

SCHEDULE 9 – ACADEMIC AND COURSE DELEGATIONS

The following authorities and powers are conferred by the Council of Charles Sturt University on the officers or bodies specified in this Schedule in accordance with section 20 of the [Charles Sturt University Act 1989](#) and subject to the [Delegations and Authorisations Policy](#).

DR MICHELE ALLAN
CHANCELLOR

| No | Category | Function | Delegate | Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the delegation) | References |
|------|----------------------------|---|---|---|--|
| AS1. | Academic Governance | (Repealed) | | | Delegation Schedule 1: GOV9 and GOV9a |
| AS2. | Degrees and Awards | AUTHORITY TO accredit courses leading to degrees and awards offered by the University. | University Courses Committee, University Research Committee | <p>University Courses Committee will accredit coursework courses and approve new changed subjects that are part of the course requirements.</p> <p>University Research Committee will accredit higher degree by research courses and approve new and changed subjects that are part of the course requirements.</p> <p>Approvals of courses and major changes to courses will be reported to the next meeting of Academic Senate.</p> | <p>Governance (Academic Senate) Rule 2018</p> <p>University Courses Committee – Membership and Terms of Reference</p> <p>University Research Committee – Membership and Terms of Reference</p> |
| AS3. | Student Admission | AUTHORITY TO approve the minimum requirements for admission to types / levels of award of the University. | Academic Senate | On recommendation of the University Courses Committee or University Research Committee, as appropriate. | Admissions Policy |

| No | Category | Function | Delegate | Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the delegation) | References |
|-------|-----------------|---|--|---|-----------------------------------|
| AS4 . | | AUTHORITY TO approve admission of students in accordance with approved course entry requirements. | Executive Director, Division of Student Administration*; Director, Research | The Executive Director, Division of Student Administration approves admission of coursework students, in consultation with the Course Director^ as needed. The Director, Research approves admission of higher degree by research students in consultation with the respective Sub-Dean, Graduate Studies. | Admissions Policy |
| AS5 . | | (Repealed) | | | |
| AS6 . | | (Repealed) | | | Refer to AS4. |
| AS7 . | | (Repealed) | | | |
| AS8 . | Deferral | (Repealed) | | | |
| AS9 . | | (Repealed) | | | |

| No | Category | Function | Delegate | Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the delegation) | References |
|-------|------------------------|--|---|--|-----------------------------------|
| AS10. | Transfers | AUTHORITY TO approve transfers between courses. | Executive Dean, Associate Dean Academic, Course Director^; Executive Director, Division of Student Administration; Director, Research | <p>The Executive Director, Division of Student Administration may approve routine transfers into coursework courses, or may refer complex decisions to one or more of the faculty delegates.</p> <p>The Director, Research approves transfers into higher degree by research courses, on recommendation of the Sub-Dean, Graduate Studies.</p> | Admissions Policy |
| AS11. | | (Repealed) | | | Refer to AS10 |
| AS12. | Cross Enrolment | AUTHORITY TO approve cross-institutional enrolment. | Course Director^; Executive Director, Division of Student Administration | <p>The Course Director^ approves external cross-institutional enrolments.</p> <p>The Executive Director, Division of Student Administration approves internal cross-institutional enrolments, or refers these to the Course Director^ or Course Coordinator where an assessment of the student's preparedness for an advanced subject is needed.</p> | Enrolment Policy |
| AS13. | Credit | AUTHORITY TO approve credit within limits approved by the Faculty Board. | Executive Director, Division of Student Administration; Executive Dean, Deputy Dean, Course Director^ | | Credit Policy |
| AS14. | | (Repealed) | | | |
| AS15. | | (Repealed) | | | |

| No | Category | Function | Delegate | Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the delegation) | References |
|-------|------------------|--|--|--|--|
| AS16. | | (Repealed) | | | |
| AS17. | | (Repealed) | | | |
| AS18. | | (Repealed) | | | |
| AS19. | Enrolment | AUTHORITY TO approve subject substitution. | Course Director [^] , Deputy Dean, Executive Dean | In consultation with Subject Coordinator. | Credit Policy |
| AS20. | | AUTHORITY TO approve enrolment exceeding normal load. | Course Director [^] | | Enrolment Policy |
| AS21. | | (Repealed) | | | |
| AS22. | | (Repealed) | | | |
| AS23. | | (Repealed) | | | |
| AS24. | | (Repealed) | | | |
| AS25. | | (Repealed) | | | |
| AS26. | | (Repealed) | | | |
| AS27. | | (Repealed) | | | |
| AS28. | | (Repealed) | | | |
| AS29. | | (Repealed) | | | |
| AS30. | | (Repealed) | | | |
| AS31. | | AUTHORITY TO cancel enrolment if student fails to complete the course within the maximum time allowed. | Executive Director, Division of Student Administration, Director, Research | The Executive Director, Division of Student Administration will cancel coursework student enrolments in consultation with the Course Director [^] . | Academic Progress Policy |

| No | Category | Function | Delegate | Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the delegation) | References |
|--------|-------------------------|---|--|--|----------------------------------|
| | | | | The Director, Research will cancel higher degree by research student enrolments on the recommendation of the Sub-Dean, Graduate Studies. | |
| AS32 . | Withdrawal | AUTHORITY TO approve withdrawal from a subject after the census date. | Head of School | In consultation with relevant Subject Coordinator. | Enrolment Policy |
| AS33 . | Leave of Absence | AUTHORITY TO approve leave of absence. | Executive Director, Division of Student Administration; Manager, Partners; Deputy Dean; Executive Dean; Director, Research | <p>For coursework courses, the Executive Director, Division of Student Administration will approve standard requests for leave of absence on request from the student, or will refer requests for leave beyond the normal limits to the Deputy Dean.</p> <p>For research higher degree courses the Director, Research will approve leave of absence on recommendation of the Sub-Dean, Graduate Studies.</p> | Enrolment Policy |
| AS34 . | | (Repealed) | | | Enrolment Policy |
| AS35 . | | (Repealed) | | | |

| No | Category | Function | Delegate | Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the delegation) | References |
|--------|-----------------------------|---|--|--|--|
| AS36 . | Courses and Subjects | AUTHORITY TO approve the business case for a course, new offering of an existing course or decision to suspend or phase out a course. | Provost and Deputy Vice-Chancellor (Academic), Deputy Vice-Chancellor (Research and Engagement) | Decisions to introduce or phase out a course or course offering are made on recommendation of the Vice-Chancellor's Leadership Team. Decisions to suspend a course are made on the Executive Dean's recommendation. | Vice-Chancellor's Leadership Team – Membership and Terms of Reference |
| AS37 . | | (Repealed) | | | Course Accreditation Policy |
| AS38 . | | AUTHORITY TO approve minor changes to a course of study. | Provost and Deputy Vice-Chancellor (Academic), Deputy Vice-Chancellor (Research and Engagement) | On recommendation of the Chair of the Faculty Board, as endorsed by the Faculty Board. The delegate will approve new subjects and subject changes that are part of these course changes. Minor changes to a course of study must be reported to the subsequent meeting of the University Courses Committee or, if relevant, to the University Research Committee. An annual report on minor changes to a course of study will be provided to the Academic Senate. | Faculty Boards - Membership and Terms of Reference University Courses Committee – Membership and Terms of Reference |
| AS39 . | | AUTHORITY TO approve assessment in a subject. | Faculty Board | | Assessment Policy – Coursework Subjects |
| AS40 . | | (Repealed) | | | |

| No | Category | Function | Delegate | Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the delegation) | References |
|--------|----------|--|------------------------------|---|---|
| AS41 . | | AUTHORITY TO approve the final grade for a subject. | Faculty Assessment Committee | Faculties will determine processes for interim approval of late grades and changes to grades, for ratification by the Faculty Assessment Committee. | Assessment Policy – Coursework Subjects |
| AS42 . | | (Repealed) | | | |
| AS43 . | | AUTHORITY TO approve extension of time beyond 12 months after the end of session in which a Grade Pending (GP) was granted to convert GP to a substantive grade. | Deputy Dean | On recommendation of the Course Director^. | Assessment Policy – Coursework Subjects |
| AS44 . | | AUTHORITY TO approve arrangements for conversion of a Supplementary Examination (SX) to a substantive grade where a student, for acceptable reasons, is unable to sit for an SX. | Head of School | In consultation with Subject Coordinator or Course Director^. | Assessment Policy – Coursework Subjects |
| AS45 . | | AUTHORITY TO approve additional assessment in a subject. | Head of School | In consultation with Course Director. | Assessment Policy – Coursework Subjects |
| AS46 . | | (Repealed) | | | |
| AS47 . | | AUTHORITY TO approve inclusion of compulsory or optional Residential School in a subject. | Faculty Board | | Assessment Policy – Coursework Subjects |
| AS48 . | | AUTHORITY TO prevent a student from completing a subject, practicum or project/research or sit for a final examination. | Head of School | In consultation with the Subject Coordinator and Course Director^. | Assessment Policy – Coursework Subjects |

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|--------|---------------------|--|---|--|---|
| AS49 . | | AUTHORITY TO determine a grade (Fail Withdrawal or Fail) for a student who is prevented from completing a subject, practicum or project/research or sit for a final examination. | Deputy Dean | On recommendation of the Head of School. | Assessment Policy – Coursework Subjects |
| AS50 . | | (Repealed) | | | Student Misconduct Rule 2018 |
| AS51 . | | AUTHORITY TO withhold a student's grades due to indebtedness to the University. | Senior Manager, Partners, Enrolments and Compliance Senior Manager, Graduations, Exams and Timetabling | | Assessment Policy – Coursework Subjects |
| AS52 . | | AUTHORITY TO approve exemption from attendance at a compulsory Residential School. | Head of School, Course Director^ | For course-based schools, the Course Director^ decides. For subject-based schools, the Head of School decides in consultation with the Subject Coordinator. | Assessment Policy – Coursework Subjects |
| AS53 . | | AUTHORITY TO approve appropriate action for non-attendance at compulsory Residential Schools. | Head of School, Course Director^ | For course-based schools, the Course Director^ decides. For subject-based schools the Head of School decides in consultation with the Subject Coordinator. | Assessment Policy – Coursework Subjects |
| AS54 . | Examinations | (Repealed) | | | |
| AS55 . | | (Repealed) | | | |
| AS56 . | | (Repealed) | | | |
| AS57 . | | (Repealed) | | | |

| No | Category | Function | Delegate | Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the delegation) | References |
|--------|--------------------------|--|--|--|---|
| AS58 . | | AUTHORITY TO approve special conditions for an examination for a student. | Head of School; Disability Liaison Officer, Division of Student Services | Head of School approves major changes to examination format, in consultation with Disability Liaison Officers. Disability Liaison Officers approve accessibility adjustments that do not change examination format. | Assessment Policy – Coursework Subjects |
| AS59 . | | (Repealed) | | | |
| AS60 . | | AUTHORITY TO approve application for special consideration due to misadventure or extenuating circumstances in an examination. | Head of School, Subject Coordinator | | Assessment Policy – Coursework Subjects |
| AS61 . | | (Repealed) | | | |
| AS62 . | | (Repealed) | | | Assessment Policy – Coursework Subjects |
| AS63 . | | AUTHORITY TO approve action to be taken where an examination is cancelled/terminated due to unforeseen circumstances. | Head of School | On recommendation of the Subject Coordinator. | Assessment Policy – Coursework Subjects |
| AS64 . | List of Graduands | (Repealed) | | | |
| AS65 . | | (Repealed). | | | |

| No | Category | Function | Delegate | Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the delegation) | References |
|--------|--|---|-----------------|---|---|
| AS66 . | | AUTHORITY TO approve the list of graduands to be admitted to a degree or award. | Academic Senate | On recommendation of the Chair, Faculty Board (coursework awards), or the Chair, University Research Committee (higher degree by research awards). May be authorised by the Academic Senate Standing Committee in accordance with the Governance (Academic Senate) Rule. | Governance (Academic Senate) Rule 2018 Graduation Policy |
| AS67 . | Admission to and conferral of a degree or award | AUTHORITY TO approve the admission of a graduand on the approved list of graduands to a degree or award for conferral at a graduation ceremony. | Chancellor | On the recommendation of the Academic Senate in accordance with the Governance (Academic Senate) Rule and Graduation Policy. | Graduation Policy |

| No | Category | Function | Delegate | Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the delegation) | References |
|--------|----------|--|--|---|---|
| AS67A. | | AUTHORITY TO confer a degree or award at a graduation ceremony. | Chancellor Band 7 | <p>Degrees are conferred at a Graduation Ceremony by the Chancellor, Deputy Chancellor, Pro Chancellor, member of the University Council or other senior officer, as delegated by the Chancellor.</p> <p>The signatures of the Chancellor and Vice-Chancellor will be applied and the Common Seal will be affixed to the testamur or certificate once conferral of the degree or award has been authorised by the Chancellor.</p> | Graduation Policy Governance (Common Seal) Rule 2013 |
| AS67B. | | AUTHORITY TO admit a graduand on the approved list of graduands to a degree or award and confer the degree or award <i>in absentia</i> . | Chancellor | <p>On the recommendation of the Academic Senate in accordance with the Graduation Policy.</p> <p>The signatures of the Chancellor and Vice-Chancellor will be applied and the Common Seal will be affixed to the testamur or certificate once conferral of the degree or award has been authorised by the Chancellor.</p> | Graduation Policy Governance (Common Seal) Rule 2013 |
| AS68. | | (Repealed) | | | |
| AS69. | | (Repealed) | | | |
| AS70. | | (Repealed) | | | |
| AS71. | | AUTHORITY TO withhold a student's graduation due to indebtedness. | Executive Director, Division of Student Administration | | Graduation Policy |

| No | Category | Function | Delegate | Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the delegation) | References |
|-------|-------------------------------------|--|--|---|--|
| AS72. | Testamurs | AUTHORITY TO approve the form of testamur attesting to the admission of a graduate to a degree or award. | University Secretary | | |
| AS73. | | (Repealed) | | | |
| AS74. | | (Repealed) | | | |
| AS75. | University Medals and Prizes | AUTHORITY TO approve award of University Medal to a student. | Executive Dean or Deputy Vice-Chancellor (Research and Engagement) | For coursework degrees on the recommendation of the Faculty Board. For research higher degrees on the recommendation of the University Research Committee. | Graduation Policy |
| AS76. | | (Repealed) | | | |
| AS77. | | (Repealed) | | | |
| AS78. | | AUTHORITY TO decide an appeal against exclusion. | Executive Dean; Deputy Dean; Director, Research | The Executive Dean or Deputy Dean decides coursework students' appeals against exclusion for unsatisfactory academic progress. The Director Research decides whether a higher degree by research candidature will be terminated after reading the candidate's 'show cause' submission. | Academic Progress Policy |
| AS79. | | (Repealed) | | | |
| AS80. | | (Repealed) | | | |

| No | Category | Function | Delegate | Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the delegation) | References |
|-------|---|---|---|--|---|
| AS81. | | (Repealed) | | | |
| AS82. | Review of Credit and Subject Substitution | AUTHORITY TO approve applications for review of credit and subject substitution. | Executive Dean, Associate Dean. | | Credit Policy |
| AS83. | | (Repealed) | | | |
| AS84. | Review of Final Grades | (Repealed) | | | |
| AS85. | Review of Mark or Grade for a Specific Assessment Task | (Repealed) | | | |
| AS86. | Official Session Dates | AUTHORITY TO approve variations to official session dates affecting course and subject scheduling and the start or end of sessions. | Provost and Deputy Vice-Chancellor (Academic) | | Official Session Dates Variation Policy |
| AS87. | | AUTHORITY TO approve variations to official session dates for internal students' classes and residential schools. | Provost and Deputy Vice-Chancellor (Academic) | In consultation with the Course Director^. | |
| AS88. | Student Academic Misconduct | (Repealed) | | | Student Misconduct Rule 2018 |
| AS89. | | (Repealed) | | | Student Misconduct Rule 2018 |
| AS90. | | (Repealed). | | | Student Misconduct Rule 2018 |

**The Executive Director, Student Administration grants a general authorisation to the University Admissions Centre (NSW and ACT) Ltd to perform routine admission functions.*

^The title 'Course Director' includes 'Course Coordinator' where this title is still used.