

Policy Title

Delegations of Authority Policy and Register - Academic Programs, Services and Students

Preamble

The Delegations of Authority Policy and Register – Academic programs Services and Students was approved by the Deakin College Senior management Group on 23 March, 2018.

This Policy is consistent with quality management and good corporate governance and is consistent with the Higher Education Standards Framework (Threshold Standards 2015) Standard 6 Governance and Accountability.

Purpose

The purpose of this policy and register is to ensure that staff have the appropriate authority to exercise powers and carry out functions, that their actions are within their remit and that they have followed all relevant policies and procedures.

Scope

This policy applies to all staff at all campuses of Deakin College.

This document applies to those policies and procedures which are not directly covered by the Delegation of Authority as issued by the Navitas Board.

Procedures to be followed by Delegates in the exercise of their delegated authority do not appear in this Register but are separately contained in Deakin College's policies.

Policy

1. The following principles apply to a Delegate's level and scope of authority under any delegation of authority:
 - 1.1. A delegation under this Register relates to the Delegate's office or position, not to the individual in that position. Similarly, where a delegation is to a body by reference to the body's title, it relates to the body acting as a body, not to individual members of the body.
 - 1.2. A reference to a delegation to a position or to a body is, if the position or body is abolished, restructured or re-named, to be taken to be a reference to the principal successor to the functions of that position or body.
 - 1.3. A person duly appointed as a temporary or acting occupant of a position has the authority delegated to the position in which he or she is acting.
 - 1.4. A Delegate may sign any document which is necessary to give effect to his or her function or authority.
 - 1.5. In some instances a delegation of authority may be given to several officers.

- 1.6. A Delegate's Supervisor may exercise the delegated authority given to the Delegate even if not mentioned by title in the 'Delegate' column. This principle, however, does not:
 - apply if a subordinate Delegate has already, in a particular case, exercised the delegation;
 - enable an individual officer or another body to exercise a delegation conferred on a body or committee; or
 - permit a supervising Delegate to exceed his or her own financial delegation or act outside his or her accountability.
- 1.7. If a Delegate appoints or instructs another officer or body to give advice or make recommendations about the exercise of delegated authority, the Delegate nevertheless remains responsible and accountable for the decision or action.
- 1.8. Unless the context requires otherwise, a delegation ordinarily relates only to authorities or functions within the Delegate's accountable area.
- 1.9. Nothing in this Register authorises a Delegate to do anything which is, or is likely to be, a breach of an approved policy, procedure or code of conduct of the College.
- 1.10. A delegation cannot be exercised where the Officer holding the delegation would be put in a position of conflict of interest. In such circumstances the conflicted Delegate must declare his or her conflict of interest, must refer the decision to his or her Supervisor and must not exercise the delegated authority without the counter signature of his or her Supervisor.

2. Nomination Procedure

- 2.1. The Register contains instances where the College Director and Principal or a Delegate may nominate other Officers who will then have delegated authority for the purposes described in the Register. A letter of nomination should clearly state the identity and authority of both the nominating officer and the nominee and specify the actual delegation.

3. Responsibility for the Delegations Register

- 3.1. The Director, Quality and Student Services is responsible for:
 - ensuring that the Delegations Register is maintained and up to date at all times based on advice and evidence of authorised delegations received from the College Director and Principal and/or Academic Board of Studies;
 - ensuring that the Register is available on the Deakin College intranet; and
 - submitting the Register to the Academic Board of Studies for review and ratification at least once every year.
- 3.2. Amendments to the Register may only be made by the Director Quality and Student Services on the recommendations of:
 - the Deakin College Director and Principal;
 - the Deakin College Senior Management Group; or
 - the Deakin College Academic Board of Studies.

1. POLICY DELEGATIONS	
Function/Authority	Delegation
1.1 Formulate and recommend policy relating to: (a) the functions of the Academic Board of Studies; (b) student academic conduct; and (c) student admission, assessment and completion.	Deakin College Academic Board of Studies
1.2 Establish policy which has the purpose of or relates to: (a) the promotion or achievement of the Deakin College Strategic Plan; and (b) the promotion, achievement or discharge of any statutory or other lawful function or obligation expressly or implicitly placed upon the College Director and Principal as principal Executive Officer of Deakin College.	College Director and Principal
1.3 Establish procedures and guidelines pursuant to a Policy.	Deakin College Senior Management Group Deakin College Academic Board of Studies
1.4 Nominate in relation to a policy or procedure an Officer to have a function or authority expressly or implicitly referred to in the policy or procedure.	The Delegate or Nominee who under Section 1.2 or 1.3 above established the policy or procedure.
1.5 Perform a function or exercise an authority under a policy or procedure.	The Delegate or Nominee under Section 1.4.
2. ACADEMIC AUTHORITIES AND FUNCTIONS	
Function/Authority	Delegate
2.1 Academic Offerings	
2.1.1 Establish, amend or disestablish a degree, diploma, certificate or other award courses,	Deakin College Academic Board of Studies

	including award rules, academic requirements and award structure.	
2.1.2	Establish, amend or disestablish subjects within courses provided the structure of the award is not affected.	Deakin College Academic Board of Studies
2.1.3	Approve unit prerequisites.	Deakin University
2.1.4	Establish procedures and criteria for admission, advanced standing and credit transfer.	Deakin College Academic Board of Studies
2.2	Student Admission	
2.2.1	Approve admission of a student to a program of study.	Director Marketing & Admissions Admissions Manager Jakarta Campus Director
2.2.2	Determine English language admission requirements for applicants whose previous education was not in English.	Deakin College Academic Board of Studies on the recommendation of the Admission and Selection Committee
2.3	Student Enrolment, Progression and Assessment	
2.3.1	Approve student deferral of commencement of enrolment from one admission period to another.	Admissions Manager Jakarta Campus Director
2.3.2	Approve advanced standing, credit transfer and exemptions for students.	Deakin University Academic Director Jakarta Campus Director
2.3.3	Approve the transfer of a student from one course to another.	Academic Manager Burwood Campus Academic Manager Wearn Ponds Campus Academic Manager Waterfront Campus Jakarta Campus Director

<p>2.3.4 Approve the transfer of a student to another educational provider.</p>	<p>College Director and Principal</p>
<p>2.3.5 Approve the withdrawal of a student from a course or a subject.</p>	<p>Academic Manager Burwood Campus Academic Manager Waurnd Ponds Campus Academic Manager Waterfront Campus Jakarta Campus Director</p>
<p>2.3.6 Determine any special needs for a student to assist with his/her study.</p>	<p>Student & Academic Services Manager Jakarta Campus Director</p>
<p>2.3.7 Approve application for special consideration.</p>	<p>Academic Coordinators Academic Manager Burwood Campus Academic Manager Waurnd Ponds Campus Academic Manager Waterfront Campus Jakarta Campus Director</p>
<p>2.3.8 Approve application for a deferred examination.</p>	<p>Academic Manager Burwood Campus Academic Manager Waurnd Ponds Campus Academic Manager Waterfront Campus Jakarta Campus Director</p>
<p>2.3.9 Approve results of assessment for students.</p>	<p>Deakin University Faculty Academic Progress and Discipline Committee Board of Examiners</p>

2.3.10	Ratify all students' weighted average marks (WAMs).	Academic Director Jakarta Campus Director
2.3.11	Approve a student's leave from a course for a trimester.	Academic Manager Burwood Campus Academic Manager Waurm Ponds Campus Academic Manager Waterfront Campus Jakarta Campus Director
2.3.12	Determine whether a student has met course attendance requirements.	Academic Director
2.3.13	Determine whether a student must show cause as to unsatisfactory progress and any associated remedial requirements.	Board of Examiners
2.3.14	Determine whether a student has satisfied the requirements for the completion of the award.	Board of Examiners
2.3.15	Approve and sign result statements and academic statements.	Academic Director College Director and Principal
2.4	Student Exclusion, Re-Admission and Appeals	
2.4.1	Determine the exclusion of a student from a course for academic reasons.	Board of Examiners
2.4.2	Determine the exclusion of a student from Deakin College for reasons of misconduct.	Academic Manager Burwood Campus Academic Manager Waurm Ponds Campus Academic Manager Waterfront Campus Jakarta Campus Director
2.4.3	Determine an application by a student for re-admission, after exclusion, to a subject or course.	Director Marketing & Admissions Admissions Manager

	Jakarta Campus Director
2.4.4 Determine an appeal against a decision by Deakin College.	Deakin College Appeals Committee
2.5 Student prizes	
2.5.1 Determine the conditions for the award of student prizes.	Academic Director
2.5.2 Determine the recipient of any prize.	Academic Director
2.6 Academic Staff Recruitment	
2.6.1 Approve academic staff appointments following recommendations by Academic Coordinators and Unit Coordinators.	Academic Manager Burwood Campus Academic Manager Waurin Ponds Campus Academic Manager Waterfront Campus Jakarta Campus Director

Related Policies

NA

Procedure

NA

Definitions

Key Term or Acronym	Definition
Accountability Area	The organisational unit, area or group of areas for or within which a Delegate is responsible, as reflected in duty statements, position descriptions and/or employment contracts.
Delegate	The substantive, acting or temporary occupant of a position, or a group of persons (for example a committee) with delegated authority under this document.

Nominee	A Deakin College Officer nominated in writing by a delegate authorised under this Register to appoint a Nominee. A Nominee so appointed in accordance with this Register is a delegate of Deakin College for the purposes referred to in the relevant delegation.
Supervisor	Responsible Head of a department or unit who has others reporting to him or her.

Status and Details

Status	Current
Domain	Governance
Effective date	22/03/2018
Review date	30/04/2020
Approval Authority	Academic Board of Studies
Implementation Officer	College Director and Principal
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