



**EXCELSIA  
COLLEGE**  
— Sydney —

### **Objects of Excelsia College**

Motivated by the Christian faith, as expressed by the Apostles' Creed and Nicene Creed, with fidelity to the Scriptures as the Word of God, the Objects of the College are the advancement of the Christian faith and higher education.

### **Document Number**

PO-GEN-28

### **Document Name**

ACADEMIC DELEGATIONS

### **Document Status**

Owner	Chief Academic Officer	March 2015
Approving Authority	Academic Board	April 2015
Publication	Version 11 (Public)	June 2020
Review Date	Review of Version 11	June 2023

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## 1 Policy Statement

This document provides details of decision authorities/delegations for academic decisions. It should be considered beside the Management and Financial Delegations (PO-GEN-18) and the Human Resources Delegations (PO-GEN-20).

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## 2 Scope

This policy applies to the whole College.

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## 3 Responsibility

The following members of staff are responsible as noted in the tables below.

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## 4 Definitions

n/a

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## 5 Principles

Excelsia College is committed to sound governance, including clarity about authorities for decisions throughout the College.

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## 6 Related Documents and References

External Documents, e.g. Legislation

Internal Documents, e.g. Policy

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## 7 Mapped to HESF

The content of this policy is mapped to the HESF 6.3

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## 8 Other

### Admission and Enrolment

Item	Responsible Officer/Body	Endorsement/Referral to	Approving Officer/Body	Communication to...	Record Kept by	Record Placement
Admissions (Standard)	Chief Admission Officer	Chief Admissions Officer	Chief Admissions Officer	Head of School Chief Student Services Officer Academic Registrar	Chief Admissions Officer	Student File /Paradigm
Admissions (Non-Standard, e.g. Provisional, Conditional)	Chief Admissions Officer	Chief Admissions Officer	Chief Admissions Officer	Head of School Chief Student Services Officer Academic Registrar	Chief Admissions Officer	Student File /Paradigm
Vary Admissions Criteria	Chief Academic Officer	Academic Board	Academic Board	Head of School Registrar	Registrar	Student File /Paradigm
Deferral of Course Enrolment	Registrar	Head of School	Registrar	Head of School	Registrar	Student File /Paradigm
Transfer Between Courses	Registrar	Chief Academic Officer	Chief Academic Officer	Head of School	Registrar	Student File /Paradigm
Approve Cross school Unit Enrolment	Head of School	Chief Academic Officer	Registrar	Student	Registrar	Student File/Paradigm
Approve Variation in Unit Enrolment (up to Census Date)	Head of School	Chief Academic Officer	Registrar	Registrar	Registrar	Paradigm
Approve Change in Unit Enrolment (after Census Date)	Registrar	Chief Academic Officer	Registrar	Student Head of School	Registrar	Paradigm
Leave of Absence	Registrar	Head of School	Registrar	Student	Registrar	Paradigm
Withdrawal	Registrar	Head of School	Registrar	Student	Registrar	Paradigm
Cancel / Extend Course Enrolment (exceed maximum study time)	Registrar	Learning and Teaching Committee	Chief Academic Officer	Student Head of School	Registrar	Paradigm

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### Credit and RPL

Item	Responsible Officer/Body	Endorsement /Referral t	Approving Officer/Body	Communication to	Record Kept by	Record Placement
Approve Credit (Standard)	Head of School	Chief Academic Officer Director of Quality	Chief Academic Officer	Student Director of Quality Assistant Registrar	Head of School	Student File /Paradigm
Approve Credit (Non-Standard)	Head of School	Chief Academic Officer Director of Quality	Chief Academic Officer	Student Director of Quality Assistant Registrar	Head of School	Student File /Paradigm
Approve RPL (Standard)	Head of School	Chief Academic Officer Director of Quality	Chief Academic Officer	Student Director of Quality Assistant Registrar	Head of School	Student File /Paradigm
Approve RPL (Non-standard)	Head of School	Chief Academic Officer Director of Quality	Chief Academic Officer	Students Director of Quality Assistant Registrar	Head of School	Student File /Paradigm

### Extensions and Workloads

Item	Responsible Officer/Body	Endorsement/ Referral to...	Approving Officer/Body	Communication to...	Record Kept by...	Record Placement
Approve Extensions (up to 4 weeks)	Head of School	Chief Academic Officer	Head of School	Student	Head of School	School Records
Approve Extensions (beyond 4 weeks)	Chief Academic Officer	Learning and Teaching Committee	Chief Academic Officer	Student	Head of School	School Records
Exceed FTE Load (up to and including 1.25FTE)	Head of School	Chief Academic Officer	Head of School	Chief Student Services Officer Academic Registrar	Registrar	Paradigm
Exceed FTE Load (greater than 1.25)	Chief Academic Officer	Learning and Teaching Committee	Chief Academic Officer	Chief Student Services Officer Academic Registrar Head of School	Chief Student Services Officer Academic Registrar	Paradigm
Approve DISC	Head of School(s)	Chief Academic Officer	Head of School	Student	Chief Student Services Officer Academic Registrar	Paradigm

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## Progression and Graduation

Item	Responsible Officer/Body	Endorsement/ Referral to...	Approving Officer/ Body	Communication to...	Record Kept by...	Record Placement
Probation	Chief Student Services Officer Academic Registrar	Chief Academic Officer	Chief Student Services Officer Academic Registrar	Student Head of School Chief Academic Officer Management Committee	Chief Student Services Officer Academic Registrar	Paradigm
Show Cause	Chief Student Services Officer Academic Registrar	Chief Academic Officer	Chief Student Services Officer Academic Registrar	Student Head of School Chief Academic Officer Management Committee	Chief Student Services Officer Academic Registrar	Paradigm
Exclusion	Chief Academic Officer	Chief Academic Officer	Chief Academic Officer	Student Chief Student Services Officer Academic Registrar Head of School Management Committee	Chief Student Services Officer Academic Registrar	Paradigm
Appeal Against Exclusion	Grievance Committee	External Grievance Process (COPHE)	Grievance Committee	Student Head of School	Chief Student Services Officer Academic Registrar	Paradigm
Approve Grades	Learning and Teaching Committee	Academic Board	Academic Board	Students	Chief Student Services Officer Academic Registrar	Paradigm
Withhold Grades	Chief Student Services Officer Academic Registrar	Chief Academic Officer	Chief Student Services Officer Academic Registrar	Student Head of School	Chief Student Services Officer Academic Registrar	Paradigm
Approve Graduands	Learning and Teaching Committee	Academic Board Board of Directors	Board of Directors	Student	Chief Student Services Officer Academic Registrar	Paradigm

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## Curriculum Development

Item	Responsible Officer/Body	Endorsement / Referral to...	Approving Officer/Body	Communication to...	Record Kept by...	Record Placement
Approve Course Development	Chief Executive	Chief Academic Officer Academic Board	Board of Directors	Chief Student Services Officer Academic Registrar Head(s) of School	Director of Quality	Quality Records
Conduct Course Review	Head of School	Chief Academic Officer Director of Quality	Chief Academic Officer	Chief Student Services Officer Academic Registrar Head(s) of School Director of Quality Learning and Teaching Committee Management Committee	Director of Quality	Quality Records
Approve Unit Development	Chief Academic Officer	Chief Executive Registrar Academic Board	Chief Academic Officer	Head of School	Director of Quality	Unit Registry
Approve Unit Substitution / Unit Equivalence	Chief Academic Officer	Academic Board	Chief Academic Officer	Head of School Chief Student Services Officer Academic Registrar Director of Quality	Director of Quality	Unit Registry
Minor Change to Assessment	Head of School	Chief Academic Officer	Chief Academic Officer	Chief Student Services Officer Academic Registrar Director of Quality	Registrar Director of Quality	Unit Registry
Major Change to Assessment	Chief Academic Officer	Academic Board	Academic Board	Chief Student Services Officer Academic Registrar Director of Quality	Registrar Director of Quality	Unit Registry
Change in Delivery Mode	Chief Academic Officer	Academic Board	Academic Board	Chief Student Services Officer Academic Registrar Head of School Director of Quality	Director of Quality	Unit Registry
Update Course Unit Outline	Head of School	Director of Quality	Chief Academic Officer	Chief Academic Officer	Director of Quality	Unit Registry

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### Curriculum Development (cont.)

Item	Responsible Officer/Body	Endorsement / Referral to...	Approving Officer/Body	Communication to...	Record Kept by...	Record Placement
Vary Course Unit Outline (Minor)	Head of School	Chief Academic Officer	Chief Academic Officer	Lecturers Director of Quality	Director of Quality	Unit Registry
Vary Course Unit Outline (Major)	Chief Academic Officer	Academic Board	Academic Board	Chief Student Services Officer Academic Registrar Director of Quality	Director of Quality	Unit Registry
Develop Assessment Matrices	Head of School	Chief Academic Officer Academic Board	Head of School	Lecturers Director of Quality	Director of Quality	Unit Registry

### Discipline and Misconduct

Item	Responsible Officer/Body	Endorsement / Referral to...	Approving Officer/ Body	Communication to...	Record Kept by...	Record Placement
Academic Misconduct (Minor)	Head of School	Chief Academic Officer	Head of School	Chief Student Services Officer Academic Registrar	Chief Student Services Officer Academic Registrar	Paradigm
Academic Misconduct (Major)	Chief Academic Officer	Student Misconduct Committee	Chief Academic Officer	Chief Student Services Officer Academic Registrar	Chief Student Services Officer Academic Registrar	Paradigm
Non-Academic Misconduct (Minor)	Head of School	Chief Academic Officer	Head of School	Chief Student Services Officer Academic Registrar	Chief Student Services Officer Academic Registrar	Paradigm
Non-Academic Misconduct (Major)	Chief Academic Officer	Student Misconduct Committee	Chief Academic Officer	Chief Student Services Officer Academic Registrar	Chief Student Services Officer Academic Registrar	Paradigm

### Ethics and Research

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<b>Item</b>	<b>Responsible Officer/Body</b>	<b>Endorsement / Referral to...</b>	<b>Approving Officer/Body</b>	<b>Communication to...</b>	<b>Record Kept by...</b>	<b>Record Placement</b>
Approve Research Projects (not involving research participants)	Head of School	Director of Research	Head of School	Student	Head of School	School Records
Approve Research Projects (involving research participants)	Director of Research Ethics Committee	Academic Board	Ethics Committee	Student Head of School	Director of Research	Research Files

### Policy and Procedure

<b>Item</b>	<b>Responsible Officer/Body</b>	<b>Endorsement / Referral to...</b>	<b>Approving Officer/Body</b>	<b>Communication to...</b>	<b>Record Kept by...</b>	<b>Record Placement</b>
Development and Approval of Academic Policy and Procedure	Chief Academic Officer	Learning and Teaching Committee	Academic Board	Staff and Students	Director of Quality	QMS/Website

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## 9 Document History

This Policy has been amended as follows:

Version	Amendments / Date / Notes
Version 11	Title changes and changes in responsibilities

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