

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	Academic Governance	(Repealed)			Delegation Schedule 1: GOV9 and GOV9a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		(Repealed)			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		(Repealed)			Refer to AS4.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		(Repealed)			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	Deferral	(Repealed)			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		(Repealed)			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	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. The Director, Research approves transfers into 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 Student Administration	The Course Director^ approves external cross-institutional enrolments. 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.	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	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. For research higher degree courses the Director, Research will approve leave of absence on recommendation of the Sub-Dean, Graduate Studies.	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, Development and Industry)	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, Development and Industry)	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

No	Category	Function	Delegate	Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the delegation)	References
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.	Academic Senate	On recommendation of the Chair, Faculty Board (coursework awards), or the Chair, University Research Committee (higher degree by research awards).	Governance (Academic Senate) Rule 2018
AS67 .		AUTHORITY TO approve the admission of a graduand on the approved list of graduands to a degree or award.	Chancellor Vice-Chancellor	This delegation will be operationally evidenced by the signature of the Chancellor and Vice-Chancellor on the graduate's testamur under the University seal.	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
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)			

No	Category	Function	Delegate	Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the delegation)	References
AS75 .	University Medals and Prizes	AUTHORITY TO approve award of University Medal to a student.	Executive Dean or Deputy Vice-Chancellor (Research, Development and Industry)	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)			
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)			

No	Category	Function	Delegate	Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the delegation)	References
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.