



# The Council of the University of New South Wales

## Delegations of Authority

---

2015

## Contents

<b>Section 1 Introduction</b>	<b>4</b>
1.1 Rationale and scope	4
1.2 General principles of delegation	5
1.3 Interpretation	7
1.3.1 Definitions	7
1.3.2 Interpretation	9
1.4 Nomination procedure	9
<b>Section 2 Register maintenance and amendment</b>	<b>11</b>
2.1 Responsibility for the Register	11
2.2 Amendment and review	11
2.3 Version Control	12
<b>Section 3 Reporting requirements</b>	<b>13</b>
3.1 Delegations to a committee of the Council	13
3.2 Specific delegations	13
3.3 President and Vice-Chancellor's reports to the Council	13
<b>Section 4 University Policy</b>	<b>14</b>
4.1 Policy establishment	14
4.2 Policy delegations	15
<b>Section 5 Financial authorities and functions</b>	<b>17</b>
5.1 Fees, Charges and Fines	17
5.2 Gift, Sponsorship and Grant Funds	18
5.3 Expenditures and Financial Commitments	19
5.4 Write-offs, Disposals, and Retirement of Assets	20
5.5 Investment Transactions	21
5.6 Workers' Compensation	21
<b>Section 6 Personnel authorities and functions</b>	<b>22</b>
6.1 Appointment to positions	22
6.2 Remuneration and Conditions of Employment	24
6.3 Leave	26
6.4 Separation	26
6.5 Industrial Agreements	27
6.6 Employment Contracts	27
<b>Section 7 Academic authorities and functions</b>	<b>29</b>
7.1 Conferral of Degrees	29
7.2 Academic Offerings	30
7.3 Academic Structures: Schools, Centres and Departments	31
7.4 Student Admission	31
7.5 Student Enrolment and Progression	32
<i>Undergraduate and Postgraduate Coursework Students</i>	32
7.5 Student Enrolment and Progression	33

---

<i>Research Higher Degree Students</i> .....	33
7.6 Student Re-admission and Appeals .....	34
7.7 Student Degree Award .....	35
7.8 Student Prizes and scholarships .....	35
7.9 Ethics in research involving humans and in the use of animals .....	36
7.10 Safety and environment risk management in research and teaching .....	36
<b>Section 8 Administrative and general authorities and functions</b> .....	<b>37</b>
8.1 Use of the Seal, Name and Arms of the University .....	37
8.2 Legal and Statutory affairs.....	38
8.3 Corporate Structures and Office-holders .....	39
8.4 University Property .....	41
8.5 Lease or Licence of non-University Premises.....	42

## Section 1 Introduction

The register of delegations (“Register”) is a resolution of the Council of the University of New South Wales made on 22 August 2011. It commenced on 1 September 2011 and wholly replaced the register of delegations made by the Council on 27 April 2009.

The Register is amended from time to time in accordance with Section 2.2. This version is:

Version 2.8	Amended by UNSW Council on 23 February 2015
-------------	---

The delegations in this Register revoke all previous corresponding delegations to the extent that they are inconsistent with those previous delegations. This includes the revocation of inconsistent delegations which are currently stated in University Policy, Procedure or Guidelines.

Previously delegated authority is not revoked unless it is inconsistent with this Register.

Acts performed under previous delegations are not invalidated by the revocation of delegations of authority in this Register.

These delegations apply to all University activities whether within foundations, centres, associations or institutes, but only where the body is not itself incorporated.

These delegations are limited by law to those persons and authorities referred to in the University of New South Wales Act 1989 and the University of New South Wales By-law 2005 (“by-laws”) (see Section 1.1). i.e. Officers and authorities of the University, members and committees of the Council and to University-affiliated research institutes and their officers, subject always to each officer or body being expressly referred to in the Register.

For modification history, see Annexure A.

### 1.1 Rationale and scope

Section 16 of the *University of New South Wales Act (1989)* provides:

*“The Council may, in relation to any matter or class of matters, or in relation to any activity or function of the University, by resolution, delegate all or any of its functions (except this power of delegation) to any member or committee of the Council or to any authority or officer of the University or to any other person or body prescribed by the by-laws”.*

The purpose of the Register is to be the source of the functions which the Council authorises particular officers and bodies of the University to carry out regularly. However, this Register is not an exclusive statement of all delegated authority. Some delegations of Council authority are and will be, from time to time, stated in other resolutions of the Council and in Policy documents.

Procedures to be followed by delegates in the exercise of their delegated authority do not appear in this Register. Reference to relevant Policy, Procedure and Guideline documents and other advisory information is contained in a separate Delegates' Manual.

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 President and Vice-Chancellor and the Registrar under the UNSW by-laws.)
- applicable industrial agreements (e.g. Enterprise Bargain)
- University Policy, Procedure and Guidelines e.g. as developed by the President and Vice-Chancellor under the authority of the Council.

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 President and Vice-Chancellor.
- 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 authority under any delegation of authority:

- 1.2.1 A delegation under this Register ordinarily relates to the delegate's office, or position, not to the individual in that position. Similarly, where a delegation is to a body by reference to the body's title, it relates to the body acting as a body, not to individual members of the body.
- 1.2.2 A reference to a delegation to a position or to a body is, if the position or the body is abolished, restructured or re-named, to be taken to be a reference to the principal successor to the functions of that position or body.
- 1.2.3 A person duly appointed as a temporary or acting occupant of a position has the authority delegated to the position in which he or she is acting.
- 1.2.4 A delegate may sign any document which is necessary to give effect to his or her function or authority. Except for the legally-binding agreements

specifically delegated to others in this Register (such as documents requiring the seal of the University), this includes, for example, the execution of a binding legal agreement such as a contract.

- 1.2.5 In some instances, a delegation of authority is given to several officers, including instances where a delegate has a direct reporting relationship to one of the other delegates. In addition to those cases, as a general principle, (unless noted specifically to the contrary in the Register), a delegate's Supervisor may exercise the delegated authority given to the delegate even if not mentioned by title in the "Delegate" column. This principle extends to each Supervisor in the hierarchy up to the President and Vice-Chancellor, provided that any exercise of a delegation under this principle must only be by an officer who holds immediate, intermediate or ultimate line management responsibility for the delegate.

This principle does not:

- (a) apply if a subordinate delegate has already, in a particular case, exercised the delegation;
- (b) enable an individual officer or another body to exercise a delegation conferred on a body or a committee, or
- (c) permit a supervising delegate to exceed his or her own financial delegation or act outside his or her Accountability Area.

- 1.2.6 If a delegate appoints or instructs another officer or body to give advice or make recommendations about the exercise of delegated authority, the delegate nevertheless remains responsible and accountable for the decision or action.

Unless expressly required to do so by this Register or otherwise by the Council, no delegate is authorised to nominate another officer to perform his or her delegated authority or function.

Where nomination is permitted, the nominating officer cannot exercise the same authority in a particular case if the Nominee has already exercised it.

- 1.2.7 Unless the context requires otherwise, a delegation ordinarily relates only to authorities or functions within the delegate's Accountability Area.
- 1.2.8 Nothing in this Register authorises a delegate to do any thing which is, or is likely to be, a breach of an approved code of conduct of the University.
- 1.2.9 A delegation cannot be exercised where the officer holding the delegation would be put in a position of conflict of interest. This includes, in particular, where the officer would obtain a personal benefit of some material kind. In such circumstances the conflicted delegate must refer the decision to his or her Supervisor and must not exercise the delegated authority without the counter signature of his or her Supervisor.

## 1.3 Interpretation

### 1.3.1 Definitions

<b>Term</b>	<b>Meaning</b>
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.
Budget Unit Head	A Vice-President, Vice-President and 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.
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 5.3.8 and 5.3.9, 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, University College, Australian Defence Force Academy; Dean, College of Fine Arts).
Delegate	The substantive, acting or temporary occupant of a position, or a group of persons (e.g. a committee), with delegated authority under this document.
Division	Collection of administrative units that report to a single Budget Unit Head.
Divisional Head	The President and Vice-Chancellor; Vice-President and Deputy Vice-Chancellor (Academic); Vice-President and Deputy Vice-Chancellor (Research), Vice-President, Finance and Operations; Vice-President, University Services and Vice-President, Advancement.
Executive Team	Senior management positions reporting directly to the President and Vice-Chancellor other than officers with "Dean" in their title.
Faculty	A faculty constituted by the University Council in accordance with Part 6 of the University of New South Wales By-law, or a body having similar status and equivalent responsibilities, such as the University College 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 the University College at the Australian Defence Force Academy.

<b>Term</b>	<b>Meaning</b>
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 the University College at the Australian Defence Force Academy.
Guideline	A document identified as a “Guideline” of the University made by the Council or under the UNSW Policy Framework or in accordance with delegated authority as a formal University Guideline. It may be specifically related to a Policy or a Procedure and may include statements in the form of prescriptive rules consistent with the Policy or Procedure.
Nominee	The UNSW officer nominated in writing by a delegate authorised under this Register to appoint a Nominee. A Nominee appointed in accordance with this Register is a delegate of the Council for the purposes referred to in the relevant delegation.
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 under the UNSW Policy Framework or in accordance with delegated authority as a formal University Policy. For the avoidance of doubt, a reference to “Policy” does not include a reference to Procedures or Guidelines in relation to Policy.
Policy Framework	The operational structure for describing, ordering, developing and maintaining the University’s statements of policy and procedure. The elements of the Policy Framework are on the Policy website.
Procedure	A document identified as a “Procedure” of the University made by the Council or under the UNSW Policy Framework or in accordance with delegated authority as a formal University Procedure. It may be specifically related to a Policy or a Guideline and may include statements in the form of prescriptive rules.
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.
Section	A section of this Register.
Specified Nominee	Has the meaning given in Section 6, paragraph E.
Stream	Specified sequence of study within a program
Supervisor	Responsible Head of a School, department or divisional unit who has others reporting to him or her; includes the Chancellor or Deputy Chancellor for the President and Vice-Chancellor
University Senior Management Positions	Comprises the President and Vice-Chancellor, President Academic Board, and senior management positions reporting directly to the President and Vice-Chancellor.
University name	“University of New South Wales”, “UNSW” and any other trade mark owned by or registered to the University.



### 1.3.2 Interpretation

In this Register:

- 1.3.2.1 A power to “nominate” includes a power to vary, suspend or cancel a nomination made under the power.
- 1.3.2.2 “Establish”, in relation to Policy, Procedure or Guideline has the meaning given in Section 4.1.
- 1.3.2.3 “Determine”, in relation to fees, charges and fines, has the meaning given in Section 5.1.

### 1.4 Nomination procedure

The Register contains instances where the Council requires an officer (e.g. President and Vice-Chancellor or Director of Finance) to nominate other officers who will then have delegated authority for the purposes described in the Register. If the reference is to a “Specified Nominee”, then nominations may only be to an officer holding a position with the specified title.

The relevant Sections affecting nominations are:

Policy	4.2.3, 4.2.4, 4.2.5, 4.2.6, 4.2.7.
Finance	Section 5 Introduction, paragraphs D and E, 5.1.4, 5.3.4, 5.3.6, 5.3.7, 5.3.8, 5.3.9.
Personnel	Section 6 Introduction, paragraphs D, E, and F, 6.1.6, 6.1.7, 6.1.12, 6.1.15, 6.1.16, 6.1.20(b), 6.1.21, 6.2.6, 6.2.7, 6.2.10, 6.2.12, 6.2.14, 6.4.1(d), 6.4.2(c), 6.5.2, 6.6.1(c), 6.6.2(b), 6.6.4
Academic	7.4.1, 7.4.2, 7.5.1, 7.5.2, 7.5.3, 7.5.4, 7.5.5, 7.5.10, 7.5.11, 7.5.12, 7.5.13, 7.5.14, 7.5.16, 7.5.19, 7.5.20, 7.5.21, .7.5.22, 7.5.23.
Administrative and general authorities.	8.2.2, 8.2.3, 8.3.1, 8.3.2.

- 1.4.1 A letter of nomination should contain words which refer to the identity and authority of both the nominating officer and the Nominee, such as:

“By the authority of the Council of the University under Section 5.3.4(a) of the Register of Delegations, I nominate the Vice-President and Deputy Vice-Chancellor (Academic) to exercise delegated authority to approve expenditure up to \$#. [Signed: President and Vice-Chancellor]”; or

“By the authority of the Council of the University under Section 7.4.1 of the Register of Delegations, I nominate [title] to approve admissions to

research higher degrees under Section 7.4.1(a).  
[Signed: Dean of Graduate Research].”

- 1.4.2 Nominations by the Director of Finance under Section 5.3.4(b) need not be made individually, provided that each Nominee is notified in writing of the delegated authority.

For nominations by the Director of Finance under Section 5.3.4(b) a complete, current, record of all such nominations must be maintained in a manner which allows its reduction, as a whole, to printed form promptly upon the request of the Chancellor or the President and Vice-Chancellor.

## Section 2 Register maintenance and amendment

### 2.1 Responsibility for the Register

#### 2.1.1 Governance Support.

Governance Support is responsible for:

- Maintaining the Register on the Governance Support website.
- Ensuring that the Register on the Governance Support website is updated with all authorised amendments and that version control identification appears in the Register in accordance with Section 2.3.1.
- Co-ordinating reviews of the Register and requests for amendment and bringing proposals to the Council as often as may be necessary.
- Presenting the Register to the Council at least every 2 years for ratification of any amendments made under Section 2.2.2.
- Monitoring and recording the reporting provisions of Section 3.

### 2.2 Amendment and review

Amendments to this Register may only be made as set out in Section 2.2.1 or 2.2.2.

#### 2.2.1 By resolution of the Council.

A proposal for amendment of the Register may only be proposed to the Council if it has the concurrence of:

- the President and Vice-Chancellor;
- the University Solicitor, and
- one of (as appropriate):
  - a Vice-President and Deputy Vice-Chancellor;
  - President of the Academic Board;
  - Vice-President, Finance and Operations;
  - Vice-President, University Services; or
  - Vice-President, Advancement

#### 2.2.2 Minor amendments by the President and Vice-Chancellor (without Council resolution) in the following circumstances:

(a) Consolidations: Section 1.1 of this Register notes that some delegations of Council authority and function are stated in other Council resolutions or Policy documents i.e. not in this Register. The President and Vice-Chancellor is authorised by this resolution at his or her discretion, to:

(i) amend and issue versions of this Register incorporating Council delegations extracted from sources other than this Register; and

(ii) amend and issue versions of Policy documents approved by the

Council prior to this Register, so as to ensure consistency with delegations as they are expressed in this Register; and

- (b) Successor amendments: i.e. where under Section 1.2.2 of this Register an officer assumes an authority or a function in cases where position duty statements or descriptions are amended, or a position title is changed, the President and Vice-Chancellor is authorised by this resolution to issue amended versions of this Register to reflect changes of that kind.

## **2.3 Version Control**

### **2.3.1 Principles**

2.3.1.1 this Register is identified by the Version number appearing in the table in Section 1: Introduction.

2.3.1.2 the number to the right of the point will increase after each minor amendment, whether following partial amendment by the Council or by the President and Vice-Chancellor under Section 2.2.2. Each such minor amendment will be recorded in the modification history table in Annexure A. (Version 1.2; 1.3 etc.)

2.3.1.3 a full revision and re-issue of the whole Register by the Council will require the number to the left of the point to increase by 1 and the number to the right to return to 0. This change will be recorded in Section 1: "Introduction", as well as in the modification history table in Annexure A.

## **Section 3 Reporting requirements**

The President and Vice-Chancellor 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 President and Vice-Chancellor's report to the Council.

### **3.2 Specific delegations**

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

- 3.2.1 Section 4.2.1 and 4.2.2: establishment of University Policy by the President and Vice-Chancellor.
- 3.2.2 Section 5.3.4 (a): nomination of financial delegations by the President and Vice-Chancellor to Executive Team members.
- 3.2.3 Section 7.2.1: establishment of a degree, diploma, certificate or other award program by the Academic Board.
- 3.2.4 Section 8.1: use of the seal (by entry into the seal register).
- 3.2.5 Section 8.3.1: participation by the University as a shareholder or member in an incorporated entity.
- 3.2.6 Section 8.4.1: disposition of University real property.

### **3.3 President and Vice-Chancellor's reports to the Council**

The President and Vice-Chancellor is to report to Council, in a manner and at intervals appropriate to the subject matter, information and commentary related to the exercise of the delegations in the Register.

## Section 4 University Policy

### Introduction

**A.** The terms “Policy”, “Procedure” and “Guideline” are used as defined in Section 1.3.1. Accordingly Policy may only be established by the Council and, under delegated authority, by the President and Vice-Chancellor.

**B.** The order of precedence is: 1. Policy, 2. Procedure and 3. Guideline. A document lower in the hierarchy may not provide for matters outside the scope of, or be inconsistent with, a document higher in the hierarchy.

**C.** A Procedure or a Guideline relating to the operation of the business of a specific Division, Budget Unit, Faculty or a School may be made by an officer specifically delegated or nominated under Section 4.2.3, 4.2.4 or 4.2.7.

**D.** A Policy, Procedure or Guideline made by delegated authority has effect from the date of its approval by the delegate or Nominee or such other date as the delegate or Nominee determines.

**E.** A delegate or Nominee may establish a Policy, Procedure or Guideline which amends or is inconsistent with a Policy, Procedure or Guideline or any policy or procedure previously made, whether by the Council or under delegated authority. Where a Policy, Procedure or Guideline established by delegated authority under this Section 4 is inconsistent with:

- a resolution of the Council; or
- a documented Policy or Procedure

made prior to the date the Council approved this Register, the more recent Policy, Procedure or Guideline takes precedence over the prior resolution or document to the extent of the inconsistency.

**F.** Council affirms the principal role of the Academic Board in consulting with and advising the Council, the Chancellor, the Deputy Chancellor and the President and Vice-Chancellor on academic matters.

### 4.1 Policy establishment

For the purpose of Section 4.2 a delegation of authority to establish a Policy, Procedure or Guideline includes the authority to create, approve, amend and disestablish a Policy, Procedure or Guideline.

The Council delegates the authority to establish Policy, Procedures and Guidelines in accordance with Section 4.2.

<b>4.2 Policy delegations</b>	
<b>Function/Authority</b>	<b>Delegate</b>
<p>4.2.1 Formulate and recommend Policy relating to:</p> <ul style="list-style-type: none"> <li>(a) the functions conferred on Academic Board under the by-laws;</li> <li>(b) student academic and student conduct (including disciplinary) matters;</li> <li>(c) student admission, including special admission schemes; and</li> <li>(d) the award of postgraduate research degrees, for approval and establishment by the President and Vice-Chancellor as principal executive officer of the University.</li> </ul>	Academic Board
<p>4.2.2 Establish Policy which has the purpose of or which relates to:</p> <ul style="list-style-type: none"> <li>(a) the promotion or achievement of any aspiration, value, objective or strategy set out in the UNSW Strategic Intent document “B2B Blueprint to Beyond” approved by the Council on 23 February 2009 and as may be amended from time to time by the Council; and</li> <li>(b) the promotion, achievement or discharge of any statutory or other lawful function or obligation expressly or impliedly placed upon the President and Vice-Chancellor as the principal executive officer of the University; and</li> <li>(c) Section 4.2.1.</li> </ul>	President and Vice-Chancellor
<p>4.2.3 Establish Procedures and Guidelines, including pursuant to a Policy.</p>	President and Vice-Chancellor; Vice-President and Deputy Vice-Chancellor; Vice-President, Advancement; Vice-President, Finance and Operations; Vice-President, University Services; Pro-Vice-Chancellor or Nominee under Section 4.2.4.
<p>4.2.4 Nominate an officer to establish a Procedure or a Guideline, including pursuant to a Policy.</p>	President and Vice-Chancellor; Vice-President and Deputy Vice-Chancellor; Vice-President, Advancement; Vice-President, Finance and Operations; Vice-President, University Services; Pro-

<b>4.2 Policy delegations</b>	
<b>Function/Authority</b>	<b>Delegate</b>
	Vice-Chancellor.
4.2.5 Nominate in, or in relation to, a Policy or Procedure an officer to have a function or authority expressly or impliedly referred to in the Policy or Procedure.	The delegate, or Nominee, under Section 4.2.2 or 4.2.3 who established the Policy or Procedure.
4.2.6 Perform a function or exercise an authority under a Policy or Procedure.	Nominee under Section 4.2.5.
4.2.7 Establish a Procedure or a Guideline.	Nominee under Section 4.2.4.
4.2.8 Determination of policies on the use of the University's name, arms, or seal in connection with the conferral of any award in association with any other University or institution.	Chancellor, President and Vice-Chancellor, and President of the Academic Board acting together.



## 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.

In this regard, note that the University's accounts are subject to audit by the Auditor-General's office under the Public Finance and Audit Act, 1983. Section 12 of the Act states:

- (1) Expenditure shall be committed or incurred by an officer of an authority only within the limits of a delegation in writing conferred on the officer by a person entitled to make the delegation.
- (2) An officer of an authority who commits or incurs expenditure shall be responsible for the exercise of due economy.

**B.** The delegations of authority to incur expenditure are limited to approved sources of funds for the Budget Unit to which the delegate reports.

**C.** A financial limit on a delegation for incurring expenditure relates to the total cost of the transaction, not to instalments. It also applies to the original cost price of an item not the net cost after deductions of any trade-in or the like. The delegated authority includes the authority to vary the cost of an order for goods or services so long as the total cost (including the variation) is within the limits of the delegation. If the sum of the original cost plus the variation exceeds the delegated limit, then a delegate with an appropriate level of authority must approve the transaction.

**D.** A nomination by the President and Vice-Chancellor or the Director of Finance under Section 5.3.4 is generally to observe the principle that an officer should not be authorised to approve expenditure of any amount which is in excess of 50% of the amount that officer's direct Supervisor is authorised to approve as a delegate.

**E.** Subject to the conditions of nomination or appointment under Section 5.3.8, the exercise of the delegations under Section 5.3.9 is not limited by the appointee's or Nominee's financial delegation under Section 5.3.4(b).

<b>5.1 Fees, Charges and Fines</b>	
In this Section 5.1, "determine" includes approve, waive, exempt and refund.	
<b>Function/Authority</b>	<b>Delegate</b>
5.1.1 Determine fees for award programs.	President and Vice-Chancellor

<b>5.1 Fees, Charges and Fines</b>	
In this Section 5.1, “determine” includes approve, waive, exempt and refund.	
<b>Function/Authority</b>	<b>Delegate</b>
5.1.2 Determine fees and charges for non-award programs.	Vice-President and Deputy Vice-Chancellor; Vice-President, University Services; Director of Finance; Dean
5.1.3 Determine fees for goods and services of any kind: (a) managed by, or provided by a University Senior Management Position (other than a Dean) of the University; (b) managed by, or provided by, the University Librarian (c) otherwise.	Vice-President and Deputy Vice-Chancellor; Vice-President, Advancement; Vice-President, University Services; Director of Finance  University Librarian  Vice-President and Deputy Vice-Chancellor; Vice-President, Advancement; Vice-President, University Services; Director of Finance; Pro-Vice-Chancellor; Dean
5.1.4 Determine scales for fines and penalties: (a) for misuse of library resources (b) for misuse of information and communication technology resources (c) otherwise	University Librarian  Director of IT  President and Vice-Chancellor or Nominee

<b>5.2 Gift, Sponsorship and Grant Funds</b>	
<b>Function/Authority</b>	<b>Delegate</b>
5.2.1 Accept a gift, bequest, sponsorship up to and including: (a) \$25M; (b) \$10M; (c) \$5M.	Finance Committee; President and Vice-Chancellor; Vice-President, Advancement
5.2.2 Accept research grants.	President and Vice-Chancellor; Vice-President and Deputy Vice-Chancellor; Pro-Vice-Chancellor;

### **5.2 Gift, Sponsorship and Grant Funds**

Function/Authority	Delegate
	Director UNSW Grants Management Office; Director UNSW Research Partnerships Unit
5.2.3 Accept industry/commercial grants.	President and Vice-Chancellor; Vice-President and Deputy Vice-Chancellor; Pro-Vice-Chancellor; Director UNSW Grants Management Office; Director UNSW Research Partnerships Unit
5.2.4 Accept a sponsorship for co-operative scholarship, internship or work integrated learning program or initiative up to \$500,000	Director Student Recruitment and Scholarships

### **5.3 Expenditures and Financial Commitments**

Function/Authority	Delegate
5.3.1 Approve borrowings and credit facilities up to and including \$20M.	Finance Committee
5.3.2 (a) Open and close a bank account and credit card facility; and  (b) Appoint an officer to operate a bank account.	President and Vice-Chancellor; Director, Treasury
5.3.3 Approve expenditure for any one transaction up to and including \$30M	Finance Committee, President and Vice-Chancellor
5.3.4 Determine and notify a level of financial delegation to be exercised, as Nominee, by:  (a) Vice-President and Deputy Vice-Chancellor; Vice-President, Finance and Operations; Vice-President, University Services; Vice-President, Advancement; Pro-Vice-Chancellor; Director of Finance, Dean and any officer with the word "Dean" in his or her title; and  (b) all others.	President and Vice-Chancellor             Director of Finance

<b>5.3 Expenditures and Financial Commitments</b>	
<b>Function/Authority</b>	<b>Delegate</b>
5.3.5 Waive the whole of, or part of, an individual student's fees.	Vice-President and Deputy Vice-Chancellor
5.3.6 Approve expenditure up to the amounts determined and notified by the President and Vice-Chancellor under Section 5.3.4 (a).	Vice-President and Deputy Vice-Chancellor; Vice-President, Finance and Operations; Vice-President, University Services; Vice-President, Advancement; Pro-Vice-Chancellor; Deans and officers with the word "Dean" in his or her title (as Nominees of the President and Vice-Chancellor under Section 5.3.4 (a)).
5.3.7 Approve expenditure up to the amounts determined and notified by the Director of Finance under Section 5.3.4 (b).	Nominees of the Director of Finance under Section 5.3.4 (b).
5.3.8 Appoint, or authorise as Nominees, for the execution of Contracts for capital works projects: (a) Director, Facilities Management (b) Associate Director, Planning and Development, Facilities Management.	President and Vice-Chancellor
5.3.9 Execute Contracts for capital works projects.	Appointee or Nominee of the President and Vice-Chancellor under Section 5.3.8

<b>5.4 Write-offs, Disposals, and Retirement of Assets</b>	
<b>Function/Authority</b>	<b>Delegate</b>
5.4.1 Approve write-off of bad debts up to and including: (a) \$1M; (b) \$500,000, per item.	President and Vice-Chancellor  Director of Finance
5.4.2 Approve disposal of assets or equipment by: (a) trade-in, sale or donation; or (b) write-off or retirement, with Carrying Value per item as follows:	

<b>5.4 Write-offs, Disposals, and Retirement of Assets</b>	
<b>Function/Authority</b>	<b>Delegate</b>
(i) up to and including \$20M;	Finance Committee
(ii) up to and including \$5M;	President and Vice-Chancellor; Vice-President, Finance and Operations
(ii) up to and including \$2M;	Director of Finance
(iv) up to and including \$100,000;	Director, Shared Services and Corporate Finance & Advisory Services
(v) up to and including \$50,000.	Senior Manager, Capital Assets Management and Reporting, Corporate Finance & Advisory Services

<b>5.5 Investment Transactions</b>	
<b>Function/Authority</b>	<b>Delegate</b>
5.5.1 Execute documents related to investment transactions, subject to the terms of the appropriate Power of Attorney created by resolution of the Council.	Attorneys appointed under the Power of Attorney.
5.5.2 Instruct the University's third party investment custodian in settlement of transactions.	Director Investment Services; Director Treasury

<b>5.6 Workers' Compensation</b>	
<b>Function/Authority</b>	<b>Delegate</b>
5.6.1 Enter into, vary and terminate workers' compensation self-insurance licence.	President and Vice-Chancellor

## 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 or Australian Workplace 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.

**D.** In this Section 6, a reference to a “Nominee” has the meaning given to that term in Section 1.3 Interpretation of this Register.

**E.** In this Section 6, a reference in any sub-section to a “Specified Nominee” means and is limited to:

(1) in the case of the Director Human Resources, to an officer with the title “Senior Human Resources Manager”; and

(2) in the case of a Dean, to an officer with the title “Deputy Dean” or “Senior Associate Dean”.

**F.** Where there is a reference in this Section 6 to a named office with the addition of the words “Nominee” or “Specified Nominee”, the officer occupying the office may nominate in writing one or more appropriate officers to have that same authority having regard to the limits set out in paragraph E above. The officer entitled to make a nomination must only nominate the least number of Nominees or Specified Nominees as is necessary for the exercise of the authority, having regard to the nature of the task, such as the nominee’s specialist knowledge attaching to a particular faculty or other authority or body. An officer holding a position referred to in paragraph E as a Specified Nominee has no authority unless nominated in accordance with Section 1.4 of this Register. Refer to Section 1.2.6, 1.3, and 1.4 of this Register for further principles applicable to nomination.

<b>6.1 Appointment to positions</b>	
<b>Function/Authority</b>	<b>Delegate</b>
6.1.1 Appoint University Senior Management Positions (other than President and Vice-Chancellor and the President of the Academic Board).	Selection Committee appointed in accordance with procedures determined by Council.
6.1.2 Establish Emeritus position.	President and Vice-Chancellor

<b>6.1 Appointment to positions</b>	
<b>Function/Authority</b>	<b>Delegate</b>
6.1.3 Appoint to an Emeritus position.	President and Vice-Chancellor
6.1.4 Appoint Pro Vice-Chancellor or position with 'Dean' in the title reporting to a DVC.	President and Vice-Chancellor
6.1.5 Appoint Scientia Professor.	President and Vice-Chancellor
6.1.6 Appoint Professor or equivalent research only position.	Vice-President and Deputy Vice-Chancellor; Director Human Resources (or Specified Nominee) on the recommendation of a selection committee which includes the President of the Academic Board (or Nominee of the President who holds the position of Professor), or the Deputy President of the Academic Board.
6.1.7 Appoint Associate Professor or equivalent research only position.	Vice-President and Deputy Vice-Chancellor; Director Human Resources (or Specified Nominee) on the recommendation of a selection committee which includes the President of the Academic Board (or Nominee of the President who holds the position of Associate Professor or Professor), or the Deputy President of the Academic Board.
6.1.8 Appoint to a position with 'Dean' in the title other than University Senior Management Position or as provided in Section 6.1.4.	Vice-President and Deputy Vice-Chancellor
6.1.9 Appoint Head of School.	Vice-President and Deputy Vice-Chancellor
6.1.10 Appoint Head of a department: (a) within a School; (b) otherwise.	Head of School; Vice-President and Deputy Vice-Chancellor
6.1.11 Appoint Director of a Centre.	Vice-President and Deputy Vice-Chancellor
6.1.12 Confer academic title (e.g. Visitor, Conjoint, Adjunct) (a) where the person is a current Professional staff employee	Vice-President and Deputy Vice-Chancellor

<b>6.1 Appointment to positions</b>	
<b>Function/Authority</b>	<b>Delegate</b>
(b) for all other persons at levels A–C (c) for all other persons at levels D–E	Dean (or Specified Nominee) Vice-President and Deputy Vice-Chancellor
6.1.13 Not used	
6.1.14 Not used	
6.1.15 Re-appoint to their existing level, appointees under Sections 6.1.6, 6.1.7, 6.1.12, 6.1.13, 6.1.14, 6.1.16, 6.1.21.	Director Human Resources (or Specified Nominee)
6.1.16 Appoint Associate Lecturer, Lecturer or Senior Lecturer or equivalent research-only position.	Dean (or Specified Nominee)
6.1.17 Appoint casual Academic Staff.	Head of School
6.1.18 Appoint Acting President and Vice-Chancellor up to a maximum of 3 months	Chancellor; or President and Vice-Chancellor in accordance with protocol determined by the Chancellor
6.1.19 Appoint Acting University Senior Management Positions (excepting President of the Academic Board) for a maximum period of 12 months.	President and Vice-Chancellor
6.1.20 Establish: (a) Procedures for the membership of all selection committees; (b) membership of all selection committees.	Nominations and Remuneration Committee  Director Human Resources or Nominee; Dean or Divisional Head.
6.1.21 Appoint all other Professional Staff	Director Human Resources (or Specified Nominee)

<b>6.2 Remuneration and Conditions of Employment</b>	
<b>Function/Authority</b>	<b>Delegate</b>
6.2.1 Determine remuneration and conditions of	Nominations and Remuneration



<b>6.2 Remuneration and Conditions of Employment</b>	
<b>Function/Authority</b>	<b>Delegate</b>
service for the Vice-Chancellor.	Committee
6.2.2 Determine remuneration and conditions of service for University Senior Management Positions:  (a) upon appointment;  (b) on an annual basis.	President and Vice-Chancellor  Nominations and Remuneration Committee
6.2.3 Approve promotion to Professor.	President and Vice-Chancellor
6.2.4 Approve promotion to:  (a) Conjoint Professor; (b) academic levels other than Professor.	Vice-President and Deputy Vice-Chancellor
6.2.5 Approve salary supplementation schemes, including faculty-based schemes.	President and Vice-Chancellor
6.2.6 Approve salary supplementation to individual officers.	Director Human Resources (or Specified Nominee)
6.2.7 Approve Head of School loadings.	Director Human Resources (or Specified Nominee)
6.2.8 Approve Paid Outside Work for:  (a) Dean;  (b) Head of School and other direct reports to Dean;  (c) all other Academic staff	President and Vice-Chancellor  Dean  Head of School
6.2.9 Approve annual salary increment of more than two steps.	Vice-President and Deputy Vice-Chancellor
6.2.10 Approve annual salary increment of two steps.	Dean or Specified Nominee; Divisional Head or Nominee.
6.2.11 Approve annual salary increment of one step.	Supervisor
6.2.12 Determine remuneration on appointment	Director Human Resources or

<b>6.2 Remuneration and Conditions of Employment</b>	
<b>Function/Authority</b>	<b>Delegate</b>
for all Professional staff.	Specified Nominee
6.2.13 Determine remuneration increases and bonuses for Professional staff positions at levels 10-14.	President and Vice-Chancellor
6.2.14 Approve loadings and allowances for special responsibility.	Director Human Resources or Specified Nominee

<b>6.3 Leave</b>	
<b>Function/Authority</b>	<b>Delegate</b>
6.3.1 Approve all leave other than leave referred to in Section 6.3.2, 6.3.3 and 6.3.4 below.	Supervisor
6.3.2 Approve leave without pay: (a) up to 6 months; (b) over 6 and up to 24 months; and (c) over 24 months and up to 36 months.	Dean; Divisional Head  Vice-President and Deputy Vice-Chancellor  President and Vice-Chancellor
6.3.3 Approve application for Special Studies Program.	Dean; Divisional Head
6.3.4 Approve financial assistance, in excess of limits specified in the SSP policy for staff undertaking Special Studies Program.	Dean; Divisional Head

<b>6.4 Separation</b>	
<b>Function/Authority</b>	<b>Delegate</b>
6.4.1 Approve terms of employment termination settlements, including pre-retirement contracts for:  (a) President and Vice-Chancellor;  (b) University Senior Management Positions other than the President and Vice-Chancellor;	Nominations and Remuneration Committee  President and Vice-Chancellor

<b>6.4 Separation</b>	
<b>Function/Authority</b>	<b>Delegate</b>
<p>(c) Director Human Resources; and</p> <p>(d) others</p>	<p>Supervisor</p> <p>Director Human Resources or Specified Nominee</p>
<p>6.4.2 To the extent there is no relevant industrial agreement or to the extent not specified, approve dismissal or redundancy for:</p> <p>(a) University Senior Management Position and Director Human Resources;</p> <p>(b) Academic staff;</p> <p>(c) Professional staff.</p>	<p>President and Vice-Chancellor</p> <p>Vice-President and Deputy Vice-Chancellor</p> <p>Director Human Resources or Specified Nominee</p>
<b>6.5 Industrial Agreements</b>	
<b>Function/Authority</b>	<b>Delegate</b>
6.5.1 Enter into collective staff industrial agreements.	President and Vice-Chancellor
6.5.2 Enter into individual staff industrial agreements.	Director Human Resources or Specified Nominee
<b>6.6 Employment Contracts</b>	
<b>Function/Authority</b>	<b>Delegate</b>
6.6.1 Make an offer of employment to:	
(a) President and Vice-Chancellor	Chancellor
(b) University Senior Management Positions (excluding President and Vice-Chancellor)	Director, Human Resources
(c) Head of School	Director, Human Resources (or Specified Nominee)
6.6.2 Make an offer of employment to Academic Staff:	

<b>6.6 Employment Contracts</b>	
<b>Function/Authority</b>	<b>Delegate</b>
(a) levels A-C	Human Resources Consultant; Human Resources Officer
(b) levels D-E	Director, Human Resources (or Specified Nominee)
6.6.3 Make an offer of employment to Professional staff:	
(a) levels 1-9	Human Resources Consultant; Human Resources Officer
(b) levels 10+	Senior Human Resources Consultant
6.6.4 Vary an employment contract	Director Human Resources (or Specified Nominee)

## Section 7 Academic authorities and functions

### Introduction

Where there is a reference in this Section 7 to a named office with the addition of the words "or Nominee", the officer occupying the office may nominate in writing one or (subject to the limitation in 7.4.2) more appropriate officers to have that same authority. The officer entitled to make a nomination must only nominate such minimum number of Nominees as is necessary for the exercise of the authority, having regard to the nature of the task, such as the Nominee's specialist knowledge attaching to a particular faculty or other authority or body. Refer also to Section 1.2.6, 1.3 and 1.4 of this Register for further principles applicable to nomination.

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

<b>7.1 Conferral of Degrees</b>	
<b>Function/Authority</b>	<b>Delegate</b>
7.1.5 Revoke a degree or award to which a student or former student has been admitted	Chancellor; Deputy Chancellor; Pro-Chancellor; President and Vice-Chancellor; Vice-President and Deputy Vice-Chancellor; Pro-Vice-Chancellor
7.1.6 Approve form of academic dress.	Vice-President and Deputy Vice-Chancellor

<b>7.2 Academic Offerings</b>	
NB: In this Section 7.2, “establish” includes the authority to amend and disestablish, including give or change a title.	
<b>Function/Authority</b>	<b>Delegate</b>
7.2.1 Establish a degree, diploma, certificate, enabling program or other award program, including approve:  (a) Program and award rules and academic requirements;  (b) general education requirements.	Academic Board
7.2.2 Establish Course.	Faculty Board or Faculty Committee established by the Faculty Board pursuant to the Rules.
7.2.3 Establish Stream within Program.	Faculty Board or Faculty Committee established by the Faculty Board pursuant to the Rules.
7.2.4 Approve Course prerequisites.	Faculty Board or Faculty Committee established by the Faculty Board pursuant to the Rules.
7.2.5 Approve University participation in special admission schemes.	President and Vice-Chancellor
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.

<b>7.3 Academic Structures: Schools, Centres and Departments</b>	
NB: In this Section 7.3 “establish” includes the authority to amend and disestablish, including give or change a title.	
<b>Function/Authority</b>	<b>Delegate</b>
7.3.1 Establish and name a school. Change the name of an existing school or its location within or between Faculties.	A committee comprising Chancellor, President and Vice-Chancellor and President of the Academic Board acting unanimously.
7.3.2 Establish and disestablish a University Centre or Institute.	Vice-President and Deputy Vice-Chancellor; Pro-Vice-Chancellor (Research)
7.3.3 Establish, disestablish and change Departments which are part of a school or faculty.	President and Vice-Chancellor

<b>7.4 Student Admission</b>	
<b>Function/Authority</b>	<b>Delegate</b>
7.4.1 Approve admission of a student to a program of study for:  (a) research higher degree programs;  (b) other.	Dean of Graduate Research or Nominee.  Registrar or Nominee; Manager Student Administration University College Australian Defence Force Academy or Nominee.
7.4.2 Approve admission to an honours program additional to the duration of a pass degree.	Registrar or Nominee (1 only); Manager Student Administration University College Australian Defence Force Academy or Nominee (1 only)
7.4.3 Determine English language admission requirements for applicants whose previous education was not in English.	Academic Board
7.4.4 Determine English language qualifications recognised by the University	Vice-President and Deputy Vice-Chancellor (Academic)

<b>7.5 Student Enrolment and Progression</b>	
<b><i>Undergraduate and Postgraduate Coursework Students</i></b>	
<b>Function/Authority</b>	<b>Delegate</b>
7.5.1 Approve deferral of commencement of enrolment in a coursework program (postgraduate or undergraduate) from one admission period to another and nominate one other officer to also have that authority.	Registrar or Nominee; Manager Student Administration University College Australian Defence Force Academy
7.5.2 Approve advanced standing, credit transfer, and exemptions for coursework (undergraduate or postgraduate) students.	Registrar or Nominee; Manager Student Administration University College Australian Defence Force Academy
7.5.3 Approve programs of study and variations to core requirements for coursework (undergraduate or postgraduate) students.	Registrar or Nominee; Manager Student Administration University College Australian Defence Force Academy
7.5.4 Approve transfer of a student from one coursework program to another.	Registrar or Nominee; Manager Student Administration University College Australian Defence Force Academy
7.5.5 Approve the discontinuation of program or course enrolment at the request of coursework (undergraduate or postgraduate) student.	Registrar or Nominee; Manager Student Administration University College Australian Defence Force Academy
7.5.6 Approve results of assessment for coursework (undergraduate or postgraduate) students.	Faculty Board or Committee established by the Dean following a recommendation of the Faculty Board
7.5.7 Approve request for leave from a program for a coursework (undergraduate or postgraduate) student for up to two semesters.	Program Authority
7.5.8 Approve request for leave from an undergraduate Program for more than two semesters.	Program Authority
7.5.9 Determine whether or not a coursework (undergraduate or postgraduate) student has satisfied requirements for the award of a degree.	Program Authority
7.5.9A Suspend or exclude a coursework (undergraduate or postgraduate) student for lack of progress	Manager, Student Administration and Records



<b>7.5 Student Enrolment and Progression</b>	
<b><i>Undergraduate and Postgraduate Coursework Students</i></b>	
<b>Function/Authority</b>	<b>Delegate</b>
7.5.9B Suspend or exclude a coursework (undergraduate or postgraduate) student for misconduct	Pro-Vice-Chancellor (Students)

<b>7.5 Student Enrolment and Progression</b>	
<b><i>Research Higher Degree Students</i></b>	
<b>Function/Authority</b>	<b>Delegate</b>
7.5.10 Approve deferral of enrolment in a research higher degree Program from one admission period to another.	Dean of Graduate Research or Nominee.
7.5.11 Approve research area and changes to research area for students in research higher degree Programs.	Dean of Graduate Research or Nominee.
7.5.12 Appoint supervisors, co-supervisors, supervisory panels, and other supervision arrangements and changes to supervision arrangements, for students in research higher degree Programs.	Dean of Graduate Research or Nominee.
7.5.13 Determine progression requirements and review procedures for research candidates.	Dean of Graduate Research or Nominee.
7.5.14 Approve variation to a research higher degree student's Program of study.	Dean of Graduate Research or Nominee.
7.5.15 Not used	
7.5.16 Approve discontinuation of enrolment of a research higher degree student at the student's request.	Dean of Graduate Research or Nominee.
7.5.17 Determine assessment results for a research higher degree student in any coursework undertaken.	Faculty Board or Committee established by the Dean following a recommendation of the Faculty Board
7.5.18 Not used	
7.5.19 Approve a research higher degree student's periods of fieldwork away from the University	Dean of Graduate Research or Nominee.
7.5.20 Determine whether or not a research	Dean of Graduate Research or

<b>7.5 Student Enrolment and Progression</b>	
<b><i>Research Higher Degree Students</i></b>	
<b>Function/Authority</b>	<b>Delegate</b>
higher degree student's progress is satisfactory.	Nominee.
7.5.21 Approve transfer of a student from one research program to another	Dean of Graduate Research or Nominee
7.5.22 Terminate a research higher degree student's candidature if progress is unsatisfactory or candidature has lapsed	Dean of Graduate Research or Nominee
7.5.22A Suspend or exclude a research higher degree student for misconduct	Pro-Vice-Chancellor (Students)
7.5.23 Determine whether or not a research higher degree student has satisfied requirements for the award of a degree	Dean of Graduate Research or Nominee
7.5.24 Determine whether or not an applicant for a higher doctorate has satisfied the requirements for the award of a degree	Academic Board

<b>7.6 Student Re-admission and Appeals</b>	
<b>Function/Authority</b>	<b>Delegate</b>
7.6.1 Determine application by a student for re-admission, after exclusion, to undergraduate and postgraduate coursework programs and awards.	Program Authority
7.6.2 Determine an appeal against suspension or exclusion for a coursework (undergraduate or postgraduate) student:  (a) for lack of progress;  (b) for misconduct.	Re-Enrolment Appeal Committee of the Academic Board  Vice-President and Deputy Vice-Chancellor (Academic)
7.6.3 Determine appeal by a research student.	Complaints Appeals Committee

<b>7.7 Student Degree Award</b>	
<b>Function/Authority</b>	<b>Delegate</b>
7.7.1 Determine criteria for the award of honours within the programs of the faculty.	Faculty Board or Faculty Committee established by the Faculty Board pursuant to the Rules
7.7.2 Determine, for a student in the faculty, the award of a pass degree or an Honours degree.	Faculty Board or Committee established by the Dean following a recommendation of the Faculty Board
7.7.3 Determine the award of a: (a) degree with distinction  (b) masters coursework degree with excellence	Faculty Board or Committee established by the Dean following a recommendation of the Faculty Board

<b>7.8 Student Prizes and scholarships</b>	
<b>Function/Authority</b>	<b>Delegate</b>
7.8.1 Determine terms and conditions for : (a) research scholarships;  (b) other scholarships and awards  (c) prizes.	Vice-President and Deputy Vice-Chancellor (Research)  Scholarships Steering committee  Dean
7.8.2 Determine recipients, in accordance with terms and conditions approved under 7.8.1, of: (a) research scholarships;  (b) other scholarships and awards  (c) prizes	Vice-President and Deputy Vice-Chancellor (Research)  Director, Student Recruitment and Scholarships  Dean; Associate Dean; Head of School
7.8.3 Determine recipients of University Medals.	Council-appointed committee.

<b>7.9 Ethics in research involving humans and in the use of animals</b>	
<b>Function/Authority</b>	<b>Delegate</b>
7.9.1 Approve, suspend, restrict or terminate the use of animals in research and teaching in individual cases.	Vice-President and Deputy Vice-Chancellor; Pro-Vice-Chancellor (Research)
7.9.2 Approve, suspend, restrict or terminate research involving human participants in individual cases.	Vice-President and Deputy Vice-Chancellor; Pro-Vice-Chancellor (Research)

<b>7.10 Safety and environment risk management in research and teaching</b>	
<b>Function/Authority</b>	<b>Delegate</b>
7.10.1 Approve, suspend, restrict or terminate research and teaching activities involving genetically modified organisms or high risk biological hazards.	Vice-President and Deputy Vice-Chancellor; Pro-Vice-Chancellor (Research)
7.10.2 Approve, suspend, restrict or terminate research and teaching activities involving ionising or non-ionising radiation.	Vice-President and Deputy Vice-Chancellor; Pro-Vice-Chancellor (Research)

## 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. Subject to the conditions of nomination or appointment under 5.3.8, the exercise of the delegations under 8.1.4(a) is not limited by the appointee's or Nominee's financial delegation under 5.3.4(b).

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

<b>8.1 Use of the Seal, Name and Arms of the University</b>	
<b>Function/Authority</b>	<b>Delegate</b>
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.	Registrar or, during any absence of the Registrar Vice-President and Deputy Vice-Chancellor, Pro-Vice-Chancellor or Director, Academic Administration
8.1.2 Affix the University seal to each by-law approved by the Council.	Registrar or, during any absence of the Registrar, Vice-President, Finance and Operations, Vice-President, University Services or Director, Academic Administration.
8.1.3 Affix the University seal to other documents which are required to be under the seal of the University, and which have been approved by Council.	Registrar or, during any absence of the Registrar, Vice-President, Finance and Operations, Vice-President, University Services or Director, Academic Administration.
8.1.4 Direct the affixing of the University seal to documents required to be executed under Seal: (a) in the case of contracts (including deeds) for procuring capital works projects with prior authorisation of Council; and (b) in the case of documents required to be under seal, without prior authorisation of Council.	Nominee or appointee of the President and Vice-Chancellor under Section 5.3.8  Chancellor; Deputy Chancellor; President and Vice-Chancellor; Vice-President and Deputy Vice-Chancellor; Vice-President, Finance and Operations; Vice-President, University Services; Vice-President,

<b>8.1 Use of the Seal, Name and Arms of the University</b>	
<b>Function/Authority</b>	<b>Delegate</b>
	Advancement.
8.1.5 Affix the University seal to documents which are required to be under the seal of the University and which have been directed to be sealed as a matter of urgency under the authority of Section 8.1.4(b).	Registrar or, during any absence or inability to act of the Registrar, Vice-President, Finance and Operations, Vice-President, University Services or Director, Academic Administration.
8.1.6 Approve use of the University Arms or a University name by:  (a) a person or a body other than the University;  (b) an officer or body of the University, in connection with a Commercial Activity of the University.	Vice-President and Deputy Vice-Chancellor; Vice-President, Advancement

<b>8.2 Legal and Statutory affairs</b>	
<b>Function/Authority</b>	<b>Delegate</b>
8.2.1 Accept service of court process as the University's Proper Officer.	University Solicitor and General Counsel
8.2.2 Provide all statements of compliance required to be made by the University or by Council in accordance with legislation and the requirements of proper authorities under legislation, with the exception of financial statements.	President and Vice-Chancellor or Nominee member of the Executive Team
8.2.3 Hold any licence or assume any title or office where required or permitted by law to be held or assumed on behalf of the University by a natural person and exercise any function or authority relevantly required of, or permitted to be exercised by, that officeholder by the statute.	President and Vice-Chancellor or Nominee
8.2.4 Appoint external lawyers under terms of engagement.	Chancellor; Deputy Chancellor; President and Vice-Chancellor; University Solicitor and General Counsel; Deputy University Solicitor

<b>8.2 Legal and Statutory affairs</b>	
<b>Function/Authority</b>	<b>Delegate</b>
8.2.5 Engage external lawyers who have been appointed under Section 8.2.4 to conduct specific matters.	Director, Human Resources Director, Facilities Management
8.2.6 Waive the University's right to maintain legal professional privilege in a specific instance.	President and Vice-Chancellor; Vice-President and Deputy Vice-Chancellor; Vice-President, Finance and Operations; Vice-President, University Services; Vice-President, Advancement.
8.2.7 Represent the University in connection with a proceeding in a court or tribunal or which is conducted pursuant to any statute.	A legal practitioner employed by the University

<b>8.3 Corporate Structures and Office-holders</b>	
<b>Function/Authority</b>	<b>Delegate</b>
8.3.1 Promote, establish or participate in (whether by means of debt, equity contribution of assets or by other means) companies and other incorporated bodies.	President and Vice-Chancellor, Vice-President and Deputy Vice-Chancellor or Nominee member of the Executive Team.
8.3.2 Appoint persons (and nominate an "alternate", where applicable) to serve on behalf of the University on governing bodies of companies, ventures, and other organisations where the appointee is: <ul style="list-style-type: none"> <li>(a) the Chancellor;</li> <li>(b) the President and Vice-Chancellor;</li> <li>(c) where the appointment is to an organisation which is an affiliated research institute, NewSouth Innovations, NewSouth Global or UNSW Foundation; and</li> <li>(d) in all other cases.</li> </ul>	<p>Nominations and Remuneration Committee</p> <p>Chancellor</p> <p>President and Vice-Chancellor</p> <p>Vice-President and Deputy Vice-Chancellor; Vice-President, Finance and Operations; Vice-President, University Services; Vice-President, Advancement</p>

<b>8.3 Corporate Structures and Office-holders</b>	
<b>Function/Authority</b>	<b>Delegate</b>
<p>8.3.3 Appoint or approve specific cases of service (and appoint an “alternate” where applicable) by holders of University offices named or otherwise provided for (e.g. “ex-officio”) in agreements or constitutions approved by the University where the appointee is:</p> <p>(a) the Chancellor;</p> <p>(b) the President and Vice-Chancellor;</p> <p>(c) where the appointment is to an organisation which is an affiliated research institute; NewSouth Innovations, NewSouth Global or UNSW Foundation; and</p> <p>(d) in all other cases</p>	<p>Nominations and Remuneration Committee</p> <p>Chancellor</p> <p>President and Vice-Chancellor</p> <p>Vice-President and Deputy Vice-Chancellor; Vice-President, Finance and Operations; Vice-President, University Services; Vice-President, Advancement.</p>
<p>8.3.4 Appoint and authorise a person to act as proxy:</p> <p>(a) for the University where the University has no, or no available, appointee under Section 8.3.2 or 8.3.3; or</p> <p>(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.</p>	<p>The delegate under Section 8.3.2 or 8.3.3 who appointed the relevant office holder or alternate.</p>
<p>8.3.5 Approve requests for appointment to the governing body of an external entity where the appointee is the:</p> <p>(a) President and Vice-Chancellor;</p> <p>(b) Vice-President and Deputy Vice-Chancellor; Vice-President, Finance and Operations; Vice-President, University Services; Vice-President</p>	<p>Chancellor</p> <p>President and Vice-Chancellor</p>



<b>8.3 Corporate Structures and Office-holders</b>	
<b>Function/Authority</b>	<b>Delegate</b>
<p style="text-align: center;">Advancement; and</p> <p>(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).</p>	<p>Vice-President and Deputy Vice-Chancellor; Vice-President, Finance and Operations; Vice-President, University Services; Vice-President Advancement.</p>

<b>8.4 University Property</b>	
<b>Function/Authority</b>	<b>Delegate</b>
<p>8.4.1 Approve and execute any document disposing of University real property or any interest in real property up to and including:</p> <p>(a) \$10M;                      (b) \$2M.</p>	<p>Finance Committee                      President and Vice-Chancellor</p>
<p>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.</p>	<p>Vice-President, Finance and Operations; Vice-President, University Services</p>
<p>8.4.3 Execute a                      (A) lease; or                      (B) licence of 6 months or more, over University-owned premises where rent receipts over the total lease period:</p> <p>(a) exceed \$10M;                      (b) do not exceed \$10M;                      (c) do not exceed \$5M;                      (d) do not exceed \$1M</p> <p>(In this Section 8.4.3 “rent receipts” means the first year’s rental income amount multiplied by the number of years of the term, excluding option periods.)</p>	<p>Finance Committee                      Vice-Chancellor                      Vice-President, Finance and Operations; Director of Finance                      Vice-President, University Services; Director, Facilities Management</p>

<b>8.5 Lease or Licence of non-University Premises</b>	
<b>Function/Authority</b>	<b>Delegate</b>
<p>8.5 Execute a                      (A) lease; or                      (B) licence of 6 months or more,                      over non-University premises where rent                      payments over the total lease or licence                      term:</p> <p>(a) exceed \$10M;</p> <p>(b) do not exceed \$10M;</p> <p>(c) do not exceed \$5M;</p> <p>(d) do not exceed \$1M</p> <p>(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.)</p>	<p>Finance Committee</p> <p>President and Vice-Chancellor</p> <p>Vice-President, Finance and                      Operations; Director of Finance</p> <p>Vice-President, University Services;                      Director, Facilities Management</p>

## ANNEXURE A

<b>Register Modification History</b>				
<b>Version</b>	<b>Date Approved</b>	<b>Sections Modified</b>	<b>Approving authority</b>	<b>Amendment</b>
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, 6.2.12–14, 6.4.1, 6.5.1–2, 6.6, Section 7 Introduction, 7.2.1–3, 7.3.2, 7.4.1–2, 7.4.4, 7.5.7–9B, 7.5.15, 7.5.17–19, 7.5.21–23, 7.6.2, 7.8.1–4, 7.9, 7.10, Section 8 Introduction, 8.1.4–5, 8.2.1, 8.2.4–5, 8.2.7, 8.4.3, 8.5	UNSW Council (CL11/31)	Biennial review
2.1	20 August 2012	1.3.1, 5.3.8, 5.3.9, 7.1.1, 7.1.5  1.1–4, 2.2, 2.3, Section 3-3.3, Section 4 Introduction,	UNSW Council (CL12/36)	Section 5: clarification of the delegation regarding contracts for capital works; Section 7 a change to conferral of degrees: to admit candidates to their award upon completion of requirements.  Executive Team position titles updated

Register Modification History				
Version	Date Approved	Sections Modified	Approving authority	Amendment
		4.2.1–4, 4.2.8, Section 5 Introduction, 5.1.1–4, 5.2.1–3, 5.3.2–6, 5.3.8– 5.4.2, 5.6.1, 6.1.1–12, 6.1.18–19, 6.2.2–5, 6.2.8–9, 6.2.13, 6.3.2, 6.4.1–2, 6.5.1, 6.6.1, 7.1.1–6, 7.2.5, 7.3.1– 7.3.3, 7.4.4, 7.6.2, 7.8.1–2, 7.9.1–2, 7.10.1– 2, 8.1.1–6, 8.2.2–4, 8.2.6, 8.3.1–3, 8.3.5, 8.4.1–3, 8.5		
2.2	25 February 2013	1.3.1, 2.2.1, 4.2.3, 4.2.4, 5.1.3, 5.2.1, 5.3.4, 5.3.6, 8.1.4, 8.2.6, 8.3.2, 8.3.3, 8.3.5  8.1.6  5.2.2 and 5.2.3	UNSW Council (CL13/03)	<p>Inclusion of the Vice-President, Advancement in relevant sections pertaining to the executive team functions/authority and as a successor to the position of Chief Executive UNSW Foundation.</p> <p>As head of the Division of Advancement and the University's key officer with respect to external relations, the Vice-President, Advancement can approve the use of the University Arms or a University name.</p> <p>Director UNSW Research Partnerships Unit added to these sections.</p>

<b>Register Modification History</b>				
<b>Version</b>	<b>Date Approved</b>	<b>Sections Modified</b>	<b>Approving authority</b>	<b>Amendment</b>
2.3	17 June 2013	7.7.3	UNSW Council (CL13/21)	Inclusion of the award of masters coursework degrees with excellence.
2.4	21 October 2013	7.5.22A  7.5.24  7.6.1	UNSW Council (CL13/36)	Delegation to PVC(S) to suspend or exclude a research higher degree student for misconduct in accordance with Student Misconduct Procedure.  Confirmation that the Academic Board can determine award of higher doctorates.  Amendment to clarify that the delegation to determine re-admission relates to coursework students only.
2.5	24 February 2014	1.3.1 and 5.4.2	UNSW Council (CL14/06)	Amendment to write-offs, disposals, and retirement of assets and additional term "Carrying Value" included in the definitions.
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

<b>Register Modification History</b>				
<b>Version</b>	<b>Date Approved</b>	<b>Sections Modified</b>	<b>Approving authority</b>	<b>Amendment</b>
		7.7.1		Change references to the Faculty Standing Committee to Faculty Board or Committee established by the Faculty Board pursuant to the Rules
		7.9.1-2 and 7.10.1-2		Amend delegation to include authority to suspend, restrict or terminate research in identified areas
2.8	23 February 2015	6.1.6 and 6.1.7	UNSW Council	Inclusion of nominee of the President of the Academic Board for the purpose of selection committees