

DELEGATIONS OF AUTHORITY POLICY

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In developing this policy, the University had regard to the provisions of section 40B(1)(b) of the Human Rights Act 2004 (ACT).

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1 | PURPOSE

This policy sets out a framework for the delegation of authority, and the principles which apply when exercising a function under a delegation.

Delegations are a mechanism by which the University:

- a) enables officers of the University to act on the behalf of the University by providing the formal authority to commit the University and make decisions on behalf of the University; and
- b) defines limits and establishes accountability of officers of the University.

2 | SOURCE OF AUTHORITY

The [University of Canberra Act 1989](#) (the Act) establishes the **University Council** (Council) as the governing authority of the University. Council has the entire management of the University and is to act in all matters concerning the University in the way it considers will best promote the interests of the University.

The exercise of powers reserved to the Council are listed in the [Reserved Powers of Council](#). These Reserved Powers cannot be delegated.

Under section 17 of the Act, Council may delegate its functions (except the power to make Statutes) to:

- a) A member of the Council;
- b) A committee that includes a member of the Council;
- c) A member of the staff of the University; or
- d) Any other person approved by the Council.

As at the effective date, this document replaces all previous delegations set out by Council, unless specified under the University Legislation, Statute or Rule.

Through [Statutes](#) and [Rules](#), Council has appointed powers to the **Vice-Chancellor** and the **Academic Board**, making them the source of authority for these functions.

3 | SCOPE

This delegations policy combines delegations across all functions of the University, including delegations set out in Legislation, Statutes, Rules and Reserved Powers of Council.

This delegations policy applies to the Council, staff and committees of the University. This policy outlines the delegations of authority relating to the following matters:

- Administrative delegations;
- Financial delegations;
- People delegations; and
- Academic delegations (coursework and research).

A University controlled entity has the right to set their own delegations or follow the University's delegations as outlined in this Policy - refer to the [Controlled and Related Entities Governing Policy](#).

4 | PRINCIPLES

In exercising any delegated authority, a delegate must consider the principles listed below:

Context

1. Delegates must exercise delegations in the best interests of the University, in accordance with the [Charter of Conduct and Values](#).
2. Delegations are to be exercised in accordance with relevant law, including but not limited to, the University of Canberra Act 1989, University Statutes and Rules, and policies and

procedures. Where there is a conflict between the delegations in the schedules to this document and a University policy, the delegations in the schedules will apply.

Delegates

3. Delegations are conferred on a position, not to an individual occupying the position. A delegated authority extends to any person officially appointed to a position on a temporary basis, unless otherwise specified in the appointment to act.
4. If a position is abolished or re-named, the delegation should be taken to be a reference to the principal successor to the functions of that position or committee.
5. , No delegate can sub-delegate unless specified in a Statute or Rule.
6. Unless stated otherwise, a delegation to a specific delegation band applies to any officer within or above the delegation band.

Exercise of Delegations

7. Authority should be exercised by the lowest level delegate which holds responsibility in the first instance and escalated to a higher-level delegate if the lower level delegate is unavailable (i.e. on leave/away for business), does not hold entire management responsibility for the functions or has an actual or perceived conflict of interest e.g. delegates may not approve with respect to their own appointment, including any form of remuneration of payment, promotion, transfer or secondment, travel, absence or termination pertaining to themselves or to officers with whom they have a close personal relationship or external business relationship.
8. Any delegation must be exercised in accordance with the relevant financial delegation limit, approved budget or source of funds except where stated otherwise. The aggregation of expenditure commitments for any one Capital Expenditure or Major Project must not exceed a delegate's financial limit.
9. The budget owner is responsible for monitoring the exercise of delegations within their area.
10. The exercise of a delegation must be evidenced in writing or exercised electronically within a computerised system (which has secured login access and a unique username) and include the person's name, position and date of decision. This assists in providing an adequate auditable record of the delegates approval of transactions e.g. UC staff email account or specified form.
11. Where a power or authority is delegated to a person to exercise a function, that power or authority extends to the execution of the documents necessary to give effect to that exercise of that function e.g. contracts, agreements or deeds. Execution of the document must be in accordance with the Contracts Management Policy and the [University of Canberra \(University Seal\) Statute 2019](#) unless a specific delegation states otherwise.
12. All documentation must be stored in accordance with records and contract management requirements, this includes all contracts and agreements being registered in the appropriate contracts management database i.e. Open Windows, Pure, HPRM (TRIM), the Partnerships Database and the Customer Relationship Management (CRM) system.

Principles specified for a controlled entity (e.g. UCX)

13. Where the delegate for the controlled entity is not specified, the controlled entity's Board defaults as the delegate for that function.

5 | REPORTING AND INVESTIGATION

All alleged breaches or misuse (whether accidental or deliberate) of delegations must be reported immediately to the relevant manager, supervisor or senior employee. The relevant manager is required to immediately report a breach notification to their respective Senior Manager – Band 4 (*Refer Section 6 – Delegation Bands*). The Senior Manager is to determine whether the breach is a notifiable breach of delegations and if so, escalate as per below, so appropriate action can be taken by the University to investigate and remedy the situation:

- **Fraud related breaches** must be reported to the University's Public Interest Disclosure Officer, in accordance with the [Fraud and Corruption Control Plan](#).

The Public Interest Disclosure Officer, in collaboration with People and Diversity, will assess, manage and determine whether a formal investigation is to be conducted, either internally or by an external party.

- **Other breaches related to delegations** must be reported to People and Diversity in accordance with the University's [Enterprise Agreement](#).

A breach will be investigated in accordance with the applicable procedures, by the relevant area e.g. Finance and Business Services (FBS), People and Diversity.

Where an alleged breach or misuse of delegation constitutes misconduct or serious misconduct, the relevant section of the Enterprise Agreement will apply and may impact the individual's employment with the University.

Should a breach or misuse of delegation be determined under an investigation process, it must be reported immediately to the University Secretary and to the Audit and Risk Management Committee.

Complaints in relation to alleged breaches will be handled in accordance with the *Grievance Resolution Procedure* contained in the Enterprise Agreement.

For further advice and assistance please contact governance@canberra.edu.au.

6 | DELEGATION BANDS

The delegation bands for the University of Canberra and relevant controlled entities are specified below.

Band	Delegate	Roles	Example Positions
Band 0	Council	Council Council Sub-Committees	Chancellor Audit and Risk Management Committee Finance Committee
Band 1	Vice-Chancellor	Vice Chancellor and President Chief Executive Officer	Vice-Chancellor
Band 2	Executive Management	Deputy Vice-Chancellor and Vice-President	Deputy Vice-Chancellor Academic Vice-President Finance and Infrastructure
Band 3	Senior Management	Pro Vice-Chancellor Executive Dean General Counsel Associate Vice-President Chief Finance Officer Chief Digital Information Officer	Pro-Vice Chancellor, Students Partnerships and International Executive Dean, Faculty of Health Associate Vice-President Campus Estate Chief Finance Officer
Band 4	Senior Managers of Faculties, Business Units and Research Institutes	Dean Deputy Dean Associate Dean Director of Business Unit Director of Research Institute Heads of School Faculty General Manager	Dean of Students Associate Dean Research Director, Student Connect Director, UC Health Research Institute Head of School, Design & the Built Environment Faculty General Manager, Arts and Design Director, UCX Commercial Operations and Campus Life
Band 5	Academic and Professional Leadership	Director of Research Centre Deputy Director*	Director, UC Research Institute of Sport and Exercise Science** Director, STEM Education Research Centre Deputy Director, Projects and Innovation
Band 6	Academic and Professional Management (with management responsibilities of teams and/or functions)	Heads of Discipline Executive Officer Associate Director Manager Specialist	Associate Director, Risk and Audit Manager, Student Centre Manager, Finance Operations and Compliance
Band 7	Employee (academic or professional staff without management responsibilities)	Senior Coordinator Senior Advisor Coordinator Officer Advisor Sessional staff Casual staff	Governance Coordinator Senior Project Coordinator Outbound Advisor, UC Study Abroad All other UCX Staff not identified above

* Note: where a Deputy Director reports directly to a Band 2, the Deputy Director is allocated Band 4.

**Note: Although name includes 'Research Institute' this is recognised at the Research Centre level.

7 | ROLES AND RESPONSIBILITIES

Role	Responsibility
Council	The University Council approves the Delegations of Authority Policy. The exercise of powers reserved to the Council are listed in the Reserved Powers of Council. These Reserved Powers cannot be delegated.
Audit and Risk Management Committee	The Committee advises Council on the Delegations of Authority Policy and proposed amendments. The Committee is responsible on the delegated authority of the Council for monitoring the exercise of delegations.
Academic Board	The Academic Board is responsible on the delegated authority of the Council for monitoring the exercise of academic delegations and proposing amendments to the Delegations of Authority to the Council, as necessary.
UCX Board	The Board is responsible on the delegated authority of the Council for monitoring the exercise of delegations within its remit. The UCX Board may delegate any of their powers and functions to a committee, a Director, an employee of UCX Ltd, or any other person.
Vice-Chancellor	The Vice-Chancellor may recommend amendments to the Delegations of Authority Policy to Council
People and Diversity	People and Diversity is responsible for investigating non-fraud related notifiable breaches in accordance with the University's Enterprise Agreement and applicable procedures.
Office of the General Counsel and University Secretary	<p>The Office of the General Counsel and University Secretary is responsible for:</p> <ul style="list-style-type: none"> • maintaining and coordinating the annual review of the Delegations of Authority Policy and Schedule in consultation with relevant areas; • maintaining a central register for notifiable breaches of delegations, which contains details of alleged breaches and outcomes of the investigation; • reporting on the functions performed outside of these delegations and proven breaches to the ARMC as required and as an attachment to the annual review of the Delegations of Authority Policy and Schedule; and • coordinating delegations training, promoting awareness and providing advice.
Staff	All staff have a duty to carry out responsibilities in line with these delegations in respect to the Charter of Conduct and Values and the Enterprise Agreement.

ATTACHMENT A - DELEGATIONS SCHEDULE

1. Subject to paragraph 2 below, the University of Canberra Council, acting under section 17 of the [University of Canberra Act 1989](#), delegates the functions referred to in column 'Function' of the table below to the persons referred to in column 'Position or Band' subject to the stated conditions referred to in column 'Stated Conditions that Must be Satisfied before the Exercise of the Function'.
2. Insofar as 'Band 0' is specified in column 'Position or Band' in relation to a particular function, the exercise of that function is exercisable by Council itself (and not under a delegation).
3. The descriptions in column 'Description' and the associated policies and procedures in column 'Associated Policies/Procedures' are for ease of reference only. They do not affect the interpretation nor limit the functions contained in column 2 below.

ID	Function	Description	Position or Band	Associated Policies/Procedures	Stated Conditions that Must be Satisfied before the Exercise of the Function
ADMINISTRATIVE (AD)					
AD.1 Strategy and Governance					
AD.1.1	University Legislation	Endorse changes to the University's enabling Act.	Band 0	<i>Submit to ACT Government following endorsement.</i> Reserved Powers of Council <i>University of Canberra Act 1989</i>	<ul style="list-style-type: none"> • Recommended by the Legislation Committee.
AD.1.2	Statutes and Rules	Make, amend and/or repeal statutes and rules.	Band 0	<i>Submit to ACT Government following approval.</i> Reserved Powers of Council <i>University of Canberra Act 1989</i>	<ul style="list-style-type: none"> • Recommended by the Legislation Committee.

ID	Function	Description	Position or Band	Associated Policies/Procedures	Stated Conditions that Must be Satisfied before the Exercise of the Function
AD.1.3	Plans, Policies and Strategies	Approve, amend and revoke plans, policies and strategies including, but not limited to: <ul style="list-style-type: none"> • University Strategy • Primary Key Performance Indicators • Campus Master Plan • Delegations • Governance • Resilience Management Framework (including risk appetite statement) • Internal audit • Student grievance • Staff conduct • Development and planning • Investments • Treasury management • Intellectual Property • Naming rights • Honorary appointments (adjuncts) • Controlled and related entities • Student Representative Council • Annual Report 	Band 0	Reserved Powers of Council <i>Policy Framework Policy</i> Policy Framework Procedure	<ul style="list-style-type: none"> • Recommended by the relevant Council Committee.
		Approve, amend and revoke plans, policies and strategies relating to academic matters, e.g.: <ul style="list-style-type: none"> • Enrolment • Admissions • Higher Degree by Research 	Academic Board	University of Canberra Academic Board Rules 2011	<ul style="list-style-type: none"> • Recommended by the relevant Academic Board Committee

ID	Function	Description	Position or Band	Associated Policies/Procedures	Stated Conditions that Must be Satisfied before the Exercise of the Function
		<p>Approve, amend and revoke University-wide plans, policies and strategies relating to and including:</p> <ul style="list-style-type: none"> • Enterprise Agreement • Secondary Key Performance Indicators • Portfolio and Operational Plans • Workforce • Business Continuity • Emergency Response Plan • Sponsorship • Marketing • Privacy • Fraud and Corruption Control • Work Health and Safety • Human rights and discrimination • Disability • Consultancy • Travel • Staff Performance • Bullying and Harassment • Gifts and fundraising <p>and any associated plans, policies and strategies.</p>	Band 1	<p><i>Policy Framework Policy</i></p> <p>Policy Framework Procedure</p>	<ul style="list-style-type: none"> • These documents generally support legislative requirements or are where ownership sits across more than one Portfolio. • Recommended by Band 2.
		Approve administrative policies and plans relating to operational matters or student administration and support within a Portfolio area e.g. Procurement Policy.	Band 2	<p><i>Policy Framework Policy</i></p> <p>Policy Framework Procedure</p>	<ul style="list-style-type: none"> • Recommended by Band 4.
	Procedures	Approve, amend and revoke academic procedures.	University Research Committee (URC) Academic Quality and Standards Committee (AQSC)	<p><i>Policy Framework Policy</i></p> <p>Policy Framework Procedure</p>	<ul style="list-style-type: none"> • Recommended by Band 2.

ID	Function	Description	Position or Band	Associated Policies/Procedures	Stated Conditions that Must be Satisfied before the Exercise of the Function
		Approve administrative procedures relating to operational matters or student administration and support within a Portfolio area e.g. Procurement Procedures.	Band 2	<i>Policy Framework Policy</i> <i>Policy Framework Procedure</i>	<ul style="list-style-type: none"> Recommended by Band 4.
AD.1.4	Local Instructions	Approve local instructions for matters managed by a faculty or central administrative division where a rule or procedure allows discretion.	Band 3	<i>Policy Framework Policy</i> <i>Policy Framework Procedure</i>	
AD.1.5	UCX Policies and Procedures	Approve, amend and revoke UCX policies.	UCX Board	N/A	Recommended by Band 4.
		Approve, amend and revoke UCX procedures	Band 4	N/A	N/A
AD.1.6	Administration of Rules, Delegations and Policy	Approve administrative changes to any Rule, policy, procedure, guideline or other instrument published in the University Policy Library.	University Secretary	<i>Policy Framework Policy</i> <i>Policy Framework Procedure</i>	<ul style="list-style-type: none"> In consultation with relevant areas.
		Approve, where there is consistency, a single standard University definition of a word or term that is applicable to every rule, policy, procedure, guideline or other similar instrument of the University.	University Secretary	N/A	N/A
		Approve the date on which a policy, procedure or related instrument will commence by publication in the University Policy Library.	University Secretary	<i>Policy Framework Policy</i> <i>Policy Framework Procedure</i>	N/A
AD.1.7	Committees	Approve the establishment or disbandment of a Council Committee, including their Terms of Reference or Charter.	Band 0	Reserved Powers of Council	N/A
		Approve the establishment or disbandment of an Academic Board Committee, including their Terms of Reference or Charter.	Academic Board	University of Canberra Academic Board Rules 2011	N/A
		Approve the establishment or disbandment of a formal management and operational (University) committee, including their Terms of Reference or Charter.	Band 1	N/A	<ul style="list-style-type: none"> Recommended by Band 3.

ID	Function	Description	Position or Band	Associated Policies/Procedures	Stated Conditions that Must be Satisfied before the Exercise of the Function
AD.1.8	Election of Members to Management Committees	Approve procedures governing the election of members to University Committees (excluding Council Committees).	University Secretary	N/A	N/A
AD.2 Organisational Structure					
AD.2.1	University Structure	Approve changes to university-wide organisational structure, including the establishment or disestablishment of a Campus or Faculty.	Band 0	Notification to Planning and Analytics for reporting purpose. Reserved Powers of Council	<ul style="list-style-type: none"> Recommended by Band 1 and Academic Board and cleared by Chief Executive, People & Diversity.
		Approve changes to organisational structure across the portfolio level.	Band 1	Notification to Planning and Analytics for reporting purposes.	<ul style="list-style-type: none"> Recommended by Band 2 and cleared by Chief Executive, People & Diversity.
		Approve changes to team structures within a faculty or business unit.	Band 2	Notification to Planning and Analytics for reporting purposes.	<ul style="list-style-type: none"> Recommended by Band 3 and cleared by Deputy Director, People & Diversity.
AD.2.2	Companies and Joint Ventures	Approve the establishment or winding up of all controlled or related entities, including joint ventures.	Band 0	Notification to Planning and Analytics for reporting purposes. Reserved Powers of Council University of Canberra Act 1989 Controlled and Related Entities Governing Policy	<ul style="list-style-type: none"> Cleared by General Counsel and FBS. Recommended by Finance Committee. Joint ventures are endorsed by ACT Government Treasurer in accordance with Schedule 2 of the Act.
AD.3 Legal and Contracts					
AD.3.1	University Seal	Approve the affixing of the University Seal on any document, including a contract or Deed.	Band 0*	University of Canberra (University Seal) Statute 2019 <i>Contracts Management Policy (required)</i>	<ul style="list-style-type: none"> Cleared by Legal Office. *The affixing of the seal to any document must be witnessed by the Chancellor or the Vice-Chancellor or the Secretary to Council.
AD.3.2	Power of Attorney	Appoint a Power of Attorney to execute contracts and deeds on behalf of the University.	Band 0	Register maintained by Legal Office.	<ul style="list-style-type: none"> In consultation with General Counsel and University Secretary.
AD.3.3	External Legal Services	Approve the engagement of external legal services.	Deputy General Counsel	N/A	<ul style="list-style-type: none"> All employment legal matters are to be referred to the Chief Executive, People & Diversity.

ID	Function	Description	Position or Band	Associated Policies/Procedures	Stated Conditions that Must be Satisfied before the Exercise of the Function
AD.3.4	Litigation	Settle, initiate or defend a legal proceeding for the University.	Deputy General Counsel	N/A	<ul style="list-style-type: none"> • General Counsel to be informed on significant or material matters. • Subject to requirements of the University's insurers. • Recommended by the relevant Band 2.
AD.3.5	Certification	Certify decisions of the Council and University as true and correct.	University Secretary	N/A	N/A
AD.3.6	Third-party Providers	Approve and authorise the execution of a contract with a Major* third-party provider (non-research related), including: <ul style="list-style-type: none"> • Transnational Education Agreements (TNE); • domestic education partnerships; or • licensing agreements. <p>*Major partnerships are those assessed as High Risk in accordance with the Partnership Management Framework.</p>	Band 0	Prepared and maintained by the Partnerships Office. Partnership Management Framework	<ul style="list-style-type: none"> • Cleared by Legal Office and FBS. • General Counsel to be informed on significant and material matters.
		Approve and execute a contract with a third-party provider (non-research related), including: <ul style="list-style-type: none"> • Transnational Education Agreements (TNE); • domestic education partnerships; or • licensing agreements. 	Band 1		
AD.3.7	Collaboration Agreements	Approve and execute a collaboration agreement.	Band 2	N/A	<ul style="list-style-type: none"> • Campus Development to be cleared by Campus Estate, other partnerships to be cleared by Partnerships Office. • Cleared by General Counsel and FBS. • Endorsed by the Collaboration Governance Committee.
AD.3.8	Commercial and Retail Leases and Licences	<ul style="list-style-type: none"> • Approve and execute a commercial or retail lease arrangement, including a disclosure statement and letter of offer (landlord or tenant arrangement). • Approve the termination of a commercial or retail lease arrangement prior to the expiry of its term. 	VPFI	N/A	<ul style="list-style-type: none"> • Cleared by the Legal Office, FBS and Campus Estate.

ID	Function	Description	Position or Band	Associated Policies/Procedures	Stated Conditions that Must be Satisfied before the Exercise of the Function
AD.3.9	Memorandum of Understanding (MoU)	Approve and execute an MoU with an external partner (includes both binding and non-binding agreements).	Band 1	Prepared and maintained by the Partnerships Office. <i>Contracts Management Policy (required)</i>	<ul style="list-style-type: none"> • Cleared by Legal Office. • Recommended by Band 2.
		Approve and execute a Research MoU with an external partner (includes both binding and non-binding agreements).	DVCR&I	<i>Partnership Management Framework</i>	<ul style="list-style-type: none"> • N/A
AD.3.10	External Funding	Approve and execute a research related funding agreement, including: <ul style="list-style-type: none"> • research grant contract; • a funding proposal or expression of interest for a research grant; • a research tender for provision of services; or • research consultancy services (i.e. where UC is the consultant). 	DVCR&I (over \$50,000)	Documents are to be recorded in the research management system – Pure.	<ul style="list-style-type: none"> • Endorsed by Band 3. • In consultation with Legal Office, FBS (financial risk review) and other relevant affected areas i.e. Campus Estate, ITM.
		Approve and execute a non-research related funding agreement, including: <ul style="list-style-type: none"> • a contract; • a funding proposal or expression of interest for a grant; • a tender for provision of services; or • consultancy services (i.e. where UC is the consultant). 	Band 3	<i>Contracts Management Policy (required)</i>	
			Band 4 (\$20,000)		
		AD.3.11	Scholarship Agreement	Approve and execute an agreement with an entity to establish a coursework scholarship.	PVC SPI

ID	Function	Description	Position or Band	Associated Policies/Procedures	Stated Conditions that Must be Satisfied before the Exercise of the Function
		Approve and execute an agreement with an entity to establish a HDR scholarship.	Dean, Graduate Research	University of Canberra Academic Board Rules 2011 Scholarships, Prizes, Medals and Awards Policy Scholarships, Prizes, Medals and Awards Procedure Higher Degree by Research Scholarship Policy and Australian Government Research Training Program Scholarship Policy	<ul style="list-style-type: none"> In consultation with Advancement, ADE or ADR.
AD.3.12	Sponsorship Agreement	Approve and execute a sponsorship agreement where the University provides money to a third party (the value is greater than \$5000 and/or a contract/agreement is required): <ul style="list-style-type: none"> with a third-party, e.g. for an event, sporting team; or for research. 	Director, Advancement	Minor sponsorships (below \$5000) can be part of operational budget, however Director, Advancement to be notified. <i>Sponsorship Policy/Strategy (required)</i>	<ul style="list-style-type: none"> Contracts cleared by Legal Office.
		Approve and execute a sponsorship agreement where a third party provides money to the University e.g. for student fees, research and events.	Band 3 UCX Band 4	Director, Advancement to be notified of non-research related sponsorships.	<ul style="list-style-type: none"> Contracts cleared by Legal Office.
AD.3.13	University Confidentiality Agreements and Non-disclosure Agreements	Approve and execute a confidentiality agreement and/or non-disclosure agreement (NDA) on behalf of the University e.g. between the University and a student undertaking research.	Band 2	Register maintained by Legal Office.	<ul style="list-style-type: none"> Cleared by Legal Office.
AD.3.14	Statutory Declarations	Execute a statutory declaration in relation to a tender submission.	Band 2	N/A	N/A
		Execute a statutory declaration in relation to a patent submission.	DVCR&I	N/A	N/A
AD.3.15	Material Transfer Agreements	Approve a Material Transfer Agreement (MTA).	DVCR&I	N/A	<ul style="list-style-type: none"> Cleared by the General Counsel.

ID	Function	Description	Position or Band	Associated Policies/Procedures	Stated Conditions that Must be Satisfied before the Exercise of the Function
AD.3.16	Articulation Agreements	Approve and execute an Articulation Agreement with a partner institute.	PVC SPI	Maintained by Partnerships Office. <i>Contracts Management Policy (required)</i>	<ul style="list-style-type: none"> • Cleared by Legal Office.
AD.3.17	Study Abroad and Exchange	Approve and execute: <ul style="list-style-type: none"> • a Study Abroad and Exchange Agreement with a partner institute; or • an external provider contract for delivery of a program. 	PVC SPI	Maintained by Partnerships Office. <i>Contracts Management Policy (required)</i>	<ul style="list-style-type: none"> • Cleared by Legal Office.
AD.3.18	Agent Contracts	Approve and execute a contract with an international student recruitment agent.	Director, Global Student Recruitment	<i>Contracts Management Policy (required)</i>	<ul style="list-style-type: none"> • Cleared by Legal Office unless using UC approved template.
AD.3.19	Work Integrated Learning	Approve and execute a Work Integrated Learning Agreement (changes to template) with an organisation (including placements) e.g. ACT Health.	Band 3	<i>Contracts Management Policy (required)</i>	<ul style="list-style-type: none"> • In consultation with Faculty and UC Careers. • Cleared by Legal Office.
		Approve and execute a Work Integrated Learning Agreement (UC standard template) with an organisation (including placements) e.g. ACT Health.	Band 4	<i>Contracts Management Policy (required)</i>	<ul style="list-style-type: none"> • In consultation with Faculty and UC Careers.
AD.3.20	Individual Student Placement	Approve an individual student placement agreement.	Band 7	N/A	<ul style="list-style-type: none"> • In consultation with UC Careers and Legal Office if template requires changes.
AD.3.21	Pre-qualified Panel of Suppliers	Approve the establishment of a pre-qualified panel of supplier arrangement.	Band 2	Procurement Policy Procurement Procedures Manual	<ul style="list-style-type: none"> • Cleared by FBS.
AD.3.22	Employment Contract	<ul style="list-style-type: none"> • Refer to People Section - P.3.7 Employment Contract 			
AD.3.23	Other Agreements (including contracts for services and variations to contracts)	Any other agreement/contract is to be approved in accordance with the Finance Delegations limit.	Aligns with financial delegations Refer to F.3 and F.4	Procurement Policy Procurement Procedures Manual	<ul style="list-style-type: none"> • Cleared by Legal Office. • Procurements over \$1million need an Executive Oversight Group to endorse the procurement.

ID	Function	Description	Position or Band	Associated Policies/Procedures	Stated Conditions that Must be Satisfied before the Exercise of the Function
AD.4 Procurement					
AD.4.1	Procurement	<ul style="list-style-type: none"> Refer to Procurement Policy and Procedure for details (delegations align with financial delegation refer to F.3 and F.4) 			
AD.5 Corporate Name, Symbols, Trademarks and Intellectual Property					
AD.5.1	Business Name and Trade Mark	Approve the registering and divesting of business name and/or trademark.	Band 1	To be noted by Council. <i>Policy required</i>	
AD.5.2	Domain Name	Approve the registering of a domain name for the University (including a controlled entity).	Director, Advancement	<i>Policy required</i>	<ul style="list-style-type: none"> Cleared by ITM.
AD.5.3	Intellectual Property & Commercialisation	Determine the viability of any commercial opportunity identified for the disclosed IP and the level of protection required.	DVC R&I	Intellectual Property Policy Reporting and Managing Intellectual Property Procedure	<ul style="list-style-type: none"> On advice of the Legal Office.
		Approve registration and maintenance of all forms of intellectual property protection (other than business names, trademarks and domain names) (e.g. patents, designs and circuit layouts).			
AD.6 Consultants/Specialists					
AD.6.1	Investment Manager	Appoint up to two Investment Managers.	Finance Committee	Investment Policy	<ul style="list-style-type: none"> Recommended by Investment Committee
AD.6.2	Internal Audit Service Provider	Appoint the University's internal audit service provider.	Band 1	Internal Audit Charter	<ul style="list-style-type: none"> Recommended by ARMC.
AD.6.3	IT Consultant	Approve the engagement of an IT consultant (that is not part of a pre-existing panel arrangement formed by procurement).	CDIO	N/A	N/A
		Approve the engagement of an IT consultant (pre-existing panel arrangement formed by procurement) and approve scopes of work/work orders.	Deputy Director, ITM	N/A	N/A
AD.7 Information Technology and Information Management					
AD.7.1	Software	Approve the purchasing of software/acquiring licenses.	Band 3	ITM Policy Manual	<ul style="list-style-type: none"> Cleared by ITM.

ID	Function	Description	Position or Band	Associated Policies/Procedures	Stated Conditions that Must be Satisfied before the Exercise of the Function
AD.7.2	Access to Applications, Servers and Databases	Approve the addition or removal of access: <ul style="list-style-type: none"> to a system for a general user (including social media platforms, web content management systems); to the IT network for an affiliate user; or for elevated privileges to a device (e.g. a laptop). 	Band 5	ITM Policy Manual	N/A
		Approve access with elevated privileges (e.g. Administrator) to an application, server and/or database.	Band 4	ITM Policy Manual	N/A
		Approve special case access to another staff member's (past or present) data e.g. email, network folder.	Band 3 CDIO	ITM Policy Manual	N/A
AD.7.3	Restoring Data	Approve the restoration of a backup of data (whole system where loss of data has occurred).	CDIO	N/A	N/A
AD.7.4	Removal of Material or Equipment	Approve the quarantining or removal of material or equipment from the IT network.	CDIO	ITM Policy Manual	N/A
AD.7.5	IT Change	Approve a change/emergency change to the IT architecture (including applications, servers etc).	CDIO	IT Change Management Policy	<ul style="list-style-type: none"> On advice of the Change Advisory Board (CAB). Recommended by Band 4.
AD.7.6	Archived Records	Approve the retrieval of files from archives	Band 4	Territory Records Act (ACT) ITM Policy Manual	N/A
AD.7.7	Disposal of Records	Approve the disposal of legal / official records.	Band 4	Territory Records Act (ACT) ITM Policy Manual	<ul style="list-style-type: none"> On advice of RAMS.
AD.8 Marketing					
AD.8.1	Logos and Trade Marks	Approve changes to the University of Canberra's logo/trade mark.	Band 0	Reserved Powers of Council Brand Policy/Guidelines (required) Marketing and Brand Policy	<ul style="list-style-type: none"> Endorsed by Band 1, VP URS and Director, Marketing.
		Approval new/additional or changes to other logo or trademark (not University logo).	Band 1		<ul style="list-style-type: none"> Recommended by VP URS.
		Approve use of Logo/Trade Mark(e.g. co-branding with external parties).	Director, Marketing		N/A

ID	Function	Description	Position or Band	Associated Policies/Procedures	Stated Conditions that Must be Satisfied before the Exercise of the Function
		Approve use of UCX Logo/Trade Mark (e.g. co-branding with external parties).	UCX Band 4	<i>UCX Brand Style Guide (required)</i>	<ul style="list-style-type: none"> In consultation with Director, Marketing
AD.8.2	Marketing	Approve strategic level brand marketing campaigns.	VP URS	Brand Marketing Strategy	N/A
		Approve faculty/activity level brand marketing campaigns.	Director, Marketing	Marketing Operational Plans	N/A
		Approve marketing materials (i.e. all brand, marketing and logo assets).	Director, Marketing Associate Director, Marketing Studio Manager	Marketing and Brand Policy Marketing and Brand Procedure	<ul style="list-style-type: none"> Align to Brand Marketing Strategy.
		Approve UCX marketing materials (i.e. all brand, marketing and logo assets).	UCX Band 4	<i>UCX Brand Style Guide (required)</i>	<ul style="list-style-type: none"> In consultation with Director, Marketing
AD.8.3	Website and Social Media	Approve: <ul style="list-style-type: none"> branding, visual design, language and style conventions of websites (including controlled entities); and the creation, navigation and architectural structure of all University websites. 	Director, Marketing Associate Director, Digital	Marketing and Brand Policy Corporate Web Policy	N/A
		Approve the creation of a social media account for University related business (including controlled entities).	Director, Marketing Senior Coordinator, Social Engagement	Marketing and Brand Policy <i>Social Media Guidelines (required)</i>	N/A
		Approve content to be published on any University website or social media account.	Band 6	Marketing and Brand Policy Corporate Web Policy <i>Social Media Policy (required)</i>	<ul style="list-style-type: none"> N/A
		Publish approved** content on any University website or social media account.	Band 7*	Marketing and Brand Policy Corporate Web Policy <i>Social Media Guidelines (required)</i>	<ul style="list-style-type: none"> * Delegate requires training in order to exercise delegation. ** Minor administrative changes do not require approval prior to publishing.

ID	Function	Description	Position or Band	Associated Policies/Procedures	Stated Conditions that Must be Satisfied before the Exercise of the Function
AD.9 Media and Communications					
AD.9.1	Spokesperson	Authorised to speak on behalf of the Council.	Chancellor Deputy Chancellor	<i>Media Engagement Policy (required)</i> <i>Media Engagement Procedures (required)</i>	N/A
		Authorised to speak on behalf of the University or delegate responsibility.	Band 1 VP URS Associate Director, Media and Communications		<ul style="list-style-type: none"> • Endorsed by Band 1 or Band 2.
AD.9.2	Media Communications	Approve and coordinate internal (e.g. Bulletin) and external communications and media activities, including media releases.	VP URS (sensitive issues) Associate Director, Media and Communications	<i>Media Engagement Policy (required)</i> <i>Media Engagement Procedures (required)</i>	N/A
AD.9.3	Crisis Communication	<ul style="list-style-type: none"> • Authorised to speak on behalf of the University or delegate responsibility for critical and major incidents. • Approve and coordinate internal and external communications and media activities for critical and major incidents. 	Band 1 CIMT Leader* Media and Communications Leader**	University Business Continuity Plan Critical Incident Management Team (CIMT) Plan <i>Media Engagement Policy (required)</i> <i>Media Engagement Procedures (required)</i>	<ul style="list-style-type: none"> • * CIMT Leader can approve communications related to crisis situations only. • ** as determined under the CIMT Plan.
AD.10 Surveys					
AD.10.1	Surveys	Approve distribution of a survey to the University community i.e. University-wide or Faculty-wide surveys. <i>Note: specific Unit and Course related surveys do not require approval where administered by Unit Convener or Program Director.</i>	DVCA	University Survey Policy	<ul style="list-style-type: none"> • In consultation with Planning and Analytics, People and Diversity and Media and Communications for staff related surveys. • In consultation with Planning and Analytics, Media and Communications/Marketing/Director, Student Life, Student Connect for student related surveys.

ID	Function	Description	Position or Band	Associated Policies/Procedures	Stated Conditions that Must be Satisfied before the Exercise of the Function
		Approve and administer a survey on staff attitude e.g. Voice Survey.	Deputy Director, CEPD	N/A	N/A
		Approve conduct of a survey, or the access to and use of University survey data for research purposes.	Human Research Ethics Committee	University Survey Policy	N/A
AD.11 Fundraising, Gifts, Alumni Activities and Events					
AD.11.1	Foundation	Approve use of 'UC Foundation' nameplate for use on any document or event branding.	Director, Advancement	Gifts and Fundraising Policy	N/A
		Approve fundraising activities / campaigns / initiatives prior to occurring e.g. community fundraisers.	Band 1 Director, Advancement		N/A
AD.11.2	Gifts and Bequests	Accept a bequest.	Band 1 Director, Advancement	Gifts and Fundraising Policy	N/A
		Accept a gift to the University e.g. art, equipment.	Director, Advancement	Gifts and Fundraising Policy Art Collection Policy	<ul style="list-style-type: none"> In consultation with area receiving the gift e.g. Manager, Library Services, Faculty Executive Deans. Art, indigenous artefacts and collections are to be considered by the Collections Committee. Gifts over \$1million to be referred to the Gift Acceptance and Administration Committee.

ID	Function	Description	Position or Band	Associated Policies/Procedures	Stated Conditions that Must be Satisfied before the Exercise of the Function
AD.11.3	Honorary and Philanthropic Naming	Approve the name assigned to a University building, facility, academic entity or academic position.	Band 0	Reserved Powers of Council Naming Rights Policy Naming Rights Procedure	<ul style="list-style-type: none"> • Philanthropic naming: Planning and Development Committee. • Honorary naming of University property, entities, academic positions, scholarships, or prizes: the naming proposal will be assessed by Advancement Office and referred to the Vice-Chancellor for consideration. The Vice-Chancellor will then refer the proposal to the Nominations and Senior Appointments Committee to make a recommendation to Council for approval, following which the Vice-Chancellor is to make the relevant offer of honorary naming Council has approved. • For the naming of a University building or University land: the naming proposal will be recommended by the Planning and Development Committee. • For all other University Property (being libraries, laboratories, classrooms, halls, houses, precincts, building forecourts, sports facilities, paying fields, residences, streets, paths, outdoor areas, courtyards, gardens, wetlands, or collections (such as art or historical collections): the naming proposal will be considered directly by the Vice-Chancellor, in consultation with the Chancellor, for approval. • For academic positions: the naming proposal will be assessed by Advancement Office and recommended to the Vice-Chancellor for approval, in consultation with the Chancellor.
AD.11.4	Alumni Engagement and Event	Approve an Alumni engagement activity and/or event.	Director, Advancement	N/A	N/A

ID	Function	Description	Position or Band	Associated Policies/Procedures	Stated Conditions that Must be Satisfied before the Exercise of the Function
AD.11.5	Events on Campus	Approve a major event to be held on the campus.	VPI	Note: where liquor is consumed or sold, a Special Function Permit maybe required – refer to AD.15.2. <i>Events Policy (required)</i>	<ul style="list-style-type: none"> Recommended by Band 4. Endorsed by the Events Committee. Cleared by Deputy Director, Operations and Maintenance, Campus Estate.
		Approve a general event to be held on the campus.	Deputy Director, Operations and Maintenance, Campus Estate Band 4 UCX*	<i>Events Policy (required)</i>	<ul style="list-style-type: none"> Recommended by Band 4. * Events up to 1800 people in pre-determined UCX locations. Endorsed by Events Committee.
AD.11.6	Events off Campus	Approve a University event to be held off campus.	Band 4	<i>Events Policy (required)</i>	N/A
AD.12 Land, Property, Facilities (including Traffic and Parking)					
AD.12.1	Campus Development	Approve: <ul style="list-style-type: none"> the relocation of part or all of the University; the acquisition or disposal of land; or the grant of a Declared Land Sublease. 	Band 0	Reserved Powers of Council Campus Development Framework	<ul style="list-style-type: none"> Recommended by Planning and Development Committee and Finance Committee.
		Approve major developments on land owned wholly or partly by the University.			
		Approve building development application or related ancillary certification (e.g. Development Application, certificate of occupancy acceptance forms).	Director, Campus Estate		N/A
AD.12.2	Master Planning	Approve the Campus Master Plan.	Band 0	Reserved Powers of Council	<ul style="list-style-type: none"> Recommended by Planning and Development Committee.
AD.12.3	Naming of Facilities	Refer AD.11.3 Honorary and Philanthropic Naming			
AD.12.4	Removal of Vehicles	Request for the removal of a vehicle being driven, stopped or parked on University land to be removed from University land.	Traffic Officer	University of Canberra (Parking and Traffic) Statute 2015 University of Canberra (Parking and Traffic) Rules 2015	N/A
AD.12.5	Physical Access	Approve additional* or revoke access to a room or space.	Band 5	<i>Security Policy (required)</i>	<ul style="list-style-type: none"> *General access requirements initially granted upon commencement.

ID	Function	Description	Position or Band	Associated Policies/Procedures	Stated Conditions that Must be Satisfied before the Exercise of the Function
AD.12.6	University Facilities	<ul style="list-style-type: none"> Designate a room as allocated, bookable or common space. Designate a room as a prohibited space. 	AVP CE	Space Management Policy	N/A
		Determine the terms and conditions, including access hours, for use of spaces and equipment.	Deputy Director, Operations and Maintenance, Campus Estate		
AD.12.7	Termination of License	Issue a Termination of Licence for a staff, student, contractor or visitor which removes the ability to be on any part of the University's campus, including partner campuses.	Band 2 UCX Band 4	Access/Security Policy (required)	<ul style="list-style-type: none"> In consultation with Director, Student Life or Chief Executive People and Diversity. Co-signed/endorsed by, Campus Estate.
AD.12.8	Physical Infrastructure	Approve changes to the physical infrastructure of any space, including the purchase of fittings, fixtures or equipment.	Deputy Director, Campus Estate Deputy Director, ITM	N/A	<ul style="list-style-type: none"> In consultation with the Space and Design Manager, Campus Estate and Deputy Director ITM as applicable. Recommended by Band 4 of relevant business area where not ITM or Campus Estate.
AD.12.9	Art Collection	Approve the display and loaning of the art collection (within financial delegation based on value of artworks).	Deputy Director, Operations and Maintenance, Campus Estate	Art Collection Policy	<ul style="list-style-type: none"> Recommended by Collections Committee.
AD.13 Data and Document Submission and Reporting					
AD.13.1	Registration	Approve a renewal submission for the University's CRICOS registration.	Band 2	N/A	N/A
		Approve an application to TEQSA for registration as a higher education provider.	Band 1	N/A	N/A
AD.13.2	External Reporting or Data Collection	Approve the release/submission of data or documents to an external body e.g. Workplace Gender Equality Agency, Australian Research Council, Home Affairs, TEFMA, Department of Education, insurance renewal etc. (unless otherwise specified by external organisation).	Band 3	Data Governance Policy (required)	N/A

ID	Function	Description	Position or Band	Associated Policies/Procedures	Stated Conditions that Must be Satisfied before the Exercise of the Function
AD.14 Liquor and Dangerous Goods/Substances					
AD.14.1	Sale and Purchase of Liquor	Endorse a venue on campus to apply for a liquor license in accordance with the Liquor Act.	Band 1	University of Canberra (Liquor) Statute 2015 University of Canberra Liquor (General) Rules 2015	<ul style="list-style-type: none"> Recommended by the Liquor Administration Officer. Endorsed by the Planning and Development Committee.
		Grant and issue a special function permit function at which liquor may be sold, purchased or consumed in accordance with the Liquor Act.	Liquor Administration Officer		N/A
AD.14.2	Sale and Purchase of Liquor (UCX)	Approve formal agreement with a third party to produce, sell, or supply liquor in the Union premises or in private outlets, in accordance with Liquor Act.	UCX Board	Liquor Administration Officer to be provided copy of agreement. University of Canberra (Liquor) Statute 2015 University of Canberra Liquor (UCU) Rules 2018	<ul style="list-style-type: none"> Liquor Administration Officer to be provided copy of agreement.
		Approve trading days and hours liquor may be sold, purchased or consumed on UCX Premises.	UCX Board		<ul style="list-style-type: none"> Endorsed by Band 1. Signed by UCX Chief Executive Officer or equivalent.
		Grant and issue a person or organisation permission to hold a special function at which liquor may be sold, purchased or consumed in the part of a building determined as a Union Premises in accordance with the Liquor Act.	UCX Chief Executive Officer or equivalent		<ul style="list-style-type: none"> Liquor Administration Officer to be provided copy of special function permit.
AD.14.3	Hazardous Chemicals and Dangerous Goods	Approve the purchase/acquisition and/or use of hazard chemicals and dangerous goods for University purposes, including radioactive material.	Deputy Director, Operations and Maintenance, Campus Estate	<i>Policy/Guideline required</i>	N/A
AD.14.4	Medical Goods	Approve the purchase/acquisition and/or use of medical goods for University purposes.	Band 4	<i>Policy/Guideline required</i>	N/A

ID	Function	Description	Position or Band	Associated Policies/Procedures	Stated Conditions that Must be Satisfied before the Exercise of the Function
AD.15 Travel (including Study Abroad and Exchange, and Field Trips) <i>Note: approval of financial expenditure for domestic and international travel follows the General Expenditure criteria in the Financial Delegations section of this document.</i>					
AD.15.1	Domestic Travel	Approve domestic travel for staff or HDR students which is greater than 50km from primary place of work (either by trip or program of travel).	Band 4	University Business Travel and Entertainment (when travelling) Policy	<ul style="list-style-type: none"> Note: Re-approval required where there is a change in trip itinerary (e.g. change of locations). Domestic Travel Express Bookers apply to Band 3 and above, or other approved and registered staff only.
		Approve domestic travel for student(s) which is greater than 50km from primary place of study (either by trip or program of travel).	Band 4 Manager, Onshore Recruitment, Scholarships and Mobility'	N/A	N/A
AD.15.2	International Travel - Low Risk Countries	Approve international travel for staff or HDR students.	Band 4	University Business Travel and Entertainment (when travelling) Policy International Travel (for staff and HDR students) Policy International Travel Destination Approval and Insurance (for staff and HDR students) Procedure	<ul style="list-style-type: none"> Note: Re-approval is required where there is a change in trip itinerary (e.g. change of locations).
		Approve international travel for students.	Band 4 Manager, Onshore Recruitment, Scholarships and Mobility'	International Mobility (for students) Policy International Mobility (for students) Procedure Study Abroad and Exchange Programs Policy Study Abroad and Exchange Programs Procedure	N/A

ID	Function	Description	Position or Band	Associated Policies/Procedures	Stated Conditions that Must be Satisfied before the Exercise of the Function
AD.15.3	International Travel – High Risk and Sanctioned Countries	<p>Approve international travel (including fieldtrips) to a High Risk* and/or Sanctioned Country for staff or students.</p> <p>*High Risk means where travel ratings are either (by trip or program of travel):</p> <ul style="list-style-type: none"> • International SOS Country Rating of High or Extreme; and/or • DFAT 3 or 4. 	PVC SPI	<p>University Business Travel and Entertainment (when travelling) Policy</p> <p>International Mobility (for students) Policy</p> <p>International Mobility (for students) Procedure</p> <p>International Travel (for staff and HDR students) Policy</p> <p>International Travel Destination Approval and Insurance (for staff and HDR students) Procedure</p>	<ul style="list-style-type: none"> • Endorsed by Band 4. • Re-approval is required where there is a change in trip itinerary (e.g. change of locations).
AD.15.4	Field Trip	Approve a field trip (domestic and international, except International Travel – High Risk and Sanctioned Country locations – refer AD.15.3).	Band 4	<p>Field Trip Policy</p> <p>Field Trip Procedure</p>	N/A
AD.16 Risk, Audit and Insurance					
AD.16.1	Risk Management	Approve the University’s Strategic Risk Register.	Band 1	<p>Resilience Management Framework</p> <p>Risk Management Plan</p>	<ul style="list-style-type: none"> • Endorsed by UMAC.
		Approve an operational risk register (i.e. portfolio, faculty, business unit).	Band 4		N/A
		Approve a risk register related to an activity (e.g. project, event or contract).	Band 4		N/A
AD.16.2	Insurance	Approve an insurance claim.	Band 5	N/A	N/A
AD.16.3	Business Continuity and Critical Incident Management	Approve an individual business continuity team plan.	Band 4	Resilience Management Framework	N/A

ID	Function	Description	Position or Band	Associated Policies/Procedures	Stated Conditions that Must be Satisfied before the Exercise of the Function
		Approve the University's Critical Incident Management Team (CIMT) Plan	CIMT Leader	Resilience Management Framework	N/A

ID	Function / Activity	Delegated Authority	Delegate	Financial	Associated Policies / Procedures	Stated Conditions that Must be Satisfied before the Exercise of the Function
FINANCIAL (F)						
F.1 Budget and Financial Statements						
F.1.1	Budget	Approve the University budget and budget parameters, including any variations.	Band 0	N/A	Reserved Powers of Council	<ul style="list-style-type: none"> Recommended by the Finance Committee.
F.1.2	Financial Statements	Approve the University Annual Financial Statements and authorise signing of statements/declarations.	Band 0	N/A	Reserved Powers of Council	<ul style="list-style-type: none"> Recommended by the Joint Finance and Audit and Risk Management Committee.
F.2 Financial Management						
F.2.1	Borrowings	Approve borrowings or the giving of security over assets by the University.	Band 0	Unlimited	Financial Management Act (ACT) 1996 Reserved Powers of Council Treasury Policy Treasury Procedure	<ul style="list-style-type: none"> Recommended by the Finance Committee. In accordance with the <i>Financial Management Act 1996 (ACT)</i> the University must obtain approval in writing from the ACT Treasurer prior to entering into any borrowings.
F.2.2	Drawdowns	Approve drawdowns within the approved facility limits.	CFO	Above \$4 million	Treasury Policy Treasury Procedure	N/A
			Director, FBS	\$4 million		
F2.3	Leasing Drawdown	Approve a leasing drawdown.	CFO	\$500,000	N/A	N/A
			Director, FBS	\$250,000		
F.3 General Expenditure – Operational*						
*Unless otherwise approved for an individual based on position requirements						
F.3.1	General Expenditure	Approve commitment of funds (aggregate total).	Band 0 UCX Board	Unlimited	<i>Procedure required which covers commitment of</i>	<ul style="list-style-type: none"> In line with budget/available funds.
			Band 1	\$10 million		

ID	Function / Activity	Delegated Authority	Delegate	Financial	Associated Policies / Procedures	Stated Conditions that Must be Satisfied before the Exercise of the Function
			Band 2	\$500,000	<i>funds and approval of payments etc</i>	
			Band 3	\$250,000		
			Band 4	\$50,000		
			Band 5	\$20,000		
			Band 6	\$5,000		
			Band 7	Approved on an individual basis up to \$5,000 (credit card use only)		
		Approve the commitment of funds on behalf of any area of the University in accordance with the approved budget.	University Services Officer	In accordance with individual positions financial delegation/band limit as defined above.		
F.4 Capital Expenditure and Major Projects						
F.4.1	Strategic Initiatives	Approve a major project (determined as having a financial value greater than \$10 million (aggregate) or where the overall project risk is rated as High or above).	Band 0	Unlimited	Reserved Powers of Council Council Governance Charter Risk Management Plan Procurement Policy	<ul style="list-style-type: none"> Cleared by Legal Office and FBS. Recommended by Band 1.
F.4.2	Capital Expenditure	Approve commitment of funds for capital expenditure equal to or in excess of \$10 million aggregate.	Band 0	Unlimited	Financial Management Act (ACT) 1996 Reserved Powers of Council Capital Expenditure Policy (required)	<ul style="list-style-type: none"> Recommended by Finance Committee.
		Approve commitment of funds for capital expenditure (as per CPEC process).	Band 1	\$10 million	Procurement Policy	<ul style="list-style-type: none"> Recommended by CPEC.

ID	Function / Activity	Delegated Authority	Delegate	Financial	Associated Policies / Procedures	Stated Conditions that Must be Satisfied before the Exercise of the Function
		Approve commitment of funds for capital expenditure (as per CPEC process).	VPFI	\$500,000	Procurement Procedures Manual	
		Approve commitment of funds for capital expenditure (as per CPEC process).	AVP CE CDIO CFO	\$250,000	Capital Planning and Expenditure Committee TOR	
		Approve commitment of funds for capital expenditure below \$50,000.	Director, FBS	\$50,000	<i>Capital Expenditure Policy (required)</i> <i>Procedure required which covers commitment of funds and approval of payments etc.</i>	<ul style="list-style-type: none"> • In line with budget/available funds. • Cleared by relevant area i.e. ITM for equipment/software, Campus Estate are responsible for building works. • Recommended by Band 4.
F.4.3	Minor Equipment	Approve purchase of minor equipment.	Band 5	\$20,000	University Payment Card Policy University Payment Card Procedures Manual	<ul style="list-style-type: none"> • In line with budget/available funds.
F.5 Variations to Commitment of Funds						
F.5.1	Variations	Approve a variation to an existing approved commitment of funds (e.g. contract variation).	Band 2 Band 3	Up to a maximum of 10% of the delegation level held by the original authorising delegate	N/A	<ul style="list-style-type: none"> • In line with budget/available funds.
F.6 Payroll, including Allowances and Bonuses						
F.6.1	Payroll	Approve payroll related expenditure.	Deputy Director, FBS Band 4 (UCX) Controlled Entity CFO or equivalent	N/A	<i>Payroll Policy (required)</i>	N/A

ID	Function / Activity	Delegated Authority	Delegate	Financial	Associated Policies / Procedures	Stated Conditions that Must be Satisfied before the Exercise of the Function
F.7 Asset and Debt Write-off						
F.7.1	Asset Write-off	Writing off assets, including work in progress (where the value is greater than \$0).	Band 0	Unlimited	Property, Plant and Equipment (PPE) Assets Policy <i>Notify Finance Committee where over \$1 million.</i>	• Recommended by Finance Committee.
			CFO	\$1 million		N/A
			Director, FBS	\$50,000		N/A
F.7.2	Debt Write-off	Writing off debt (including student debt).	Band 0	Unlimited	Financial Management Act (ACT) 1996 <i>Notify Finance Committee where over \$1 million.</i>	• Recommended by Finance Committee.
			CFO	\$1 million		N/A
			Director, FBS	\$50,000		• In consultation with Director, Student Connect (for student debt).
F.8 Transactional Banking						
F.8.1	Bank Accounts	Opening / closing bank accounts.	CFO	N/A	<i>Notify Finance Committee.</i>	• Two signatories required.
F.8.2	Credit Cards	Approve issue of a credit card to a cardholder.	Band 4	N/A	University Payment Card Policy University Payment Card Procedures Manual	N/A
F.9 Investments and Loans						
F.9.1	Investments	Approve investment of University money.	Council	Unlimited	Investment Policy	• Recommended by Investment Committee. • Endorsed by Finance Committee.
			CFO	\$10 million		• Investment Manager to inform of any investment recommendations and may only execute the transactions with the approval of the appropriate Financial Delegates.

ID	Function / Activity	Delegated Authority	Delegate	Financial	Associated Policies / Procedures	Stated Conditions that Must be Satisfied before the Exercise of the Function
F.9.2	Loans	Approve loans to third parties (e.g. controlled entities).	Council	Unlimited	Notify Finance Committee where over \$1 million.	• Recommended by Finance Committee.
			CFO	\$1 million		N/A
F.10 Course Fees and Charges						
F.10.1	Fees and Charges	Approve changes to fees and charges greater than 10%.	Band 0	N/A	Reserved Powers of Council University of Canberra Fees Rules 2010	• Recommended by the Finance Committee.
		Approve: <ul style="list-style-type: none"> changes to fees and charges up to 10%; and annual fee setting including diplomatic tuition fees, study abroad and exchange. 	Band 1	N/A	University of Canberra Fees Rules 2010	• Recommended by DVCA and VPFI. • Endorsed by Faculty Executive Dean.
		Approve administrative charges for students and refund tuition fees.	Fees Officer	N/A	University of Canberra Fees Rules 2010 Academic Certification Policy Academic Certification Procedure	• In consultation with Director, FBS.
		Approve a full or partial (e.g. discount) exemption for any person from a liability to pay a fee.	Fees Officer	N/A	University of Canberra Fees Rules 2010	• In consultation with the Faculty Executive Dean.
F.10.2	Student Scholarships and Prizes	Approve student payments, scholarships payments (including stipend scholar payments) and student prizes.	Manager, Onshore Recruitment, Scholarships and Mobility Fees Officer Director of Advancement	N/A	Scholarships, Prizes, Medals and Awards Policy Scholarships, Prizes, Medals and Awards Procedure	N/A

ID	Function / Activity	Delegated Authority	Delegate	Financial	Associated Policies / Procedures	Stated Conditions that Must be Satisfied before the Exercise of the Function
		Approve the commencement of payment for a research training program stipend scholarship.	DVCR&I	N/A	Higher Degree by Research Scholarship and Australian Government Research Training Program Scholarship Policy Higher Degree by Research Scholarship Application and Assessment Procedures	N/A
F.10.3	Student Loans	Approve a student loan for Study Abroad and Exchange and HELP loans.	Director, Student Life Director, Global Student Recruitment	N/A	N/A	N/A
F.10.4	Refund of Domestic Tuition Fees	Approve full or partial refund of domestic tuition fees or remission of HELP debt.	Fees Officer Enrolments Officer	N/A	HESA (2003) University of Canberra Fees Rules 2010	<ul style="list-style-type: none"> In collaboration with the ADE.
F.10.5	Appeal Refund Refusal	Make a decision on an appeal against a decision to refuse a full or partial refund of domestic tuition fees or remission of HELP debt.	Director Student Connect Band 4	N/A	HESA (2003) University of Canberra Fees Rules 2010	N/A
F.10.6	Financial Encumbrance	Approve the issue or removal of a financial encumbrance from a student's record.	Band 1	N/A	Domestic Student Contributions and Tuition Fees Policy University of Canberra (Obligations) Rules 2018	<ul style="list-style-type: none"> Deputy Fees Officer can remove an encumbrance if a student enters into a satisfactory payment arrangement or completes payment.
F.10.7	Payment Arrangement	Authorise an arrangement for the payment of compensation unpaid.	DVCA	N/A	University of Canberra (Student Conduct) Rules 2018 University of Canberra (Obligations) Rules 2018	N/A
F.10.8	Confirmation of Financial Obligations	Determine and issue a certificate confirming whether a person has either:	Obligations Officer	N/A	University of Canberra (Obligations) Statute 2015	N/A

ID	Function / Activity	Delegated Authority	Delegate	Financial	Associated Policies / Procedures	Stated Conditions that Must be Satisfied before the Exercise of the Function
		<ul style="list-style-type: none"> defaulted in respect of a financial obligation to the University under the ACT; or is indebted to the University. 			University of Canberra (Obligations) Rules 2018	
F.10.9	Review of Obligations Officer's Decision	Review of a decision made by the Obligations Officer to give a certificate.	Authorised Officer	N/A	University of Canberra (Obligations) Rules 2018	<ul style="list-style-type: none"> Authorised Officer means a person holding the title of Deputy Vice-Chancellor or Vice-President.
F.11 Other Fees, Charges and Fines						
F.11.1	Other Fees, Fines and Charges	<p>Approve amount to charge for service or a liability, including:</p> <ul style="list-style-type: none"> library fines; space charging; parking rates; printing rates; rents and licenses; fees for consultations (e.g. medical and counselling, faculty of health clinics); and the scheduled fee to re-issue a testamur or Australian Higher Education Graduation Statement (AHEGS) and/or the issuing of an academic transcript. 	Band 2	N/A	<p>Space Management Policy</p> <p>Parking Policy (required)</p> <p>Academic Certification Policy</p> <p>Academic Certification Procedure</p>	<ul style="list-style-type: none"> On advice from Director, FBS. Recommended by Band 4.
F.11.2	Library Fines - Release	Approve the release of a person from a liability or part of the liability as considered appropriate.	Manager, Library Services	N/A	N/A	N/A
F.11.3	Fines Release - Other	Approve the release of a person from a liability or part of the liability as considered appropriate. E.g. FAD technical equipment (note this excludes parking fines).	Band 4	N/A	N/A	N/A

ID	Function / Activity	Delegated Authority	Delegate	Associated Policies / Procedures	Stated Conditions that Must be Satisfied before the Exercise of the Function
PEOPLE (P)					
P.1 Terms and Conditions – Enterprise Agreement					
P.1.1	Remuneration and Benefits	Approve: <ul style="list-style-type: none"> above agreement allowances and loadings over 10% of base salary for UC Level 11, UC Level 12 SM Grade 0, Academic Leadership positions and above; and market loadings for Academic Level E and above. 	Band 1	Remuneration and Benefits Policy	<ul style="list-style-type: none"> Recommended by Band 2 or Band 3.
		Approve above agreement allowances and loadings over 10% of base salary (up to UC10).	CEPD		<ul style="list-style-type: none"> Recommended by Band 4.
		Approve above agreement allowances and loadings up to and including 10% of base salary.	Band 3		<ul style="list-style-type: none"> In consultation with People and Diversity. Recommended by Band 4.
P.1.2	High Performance Allowance	Approve an application for a High Performance Allowance (HPA).	HPA Central Committee	Enterprise Agreement	<ul style="list-style-type: none"> Recommended by Band 4.
P.1.3	Other Enterprise Agreement terms and conditions	All other Enterprise Agreement terms and conditions e.g. leave.	Band 6	Enterprise Agreement People and Diversity Policies	<ul style="list-style-type: none"> In accordance with applicable /relevant University Policy.
P.2 Council and Committee Appointments					
P.2.1	Council Members	Approve the appointment, extension or termination or the appointments of the Chancellor, Deputy Chancellor and Council Members (except ministerially appointed members).	Band 0	University of Canberra Act 1989 Reserved Powers of Council	<ul style="list-style-type: none"> Recommended by NSAC.
		Approve nominations for ministerial appointments to Council to the ACT Chief Minister.	Band 0		<ul style="list-style-type: none"> Recommended by NSAC. Recommended by Council to the Chief Minister.
P.2.2	Council Committees	Establish a Council committee and appoint (or terminate) members of the committee (including chairs).	Band 0	University of Canberra Act 1989 Reserved Powers of Council	N/A

ID	Function / Activity	Delegated Authority	Delegate	Associated Policies / Procedures	Stated Conditions that Must be Satisfied before the Exercise of the Function
		Appoint (or terminate) an external Council member on the committee to be the deputy chair of that committee.	Council Committees.		
P.2.3	Council Remuneration	Determine, by resolution passed by 2/3 of the Council members, the remuneration payable to Council members.	Band 0	University of Canberra Act 1989 Reserved Powers of Council	<ul style="list-style-type: none"> Recommended by NSAC.
P.2.4	Academic Board	Appoint a Professor of the University as the Chair of the Academic Board.	Band 0	Reserved Powers of Council University of Canberra Academic Board Rules 2011	<ul style="list-style-type: none"> Recommended by NSAC. Council must consider any recommendation of the Vice-Chancellor.
P.2.5	Selection Committees	Appoint a member of Council to the selection committee for Executive recruitment, i.e. DVC.	Band 0 (Chancellor)	N/A	<ul style="list-style-type: none"> Recommended by Vice-Chancellor.
P.2.6	Controlled and Related Entities	Appoint a University Officer to the governing board of controlled and related entities and trusts.	Band 0	Reserved Powers of Council Controlled and Related Entities Governing Policy	N/A
P.2.7	Elections	Conduct the election of members to the Council, Academic Board and their committees, the SRC, and other University committees as required.	Returning Officer	Relevant Election Statutes and Rules	N/A
P.3 Staff Appointments					
P.3.1	Vice-Chancellor and President	Approve the recruitment, appointment, extension or termination of the Vice-Chancellor, including the terms and conditions of such appointment.	Band 0	Reserved Powers of Council Recruitment Policy	<ul style="list-style-type: none"> Recommended by NSAC.
		Approve key performance indicators for the Vice-Chancellor and annually assess performance against the agreed criteria.	Band 0	Reserved Powers of Council	<ul style="list-style-type: none"> Recommended by NSAC.
P.3.2	Acting Vice-Chancellor	Appoint an Acting Vice-Chancellor for periods of leave greater than 6 weeks (i.e. absent from campus).	Band 0 (Chancellor)	Reserved Powers of Council	<ul style="list-style-type: none"> Recommended by Vice-Chancellor.
		Appoint an Acting Vice-Chancellor for periods of leave up to and including 6 weeks (i.e. absent from campus).	Band 1	N/A	N/A

ID	Function / Activity	Delegated Authority	Delegate	Associated Policies / Procedures	Stated Conditions that Must be Satisfied before the Exercise of the Function
P.3.3	Executive Management	Approve the establishment or disestablishment of the Deputy Vice-Chancellor and Vice-President positions.	Band 0	Reserved Powers of Council	<ul style="list-style-type: none"> Recommended by the Vice-Chancellor and NSAC.
		Approve the recruitment, appointment, extension or termination of the Deputy Vice-Chancellors and Vice-Presidents, including remuneration and conditions of employment.	Band 0		<ul style="list-style-type: none"> Recommended by the Vice-Chancellor and NSAC.
P.3.4	Classifications	Approve the classification and/or reclassification of Senior Management Positions.	CEPD	Classification (for General Staff Positions - UC Level 10 and Below) Policy	<ul style="list-style-type: none"> In consultation with P&D by Band 4. Recommended by Band 3.
		Approve classification and/or reclassification of all non-senior management positions (academic and professional staff).	Deputy Director, P&D Business Partners, P&D		<ul style="list-style-type: none"> Recommended by Band 4.
P.3.5	Academic Staff	Appoint an Academic staff member (above Level E).	Band 1	Recruitment Policy Academic Staff Promotions Policy Performance Expectations Policy	<ul style="list-style-type: none"> In consultation with the Chief Executive People & Diversity. Recommended by Band 2.
		Appoint an Academic staff member (Level E).	Band 2		<ul style="list-style-type: none"> In consultation with the Deputy Director, People & Diversity. Recommended by Band 3. Endorsed by Band 1.
		Appoint an Academic staff member (Level D and below)	Band 3		<ul style="list-style-type: none"> In consultation with the Deputy Director, People & Diversity. Recommended by Band 4. Endorsed by Band 2.
		Appoint a sessional Academic staff member.	Band 4		<ul style="list-style-type: none"> In consultation with the Business Partner, People & Diversity.
		Approve the promotion of an Academic staff member.	Band 1	Academic Staff Promotions Policy	<ul style="list-style-type: none"> Recommended by Band 3. Endorsed by the Academic Promotions Committee.

ID	Function / Activity	Delegated Authority	Delegate	Associated Policies / Procedures	Stated Conditions that Must be Satisfied before the Exercise of the Function
P.3.6	Professional Staff	Appoint a Professional staff member (SM Grade 2).	Band 1	Recruitment Policy	<ul style="list-style-type: none"> In consultation with the Chief Executive People & Diversity. Recommended by Band 3 and/or Band 4.
		Appoint a Professional staff member (UC Level 10 and above, including SM Grade 0-1).	Band 2		<ul style="list-style-type: none"> In consultation with the Deputy Director, People & Diversity.
		Appoint a Professional staff member (UC Level 9 and below).	Band 3 Directors, Business Unit		<ul style="list-style-type: none"> In consultation with the Business Partner, People & Diversity.
		Appoint a casual Professional Staff member.	Band 4		N/A
P.3.7	Employment Contract	Execute an employment contract for a Professional staff member (SM Grade 2).	Band 1	N/A	N/A
		Execute an employment contract for a staff member (below SM Grade 2).	CEPD Deputy Director, P&D	N/A	N/A
P.3.8	Staff Termination	Approve the termination of a Professional staff member (SM Grade 2).	Band 1	Enterprise Agreement Charter of Conduct and Values	<ul style="list-style-type: none"> On advice of People and Diversity. Recommended by Band 3.
		Approve the termination of an employee (other than SM Grade 2).	CEPD		
P.3.9	Misconduct	Terminate an employee as a result of serious misconduct.	Band 1	Enterprise Agreement Charter of Conduct and Values	<ul style="list-style-type: none"> Recommended by Band 3.
		Suspend an employee (with or without pay) in circumstances of an allegation of misconduct or serious misconduct.	CEPD	Enterprise Agreement Charter of Conduct and Values	<ul style="list-style-type: none"> Recommended by Band 3.
		Take disciplinary action against an employee for Research Misconduct e.g. terminate employment, withhold salary etc.	Band 1	Enterprise Agreement Charter of Conduct and Values Responsible Conduct of Research Policy	<ul style="list-style-type: none"> Recommended by Band 2.

ID	Function / Activity	Delegated Authority	Delegate	Associated Policies / Procedures	Stated Conditions that Must be Satisfied before the Exercise of the Function
P.3.10	Outside Employment	Approve outside employment, including volunteering.	Band 4	Secondary Employment Policy	N/A
P.3.11	UCX Staff	Approve recruitment, appointment, remuneration, promotion and termination of UCX staff.	UCX Band 4	N/A	N/A
P.3.12	UCX Services Officer	Appoint a UCX Services Officer.	UCX Board Chair	N/A	N/A
P.3.13	Individual Broadbanding	Approve a position to be broadbanded across two successive professional staff classification levels.	CEPD	Individual Broad-banding Policy Enterprise Agreement	<ul style="list-style-type: none"> On advice of Deputy Director, P&D. Recommended by Band 5.
P.3.14	Delegations of Authority	Approve a change in delegation for an individual position (partial or full changes).	Band 1	N/A	<ul style="list-style-type: none"> In consultation with People and Diversity.
P.3.15	Temporary Appointment to Act	Appoint a person to a position on a temporary basis, including: <ul style="list-style-type: none"> delegating part or full position delegations; and/or higher duties. 	Band 4	Remuneration and Benefits Policy Charter of Conduct and Values	<ul style="list-style-type: none"> Note: a person cannot appoint a replacement to own position – this must be a one on one management approval process.
P.3.16	Staff Visas	Approve recruitment of an international staff member requesting the right to work in Australia.	Deputy Director, P&D	N/A	<ul style="list-style-type: none"> Recommended by recruiting area – Band 4.
P.3.17	Staff Relocation	Approve the relocation of a staff member (domestic or international).	Deputy Director, P&D	Note CEPD holds budget for relocations. Relocation Guidelines	<ul style="list-style-type: none"> Recommended by recruiting area – Band 4.
P.3.18	Faith Groups	Grant standing to faith groups to join the University's Multi-Faith Centre.	Band 3	Multi-faith Chaplaincy Policy	<ul style="list-style-type: none"> Recommended by Director, Student Life.
P.3.19	Other Appointments	Appointment of: <ul style="list-style-type: none"> Members to Admissions Committee Admissions Officer Admissions Officer (HDR) Admissions Review Officers Academic Progress Officer	Academic Board	University of Canberra Academic Progress Rules 2017	<ul style="list-style-type: none"> N/A

ID	Function / Activity	Delegated Authority	Delegate	Associated Policies / Procedures	Stated Conditions that Must be Satisfied before the Exercise of the Function
		Appointment of: <ul style="list-style-type: none"> • Secretary of Council (University Secretary) • Secretary of the Academic Board • Student Conduct Officer • Student Conduct Committee members • Intellectual Property (IP) Officer • Liquor Administration Officer • Privacy Officer • Chief Audit Executive • Chief Finance Officer (CFO) • Chief Digital Information Officer (CIO) • Obligations Officer • Fees Officer • Returning Officer • Records Officer • Public Interest Disclosure (Disclosure) Officer • University Services Officer(s) • Principal Executive Officer (PEO) • Chair, Student Appeals Committee • Medical Appeals Panel members (x3) • Medical Leave – Authorised Officers (x3) • Secretary to the Medical Appeals Panel • Research Misconduct Panel members • Freedom of Information Officer (Information Officer) • Traffic Officer 	Band 1	Intellectual Property Policy University of Canberra (Liquor) Statute 2015 University of Canberra Academic Board Rules 2011 University of Canberra (Obligations) Statute 2015 University of Canberra (Student Conduct) Statute 2015 University of Canberra (Student Conduct) Rules 2018 University of Canberra Fees Rules 2010 University of Canberra (Medical Leave) Rules 2017 Fraud and Corruption Control Plan Information Privacy Act 2014 (ACT) <i>Public Interest Disclosure Act 2012 (PID Act)</i> ACT Freedom of Information Act 2016 University of Canberra (Parking and Traffic) Statute 2015	N/A
		Appointment of: <ul style="list-style-type: none"> • Academic Quality Officer • Copyright Officer • Enrolment Officer • Deputy Enrolment Officer • International Compliance Officer • Scholarships Officer • Examinations Officer 	Band 2	N/A	N/A

ID	Function / Activity	Delegated Authority	Delegate	Associated Policies / Procedures	Stated Conditions that Must be Satisfied before the Exercise of the Function
		Appointment of: <ul style="list-style-type: none"> Work Integrated Learning (WIL) Faculty Lead. 	Executive Dean	N/A	N/A
		<ul style="list-style-type: none"> Appoint student members to the Student Appeals Committee. 	Student Representative Council	Student Grievance Resolution Policy	N/A
P.3.20	Student Appeals Committee	Appoint a Secretary to the Student Appeals Committee.	Dean of Students	Student Grievance Resolution Policy	N/A
		Appoint a Secretary to the Student Conduct Committee.	Student Conduct Officer	University of Canberra (Student Conduct) Rules 2018	N/A
P.3.21	Secretary to Student Conduct Committee	Appoint Parking Inspector(s) for the University.	Traffic Officer	University of Canberra (Parking and Traffic) Statute 2015	N/A
P.3.22	Parking Inspector	Appoint one or more persons to act as a deputy to the Fees Officer.	Fees Officer	University of Canberra Fees Rules 2010	N/A
P.3.23	Deputy Fee Officer(s)	Appointment an adjunct to the College of Adjuncts and voluntary appointments, e.g. Chaplain.	Band 2	College of Adjuncts Policy	Endorsed by the Honorary Appointments Panel (HAP) for Adjuncts.
P.3.24	Adjunct & Voluntary Positions	Appointment an adjunct to the College of Adjuncts and voluntary appointments, e.g. Chaplain.	Band 2	College of Adjuncts Policy	<ul style="list-style-type: none"> Endorsed by the Honorary Appointments Panel (HAP) for Adjuncts.
P.4 Training and Development					
P.4.1	Outside Studies Program (OSP)	Approve OSP for Academic staff.	DVCA	Outside Studies Program Policy	<ul style="list-style-type: none"> Recommended by Band 3.

ID	Function / Activity	Delegated Authority	Delegate	Associated Policies / Procedures	Stated Conditions that Must be Satisfied before the Exercise of the Function
P.5 Safety, Rehabilitation and Compensation					
P.5.1	Rehabilitation Program	<ul style="list-style-type: none"> Determine that an employee did not have a reasonable excuse for not undertaking or completing a rehabilitation program. 	Health and Safety Manager	Safety, Rehabilitation and Compensation Act 1999 (SRC Act)	Recommended by Case Manager.
P.5.2	Suspension after non-compliance	Determine that an employee did not have a reasonable excuse for not undertaking or completing a rehabilitation program.	Health and Safety Manager	Safety, Rehabilitation and Compensation Act 1999 (SRC Act)	<ul style="list-style-type: none"> Recommended by Case Manager.
P.6 International Delegations					
P.6.1	International Delegations				<ul style="list-style-type: none">

ID	Function / Activity	Delegated Authority	Delegate	Associated Policies / Procedures	Stated Conditions that Must be Satisfied before the Exercise of the Function
ACADEMIC (AC)					
AC.1 Academic Quality					
AC.1.1	Quality Assurance of Academic Program	Quality assurance of the University's academic program, including but not limited to, the teaching and learning strategies, curriculum and programs, learning support services and the University's research and research training strategies and programs.	Academic Board	University of Canberra Academic Board Rules 2011	N/A
AC.2 Academic Program					
AC.2.1	Degrees, Diplomas and Certificates	Approve the degrees, diplomas and certificates the University offers and their award titles.	Academic Board	University of Canberra (Courses and Awards) Statute 2010 University of Canberra Courses and Awards (Courses of Study) Rules 2013 University of Canberra Courses and Awards DDC Rules 2013 University of Canberra Academic Board Rules 2011	<ul style="list-style-type: none"> • Endorsed by Curriculum Committee (CC)

ID	Function / Activity	Delegated Authority	Delegate	Associated Policies / Procedures	Stated Conditions that Must be Satisfied before the Exercise of the Function
AC.2.2	Courses and Units	<ul style="list-style-type: none"> Accredit a new course. Reaccredit an existing course. Declare a course of study of the University to be graduate course of study or an undergraduate course of study. Approve a course to be opened for admission. Approve a course to be closed. Approve a revision to a course. Approve the opening and closing of a course and/or unit to admission that is not on the Academic Program (or Provisional Academic Project). Approve the opening and closing of a new or existing course at a new location (domestic and international). 	Academic Board	Processed by Admissions Officer following approval. University of Canberra Academic Board Rules 2011 University of Canberra (Courses and Awards) Statute 2010 University of Canberra Courses and Awards (Courses of Study) Rules 2013 Course Reaccreditation Policy Course Reaccreditation Procedure Course Delivery by Third Party Providers Policy Course Delivery by Third Party Providers Procedure ESOS Act	<ul style="list-style-type: none"> In consultation with Teaching and Learning. Endorsed by Curriculum Committee
		Approve: <ul style="list-style-type: none"> the academic requirements of a course, component (majors, minors and units); a revision to a course component; a new unit; and a unit to be closed. 	Academic Board	University of Canberra Courses and Awards (Courses of Study) Rules 2013 Course and Unit Revision and Closure Policy	<ul style="list-style-type: none"> Endorsed by Faculty Board. Endorsed by Curriculum Committee
		Approve a major unit revision (i.e. large changes to learning outcomes or syllabus, changes to pre/co-requisites or other major changes to unit content).	Faculty Board	Course and Unit Revision and Closure Procedure Curriculum Committee Terms of Reference	<ul style="list-style-type: none"> Recommended by ADE.
		Approve a minor unit revision (i.e. small wording changes to learning outcomes or syllabus).	ADE		<ul style="list-style-type: none"> Recommended by Program Director.

ID	Function / Activity	Delegated Authority	Delegate	Associated Policies / Procedures	Stated Conditions that Must be Satisfied before the Exercise of the Function
AC.2.3	Non-award Courses	Approve the: <ul style="list-style-type: none"> establishment of a non-award course for credit purposes; and the use of a pre-existing non-award course for credit purposes. 	CC	Noted by Academic Board following approval. Credit for Non-award Studies Policy	<ul style="list-style-type: none"> Endorsed by Student Connect. Recommended by Faculty Executive Dean.
AC.2.4	Course Suspension	Approve the suspension of a course.	Academic Board	Course and Unit Revision and Closure Policy Course and Unit Revision and Closure Procedure	<ul style="list-style-type: none"> Endorsed by Curriculum Committee
AC.2.5	Combined Level Unit Teaching	Approve all unit offerings using combined level unit teaching, for each teaching period (i.e. combined teaching of UG and PG courses/co-teaching).	ADE	Combined Level Unit Teaching Procedure	N/A
AC.2.6	Adjustment Factor	Approve the: <ul style="list-style-type: none"> setting of subject-based adjustment factors; and awarding of bonus points, to a maximum of 5, for a student requesting special consideration. 	Executive Dean Director, Global Student Recruitment	Admission (for Undergraduate and Postgraduate Coursework Courses) Policy Admission (for Undergraduate and Postgraduate Coursework Courses) Procedure	<ul style="list-style-type: none"> In consultation with Director, Student Life. In consultation with Manager, Admissions.
AC.2.7	Unit Outline Template	Determine what information, constitutes official unit outline information prior to each academic year, and more frequently if required.	AQSC	Unit Outline Procedure	<ul style="list-style-type: none"> Additional to that required in the Unit Outline Procedures.
AC.2.8	Unit Outline	Approve unit outline and any changes post-publication for each unit offering.	Program Director	Unit Outline Procedure	<ul style="list-style-type: none"> Submitted by a Unit Convener.
AC.2.9	Academic Calendar	Approve the Annual Academic Calendar.	DVCA	<i>Noted by Academic Board.</i>	<ul style="list-style-type: none"> Recommended by Director, Student Connect and PVC T&L.
		Approve structural changes to the Academic Calendar e.g. to remove Winter Term.	Academic Board	<i>Noted by Council.</i>	<ul style="list-style-type: none"> Recommended by DVCA.

ID	Function / Activity	Delegated Authority	Delegate	Associated Policies / Procedures	Stated Conditions that Must be Satisfied before the Exercise of the Function
AC.3 Admissions * HDR Admissions – refer to section AC.15					
AC.3.1	Admissions	Approve amendments to the University's admission requirements.	Academic Board	University of Canberra Admission Rules 2017 University of Canberra Courses and Awards (Courses of Study) Rules 2013	<ul style="list-style-type: none"> Endorsed by AQSC or Curriculum Committee (course specific admission requirements only).
		Admit an applicant to a course or withdraw an offer.	AQSC Admissions Officer	Admission (for Undergraduate and Postgraduate Coursework Courses) Policy Admission (for Undergraduate and Postgraduate Coursework Courses) Procedure	<ul style="list-style-type: none"> Deputy Admissions Officer assesses individual applications against the approved requirements.
AC.3.2	Special Consideration	Approve an offer for admission on the basis of special consideration.	Executive Dean	University of Canberra Admission Rules 2017 University of Canberra Courses and Awards (Courses of Study) Rules 2013 Admission (for Undergraduate and Postgraduate Coursework Courses) Policy Admission (for Undergraduate and Postgraduate Coursework Courses) Procedure	<ul style="list-style-type: none"> In consultation with Course Convener.
AC.3.3	Special Consideration – Uncredialled Learning	Approve an offer of place for a coursework course on the basis of uncredialled learning.	Executive Dean ADE	University of Canberra Admission Rules 2017 University of Canberra Courses and Awards (Courses of Study) Rules 2013 Admission (for Undergraduate and Postgraduate Coursework Courses) Procedure	<ul style="list-style-type: none"> Recommended by the Course Convener.

ID	Function / Activity	Delegated Authority	Delegate	Associated Policies / Procedures	Stated Conditions that Must be Satisfied before the Exercise of the Function
AC.3.4	Non-Award Study Admission	Approve a student to undertake one or more specified units of study from a course without undertaking the course.	ADE	University of Canberra Admission Rules 2017	N/A
AC.3.5	Permission to enrol after Exclusion or Suspension	Approve for a student to enrol in a specific unit from which students has been excluded or suspended.	Executive Dean	University of Canberra (Student Conduct) Rules 2018 University of Canberra Admission Rules 2017 University of Canberra Courses and Awards (Courses of Study) Rules 2013 Admission (for Undergraduate and Postgraduate Coursework Courses) Procedure	<ul style="list-style-type: none"> • In consultation with Head of School. • Recommended by ADE.
AC.3.6	Admissions Review	Review a decision to admit an applicant to a course or withdraw an offer.	Admissions Review Officer	University of Canberra Admission Rules 2017	N/A
AC.3.7	Waive Academic Admissions Requirements	Waive any preliminary requirements entered in the Register in relation to a unit in a course, such as a prerequisite or co-requisite unit, on application by a student.	Program Director Unit Convener	University of Canberra Courses and Awards (Courses of Study) Rules 2013	N/A
AC.3.8	Admission After Misconduct	Approve a student to be admitted to a course (coursework and HDR) who has been excluded for misconduct.	AQSC	University of Canberra (Student Conduct) Rules 2018	N/A
AC.4 Enrolment					
AC.4.1	Enrolment After Census	Approve enrolment after census date.	Enrolment Officer	Enrolment Policy	<ul style="list-style-type: none"> • Recommended by ADE.
AC.4.2	Enrolment (Excess Load)	Approve enrolment: <ul style="list-style-type: none"> • for more than a normal full-time unit load for a teaching period; and/or • for more than a normal full-time unit load for a year Note: maximum full-time load is 24 credit points for the year. 	Program Director	Enrolment Policy	N/A

ID	Function / Activity	Delegated Authority	Delegate	Associated Policies / Procedures	Stated Conditions that Must be Satisfied before the Exercise of the Function
AC.4.3	Enrolment (Restricted)	Approve an individual student enrolment in a restricted access major (a major that is only available within a specified course).	ADE Head of School	Enrolment Policy	N/A
AC.4.4	Late Unit Enrolment (Prior to Census)	Approve a late unit enrolment after the date advertised for the relevant teaching period.	Program Director Course Convener	Enrolment Policy	<ul style="list-style-type: none"> On advice from Unit Convener.
AC.4.5	Course Transfer	Approve a course transfer for a domestic student (either within a faculty or between faculties).	Enrolment Officer	University of Canberra Admission Rules 2017 University of Canberra Courses and Awards (Courses of Study) Rules 2013	<ul style="list-style-type: none"> Subject to meeting admission requirements. In consultation with Faculty ADE/Program Director.
		Approve a course transfer for an international student (either within a faculty or between faculties).	Admissions Officer	Admission (for Undergraduate and Postgraduate Coursework Courses) Procedure ESOS Act	<ul style="list-style-type: none"> International Students transfers subject to ESOS Act and Visa requirements. Subject to meeting admission requirements. In consultation with Faculty ADE/Program Director.
AC.4.6	Deferral	Approve the deferral of a student commencing a course of study for such period not exceeding one year.	Admissions Officer	University of Canberra Courses and Awards (Courses of Study) Rules 2013	N/A
AC.4.7	Intermission	Approve an application for a domestic student wishing to take leave of absence from a course of study which the student has pursued for one semester.	Enrolments Officer	University of Canberra Courses and Awards (Courses of Study) Rules 2013 Enrolment Policy	N/A
		Approve an application for an international student wishing to take leave of absence from a course of study which the student has pursued for one semester.	International Compliance Officer	Deferring, Suspending or Cancelling an International Student's Enrolment Procedure National Code 2018 ESOS Act	<ul style="list-style-type: none"> On advice of Manager, International Compliance
AC.4.8	Extensions	Approve an extension to maximum course completion dates.	ADE	University of Canberra Courses and Awards (Courses of Study) Rules 2013	<ul style="list-style-type: none"> Recommended by Program Director.

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AC.4.9	Withdrawal After Census Date	Approve withdrawal without academic penalty after the census date.	Enrolments Officer	HESA (2003) ESOS Act Only domestic CSP students are governed by HESA but same approach is used by international students.	<ul style="list-style-type: none"> In consultation with the Unit Convenor.
AC.4.10	Letter of Release (International Student)	Approve a Letter of Release in response to an international student's request to transfer.	International Compliance Officer	International Student Transfer Assessment Policy International Student Transfer Assessment Procedure ESOS Act National Code 2018	<ul style="list-style-type: none"> In consultation with ADE. Recommended by Manager, International Compliance.
AC.4.11	Part-time Load (International Student)	Approve, for academic reasons, an international student to undertake a part-time load.	International Compliance Officer	National Code 2018 ESOS Act	N/A
AC.4.12	Study Abroad and Exchange Program	Approve an individual student to attend a cross-institutional, Study Abroad and/or Exchange Program and receive credit for program.	Head of School	Variation of Course Requirements Policy International Mobility (for students) Procedure International Mobility (for students) Policy HESA	<ul style="list-style-type: none"> With support from Study Abroad and Exchange team. Recommended by Program Director.
AC.4.13	Issue or Extend Confirmation of Enrolment (COE)	Approve for a Confirmation of Enrolment (COE) to be issued or extended to an international student.	International Compliance Officer	Completion within the Expected Duration of Study for International Students - Policy Completion within the Expected Duration of Study for International Students - Procedure National Code 2018	<ul style="list-style-type: none"> In consultation with Admission Officer and Manager, International Compliance.

ID	Function / Activity	Delegated Authority	Delegate	Associated Policies / Procedures	Stated Conditions that Must be Satisfied before the Exercise of the Function
AC.5 Credit					
AC.5.1	Credit	Approve credit to an individual student in the following circumstances: <ul style="list-style-type: none"> • a pre-approved articulation arrangement through an MoU of a third-party provider or other partner; • an approved precedent for the granting of credit (credentialed or uncredentialed); • an incomplete UC course for individual students; • for external studies or completed UC courses where an agreed credit transfer exists; • for external studies or completed UC courses for specified, block or unspecified credit; or • for Recognition of Prior Learning (RPL), where a precedent exists. 	Deputy Admissions Officer Academic Progress Officer	Credit for Non-award Studies Policy Credit Procedures Courses of Study Rules 2018	<ul style="list-style-type: none"> • On recommendation by the Unit Convener for specified credit.
AC.5.2	Advanced Standing	Review and assess the application of advanced standing in line with the policy and procedure.	Program Director	Credit Procedures	<ul style="list-style-type: none"> • In consultation with Unit Convenor.
AC.5.3	Recognition of Prior Learning (RPL)	Approve credit on the basis of Recognition of Prior Learning (RPL), where no precedent exists (may include credentialed and/or uncredentialed learning).	Program Director	Credit Procedures	<ul style="list-style-type: none"> • In consultation with the Unit Convenor.
AC.5.4	Credit for Units not Listed	Approve the granting of credit for units that are not listed in the Course Particulars.	Program Director	Credit Procedures	N/A
AC.5.5	Exceptions to Credit Procedures	Approve exceptions to the Credit Procedures for individual students.	AQSC	Credit Procedures	<ul style="list-style-type: none"> • Recommended by the Head of School/Discipline or ADE.
AC.5.6	Volume of Learning Credit Arrangements	Approve Volume of Learning credit arrangements (exceptions to agreed procedure).	Academic Board	Credit Procedures	N/A
AC.6 Assessment and Grading					
AC.6.1	Assessment Items	Approve extensions and/or alternate assessment for assessment items.	Unit Convener	Assessment Policy	N/A

ID	Function / Activity	Delegated Authority	Delegate	Associated Policies / Procedures	Stated Conditions that Must be Satisfied before the Exercise of the Function
		Approve a supplementary assessment.	Program Director	Assessment Procedures	N/A
	Approve alteration of an assessment item result following internal moderation.	ADE	<ul style="list-style-type: none"> On advice from the Unit Convener. 		
	Approve an exemption from the requirements to offer supplementary assessment (e.g. in circumstances where it is impractical or professionally inappropriate).	ADE	N/A		
AC.6.2	Examinations	Approve an examination paper has been checked for errors and is in accordance with University requirements.	Program Director	Assessment Policy Assessment Procedures	N/A
	Approve the release of an examination paper to the Library for publishing.	Unit Convener	N/A		
	Approve a deferred examination.	Examinations Officer	<ul style="list-style-type: none"> In consultation with the Unit Convener. 		
	Approve a request to defer an intra-semester examination.	Unit Convener	N/A		
	Approve a request to undertake a further deferral of exams, based on sufficient evidence of exceptional circumstances.	Director, Student Connect	N/A		
	Approve a request to defer a supplementary examination.	ADE	N/A		
AC.6.3	Decision Review	Review of a decision for a request to defer a supplementary assessment or examination	Executive Dean	Assessment Policy Assessment Procedures	N/A
AC.6.4	Grades	Approve the final grade and authorise release of final grades.	Faculty Assessment Board	Assessment Policy Assessment Procedures	N/A
	Approve an amendment to a grade.	ADE	<ul style="list-style-type: none"> On recommendation of Unit Convener. 		

ID	Function / Activity	Delegated Authority	Delegate	Associated Policies / Procedures	Stated Conditions that Must be Satisfied before the Exercise of the Function
AC.6.5	Appeals	Resolve student appeals regarding an Associate Dean Educations' decision to fail a student who has not provided sufficient evidence of exceptional circumstances leading to that student not attending a requested deferred examination.	PVC T&L	Assessment Policy Assessment Procedures	N/A
AC.7 Student Progress					
AC.7.1	Variation of Course Requirement (VCR)	Approve a variation to course requirements in line with policy.	ADE	University of Canberra Courses and Awards (Courses of Study) Rules 2013 Credit Procedure Variation of Course Requirements Procedure	<ul style="list-style-type: none"> In consultation with Course Convenor.
		Approve variation to course requirements that do not comply with policy.*	AQSC	* Reported to Academic Board yearly for noting.	N/A
		Approve a variation of course requirements for a student where the request is to extend the maximum period of time to complete the academic requirements of the course.	Faculty Board	University of Canberra Courses and Awards (Courses of Study) Rules 2013 University of Canberra (Student Conduct) Rules 2018	<ul style="list-style-type: none"> Recommended by ADE to Faculty Board.
		Approve a VCR where the VCR request is to change the minimum amount of study at UC.	Executive Dean Academic Board*	Variation of Course Requirements Policy Variation of Course Requirements Procedure	<ul style="list-style-type: none"> *Approved by Academic Board where VCR breaches the minimum amount of UC study requirement.
AC.7.2	Academic Probation	Impose academic probation for a student where that student has failed to satisfy a condition of academic probation.	Academic Progress Officer	University of Canberra Academic Progress Rules 2017	N/A
AC.7.3	Suspension for Breach of Academic Probation	Suspend a student for a breach of academic probation.	Academic Progress Officer	University of Canberra Academic Progress Rules 2017	<ul style="list-style-type: none"> Recommended by ADE.

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AC.7.4	Student Appeals	Review decisions made under the Academic Progress Rules.	Student Appeals Committee	University of Canberra Academic Progress Rules 2017 Student Grievance Resolution Policy Academic Progress (for Coursework Students) Procedure	N/A
AC.8 Testamurs, Awards, Medals and Scholarships					
AC.8.1	Testamurs	Approving the form of testamurs (diplomas, certificates etc.) awarded by the University.	Band 0	Reserved Powers of Council University of Canberra (Courses and Awards) Statute 2010 University of Canberra Conferring of Awards Rules 2013 Academic Certification Policy Academic Certification Procedure	<ul style="list-style-type: none"> Recommended by Academic Board.
AC.8.2	Awards	Confer an award (degrees, diplomas and certificates).	Band 0 (Chancellor)	Reserved Powers of Council Council Governance Charter University of Canberra (Courses and Awards) Statute 2010 University of Canberra Conferring of Awards Rules 2013 Academic Certification Policy Academic Certification Procedure	<ul style="list-style-type: none"> Recommended by Academic Board.
		Determine that an award of the University be conferred posthumously.	Band 0	University of Canberra Conferring of Awards Rules 2013 Posthumous Awards Policy Posthumous Awards Procedure	<ul style="list-style-type: none"> Recommended by Director Student Life and Director, Student Connect.
AC.8.3	Rescission of Awards	Rescind an award.	Band 0	University of Canberra Conferring of Awards Rules 2013	<ul style="list-style-type: none"> Recommended by Academic Board.

ID	Function / Activity	Delegated Authority	Delegate	Associated Policies / Procedures	Stated Conditions that Must be Satisfied before the Exercise of the Function
AC.8.4	Amendment of Awards	Amend an award due to administrative error.	Band 1	University of Canberra Conferring of Awards Rules 2013 Reported to the next meetings of the Academic Board and the Council.	<ul style="list-style-type: none"> Recommended by Records Officer.
AC.8.5	Honorary Degree	Award or rescind an honorary degree of the University.	Band 0	Reserved Powers of Council University of Canberra (Honorary Degree) Statute 2008 University of Canberra Honorary Degree Rules 2017	<ul style="list-style-type: none"> Endorsed by Vice-Chancellor and Chair of Academic Board. Recommended by the Honorary Degree Committee.
AC.8.6	Emeritus Professors	Confer or rescind the title of Emeritus Professor.	Band 0	Reserved Powers of Council Appointing Emeritus Professors Guidelines	<ul style="list-style-type: none"> Endorsed by the Vice-Chancellor and Chair, Academic Board. Recommended by the NSAC.
AC.8.7	Scholarships	Approve the award of a UC scholarship (non-HDR related).	PVC	University of Canberra Academic Board Rules 2011 Scholarships, Prizes, Medals and Awards Policy Scholarships, Prizes, Medals and Awards Procedure	<ul style="list-style-type: none"> Recommended by Executive Dean.
AC.8.8	Medals, Awards and Prizes	Establish and award a University medal or prize, and other prizes of the University.	Academic Board	University of Canberra Academic Board Rules 2011 Scholarships, Prizes, Medals and Awards Policy Scholarships, Prizes, Medals and Awards Procedure	<ul style="list-style-type: none"> Recommended by Executive Dean.
		Approve prizes, awards, and medals awarded solely on the basis of academic merit.	Band 3	Noted by Academic Board. Scholarships, Prizes, Medals and Awards Policy Scholarships, Prizes, Medals and Awards Procedure	N/A

ID	Function / Activity	Delegated Authority	Delegate	Associated Policies / Procedures	Stated Conditions that Must be Satisfied before the Exercise of the Function
AC.9 Student Conduct and Grievances					
AC.9.1	Student Grievances	Responsibility for investigation and determination of a grievance.	Band 4	Student Grievance Resolution Policy ESOS Act National Code 2018	<ul style="list-style-type: none"> Note: appeals for refusal of release for international students are responsibility of Director, Student Connect.
		Accept an appeal to the Student Appeals Committee more than 20 working days after the notice of determination by the Dean or Director.	Chair of the Student Appeals Committee	Student Grievance Resolution Policy	<ul style="list-style-type: none"> Recommended by Secretary of Student Appeals Committee.
		Acceptance of grievances relating to actions or decisions more than one year past, except in the case of compelling and/or exceptional circumstances.	Dean of Students	Student Grievance Resolution Policy	<ul style="list-style-type: none"> Recommended by Secretary of Student Appeals Committee
		Determine the validity of an appeal, if valid then determine whether to progress to a hearing or resolve it fully in the student's favour.	Chair of the Student Appeals Committee	Student Grievance Resolution Policy	<ul style="list-style-type: none"> Recommended by Secretary of Student Appeals Committee
AC.9.2	Student Misconduct	Determine: <ul style="list-style-type: none"> outcome for student who has committed the alleged breach of conduct in respect of academic misconduct, non-academic misconduct or serious misconduct; whether a Summary Inquiry is required in relation to an alleged breach of serious misconduct; and outcome following referral of a matter relating to a breach of academic misconduct, including conducting a Summary Inquiry. 	Prescribed Authority	University of Canberra (Student Conduct) Rules 2018	<ul style="list-style-type: none"> Prescribed Authority means: a Deputy Vice-Chancellor; or (b) Vice-President or (c) a Pro Vice-Chancellor; or (d) a Dean, Executive Dean, Deputy Dean or Associate Dean; or (e) the Director of a University research centre; or (f) the Register; or (g) a person appointed by the Vice-Chancellor for such purpose. Recommended by Summary of Inquiry. Directed by either DVCA or DVCR&I.

ID	Function / Activity	Delegated Authority	Delegate	Associated Policies / Procedures	Stated Conditions that Must be Satisfied before the Exercise of the Function
AC.9.3	Suspension (Interim pending Summary Inquiry)	Impose or lift a suspension on a student from either: <ul style="list-style-type: none"> attending classes at the University; prohibition from entering such parts of the University grounds as are specified in the order; prohibition from using such of the University facilities as are specified in the order; or prohibition from initiating contact or communication with specified students or members of staff. 	Band 2 PVC	University of Canberra (Student Conduct) Rules 2018	<ul style="list-style-type: none"> Recommended by the Student Conduct Officer.
AC.9.4	Appeal Decision of Student Conduct	Review and determine outcome for student appealing decision of a Summary Inquiry in relation to breach of conduct.	Student Conduct Committee	University of Canberra (Student Conduct) Rules 2018	<ul style="list-style-type: none"> Recommended by Summary of Inquiry.
AC.10 Medical Leave					
AC10.1	Student Access	<ul style="list-style-type: none"> Deny a student access to all or any of the University's facilities; Deny a student access to all or any part of the University campus; and/or Deny a student access to any activity, conducted by or on behalf of the University or on the University campus, 	DVC	University of Canberra (Medical Leave) Rules 2017 Note: decision may be lifted, varied or extended for a further specified period by a Deputy Vice-Chancellor pending the determination of an Authorised Officer.	N/A
AC10.2	Medical Leave Absence	Determine that: <ul style="list-style-type: none"> the student be placed on a period of medical leave for up to 12 months; specified conditions have been satisfied to permit a student's continuing enrolment; and specified conditions have been satisfied before the University will consider reinstatement of a student's enrolment. 	Medical Leave – Authorised Officer	University of Canberra (Medical Leave) Rules 2017	<ul style="list-style-type: none"> Authorised Officer means a person holding the role of Dean, Deputy Dean, Associate Dean, Director, Deputy Vice-Chancellor or Vice-President, appointed by the Vice-Chancellor.
AC10.3	Decision Review	Determination for application for review of decision	Medical Appeals Panel	University of Canberra (Medical Leave) Rules 2017	<ul style="list-style-type: none"> Recommended by the Secretary of Medical Leaves Panel

ID	Function / Activity	Delegated Authority	Delegate	Associated Policies / Procedures	Stated Conditions that Must be Satisfied before the Exercise of the Function
AC.11 International Students					
(also refer to AC.4 Enrolment)					
AC.11.1	CRICOS Registration of Courses	Register courses and amendments to courses with the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).	Academic Quality Officer	ESOS Act	<ul style="list-style-type: none"> Once approved by Academic Board.
AC.11.2	Sponsorship - International	Accept a financial sponsor for an international student.	Fees Officer	N/A	N/A
AC.11.3	Confirmation of Completion Letter	Approve the issuing of a Confirmation of Completion Letter for visa purposes.	Academic Progress Officer	N/A	N/A
AC.12 Research – Research and Innovation Services					
AC.12.1	Animal Research	Approve research projects involving experiments using animals.	Animal Ethics Committee	Animal Ethics Committee TOR	N/A
		Approve guidelines for the care of animals that are bred, held and used for scientific purposes.	Animal Ethics Committee	Animal Ethics Committee TOR	N/A
AC.12.2	Human Research	Approve research projects using human participants and/or human tissue.	Human Ethics Committee	Human Ethics Committee TOR Human Tissue Use for Forensics Research Policy	N/A
		Approve guidelines for projects using human participants and/or human tissue.	Human Ethics Committee	Human Ethics Committee TOR	N/A
AC.12.3	Biosafety and Radiation	Approve research projects involving experiments using genetically modified organism and/or ionising and non-ionising radiation.	UC Institutional Biosafety and Radiation Committee	UC Institutional Biosafety and Radiation Committee TOR	N/A
AC.13 Research – HDR Research – Supervisor Panels					
AC.13.1	Research Supervisor	Appointment of supervisory panel for a student at admission to the degree.	Executive Dean	Higher Degree by Research Admissions Policy	<ul style="list-style-type: none"> Recommended by ADR.
		Approve a change of supervisory panel for a current HDR student.	ADR	Higher Degree by Research Enrolment and Changes to Candidature Policy	N/A

ID	Function / Activity	Delegated Authority	Delegate	Associated Policies / Procedures	Stated Conditions that Must be Satisfied before the Exercise of the Function
		Approve an academic staff member to register as a HDR supervisor	ADR	Higher Degree by Research Supervision Policy	N/A
AC.14 Research – Higher Degree by Research – Fees, Scholarships and Prizes					
AC.14.1	Research Scholarships	Award a centrally funded research scholarship to a HDR student e.g. Commonwealth-funded Research Training Program (RTP) scholarship.	Dean, Graduate Research	Higher Degree by Research Scholarship Policy and Australian Government Research Training Program Scholarship Policy Higher Degree by Research Scholarship Application and Assessment Procedures	<ul style="list-style-type: none"> Faculty determine its own Order of Merit lists. Recommended by the University Research Scholarship Committee.
		Award either of the following to a HDR student: <ul style="list-style-type: none"> a faculty funded research scholarship; or a grant funded research scholarship. 	Executive Dean	N/A	<ul style="list-style-type: none"> In consultation with Graduate Research team and Chief Investigator. Condition of award to be approved by Dean, Graduate Research.
AC.14.2	Parker Medal Award	Selection of the award of the Parker Medal for Outstanding Doctoral Thesis.	Medal Selection Committee	The Parker Medal for Outstanding Doctoral Thesis Agreement	N/A
AC.15 Research – Higher Degree by Research - Admissions					
AC.15.1	Admission to HDR Course	Offer a place in a HDR course.	Admissions Officer Admissions Officer (HDR)	University of Canberra Admission Rules 2017 Admission to Higher Degree by Research Courses Policy	<ul style="list-style-type: none"> On advice from ADR and/or HDR Convenor.
AC.15.2	English Language Equivalency Admission	Approve a case for English language equivalency for admission to a research course.	Dean, Graduate Research	Higher Degree by Research Admissions Policy	<ul style="list-style-type: none"> Recommended by Executive Dean as part of admissions process.
AC.15.3	Admission based on RPL	Approve a student to be admitted to an HDR course on the basis of RPL.	Dean, Graduate Research	Higher Degree by Research Admissions Policy	<ul style="list-style-type: none"> Recommended by Executive Dean.
AC.15.4	Non-standard HDR Admission Requirements	Approve non-standard HDR admission requirements for a new course or a change to an existing course.	Academic Board	Higher Degree by Research Admissions Policy	<ul style="list-style-type: none"> Endorsed by URC.

ID	Function / Activity	Delegated Authority	Delegate	Associated Policies / Procedures	Stated Conditions that Must be Satisfied before the Exercise of the Function
AC.15.5	Admission Appeals	Review appeal to challenge an admission decision.	Admissions Review Officer	Higher Degree by Research Admissions Policy	N/A
AC.16 Research – Higher Degree by Research Enrolment					
AC.16.1	Confirmation of Candidature	Recommendation that the candidate: <ul style="list-style-type: none"> be confirmed and the candidate proceed with the course; proceed with the program subject to conditions to be met as specified; or not proceed in the course. 	ADR	Higher Degree by Research Progress and Milestones Procedure	N/A
AC.16.2	HDR Enrolment Changes	Approve changes to enrolment conditions, e.g. enroll concurrently in another award course.	Dean, Graduate Research	Higher Degree by Research Enrolment and Changes to Candidature Policy	<ul style="list-style-type: none"> In consultation with ADR.
AC.16.3	HDR Attendance	Approve a shorter period of on-campus attendance than the required 12 months.	ADR	Higher Degree by Research Enrolment and Changes to Candidature Policy	N/A
AC.16.4	Working Away	Approve a candidate to pursue work away from the University that is connected to their research project.	ADR	Higher Degree by Research Enrolment and Changes to Candidature Policy	N/A
AC.16.5	Concurrent Enrolment	Approve concurrent enrolment in a course.	Dean, Graduate Research	Higher Degree by Research Enrolment and Changes to Candidature Policy	<ul style="list-style-type: none"> In consultation with ADR.
AC.16.6	Enrolment Load – Domestic Students	Approve changes to a domestic student's enrolment load (part-time to full-time and vice versa).	ADR	Higher Degree by Research Enrolment and Changes to Candidature Policy	<ul style="list-style-type: none"> In consultation with Primary Supervisor.
AC.16.7	Deferral	Approve the deferral of a HDR student commencing a course of study for such period not exceeding one year.	Research Committee	University of Canberra Courses and Awards (Courses of Study) Rules 2013	<ul style="list-style-type: none"> Recommended by Dean, Graduate Research. Relevant Research Committee to approve deferral of commencement for HDR candidates.

ID	Function / Activity	Delegated Authority	Delegate	Associated Policies / Procedures	Stated Conditions that Must be Satisfied before the Exercise of the Function
AC.16.8	Intermission and Leave	Approve intermission, sick leave in excess of 10 days, parental leave and compelling or compassionate leave.	Research Committee	University of Canberra Courses and Awards (Courses of Study) Rules 2013 Higher Degree by Research Enrolment and Changes to Candidature Policy Deferring, Suspending or Cancelling an International Student's Enrolment Procedure National Code 2018 ESOS Act	<ul style="list-style-type: none"> • For International students cleared by International Compliance Officer. • Recommended by ADR.
AC.16.9	Extensions	Approve an extension to maximum course completion dates for periods of approved compelling or compassionate leave.	ADR	Higher Degree by Research Enrolment and Changes to Candidature Policy	N/A
AC.16.10	Course Changes	Approve: <ul style="list-style-type: none"> • a transfer between doctoral courses (PD to PhD, PhD to PD); • an upgrade from Masters by Research to PhD; or • a transfer from one faculty to another faculty resulting from major change in scope or direction (both faculties to be involved). 	ADR	Higher Degree by Research Enrolment and Changes to Candidature Policy	N/A
AC.16.11	Minimum Duration	Approve an exception to the minimum duration of a doctoral course.	DVC R&I	Higher Degree by Research Enrolment and Changes to Candidature Policy University of Canberra Courses and Awards (Courses of Study) Rules 2013	N/A

ID	Function / Activity	Delegated Authority	Delegate	Associated Policies / Procedures	Stated Conditions that Must be Satisfied before the Exercise of the Function
AC.17 Research – Higher Degree by Research - Progress					
AC.17.1	Academic Progress for HDR Students	Recommend that the student is placed on a Student Progress Support Strategy.	ADR	Higher Degree by Research Progress and Milestones Procedure University of Canberra Courses and Awards (Courses of Study) Rules 2013	N/A
AC.17.2	Academic Probation for HDR Students	<ul style="list-style-type: none"> Recommend the candidate be placed on Academic Probation to the Academic Progress Officer (refer to clause AC.7.2); and At end of the probation period, determine whether the HDR student continues the program. 	ADR	University of Canberra Courses and Awards (Courses of Study) Rules 2013 University of Canberra Academic Progress Rules 2017 Higher Degree by Research Progress and Milestones Policy Higher Degree by Research Progress and Milestones Procedure	<ul style="list-style-type: none"> A candidate cannot be placed on Academic Probation without first having been on Progress Support Strategy.
AC.18 Research – Higher Degree by Research – Submission, Examination and Graduation					
AC.18.1	Submission of Thesis	Approve a submission of a thesis without a supervisory panel.	ADR	Examination of Higher Degree by Research Theses Policy	<ul style="list-style-type: none"> If the recommendation does not support submission and the candidate still wishes to proceed, the DVC R&I will review all relevant materials and liaise with the candidate from this point forward.
AC.18.2	External Examiners	Appoint a minimum of three external examiners (applies to Doctoral and Master theses).	ADR	Examination of Higher Degree by Research Theses Policy	<ul style="list-style-type: none"> Recommended by Primary Supervisory.
AC.18.3	Oral Examination	Determine whether an oral examination will be undertaken by the HDR candidate.	DVC R&I	Examination of Higher Degree by Research Theses Policy	<ul style="list-style-type: none"> Recommended by examiner of a Doctoral thesis.

ID	Function / Activity	Delegated Authority	Delegate	Associated Policies / Procedures	Stated Conditions that Must be Satisfied before the Exercise of the Function
AC.18.4	Awarding Research Degree	Grant a HDR Degree to a candidate.	Chancellor	Higher Degree by Research Examination Outcomes Procedure Examination of Higher Degree by Research Theses Policy	<ul style="list-style-type: none"> Recommended by ADR Endorsed by Academic Board.
AC.18.5	Grades	Approve an amendment to a final thesis grade for HDRs.	Dean, Graduate Research	Assessment Policy Assessment Procedures	<ul style="list-style-type: none"> Recommended by ADR.
AC.19 Research – Higher Degree by Research – Appeals					
AC.19.1	Non-Award of a Research Degree	Determine that a candidate not be awarded a research degree.	Academic Board	Higher Degree by Research Examination Outcomes Procedure	<ul style="list-style-type: none"> Recommended by Examination Outcome Committee.
AC.19.2	Extension of Academic Probation	Grant an extension to Academic Probation period.	Dean, Graduate Research	Higher Degree by Research Progress and Milestones Procedure	<ul style="list-style-type: none"> In consultation with ADR or Director, Research Institute.
AC.19.3	Appeal	Appeal against a: <ul style="list-style-type: none"> rejection of an application for intermission; or academic or administrative decision or action relation to progress and milestones. 	Executive Dean	Student Grievance Resolution Policy Higher Degree by Research Progress and Milestones Policy	N/A
AC.19.4	Research Convenor	Appoint an academic staff member in a convenor capacity for HDR students.	Executive Dean	Higher Degree by Research Code of Practice	N/A