

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	Academic Governance	(Repealed)			Delegation Schedule 1: GOV9 and GOV9a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	University Courses Committee will accredit coursework courses and approve new changed subjects that are part of the course requirements. University Research Committee will accredit higher degree by research courses and approve new and changed subjects that are part of the course requirements. Accreditation of courses and major changes to courses will be reported to the next meeting of Academic Senate.	Governance (Academic Senate) Rule 2018 University Courses Committee – Membership and Terms of Reference University Research Committee – Membership and Terms of Reference Course and Subject Policy
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
AS4.		AUTHORITY TO approve admission of students in accordance with approved course entry requirements.	Executive Director, Division of Students* Chief Development Officer, Global Director of Research Services and Dean of Graduate Studies	The Executive Director, Division of Students approves admission of domestic coursework students, in consultation with the Course Director^ as needed. The Chief Development Officer, Global approves admission of all international students in consultation with the Course Director^ as needed The Director of Research Services and Dean of Graduate Studies approves admission of higher degree by research students in consultation with the respective Sub-Dean, Graduate Studies.	Admissions Policy

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AS5.		(Repealed)			
AS6.		(Repealed)			Refer to AS4
AS7.		(Repealed)			
AS8.	Deferral	(Repealed)			
AS9.		(Repealed)			
AS10.	Transfers	AUTHORITY TO approve transfers between courses.	Executive Dean Associate Dean Academic Course Director^ Director, Student Administration Director of Research Services and Dean of Graduate Studies	The Director, Student Administration may approve routine transfers into coursework courses or may refer complex decisions to one or more of the faculty delegates. The Director of Research Services and Dean of Graduate Studies approves transfers between higher degree by research courses, on recommendation of the Sub-Dean, Graduate Studies.	Admissions Policy
AS11.		(Repealed)			Refer to AS10
AS12.	Cross Enrolment	AUTHORITY TO approve cross-institutional enrolment.	Course Director^ Executive Director, Division of Students	The Course Director^ approves outgoing cross-institutional enrolments. The Executive Director, Division of Students approves incoming cross-institutional enrolments or refers these to the Course Director^ where an assessment of the student's preparedness for an advanced subject is needed.	Enrolment Policy
AS13.	Credit	AUTHORITY TO approve credit within limits approved for each course.	Executive Director, Division of Students Executive Dean Deputy Dean Course Director^ Director of Research Services and Dean of Graduate Studies Chief Development Officer, Global	The Credit Policy sets the maximum credit limits approved by Academic Senate, or a lower limit can be set for individual courses. The Credit Policy states who can approve credit in exceptions to credit limits.	Credit Policy
AS14.		(Repealed)			
AS15.		(Repealed)			
AS16.		(Repealed)			
AS17.		(Repealed)			

No	Category	Function	Delegate	Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the delegation)	References
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.	Director, Student Administration Director of Research Services and Dean of Graduate Studies	The Director, Student Administration will cancel coursework student enrolments in consultation with the Course Director^ or on the advice of the faculty academic progress committee. The Director of Research Services and Dean of Graduate Studies will cancel higher degree by research student enrolments on the recommendation of the Sub-Dean, Graduate Studies.	Assessment Policy
AS32.	Withdrawal	AUTHORITY TO approve withdrawal from a subject after the census date.	Head of School Director of Research Services and Dean of Graduate Studies	In consultation with relevant Subject Coordinator or Sub Dean (Graduate Studies)	Enrolment Policy Higher Degree by Research Policy
AS33.	Leave of Absence	AUTHORITY TO approve leave of absence.	Director, Student Administration Manager, Partners Deputy Dean	For coursework courses, the Director, 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.	Enrolment Policy

No	Category	Function	Delegate	Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the delegation)	References
			Executive Dean		
			Director of Research Services and Dean of Graduate Studies.	For higher degree by research courses the Director of Research Services and Dean of Graduate Studies will approve leave of absence on recommendation of the Sub-Dean, Graduate Studies.	
AS34.		(Repealed)			Enrolment Policy
AS35.		(Repealed)			
AS36.	Courses and Subjects	AUTHORITY TO approve the business case for a: a) course; b) new offering of an existing course; or c) decision to suspend or phase out a course or course offering.	Provost and Deputy Vice-Chancellor (Academic) Deputy Vice-Chancellor (Research)	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 Course and Subject Policy
AS37.		(Repealed)			
AS38.		AUTHORITY TO approve low impact changes to a course of study.	Provost and Deputy Vice-Chancellor (Academic) Deputy Vice-Chancellor (Research)	On recommendation of the Chair of the Faculty Courses Committee or Chair of the Faculty Board and noted by the Faculty Board. The delegate will approve new subjects and subject changes that are part of these course changes. Low impact changes to a course must be reported to the subsequent meeting of the University Courses Committee or, if relevant, to the University Research Committee.	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
AS40.		(Repealed)			
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
AS42.		(Repealed)			
AS43.		AUTHORITY TO approve extension of time beyond 12 months after the end of session	Deputy Dean	On recommendation of the Course Director [^] .	Assessment Policy

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		in which a Grade Pending (GP) was granted to convert GP to a substantive grade.			
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
AS45.		AUTHORITY TO approve additional assessment in a subject.	Head of School	In consultation with Course Director.	Assessment Policy
AS46.		(Repealed)			
AS47.		AUTHORITY TO approve inclusion of compulsory or optional Residential School in a subject.	Chair of the Faculty Courses Committee		Course and Subject Policy
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
AS49.		AUTHORITY TO recommend a grade (Fail Non-Submission or Fail) for a student who is prevented from completing a subject, practicum or project/research or sit for a final examination.	Head of School	Head of School will determine the grade to be submitted. Endorsement, final approval and release of the grade will then occur as for other grades.	Assessment Policy
AS50.		(Repealed)			
AS51.		AUTHORITY TO withhold a student's grades.	Manager, Examination and Results Manager, Timetable and Completion		Assessment Policy
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
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

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AS54.	Examinations	(Repealed)			
AS55.		(Repealed)			
AS56.		(Repealed)			
AS57.		(Repealed)			
AS58.		AUTHORITY TO approve special conditions for an examination for a student.	Head of School Disability Liaison Officer, Division of Security, Safety and Wellbeing	Head of School approves major changes to examination format, in consultation with Disability Liaison Officers. Disability Liaison Officers approve accessibility adjustments that are not a major change to examination format.	Assessment Policy
AS59.	(Repealed)				
AS60.	List of Graduands	AUTHORITY TO approve application for special consideration due to misadventure or extenuating circumstances in an examination.	Head of School Subject Coordinator		Assessment Policy
AS61.		(Repealed)			
AS62.		(Repealed)			
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
AS64.		(Repealed)			
AS65.	(Repealed)				
AS66.	Admission to and conferral of a degree or award	AUTHORITY TO approve the list of graduands as submitted by Student Administration 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 approved by the Academic Senate Standing Committee in accordance with the Governance (Academic Senate) Rule.	Governance (Academic Senate) Rule 2018 Graduation Policy
AS67.		AUTHORITY TO approve the admission of a graduand on the approved list of graduands to a degree or award for conferral.	Chancellor	On the recommendation of the Academic Senate in accordance with the Governance (Academic Senate) Rule and Graduation Policy. The signatures of the Chancellor and Vice-Chancellor will be applied and the Common Seal will be affixed to the	Graduation Policy Governance (Common Seal) Rule 2013

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				testamur or certificate once conferral of the degree or award has been authorised by the Chancellor.	
AS67A.		(Repealed)			
AS67B.		(Repealed)			
AS68.		(Repealed)			
AS69.		(Repealed)			
AS70.		(Repealed)			
AS71.		AUTHORITY TO withhold a student's graduation.	Director, Student Administration		Graduation Policy
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.	Director, Student Administration Executive Dean Deputy Vice-Chancellor (Research)	For research higher degrees on the recommendation of the University Research Committee.	Medals and Executive Dean's Awards Policy
AS76.		(Repealed)			
AS77.		(Repealed)			
AS78.	Reviews and appeals	AUTHORITY TO decide an appeal against an academic decision	Deputy Vice-Chancellor University Student Appeals Committee		University Student Appeals Policy
AS79.		(Repealed)			
AS80.		(Repealed)			
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 official session dates affecting course and subject scheduling and the start or end of sessions.	Provost and Deputy Vice-Chancellor (Academic)		Course and Subject Policy

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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
AS89.		(Repealed)			
AS90.		(Repealed)			

**The Executive Director, Division of Students 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.

Document history

Approval date	Resolution or delegation	Nature of Amendment
6.5.2020	CNL139/7	Changes to AS66,67, addition of AS67A and AS67B
6.5.2020	GOV10B	Change Deputy Vice-Chancellor (Research, Development and Industry) to Deputy Vice-Chancellor (Research and Engagement)
30.9.2020	CNL152/10	Changes throughout to align delegations with the authorities and terminology used in reshaped academic governance policies, or to update Director Research position title.
6.5.2021	CNL160/12	Changes to AS4,10,12,13, 31,33,36, 38, 51, 58, 71, 75 to reflect changes to organisational structures. Changes to AS51, 71 to allow reasons for withholding grades or graduation to be stated in appropriate policies. Changes to AS67, 67A, 67B to reflect changes to graduation processes. Editorial change to AS78 to update heading and policy reference. Editorial change under GOV10B to position title at AS4 note.
1.7.2021	CNL 164/13	Changes to AS4 and 13 to reflect changes to organisational structure. Changes to AS78 to reflect the new University Student Appeals Policy. Editorial change under GOV10B to committee name at AS78.