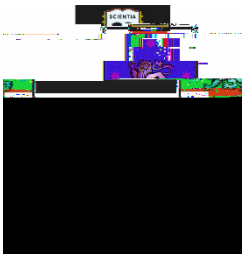
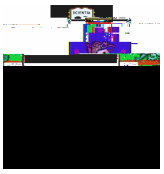
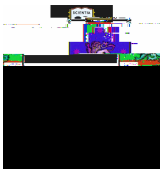


The Council of the University of New South Wales

Delegations of Authority



7.12 Academic and reseac



Where the authority of an officer derives expressly from a delegation, the exercise of that authority is in the officer's capacity as a delegate.

Other functions are, or may be, performed by various officers pursuant to authority derived from:

- other legislation, including University Rules (for example, delegated authority to the Academic Board, the Vice-Chancellor and President and the Registrar under the UNSW by-laws.)
- applicable industrial agreements (e.g. Enterprise Agreements)

The delegations of authority in this Register do not impliedly, and may not be construed so as to authorise any officer or body other than the Council to:

- Appoint or terminate the appointment of the Vice-Chancellor and President.
- Determine the budget of the University.
- Establish and disestablish any Faculty.
- Establish Policy affecting only the Council members in their capacity as Council members.
- Establish Policy affecting only the Chancellor and Deputy Chancellor in their capacity in those offices.

1.2 General principles of delegation

The following principles apply to a delegate's level and scope of autriatapa

The Council of the University of New South Wales

1.3 Interpretation

1.3.1 Definitions

Term	Meaning
Academic staff	Academic staff of the University of New South Wales, including teaching and research academic staff, research-only and any other classes of academic staff such as casual teaching staff.
Accountability Area	The organisational unit, area or group of areas for or within which a delegate is responsible, as reflected in duty statements and/or employment contracts.
Administrative update	An administrative update made to documents in accordance with the Policy Framework could include the following: ¢ Changing the name and details of a staff member. ¢ Changing the name of a position, unit, Document, publication, address (including URL), legislation or entity. ¢ Updating an Appendix attached to a Document that does not affect the meaning or application of the Document. ¢ Correcting grammar or spelling.
Award Program	A degree, diploma or certificate.
Budget Unit Head	A Provost, Vice-President, Deputy Vice-Chancellor, Pro Vice-Chancellor, Dean or other senior officer to whom the VC has assigned responsibility for management of funds allocated to a unit named in the University budget.
Carrying Value	The value of the asset as at the date of write-off, disposal or retirement, which is based on the original cost of the asset less any depreciation or impairment costs recorded against the asset to date.
Codes of Conduct	Documents that express the behaviour that is expected and necessary to meet the core values and obligations of the University. Codes of Conduct are approved by Council and are always University-wide Documents. There are three Codes of Conduct at the University; a Staff Code of Conduct, a Student Code of Conduct and a Research Code of Conduct. Compliance with Codes of Conduct is mandatory.
Commercial Activity	Those activities defined under guidelines made pursuant to Division 3 of the University of New South Wales Act 1989, whether held in the University's Register of Commercial Activities or not.
Contract	As used in Section 5.3.7, includes a University purchase order or any other document having the effect, when signed or approved, of committing the University to the expenditure of its funds.
Course	A component of an academic program carried out over a session or part thereof with a specific unit of credit weighting.
Dean	Dean of a Faculty (includes the Rector, UNSW Canberra at the Australian Defence Force Academy).
Delegate	The substantive, acting or temporary occupant of a position, or a group of persons (e.g.

Term	Meaning
Divisional Head	The Vice-Chancellor and President; the Provost; a Deputy Vice-Chancellor; and a Vice-President.
Faculty	A faculty constituted by the University Council in accordance with Part 6 of the University of New South Wales By-law 2005, or a body having similar status and equivalent responsibilities, such as UNSW Canberra at the Australian Defence Force Academy.
Faculty Board	The meeting of a Faculty constituted in accordance with the provisions of the University of New South Wales Rules, Section 3 (which states that the Faculty when it meets is called the Faculty Board), or a body performing equivalent functions for a faculty such as UNSW Canberra at the Australian Defence Force Academy.
Faculty Standing Committee	The executive body of a Faculty Board constituted in accordance with the provisions of the University of New South Wales Rules Section 3, or a body performing equivalent functions for a faculty such as UNSW Canberra at the Australian Defence Force Academy.
Guideline	A document identified as a “Guideline” of the University made by the Council or in accordance with delegated authority. Guidelines are documents that provide detail and context for particular matters that are generally the subject of a University legislative obligation, or a Policy, Standard or Procedure. Guidelines provide a pathway for staff and students to follow. A Guideline may be a University-wide Document or a Local Document. Compliance with Guidelines is not mandatory, however staff and students are strongly encouraged to comply with Guidelines wherever possible.
Local Document	Standards, Procedures or Guidelines that suit the specific needs of a Division, Faculty or School. Where a University-wide Document and a Local Document cover the same or similar subject matter, the Local Document must be consistent with the University-wide Document. A Local Document may be created using a Policy Framework template, but must have local branding.
Paid Outside Work	Has the meaning given to that term in the UNSW Paid Outside Work Policy.
Policy	A document identified as a “Policy” of the University made by the Council or the Vice-Chancellor and President in accordance with delegated authority. Policies are documents that describe the principles that govern and guide conduct and decision

Term	Meaning
Procedure	A document identified as a “Procedure” of the University made by the Council or in accordance with delegated authority. Procedures are operational documents that describe the processes and actions that are required to enable the implementation of a Policy. A Procedure may also be developed to ensure compliance with legislative requirements. A Procedure may be a University-wide Document or a Local Document (where permitted under relevant University-wide Documents). Compliance with Procedures is mandatory.
Professional staff	Non-academic staff of the University
Program	Sequence of courses leading to a degree or award conferred by the University
Program Authority	The officer listed in the UNSW Handbook entry as the program authority for a program.
Stage gate request	A request to continue to the next phase of the project which is dependent on meeting

1.3.2 Interpretation

In this Register:

1.3.2.1 "Establish", in relation to Policy, Procedure or Guideline has the meaning given in Section 4.1.

1.3.2.2 "Determine", in relation to fees, charges and fines, has the meaning given in Section 5.1.

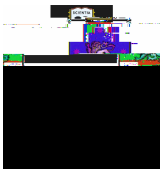
1.4 Approved alternates for direct reports of the Vice-Chancellor

Direct reports of the Vice-Chancellor act for other members in their absence on urgent matters, as indicated below.

Member	Delegations	Alternate

Member	Delegations		Alternate
Deputy Vice-Chancellor, Indigenous	4.2	Policy	Provost
	5	Financial authorities and functions	
	6	Personnel Authorities and Functions	

The



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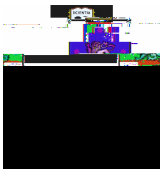

Section 3 Reporting requirements

The Vice-Chancellor and President shall ensure that the following reports are made to the Council concerning the exercise of delegated authority.

3.1 Delegations to a committee of the Council

Report the exercise of a delegated authority or function to the next following Council meeting, either directly by the committee, or by inclusion in the Vice-Chancellor and President's report to the Council.

3.2 Specific delegations

Report to the next following meeting of the Council, the exercise of each of the

Section 4 University Policy

Introduction

A. The Policy Framework Policy describes the principles for developing Codes of Conduct, Policies, Standards, Procedures and Guidelines.

B. Codes of Conduct are established by Council and are always University-wide documents. Establishment of a Code of Conduct cannot be delegated.

C. The terms “Policy”, “Standard”, “Procedure” and “Guideline” are defined in the Policy Framework Policy and in Section 1.3.1. Policy may only be established by the Council and, under delegated authority, by the Vice-Chancellor and President.

D. A Standard, Procedure or a Guideline may be made by an officer specifically delegated under Section 4.1 of this Part.

Section 5 Financial authorities and functions

Introduction

A. The exercise of a financial delegation involves binding the University and an external party in a legally-binding agreement. The purpose of delegating such authority to approve expenditure is to devolve the responsibility for those actions to appropriate operational levels.

5.3 General financial expenditure delegations to roles and levels of position

Band	General expenditure limit up to and including:	Role
1	50,000,000	Finance and Strategy Committee
2	30,000,000	Vice-Chancellor
3	10,000,000	Provost Vice-President Operations
4	5,000,000	Deputy Vice-Chancellor Vice-President Chief Financial Officer Chief Property Officer Chief Information Officer Chief Human Resources Officer
5	2,000,000	Dean Rector, UNSW Canberra
6	500,000	Pro Vice-Chancellor University Librarian Director, Treasury and Investment (Finance) Director, Procure to Pay (Finance) Director, Development (Estate Management) Director, Facilities Management (Estate Management) Director, Future Students Director, Academic and Research (Information Technology) Director, Asset Management (Estate Management) Director, Corporate Service (Information Technology) Director, Customer Service (Information Technology) Director, Cyber Security & CISO (Information Technology) Director, Engagement and Change (Information Technology) Director, Innovation Enablement (Information Technology)

5.5 Strategic Initiatives

In this section 5.5:

Strategic Initiative

Section 6 Personnel authorities and functions

Introduction

A. An officer or authority of the University has the authority and may perform the functions referred to under an industrial agreement including an Enterprise Agreement. In the event of any inconsistency between these delegations in Section 6 and any relevant industrial instrument, the provisions of the industrial instrument prevail.

B. The financial authorities and functions delegations in Section 5 do not apply to limit the delegations given under this Section 6.

C. In this Section 6, unless otherwise stated, a delegation to appoint to a position includes a delegation to appoint a person to act in a position.

6.1 Appointment to positions

Function/Authority		Delegate
6.1.1	Appoint University Senior Management Positions (other than Vice-Chancellor and President and the President of the Academic Board).	Vice-Chancellor and President, having regard to the Selection Committee Composition Requirements approved by the Remuneration and People Committee.
6.1.2	Establish Emeritus position.	Vice-Chancellor and President
6.1.3	Appoint to an Emeritus position.	Vice-Chancellor and President
6.1.4	Appoint Pro Vice-Chancellor or position with ‘Dean’ in the title reporting to a Deputy Vice-Chancellor.	Vice-Chancellor and President
6.1.5	Appoint Scientia Professor.	Vice-Chancellor and President
6.1.6	Appoint Professor or equivalent research only position (other than SHARP appointments, see 6.1.13).	Provost; Deputy Vice-Chancellor
6.1.7	Appoint Associate Professor or equivalent research only position (other than SHARP appointments, see 6.1.13).	Provost; Deputy Vice-Chancellor
6.1.8	Appoint to a position with ‘Dean’ in the title other than University Senior Management Position or as p Td[()-6 (()-.6 (on)ihan Sosti6(a)10.6 (.)-6.6 (1.)-6.43)	

6.1 Appointment to positions

Function/Authority	Delegate
6.1.19 Appoint Acting University Senior Management Positions (excepting President of the Academic Board) for a maximum period of 12 months.	Vice-Chancellor and President
6.1.19A Appoint Acting Dean for a maximum period of 12 months	Provost
6.1.20 Establish procedures for the membership of all selection committees	Remuneration and People Committee
6.1.21 Appoint all professional staff	Hiring manager

Section 7 Academic authorities and functions

7.1 Conferral of Degrees	
Function/Authority	**Delegate**
7.1.1 Admit to a degree and/or award a candidate whose name appears on:	
(a) the official program at a graduation ceremony;	Chancellor; Deputy Chancellor; Pro-Chancellor; Vice-Chancellor and President; Provost; Deputy Vice-Chancellor; Pro Vice-Chancellor
(b) a document prepared in a form which is authorised in a Procedure established under Section 4.2.3.	Chancellor; Deputy Chancellor; Pro-Chancellor; Vice-Chancellor and President; Provost; Deputy Vice-Chancellor; Pro Vice-Chancellor
7.1.2 Present a testamur to a candidate listed in the official program at a graduation ceremony.	Chancellor; Deputy Chancellor; Pro-Chancellor; Vice-Chancellor and President; Provost; Deputy Vice-Chancellor; Pro Vice-Chancellor; President of the Academic Board; University Senior Management Position named by the Chancellor for a specific instance
7.1.3 Admit a candidate to a degree or an award other than at a graduation ceremony in exceptional circumstances.	Chancellor or Deputy Chancellor, with Vice-Chancellor and President or Provost or Deputy Vice-Chancellor
7.1.4 Present a testamur other than at a graduation ceremony.	Chancellor; Deputy Chancellor; Pro-Chancellor; Vice-Chancellor and President; University Senior Management Position named by the Chancellor for a specific instance
7.1.5 Revoke a degree or award to which a person has been admitted	Chancellor; Deputy Chancellor; Pro-Chancellor; Vice-Chancellor and President; Provost; Deputy Vice-Chancellor; Pro Vice-Chancellor
7.1.6 Approve form of academic dress.	Provost; Deputy Vice-Chancellor

7.2 Academic Offerings

This section 7.2 must be read in conjunction with the Academic Offerings Approval Procedure.

Function/Authority	Delegate
7.2.1 Establish an award program or specialisation (other than a minor), including approval of academic requirements.	Academic Board
7.2.1A Endorse as Ready for Market (a) an award program; (b) an undergraduate specialisation of 96 UOC or more; or (c) a postgraduate specialisation of 72 UOC or more that has been approved by the Academic Board.	Deputy Vice-Chancellor Academic Quality (all undergraduate and postgraduate coursework programs under (a), (b) or (c)); Deputy Vice-Chancellor Research & Enterprise (higher degree research programs under (a))
7.2.1B Disestablish an award program or specialisation (other than a minor).	Deputy Vice-Chancellor Academic Quality (coursework programs); Deputy Vice-Chancellor Research & Enterprise (higher degree research programs)
7.2.2 Establish or disestablish a minor or course.	Faculty Board, Board of Studies or Faculty Committee established by the Faculty Board pursuant to the Rules.
7.2.3 Not used	
7.2.4 Not used	
7.2.5 Approve University participation in special admission schemes.	Vice-Chancellor and President
7.2.6 Establish, within University admission requirements, faculty procedures for: (a) admission criteria; (b) advanced standing; (c) credit transfer.	Faculty Board or Faculty Committee established by the Faculty Board pursuant to the Rules.
7.2.7 Establish a non-AQF course or credential.	

7.4 Student Admission	
Function/Authority	**Delegate**
(b) other.	Registrar and Director, Student Services; Manager Student Administration, UNSW Canberra at the Australian Defence Force Academy.
7.4.2 Approve admission to an honours program additional to the duration of a pass degree.	Registrar and Director, Student Services; Manager Student Administration, UNSW Canberra at the Australian Defence Force Academy
7.4.3 Approve English language proficiency admission requirements.	Academic Board
7.4.4 Determine English language qualifications recognised by the University	Provost; Deputy Vice-Chancellor

7.5 Student Enrolment and Progression	
Undergraduate and Postgraduate Coursework Students	
Function/Authority	**Delegate**

7.5 Student Enrolment and Progression

	Faculty Board or Committee established by the Dean following a recommendation of the Faculty Board
	Program Authority
	Program Authority

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7.6 Student Re-admission and Appeals	
Function/Authority	**Delegate**
(b) for misconduct or serious misconduct	

7.12 Academic and research agreements with third parties	
Function/Authority	**Delegate**
(c) Practicum Exchange Agreements (d) Articulation Agreements he (e) Collaborative Program Agreements (f) Twinning Agreements (g) Dual Award Agreements (h) Pathway Agreements; and any variation or termination of such memorandum of understanding or agreement.	(c) - (d) Deputy Vice-Chancellor Global, having

Section 8 Administrative and general authorities and functions

Introduction

Unless expressly provided in this Section 8, the delegations in this Section 8 do not operate to extend the financial delegations given to the named delegates under Section 5.

A reference in Subsection 8.1 to "Affix" the seal includes the attestation of the affixation of the seal by signature on the sealed document.

8.1 Use of the Seal, Name and Arms of the University	
Function/Authority	**Delegate**
8.1.1 Affix the University seal to the certificate or other like document to be issued to any person as evidence of his/her admission to a degree or the award of diploma or certificate.	Any two of: Provost; Deputy Vice-Chancellor; Pro Vice-Chancellor
8.1.2 Affix the University seal to each [illegible]	[illegible]

8.3 Corporate Structures and Office-holders

Function/Authority		Delegate
8.3.4	Appoint and authorise a person to act as proxy: (a) for the University where the University has no, or no available, appointee under Section 8.3.2 or 8.3.3; or (b) for an appointee under Section 8.3.2 or 8.3.3 where the appointee is not authorised by the terms of his or her appointment and/or under the relevant constitution to appoint his or her own proxy.	The delegate under Section 8.3.2 or 8.3.3 who appointed the relevant office holder or alternate.
8.3.5	Approve requests for appointment to the governing body of an external entity where the appointee is the: (a) Vice-Chancellor and President; (b) Provost; Deputy Vice-Chancellor; Vice-President; and (c) others, where the appointment is not to be held on behalf of the University (Section 8.3.2) or ex-officio (Section 8.3.3).	 (a) Chancellor (b) Vice-Chancellor and President (c) Provost; Deputy Vice-Chancellor; Vice-President

8.4 University Property

8.4 University Property	
Function/Authority	**Delegate**
(b) $4M.	(b) Vice-Chancellor and President
8.4.2 Execute any document creating or effecting a positive or restrictive covenant, easement, mortgage or charge or effecting a subdivision of University land.	Vice-Chancellor and President; Vice-President, Operations;
8.4.3 Execute a (A37 0J0 Tc 0 Tw 1.937 0 Td[()]Tj-0.002 Tc 0.007 2w 0.335rr3Td[(C)2.6 (or) T&eqn&n8jBnv L	

8.5 Lease or Licence of non-University Premises	
Function/Authority	**Delegate**
(In this Section 8.5 “rent payments” means the first year’s rental amount multiplied by the number of years of the term, excluding option periods.)	

8.6 Work, Health and Safety	
Function/Authority	**Delegate**
8.6.1 Authority to request that work, use of equipment or an operation, ceases due to identified risks to the health and safety of workers, students or visitors or risks to the environment caused by UNSW’s operations or activities.	Deputy Vice-Chancellor Planning & Assurance; Director of Safety

8.7 Campus	
Function/Authority	**Delegate**
8.7.1 Undertake (or direct another person to undertake) any of the following actions: i. calling the police to attend the University’s grounds and premises; or ii. requesting any person to leave all or any part of the University’s grounds or premises, including by issuing a notice, direction or request under the Inclosed Lands Protection Act 1901 (NSW) where the grounds or premises is in New South Wales.	Vice-President, Operations; Chief Property Officer; Director Security and Traffic (Estate Management); Deputy Faculty Executive Director (UNSW Canberra)

ANNEXURE A

Register Modification History				
Version	**Date Approved**	**Sections Modified**	**Approving authority**	**Amendment**
1.0	27 April 2009	Not applicable	UNSW Council (CL09/15)	Original document effective 1 July 2009.
1.1	29 June 2009	7.8.2 (b)	UNSW Council (CL09/30)	'Pro Vice-Chancellor (Students) and Registrar' changed to 'Pro Vice-Chancellor'.
2.0	22 August 2011	1.2.4, 1.3.1, 1.4, 2.1, Section 5 Introduction, 5.1.3–4, 5.2.1, 5.2.4, 5.3.2–4, 5.3.8–9, 5.5.2, Section 6 Introduction, 6.1.6–7, 6.1.12–16, 6.1.18, 6.1.21, 6.2.6–7, 6.2.10, 6.2.12– —Intri2 0 Tw –		

Register

Register Modification History				
Version	**Date Approved**	**Sections Modified**	**Approving authority**	**Amendment**
2.6	20 October 2014	5.3.3	UNSW Council (CL14/43)	Increased expenditure threshold in Section 5.3.3
2.7	25 August 2014 and 8 December 2014	1.3.1 7.2.2-6 7.5.6, 7.5.17, 7.7.2, 7.7.3	UNSW Council	Deletion of definition of Faculty Assessment Review Group Change all references to Faculty Standing Committee to Faculty Board or Faculty Committee established by the Faculty Board pursuant to the Rules Amend the delegations to the Faculty Assessment Review Group
		7.7.1		Change references to the Faculty Standing Committee to Faculty Board or Committee established by the Faculty Board pursuant to the Rules

Register Modification History				
Version	**Date Approved**	**Sections Modified**	**Approving authority**	**Amendment**

Register Modification History				
Version	**Date Approved**	**Sections Modified**	**Approving authority**	**Amendment**

Register Modification History				
Version	**Date Approved**	**Sections Modified**	**Approving authority**	**Amendment**
				Director of Student Services edit32 rl1.04 456 726.48 Tm88 7.4859