may impose any additional limits on the delegations of the Campus Dean (JCUSingapore) and Associate Faculty Registrar (JCUSingapore). Where additional limits are imposed the Deputy Vice-Chancellor, Academic or the Faculty Pro-Vice-Chancellor must advise the relevant Faculty Registrar who shall maintain a register of these limits.	EDR (Enrolment Delegations Register)	Progression

SCHEDULE 1 (C) - Progression				CONTENTS INDEX
FUNCTION	DELEGATE/S	LIMITATIONS	SOURCE	CATEGORY
Authority to approve leave of absence up to maximum allowable .	Campus Dean (JCUS) Associate Faculty Registrar (JCUS)	Delegations may only be exercised by the Campus Dean, JCU Singapore in relation to JCU students at JCUSingapore. The Campus Dean (JCUSingapore), the Associate Faculty Registrar (JCUSingapore) exercise their delegations on behalf of the Faculty PVC.The Deputy Vice-Chancellor, Academic and the Faculty Pro-Vice-Chancellors may impose any additional limits on the delegations of the Campus Dean (JCUSingapore) and Associate Faculty Registrar (JCUSingapore). Where additional limits are imposed the Deputy Vice-Chancellor, Academic or the Faculty Pro-Vice-Chancellor must advise the relevant Faculty Registrar who shall maintain a register of these limits.	EDR (Enrolment Delegations Register)	Progression
Authority to waive academic penalty after the final date for withdrawal without academic penalty.	Campus Dean (JCUS) Associate Faculty Registrar (JCUS) PVC, Faculty Registrar	Delegations may only be exercised by the Campus Dean, JCU Singapore in relation to JCU students at JCUSingapore. The Campus Dean (JCUSingapore), the Associate Faculty Registrar (JCUSingapore) exercise their delegations on behalf of the Faculty PVC.The Deputy Vice-Chancellor, Academic and the Faculty Pro-Vice-Chancellors may impose any additional limits on the delegations of the Campus Dean (JCUSingapore) and Associate Faculty Registrar (JCUSingapore). Where additional limits are imposed the Deputy Vice-Chancellor, Academic or the Faculty Pro-Vice-Chancellor must advise the relevant Faculty Registrar who shall maintain a register of these limits.	EDR (Enrolment Delegations Register)	Progression

SCHEDULE 1 (C) - Progression				CONTENTS INDEX
FUNCTION	DELEGATE/S	LIMITATIONS	SOURCE	CATEGORY
Authority to approve award and renewal of School-funded research scholarships.	Dean, Graduate Research Studies; Manager, Graduate Research School	On recommendation of HOS. Manger, Graduate Research School - approval of awards within guidelines only	EDR (Enrolment Delegations Register)	Progression
Authority to approve award of externally-funded research scholarships.	Dean, Graduate Research Studies; Manager, Graduate Research School	Manager, Graduate Research School approval of awards within guidelines only.	EDR (Enrolment Delegations Register)	Progression
Authority to approve continuation of research Masters and Doctorate candidature.	Dean, Graduate Research Studies; Manager, Graduate Research School	On recommendation of Supervisor and Head of School. Manager, Graduate Research School approval of routine completions of annual reports only.	EDR (Enrolment Delegations Register)	Progression
Authority to determine whether an appeal should be upheld or rejected in relation to a decision made regarding an application from an international student visa-holder to transfer to another educational institution	DirJCI		Transfer of International Student Visa-Holders to Other Educational Institutions	Progression
Authority to extend the date by which a student's Statement of Reasons may be received	DirSAAS	In consultation with the PVC	Academic Progression Policy	Progression
Authority to extend the time time permitted for a student to lodge an appeal under the provisions of the Academic Progression Policy	DirSAAS		Academic Progression Policy	Progression
Authority to appoint an impartial observer to oversee the procedural fairness of a Review Panel's proceedings, in relation to matters considered under the Student's Suitability to Continue a Course Involving Placement Policy	HOS		Review of a Student's Suitability to Continue a Course Involving Placement Policy	Progression
Authority to request and institute a Review Process in relation to matters considered under the Student's Suitability to Continue a Course Involving Placement Policy	HOS		Review of a Student's Suitability to Continue a Course Involving Placement Policy	Progression
Authority to suggest an appropriate staff member and appropriate experienced practitioner to be members of a Review Panel considering a student's suitability to continue in a course involving placement.	HOS		Review of a Student's Suitability to Continue a Course Involving Placement Policy	Progression
Authority to create an amendment to student course records on PRISMS for all JCU Australian Teaching Locations	Manager, Transnational, Partnerships and Compliance		EDR (Enrolment Delegations Register)	Progression

SCHEDULE 1 (C) - Progression				CONTENTS INDEX
FUNCTION	DELEGATE/S	LIMITATIONS	SOURCE	CATEGORY
Authority to approve course/discipline submissions for external accreditation	PVC		Accreditation of Courses and/or Disciplines Policy	Progression
Authority to approve credit from a postgraduate certificate or postgraduate diploma to a coursework Masters degree	PVC, Faculty Registrar, Associate Faculty Registrar		Framework for Postgraduate Courses Policy	Progression
Authority to approve credit from a postgraduate certificate to a postgraduate diploma	PVC, Faculty Registrar, Associate Faculty Registrar		Framework for Postgraduate Courses Policy	Progression
Authority to approve that an 'RW' result shall not be changed to an 'X' after 12 months	PVC, Faculty Registrar		Finalisation and Publication of Student Results	Progression
Authority to approve withdrawal from a subject without academic penalty	PVC, Faculty Registrar		Dates for Withdrawal Without Academic Penalty and Addition or Substitution of Subjects Without Prior Approval of Subject Coordinator	Progression
Authority to determine whether a student who has breached the conditions imposed upon them will be required to submit a Statement of Reasons	PVC, Faculty Registrar, Associate Faculty Registrar		Academic Progression Policy	Progression
Authority to determine whether a student who has breached the minimum academic standards of the Academic Progression Policy may continue enrolment in their course, may have conditions imposed, may be suspended or may be excluded from the course	PVC, Faculty Registrar		Academic Progression Policy	Progression
Authority to determine whether students who have been impacted negatively by their Australian Defence Forces Reserve service commitments may withdraw from a subject without academic penalty	PVC, Faculty Registrar		Provision for Defence Force Reservists Enrolled as JCU Students	Progression
Authority to approve an extension to the maximum time taken to complete an Award.	PVC, Associate Campus Dean (JCUBrisbane), Faculty Registrar, Associate Faculty Registrar	Faculty Registrars, Associate Faculty Registrars only exercise their delegations on behalf of relevant PVC	EDR (Enrolment Delegations Register)	Progression
Authority to act on behalf of the Faculty Pro-Vice-Chancellor in making determinations under the Academic Progression Policy.	PVC, Associate Dean, Faculty Registrar, Associate Faculty Registrar	On advice from appropriate Head of School. Faculty Registrars, Associate Faculty Registrars only exercise their delegations on behalf of relevant PVC	EDR (Enrolment Delegations Register)	Progression
Authority to approve a change of major or minor.	PVC, Associate Dean, Faculty Registrar, Associate Faculty Registrar	Faculty Registrars, Associate Faculty Registrars only exercise their delegations on behalf of relevant PVC	EDR (Enrolment Delegations Register)	Progression
Authority to approve a subject overload.	PVC, Associate Dean, Faculty Registrar, Associate Faculty Registrar	Faculty Registrars, Associate Faculty Registrars only exercise their delegations on behalf of relevant PVC	EDR (Enrolment Delegations Register)	Progression

SCHEDULE 1 (C) - Progression				CONTENTS INDEX
FUNCTION	DELEGATE/S	LIMITATIONS	SOURCE	CATEGORY
	Senior Enrolment Officer	Only for courses specified by the Faculty Registrar		
Authority to approve a variation to a study plan	PVC, Associate Dean, Faculty Registrar, Associate Faculty Registrar	Faculty Registrars, Associate Faculty Registrars only exercise their delegations on behalf of relevant PVC	EDR (Enrolment Delegations Register)	Progression
Authority to approve leave of absence.	PVC, Associate Dean, Faculty Registrar, Associate Faculty Registrar	Faculty Registrars, Associate Faculty Registrars only exercise their delegations on behalf of relevant PVC	EDR (Enrolment Delegations Register)	Progression
Authority to approve more than two attempts of a subject.	PVC, Associate Dean, Faculty Registrar, Associate Faculty Registrar	Faculty Registrars, Associate Faculty Registrars only exercise their delegations on behalf of relevant PVC	EDR (Enrolment Delegations Register)	Progression
Authority to waive academic penalty after the final date for withdrawal without academic penalty.	PVC, Associate Dean, Faculty Registrar, Associate Faculty Registrar	Faculty Registrars, Associate Faculty Registrars only exercise their delegations on behalf of relevant PVC	EDR (Enrolment Delegations Register)	Progression
Authority to approve a change of major or minor.	Senior Enrolment Officer: Enrolment Officer	May only be exercised where the change of major/minor is between majors determined by the Faculty Registrar to be of equivalent entry requirements. The Faculty Registrars, Associate Faculty Registrars and Enrolment Officers exercise their delegations on behalf of the relevant Faculty PVC. The Faculty PVC may impose any additional limits on the delegations of these positions or staff in these positions. The Faculty Registrar may impose any additional limits on the delegations of the Associate Faculty Registrar and Enrolment Officer positions or staff in these positions. Where additional limits are imposed, the Faculty Registrar shall maintain a register of these limits.	EDR (Enrolment Delegations Register)	Progression

SCHEDULE 1 (C) - Progression				CONTENTS INDEX
FUNCTION	DELEGATE/S	LIMITATIONS	SOURCE	CATEGORY
Authority to approve leave of absence up to maximum allowable .	Senior Enrolment Officer: Enrolment Officer	The Faculty Registrars, Associate Faculty Registrars and Enrolment Officers exercise their delegations on behalf of the relevant Faculty PVC. The Faculty PVC may impose any additional limits on the delegations of these positions or staff in these positions. The Faculty Registrar may impose any additional limits on the delegations of the Associate Faculty Registrar and Enrolment Officer positions or staff in these positions. Where additional limits are imposed, the Faculty Registrar shall maintain a register of these limits.	EDR (Enrolment Delegations Register)	Progression
Authority to vary the Schedule in the Review of a Student's Suitability to Continue a Course Involving Placement Policy	VC	On the recommendation of the relevant Faculty	Review of a Student's Suitability to Continue a Course Involving Placement Policy	Progression

SCHEDULE 1 (D) - Assessment				CONTENTS INDEX
FUNCTION	DELEGATE/S	LIMITATIONS	SOURCE	CATEGORY
Authority of examiners of research higher degrees theses and Professional Doctorate dissertations.	Dean, Graduate Research Studies; Manager, Graduate Research School	On recommendation of Head of School. Manager, Graduate Research School approval of nominations within guidelines only.	FDR (Enrolment Delegations Register)	Assessment
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	DirJCI		Satisfactory Academic Progress (SAP) Requirements for US Federal Aid Loans Eligibility Policy	Assessment
Authority to approve who may enter an examination room, in addition to the candidate and supervisor	DirSAAS		Examinations Requirements	Assessment
Authority to determine that an application for review of assessment is that an application is frivolous, trivial or vexatious, and to dismiss the application	DirSAAS	In agreement with the PVC	Review of Assessment and Student Access to Scripts and Materials	Assessment
Authority to accept a late application for review of assessment	DirSAAS	In consultation with the PVC	Review of Assessment and Student Access to Scripts and Materials	Assessment
Authority to accept a late application from a student under the Special Consideration, Supplementary, Deferred and Special Examinations Requirements	DirSAAS	In consultation with the Faculty PVC	Special Consideration, Supplementary, Deferred and Special Examinations Requirements	Assessment
Authority to approve items which may be brought into an examination room	HOS		Examinations Requirements	Assessment
Authority to determine whether a re-mark shall be granted, following application by a student, and to nominate an alternative qualified person to mark the assessment	HOS		Review of Assessment and Student Access to Scripts and Materials	Assessment
Authority to approve, in special circumstances, variations to a subject's assessment requirements as indicated in the Learning, Teaching & Assessment Policy	HOS		Learning, Teaching & Assessment Policy	Assessment
Authority to approve amendments to assessment items which are specified in the Subject Outline	HOS		Learning, Teaching & Assessment Policy	Assessment
Authority to approve that an assessment item worth more than 30% of the total grade in a subject be given within 3 weeks of the examination period	HOS		Learning, Teaching & Assessment Policy	Assessment
Authority to determine moderation outcomes relating to marking of assessment, where differences in moderation are irreconcilable	HOS		Learning, Teaching & Assessment Policy	Assessment
Authority to approve examination papers	HOS		Learning, Teaching & Assessment Policy	Assessment

SCHEDULE 1 (D) - Assessment				CONTENTS INDEX
FUNCTION	DELEGATE/S	LIMITATIONS	SOURCE	CATEGORY
Authority to determine whether a re-mark shall be granted, following an appeal by a student	PVC		Review of Assessment and Student Access to Scripts and Materials	Assessment
Authority to determine that a student consultation with the HOS may be omitted, under the Review of Assessment and Student Access to Scripts and Materials Policy	PVC		Review of Assessment and Student Access to Scripts and Materials	Assessment
Authority to determine that an application for review of assessment is that an application is frivolous, trivial or vexatious, and to dismiss the application	PVC	In agreement with the Director, SAAS	Review of Assessment and Student Access to Scripts and Materials	Assessment
Authority to determine the time and date of the Faculty Subject Result Review Committee, convened to review the final grade awarded to a student	PVC		Review of Assessment and Student Access to Scripts and Materials	Assessment
Authority to grant a deferred examination to a student	PVC, Faculty Registrar	On recommendation of the HOS	Special Consideration, Supplementary, Deferred and Special Examinations Requirements	Assessment
Authority to grant a supplementary examination to a student	PVC, Faculty Registrar	On recommendation of the HOS	Special Consideration, Supplementary, Deferred and Special Examinations Requirements	Assessment
Authority to grant a student special consideration in the marking of an examination	PVC, Faculty Registrar	On recommendation of the HOS	Special Consideration, Supplementary, Deferred and Special Examinations Requirements	Assessment
Authority to grant a special examination to a student, because of special hardship or exceptional circumstances	PVC		Special Consideration, Supplementary, Deferred and Special Examinations Requirements	Assessment
Authority to approve that a student may be re-examined where their results are significantly below those which could be expected	PVC		Special Consideration, Supplementary, Deferred and Special Examinations Requirements	Assessment
Authority to make assessment decisions in special circumstances	PVC		Learning, Teaching & Assessment Policy	Assessment
Authority to ratify subject results	PVC, Faculty Registrar	On recommendation of Examiner or Subject Coordinator and the Head of School. Faculty Registrars, Associate Faculty Registrars only exercise their delegations on behalf of relevant PVC	EDR (Enrolment Delegations Register)	Assessment
Authority to appoint the rooms in which examinations are held	SDVC		Examinations Requirements	Assessment

SCHEDULE 1 (E) - Finalisation				CONTENTS INDEX
FUNCTION	DELEGATE/S	LIMITATIONS	SOURCE	CATEGORY
Recommendation for award of the degree of the degree of Doctor of Philosophy	Dean, Graduate Research Studies	On recommendation of HOS	EDR (Enrolment Delegations Register)	Finalisation
Approval of the award of all Masters by Research degrees.	Dean, Graduate Research Studies	On recommendation of HOS	EDR (Enrolment Delegations Register)	Finalisation
Authority to certify completion of research Masters and Doctorate candidature milestones.	Dean, Graduate Research Studies; Manager, Graduate Research School	On recommendation of Supervisor and Head of School. Manager, Graduate Research School approval of routine completion of milestones only.	EDR (Enrolment Delegations Register)	Finalisation
Authority to amend a student's subject result following the result publication date - following the outcome of a formal review of assessment	DirSAAS		Finalisation and Publication of Student Results	Finalisation
Authority to specify the date by which the recommended grade for each student shall be entered into the Student Information System	HOS		Finalisation and Publication of Student Results	Finalisation
Authority to certify subjects results	HOS		Finalisation and Publication of Student Results	Finalisation
Authority to specify the scholarly work(s) required prior to a student's confirmation seminar	HOS		Confirmation Seminar	Finalisation
Authority to approve the scholarly work(s) submitted by a student prior to their confirmation seminar	HOS	In conjunction with Principal Supervisor	Confirmation Seminar	Finalisation
Authority to ratify subjects results	PVC; Faculty Registrar		Finalisation and Publication of Student Results	Finalisation
Authority to amend a student's subject result following the result publication date - where a final result has been delayed pending the outcome of a supplementary, deferred or special examination, the outcome of an allegation of Student Academic Misconduct or the completion of an assessment process	PVC; Faculty Registrar	On the recommendation of the Subject Coordinator and Head of School	Finalisation and Publication of Student Results	Finalisation
Authority to amend a student's subject result following the result publication date - where an error has occurred	PVC; Associate Dean; Faculty Registrar	Faculty Registrars, Associate Faculty Registrars only exercise their delegations on behalf of relevant PVC	Finalisation and Publication of Student Results	Finalisation
Authority to certify completion of all formal requirement for the awarding of a degree.	PVC; Associate Dean; Faculty Registrar	Faculty Registrars, Associate Faculty Registrars only exercise their delegations on behalf of relevant PVC	EDR (Enrolment Delegations Register)	Finalisation

SCHEDULE 1 (E) - Finalisation				CONTENTS INDEX
FUNCTION	DELEGATE/S	LIMITATIONS	SOURCE	CATEGORY
Authority to certify completion of all formal requirement for the awarding of a degree where a student has completed all requirements of the approved study plan.	PVC; Faculty Registrar; Associate Faculty Registrar	Faculty Registrars, Associate Faculty Registrars only exercise their delegations on behalf of relevant PVC	FDR (Enrolment Delegations Register)	Finalisation

SCHEDULE 1 (F) - Conferral				CONTENTS INDEX
FUNCTION	DELEGATE/S	LIMITATIONS	SOURCE	CATEGORY
Admit to degrees and awards, and present testamurs to, candidates listed in the official program at a graduation ceremony	C, CD, PC, VC, DVC, PVC			Conferral
Authority to approve the bestowal of a posthumous award, in urgent circumstances, and in accordance with the criteria specified in the Posthumous Award Policy	ChrAB		Posthumous Award Policy	Conferral
Admit candidates to degrees and awards other than at a graduation ceremony	Council			Conferral
Authority to recommend the bestowal of an alternative or intermediate posthumous higher degree by research award	Dean GRS		Posthumous Award Policy	Conferral
Authority to recommend the bestowal of a posthumous coursework award, including an alternative or intermediate award	PVC		Posthumous Award Policy	Conferral

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FUNCTION	DELEGATE/S	LIMITATIONS	SOURCE	CATEGORY
Authority to approve the introduction of a new course (on-shore)	Academic Board	on recommendation of PVC, through VCAC and either Education Committee (coursework) or Research Education Sub-committee & Research Committee (research) or each of Education Committee, Research Education Sub-committee, and Research Committee (doctorates by coursework)		Course - Introduction
Authority to approve the introduction of a new Major (coursework)	Academic Board	on recommendation of PVC, through VCAC and Education Committee (coursework majors) or each of Education Committee, Research Education Sub-committee and Research Committee (doctorate by coursework majors)	Courses, Majors and Subjects - Approval Process	Major - Introduction
Authority to amend the attributes of an existing research subject	Chairperson Research Education Sub-committee	Research Committee for noting	Courses, Majors and Subjects - Approval Process	Subject attributes - Amendment
Authority to introduce a new research subjects availability	Chairperson Research Education Sub-committee	Research Committee for noting	Courses, Majors and Subjects - Approval Process	Subject availabilities - Introduction
Authority to approve a new discipline	Council	on recommendation from PVC through Academic Board	Courses, Majors and Subjects - Approval Process	Discipline - Introduction
Authority to approve the introduction of a new course (off-shore) being offered off-shore for the first time	Council	on recommendation of PVC, through VCAC, Academic Board and either Education Committee (coursework) or Research Education Sub-committee & Research Committee (research) or each of Education Committee, Research Education Sub-committee, and Research Committee (doctorates by coursework)	Courses, Majors and Subjects - Approval Process	Course - Introduction
Authority to approve the introduction or discontinuation of an availability for a coursework course or major within it	DVC, Academic	on the recommendation of the PVC	Courses, Majors and Subjects - Approval Process	Course - Suspension/Discontinuation
Authority to approve a new subject	Education Committee	on the recommendation of the PVC (coursework)	Courses, Majors and Subjects - Approval Process	Subject - Introduction
Authority to discontinue an existing subject	Education Committee	on the recommendation of the PVC (coursework)	Courses, Majors and Subjects - Approval Process	Subject - Suspend/Discontinue
Authority to recommend new Course Concept Plan and Business Plan	PVC		Courses, Majors and Subjects - Approval Process	Course concept plan - Introduction
Authority to recommend that an existing course or major be suspended or discontinued	PVC		Courses, Majors and Subjects - Approval Process	Course/ Major - Suspend/Discontinue

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FUNCTION	DELEGATE/S	LIMITATIONS	SOURCE	CATEGORY
Authority to amend course or major administrative information	PVC, Faculty Registrar	on the recommendation of the Manager, CIMS	Courses, Majors and Subjects - Approval Process	Course/Major administrative information - Introduction
Authority to recommend that the attributes of the award requirements of an existing course or major be amended	PVC		Courses, Majors and Subjects - Approval Process	Courses/Majors - Amendment
Authority to recommend new Major proposal	PVC		Courses, Majors and Subjects - Approval Process	Courses/Majors - Introduction
Authority to recommend to introduce a new, or discontinue an existing, subject	PVC		Courses, Majors and Subjects - Approval Process	Subject - Introduction & Discontinuation
Authority to amend the attributes of an existing coursework subject	PVC	Education Committee for noting	Courses, Majors and Subjects - Approval Process	Subject attributes - Amendment
Authority to introduce a new coursework subject availability	PVC	Education Committee for noting	Courses, Majors and Subjects - Approval Process	Subject availabilities - Introduction
Authority to discontinue an existing subject availability	PVC &/or Chair, RESC	The recommendation is made to CIMS who disseminates the recommendation to Faculty and/or Chair, RESC, Heads of School, Faculty Registrars and Associate Deans where no objections to this proposal are made. (Note that no objections will be received in relation to independent or exchange subjects as PVC has authority to approve.)	Courses, Majors and Subjects - Approval Process	Subject Availability - Suspend/Discontinue
Authority to discontinue an Independent Studies subject and Exchange Subject	PVC or authorised delegate		Courses, Majors and Subjects - Approval Process	Subject - Discontinuation
Authority to introduce a new Independent Studies subject and Exchange Subject	PVC or authorised delegate		Courses, Majors and Subjects - Approval Process	Subject - Introduction
Authority to discontinue the availability of an Independent Studies subject and Exchange Subject	PVC or authorised delegate		Courses, Majors and Subjects - Approval Process	Subject availability - Discontinuation
Authority to introduce a new availability for Independent Studies subject and Exchange Subject	PVC or authorised delegate		Courses, Majors and Subjects - Approval Process	Subject availability - Introduction
Authority to approve the introduction or discontinuation of an availability for a research or doctorate by coursework course	DVCA	On the recommendation of the PVC - Other than for proposals which are offered at an off-shore location for the first time, which require the approval of Council	Courses, Majors and Subjects - Approval Process	Course availability - Introduction & Discontinuation
Authority to to discontinue an existing subject availability	DVCA	In cases where objections are made	Courses, Majors and Subjects - Approval Process	Subject Availability - Suspend/Discontinue

SCHEDULE 3 ACADEMIC STRUCTURES				CONTENTS INDEX
FUNCTION	DELEGATE/S	LIMITATIONS	SOURCE	CATEGORY
Authority to appoint an independent external or internal mediator for grievances in relation to academic or resource matters for research masters and doctoral candidates	DeanGRS	With the written agreement of both parties	Grievance Procedures for Academic or Resource Matters - Research Masters and Doctoral Candidates	Resources Facilities and other Support
Authority to commit University funds as part of an agreement made following a grievance regarding academic or resource matters for research masters and doctoral candidates	DeanGRS	In consultation with HOS, PVC or DVC	Grievance Procedures for Academic or Resource Matters - Research Masters and Doctoral Candidates	Resources Facilities and other Support
Authority to approve a formal investigation where a dispute or grievance associated with the candidature of a research student is not covered by the relevant degree Requirements Appeal Procedures or the University's Harassment Policy and Procedures	DeanGRS		Grievance Procedures for Academic or Resource Matters - Research Masters and Doctoral Candidates	Resources Facilities and other Support
Authority to appoint a panel to investigate a complaint associated with the candidature of a research student and to make recommendations on appropriate action,	DeanGRS		Grievance Procedures for Academic or Resource Matters - Research Masters and Doctoral Candidates	Resources Facilities and other Support
Authority to approve communications that pass outside of JCU where a project is commercially sensitive	DirIS		Guidelines on Confidentiality in Commercial Projects	Ventures & Partnerships
Authority to sign to sign commercial research agreements and contracts valued at up to \$100,000	DirRS		Commercial Research and Consultancy Services Policies and Procedures	Ventures & Partnerships
Authority to approve individual non-disclosure or confidentiality agreements, required as a condition precedent to further discussions or negotiations, in relation to commercial research and consultancy services	DirRS		Commercial Research and Consultancy Services Policies and Procedures	Ventures & Partnerships
Authority to approve budgets for commercial projects where the University is contracted to develop intellectual property owned or controlled by an External Party	DirRS		Commercial Research and Consultancy Services Policies and Procedures	Ventures & Partnerships
Authority to approve press announcements or media releases in relation to commercially sensitive projects	DirRS		Guidelines on Confidentiality in Commercial Projects	Ventures & Partnerships
Authority to sign to sign commercial research agreements and contracts valued at up to \$1,000,000	DVCRI		Commercial Research and Consultancy Services Policies and Procedures	Ventures & Partnerships
Authority to approve individual non-disclosure or confidentiality agreements, required as a condition precedent to further discussions or negotiations, in relation to commercial research and consultancy services	DVCRI		Commercial Research and Consultancy Services Policies and Procedures	Ventures & Partnerships
Authority to reduce or waive overheads for commercial projects in special circumstances	DVCRI		Commercial Research and Consultancy Services Policies and Procedures	Ventures & Partnerships

SCHEDULE 3 ACADEMIC STRUCTURES				CONTENTS INDEX
FUNCTION	DELEGATE/S	LIMITATIONS	SOURCE	CATEGORY
Authority to price collaborative research and development at less than full cost recovery	DVCRI		Commercial Research and Consultancy Services Policies and Procedures	Ventures & Partnerships
Authority to direct how the balance of income from contract research or consultancies be distributed, within the limits and <u>conditions permitted</u>	DVCRI		Commercial Research and Consultancy Services Policies and Procedures	Ventures & Partnerships
Authority to approve a confidentiality agreement in relation to commercial project	DVCRI		Guidelines on Confidentiality in Commercial Projects	Ventures & Partnerships
Authority to permit the involvement of visiting staff, collaborators or contractors on a research project where an <u>invention is to be kept confidential</u>	DVCRI		Guidelines on Confidentiality in Commercial Projects	Ventures & Partnerships
Authority to approve communications that pass outside of JCU where a project is commercially sensitive	DVCRI		Guidelines on Confidentiality in Commercial Projects	Ventures & Partnerships
Authority to direct, following an appeal, that a grievance be re-examined	DVCRI		Grievance Procedures for Academic or Resource Matters - Research Masters and Doctoral Candidates	Resources Facilities and other Support
Authority to distribute the balance of project income, after all direct costs and indirect costs have been met, and all conditions of contract have been satisfied	HOS	Subject to further negotiation with the collaborative partner	Commercial Research and Consultancy Services Policies and Procedures	Ventures & Partnerships
Authority to approve the participation of a student in an activity which has implications for intellectual property	HOS		Intellectual Property Policy	?
Authority to approve access by part-time and off-campus RHD students to physical facilities	HOS	To be negotiated with the student	Minimum Standard of Resources and Facilities and other Support Provided for Research Higher Degree Students	Resources Facilities and other Support
Authority to approve access by off-campus RHD students to resources and support (other than physical facilities)	HOS	To be negotiated with the student	Minimum Standard of Resources and Facilities and other Support Provided for Research Higher Degree Students	Resources Facilities and other Support
Authority to direct how the balance of income from contract research or consultancies be distributed, within the limits and <u>conditions permitted</u>	PVC		Commercial Research and Consultancy Services Policies and Procedures	Ventures & Partnerships
Authority to approve articulation agreements with other providers of post-school education	PVC	For Articulation Agreements with non-Australian institutions, the DVC, US & R should be consulted prior to the approval of the agreement	Academic Board Guidelines for the Establishment and Review of Articulation Agreements	Articulations
Authority to direct how the balance of income from contract research or consultancies be distributed, within the limits and <u>conditions permitted</u>	SDVC		Commercial Research and Consultancy Services Policies and Procedures	Ventures & Partnerships
Authority to direct how the balance of income from contract research or consultancies be distributed, within the limits and <u>conditions permitted</u>	VC		Commercial Research and Consultancy Services Policies and Procedures	Ventures & Partnerships

SCHEDULE 3 ACADEMIC STRUCTURES				CONTENTS INDEX
FUNCTION	DELEGATE/S	LIMITATIONS	SOURCE	CATEGORY
Authority to approve any ex gratia salary payment from contract research or consultancy income	VC	May not award payment to him/herself	Commercial Research and Consultancy Services Policies and Procedures	Ventures & Partnerships
Authority to enter into a contract that restricts the right of a postgraduate student of the University to include project results or information in a thesis, or restricts the publication of the thesis for a period greater than 18 months after submission		Where student has acknowledged this in writing	Commercial Research and Consultancy Services Policies and Procedures	Ventures & Partnerships

SCHEDULE 4 - RESEARCH AND ETHICS				CONTENT INDEX
FUNCTION	DELEGATE/S	LIMITATIONS	SOURCE	CATEGORY
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	DVCRI		Code for the Responsible Conduct of Research	Ethics
Authority to approve that research material be held in locations other than the School	HOS		Code for the Responsible Conduct of Research	Ethics
Authority to approve departures from the Code for the Responsible Conduct of Research	VC	On the recommendation of the DVC, R&I	Code for the Responsible Conduct of Research	Ethics
Authority to determine whether a research misconduct inquiry is needed and whether it should be investigated internally or externally	VC		Code for the Responsible Conduct of Research	Ethics

SCHEDULE 5 - RECOGNITION OF ACADEMIC EXCELLENCE				CONTENTS INDEX
FUNCTION	DELEGATE/S	LIMITATIONS	SOURCE	CATEGORY
Authority to approve that a scholarship holder spend more than 12 months as an overseas-based student	DeanGRS	In conjunction with the HOS	Scholarships for Research Masters and Doctoral Students	Scholarships
Authority to approve whether a scholarship holder undertakes overseas-based research	DeanGRS	In conjunction with the HOS	Scholarships for Research Masters and Doctoral Students	Scholarships
Authority to approve whether a scholarship holder undertakes substantial amounts of research at organisations outside the higher education system	DeanGRS	In conjunction with the HOS	Scholarships for Research Masters and Doctoral Students – Externally Funded	Scholarships
Authority to determine whether the short absence of a scholarship holder would interfere with their progress and therefore whether it needs to be reported to the Dean, GRS	DeanGRS	In conjunction with the GRS	Scholarships for Research Masters and Doctoral Students – Externally Funded	Scholarships
Authority to approve that a scholarship holder spend more than 12 months as an overseas-based student	DeanGRS	In conjunction with the HOS	Scholarships for Research Masters and Doctoral Students	Scholarships
Authority to approve whether a scholarship holder undertakes overseas-based research	DeanGRS	In conjunction with the HOS	Scholarships for Research Masters and Doctoral Students	Scholarships
Authority to approve whether a scholarship holder undertakes substantial amounts of research at organisations outside the higher education system	DeanGRS	In conjunction with the HOS	Scholarships for Research Masters and Doctoral Students	Scholarships
Authority to approve the conversion of a Master's research Scholarship to a PhD research Scholarship or vice versa	DeanGRS	In conjunction with the HOS	Scholarships for Research Masters and Doctoral Students	Scholarships
Authority to terminate a scholarship	DeanGRS	In conjunction with the HOS	Scholarships for Research Masters and Doctoral Students	Scholarships
Authority to determine how conditions relating to full-time scholarships shall be applied on a pro rata basis for part-time students	DeanGRS		Scholarships for Research Masters and Doctoral Students	Scholarships
Authority to determine the level of tax-exempt stipend offered as part of a scholarship	HOS	In conjunction with the funding body	Scholarships for Research Masters and Doctoral Students – Externally Funded	Scholarships
Authority to approve that a scholarship holder spend more than 12 months as an overseas-based student	HOS	In conjunction with the Dean, GRS	Scholarships for Research Masters and Doctoral Students – Externally Funded	Scholarships
Authority to approve whether a scholarship holder undertakes overseas-based research	HOS	In conjunction with the Dean, GRS	Scholarships for Research Masters and Doctoral Students – Externally Funded	Scholarships
Authority to approve whether a scholarship holder undertakes substantial amounts of research at organisations outside the higher education system	HOS	In conjunction with the Dean, GRS	Scholarships for Research Masters and Doctoral Students – Externally Funded	Scholarships
Authority to approve leave of absence for scholarship holders	HOS	In conjunction with the supervisor and the funding body	Scholarships for Research Masters and Doctoral Students – Externally Funded	Scholarships
Authority to terminate a scholarship	HOS	In conjunction with the Dean, GRS	Scholarships for Research Masters and Doctoral Students – Externally Funded	Scholarships

SCHEDULE 5 - RECOGNITION OF ACADEMIC EXCELLENCE				CONTENTS INDEX
FUNCTION	DELEGATE/S	LIMITATIONS	SOURCE	CATEGORY
Authority to determine whether the short absence of a scholarship holder would interfere with their progress and therefore whether it needs to be reported to the Dean, GRS	HOS		Scholarships for Research Masters and Doctoral Students – Externally Funded	Scholarships
Authority to grant extension of tenure of a scholarship for a PhD degree by up to 12 months	HOS		Scholarships for Research Masters and Doctoral Students – Externally Funded	Scholarships
Authority to approve that the balance of a scholarship for a Master's student be used toward their PhD candidature	HOS		Scholarships for Research Masters and Doctoral Students	Scholarships
Authority to approve that a scholarship holder spend more than 12 months as an overseas-based student	HOS	In conjunction with the Dean, GRS	Scholarships for Research Masters and Doctoral Students	Scholarships
Authority to approve whether a scholarship holder undertakes overseas-based research	HOS	In conjunction with the Dean, GRS	Scholarships for Research Masters and Doctoral Students	Scholarships
Authority to approve whether a scholarship holder undertakes substantial amounts of research at organisations outside the higher education system	HOS	In conjunction with the Dean, GRS	Scholarships for Research Masters and Doctoral Students	Scholarships
Authority to approve the conversion of a Master's research Scholarship to a PhD research Scholarship or vice versa	HOS	In conjunction with the Dean, GRS	Scholarships for Research Masters and Doctoral Students	Scholarships
Approval to grant leave of absence, up to a maximum of 12 months, where a technical difficulty is hindering satisfactory progress of the study	HOS	In conjunction with the Supervisor	Scholarships for Research Masters and Doctoral Students	Scholarships
Authority to terminate a scholarship	HOS	In conjunction with the Dean/GRS	Scholarships for Research Masters and Doctoral Students	Scholarships
Authority to determine whether the short absence of a scholarship holder would interfere with their progress and therefore whether it needs to be reported to the Dean, GRS	HOS		Scholarships for Research Masters and Doctoral Students	Scholarships
Authority to approve that a part-time scholarship holder convert to full-time	HOS		Scholarships for Research Masters and Doctoral Students	Scholarships
Authority to allocate a scholarship holder a place under the Research Training Scheme (RTS)	PVC	Subject to a place being available	Scholarships for Research Masters and Doctoral Students – Externally Funded	Scholarships
Authority to allocate a scholarship holder a place under the Research Training Scheme (RTS)	PVC	Subject to a place being available	Scholarships for Research Masters and Doctoral Students	Scholarships
Authority to approve the awarding of University prizes.	PVC; Associate Dean; Faculty Registrar	Faculty Registrars, Associate Faculty Registrars only exercise their delegations on behalf of relevant PVC	EDR (Enrolment Delegations Register)	Prizes

SCHEDULE 5 - RECOGNITION OF ACADEMIC EXCELLENCE				CONTENTS INDEX
FUNCTION	DELEGATE/S	LIMITATIONS	SOURCE	CATEGORY
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	VC		University Prizes Policy	Prizes

SCHEDULE 6 ACADEMIC STANDARDS				CONTENTS INDEX
FUNCTION	DELEGATE/S	LIMITATIONS	SOURCE	CATEGORY
Authority to approve the the print learning resources produced internally and used in international, off-campus and cross-campus subjects	HOS		Subject Study Guides for International, Off- and Cross-Campus Offer	Standards