

Student Delegation Schedule (Council approved - 15 April 2024)

Reference Code	Subcategory	Authority Delegated To:	Tier Level	Authority Description / Power	Conditions/Limits of Delegated Authority	Permitted Sub-delegation
S1	Student Fees and Levies	Vice-Chancellor	1	Establish or modify student administration fees (e.g. credit transfer fees, testamur replacement fee, late enrolment fee, etc but excluding tuition fees and Student Services Levy which are reserved for Council)	In accordance with the Fines and Fees Regulations	Sub-delegation permitted
S2	Student Fees and Levies	Director of Student Operations	4	Approve requests by students (who are <u>not</u> currently enrolled) to pay fees by instalments, including the number of instalments, amounts and payment dates		No sub-delegation permitted, unless authorised in writing by the Vice-Chancellor
S3	Student Fees and Levies	Finance Shared Services Manager	4	Approve requests by students (who are currently enrolled) to pay fees by instalments, including the number of instalments, amounts and payment dates		No sub-delegation permitted, unless authorised in writing by the Vice-Chancellor
S4	Student Fees and Levies	Finance Shared Services Manager	4	Approve allocation of student fee debts to a debt recovery agency and approve recovery any additional costs associated with the debt recovery		No sub-delegation permitted, unless authorised in writing by the Vice-Chancellor
S5	Student Fees and Levies	Director of Student Operations	4	Cancel a student's enrolment in the event of outstanding fees without affecting the student's ability for payment of the outstanding fees		No sub-delegation permitted, unless authorised in writing by the Vice-Chancellor
S6	Student Fees and Levies	Director of Student Operations	4	Refuse to re-activate enrolment or to decline an application for enrolment in a subsequent academic year for a student who has been in default of fees even if the outstanding amount has since been paid		No sub-delegation permitted, unless authorised in writing by the Vice-Chancellor
S7	Student Fees and Levies	Director of Student Operations	4	Decide to accept a late application for fee reconsideration		No sub-delegation permitted, unless authorised in writing by the Vice-Chancellor
S8	Student Fees and Levies	Director of Student Operations	4	Decide the outcome of a fee reconsideration application		No sub-delegation permitted, unless authorised in writing by the Vice-Chancellor
S9	Student Fees and Levies	Director of Student Operations	4	Approve exceptions to the standard refund provisions for international students who withdraw from their programme		No sub-delegation permitted, unless authorised in writing by the Vice-Chancellor
S10	Student Fees and Levies	Director of Student Operations	4	Approve continued access to student support services by a student who has withdrawn from study		No sub-delegation permitted, unless authorised in writing by the Vice-Chancellor
S11	Student Conduct - Behaviour Misconduct	Registrar	2	Exclude a student from University premises; suspend a student's enrolment; cancel a student's enrolment; and/or make a non-contact order (including reviewing such orders and imposing conditions)	In accordance with the Behavioural Misconduct Regulations	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
S12	Student Conduct - Behaviour Misconduct	Proctor		Refer any matter to an alternative resolution process (as established by the Deputy Vice-Chancellor Academic)	In accordance with the Behavioural Misconduct Regulations	No sub-delegation permitted, unless authorised in writing by Council
S13	Student Conduct - Behaviour Misconduct	Proctor		Impose penalties, actions and/or conditions where behavioural misconduct has occurred	In accordance with the Behavioural Misconduct Regulations	No sub-delegation permitted, unless authorised in writing by Council
S14	Student Conduct - Behaviour Misconduct	Misconduct Committee		Impose penalties, actions and/or conditions where behavioural misconduct has occurred	In accordance with the Behavioural Misconduct Regulations	No sub-delegation permitted, unless authorised in writing by Council
S15	Student Conduct - Behaviour Misconduct	University Appeals Committee		Impose penalties, actions and/or conditions where behavioural misconduct has occurred	In accordance with the Behavioural Misconduct Regulations	No sub-delegation permitted, unless authorised in writing by Council
S16	Student Conduct - Behaviour Misconduct	Proctor		Impose interim measures pending resolution of behavioural misconduct process	In accordance with the Behavioural Misconduct Regulations	No sub-delegation permitted, unless authorised in writing by Council
S17	Student Conduct - Behaviour Misconduct	Proctor		Impose any measures reasonably necessary to ensure a safe and inclusive community	In accordance with the Behavioural Misconduct Regulations	No sub-delegation permitted, unless authorised in writing by Council

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S18	Student Conduct - Behaviour Misconduct	Proctor		Impose measures (including refusal of enrolment, refusal of graduation and/or refusal of a transcript) where student has not met requirements of imposed penalty	In accordance with the Behavioural Misconduct Regulations	No sub-delegation permitted, unless authorised in writing by Council
S19	Student Conduct - Behaviour Misconduct	Proctor		Refer matters involving serious behavioural conduct to Misconduct Committee	In accordance with the Behavioural Misconduct Regulations	No sub-delegation permitted, unless authorised in writing by Council
S20	Student Conduct - Behaviour Misconduct	Misconduct Committee		Impose measures (including refusal of enrolment, refusal of graduation and/or refusal of a transcript) where student has not met requirements of imposed penalty	In accordance with the Behavioural Misconduct Regulations	No sub-delegation permitted, unless authorised in writing by Council
S21	Student Conduct - Behavioural Misconduct	University Appeals Committee		Impose measures (including refusal of enrolment, refusal of graduation and/or refusal of a transcript) where student has not met requirements of imposed penalty	In accordance with the Behavioural Misconduct Regulations	No sub-delegation permitted, unless authorised in writing by Council
S22	Student Conduct - Behavioural Misconduct	Executive Dean	2	Exclude a student from laboratories and/or workshops or exclude student from using any such equipment, machinery or other material	In accordance with Behavioural Misconduct Regulations	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
S23	Student Conduct - Academic Misconduct	Academic Integrity Officer	4	Deny (or partially deny) credit for work determined to be the results of academic misconduct and/or resolve the matter in any other reasonable way	In consultation with Course Coordinator and in accordance with Academic Misconduct Regulations	No sub-delegation permitted, unless authorised in writing by Council
S24	Student Conduct - Academic Misconduct	Academic Integrity Officer	4	Refer academic misconduct matters to the Proctor	In accordance with Academic Misconduct Regulations	No sub-delegation permitted, unless authorised in writing by Council
S25	Student Conduct - Academic Misconduct	Proctor		Impose penalties, actions and/or conditions where academic misconduct has occurred	In accordance with Academic Misconduct Regulations	No sub-delegation permitted, unless authorised in writing by Council
S26	Student Conduct - Academic Misconduct	Misconduct Committee		Impose penalties, actions and/or conditions where academic misconduct has occurred	In accordance with Academic Misconduct Regulations	No sub-delegation permitted, unless authorised in writing by Council
S27	Student Conduct - Academic Misconduct	University Appeals Committee		Impose penalties, actions and/or conditions where academic misconduct has occurred	In accordance with Academic Misconduct Regulations	No sub-delegation permitted, unless authorised in writing by Council
S28	Student Conduct - Academic Misconduct	Proctor		Impose interim measures pending resolution of academic misconduct process	In accordance with the Academic Misconduct Regulations	No sub-delegation permitted, unless authorised in writing by Council
S29	Student Conduct - Behaviour Misconduct	Proctor		Impose measures (including refusal of enrolment, refusal of graduation and/or refusal of a transcript) where student has not met requirements of imposed penalty	In accordance with the Academic Misconduct Regulations	No sub-delegation permitted, unless authorised in writing by Council
S30	Student Conduct - Academic Misconduct	Misconduct Committee		Impose measures (including refusal of enrolment, refusal of graduation and/or refusal of a transcript) where student has not met requirements of imposed penalty	In accordance with the Academic Misconduct Regulations	No sub-delegation permitted, unless authorised in writing by Council
S31	Student Conduct - Academic Misconduct	University Appeals Committee		Impose measures (including refusal of enrolment, refusal of graduation and/or refusal of a transcript) where student has not met requirements of imposed penalty	In accordance with the Academic Misconduct Regulations	No sub-delegation permitted, unless authorised in writing by Council
S32	Student Conduct - Academic Misconduct	Examination Office		Impose fine where student breaches examination instructions	In accordance with the Academic Misconduct Regulations and the Fees and Fines Regulations	No sub-delegation permitted, unless authorised in writing by Council
S33	Student - Appeals under General and Qualification Regulations	Academic Appeals Committee		Grant leave to appeal and determine appeals	In accordance with the Appeals Regulations	No sub-delegation permitted, unless authorised in writing by Council

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S34	Student - Appeals under General and Qualification Regulations	Misconduct Committee		Determine appeals	In accordance with the Appeals Regulations	No sub-delegation permitted, unless authorised in writing by Council
S35	Student - Appeals under General and Qualification Regulations	University Appeals Committee		Grant leave to appeal and determine appeals	In accordance with the Apepeals Regulations	No sub-delegation permitted, unless authorised in writing by Council
S36	Student - Appeals under General and Qualification Regulations	Academic Appeals Committee		Accept late application to appeal in exceptional circumstances	In accordance with the Appeals Regulations	No sub-delegation permitted, unless authorised in writing by Council
S37	Student - Appeals under General and Qualification Regulations	Misconduct Committee		Accept late application to appeal in exceptional circumstances	In accordance with the Appeals Regulations	No sub-delegation permitted, unless authorised in writing by Council
S38	Student - Appeals under General and Qualification Regulations	University Appeals Committee		Accept late application to appeal in exceptional circumstances	In accordance with the Appeals Regulations	No sub-delegation permitted, unless authorised in writing by Council