



Cairnmillar
INSTITUTE

Treatment | Education | Research

Register of Responsibilities for Academic Student Matters

Policy name	Register of Responsibilities for Academic Student Matters
Policy number	SSP004
Date approved	13 May 2015
Approving body	The Academic Board (Senatus)
Responsible officer	The Head of School
Implementation officer	Head of School Academic Registrar Course Coordinators Head of Administration
Next review date	June 2017
Linked policies	
Linked forms	

Through the Terms of Reference of the Academic Board the Council of the Institute has delegated the academic governance of the School to the Academic Board, and has provided that the Board may delegate any of its powers to the Head of School for purposes specified in the instrument of delegation, but remains responsible for any outcomes.

Using that power of delegation the Board has delegated to the Head of School responsibility for the day-to-day operation of the School. To assist the Head of School in carrying out that delegation it is necessary that an array of functions related to enrolment, teaching and the provision of services to students are made the responsibility of other staff.

This register lists those functions involved and the staff to whom the Head of School looks for them to be carried out. It does not include financial and facilities matters that have been delegated by the Council to other Officers. The Academic Board retains the responsibility for the units and courses to be offered in consultation with the Head of School.

General considerations

The Register consists of three separate schedules detailing activities and positions (or committees) with the responsibility to deal with academic student (coursework) matters, international (coursework and research), student matters, and research student matters.

Operation guidelines:

- Responsibilities are related to named positions and are the task of the person holding a named position from time to time, (the responsible person) including when acting in the position.
- A responsibility must not be exercised where this would involve a conflict of interest.
- A responsible officer's supervisor may exercise the same level of responsibility as the responsible person and so on up to the Academic Board.
- If a position is abolished or re named, and unless the Head of School decides otherwise, the responsibility passes to the principal successor to the functions of the original position.
- The responsibilities contained in these schedules are approved by the Academic Board and subject to periodic review by the Board to ensure they operate effectively and fulfill their functions.

Register

Function	Activity	Responsible Person	Policy/ Rules	Quality Assurance
1. Admission	1.7 Approve an individual offer	Course Coordinator		Head of School and Board offers and acceptance
	1.8 Approve an individual direct offer	Course Coordinator		Academic Registrar to provide a rolling three year report annually to Head of School and Board on direct offers and acceptances
	1.9 Approve an offer for admission on the basis of special consideration	Head of School		Course Coordinator and Academic Registrar
	1.10 Approve an offer of place on the basis of uncredentialed learning	Head of School		Course Coordinator and Academic Registrar
	1.11 Approve an offer of place following an academic exclusion,	Head of School		Academic Registrar and Course Coordinator
	1.12 Approve the return to study of a student following exclusion under misconduct	Head of School	Academic Misconduct Policy	

	1.13 Approve course transfer	Head of School		Academic Registrar
	1.14 Approve deferment of a place	Course Coordinator	Student Selection, Admission and Enrolment Policy	Academic Registrar
2. Enrolments	2.1 Provide advice on enrolment (administrative matters)	Academic Registrar		
	2.2 Provide academic course advice	Course Coordinator		
	2.3 Approve individual student enrolment in a restricted access major	Course Coordinator		
	2.4 Approve the waiver of unit rules (pre requisites and co requisites)	Course Coordinator		
	2.5 Approve late enrolment after Week 1 prior to census date	Course Coordinator		
	2.6 Approve late unit enrolment after census date	Course Coordinator		
	2.7 Approve withdrawal without academic penalty after census date	Academic Registrar	Higher Education Support Act (HESA) 2003 and the Fee Rules 2010 (Rule 8(1)(d))	Head of Administration
	2.8 Approve leave of absence (intermission)	Course Coordinator	Student Selection, Admission and Enrolment Policy	Academic Registrar
	2.9 Approve cross-institutional, study abroad, exchange program	Course Coordinator		Academic Registrar
3. Student Fees	3.1 Initiate full or partial refund of domestic tuition fees or remission of HELP debt	Academic Registrar	HESA (2003) and Fee Rules 2010 (Rule 10) and the Domestic Student Fees Policy	Head of Administration
	3.2 Authorise the issue or removal of a Financial Encumbrance from a student's records	Academic Registrar	Domestic Student Fees Policy	

4. Assessment	4.1 Exam paper authorization	Course Coordinator		
	4.2 Authorise the finalization of grades	Course Coordinator	Assessment Procedures Policy	Academic Registrar
	4.3 Approve an amendment to a grade	Course Coordinator	Assessment Procedures Policy	
	4.4 Approve extensions for assessment items	Unit Coordinator	Assessment Procedures Policy	Appeals to Course Coordinator
	4.5 Authorise conversion of 'withheld' and missing results to fail grades after the 'withheld' resolution date deadlines	Academic Registrar	Assessment Procedures Policy	Academic Registrar
	4.6 Authorise supplementary assessment (including supplementary examination)	Unit Coordinator	Assessment Procedures Policy	Academic Registrar to provide an annual report to Head of School and Board
	4.7 Authorise a deferred examination	Course Coordinator	Assessment Procedures Policy	
	4.8 Determination on plagiarism (Academic Integrity)	Course Coordinator	Assessment Procedures Policy	
	4.9 Review of results and decisions on formal appeals	1. Unit Coordinator but may be delegated to another academic 2. Head of School	1. Assessment Procedures Policy 2. Student Grievance Procedures Policy	Reports as detailed in Student Grievance Procedures
5. Progress	5.1 Identify students who have failed to make satisfactory academic progress – academic probation	Course Coordinator acting as an appropriate review authority	Academic Progress and Show Cause Policy	Academic Registrar provide report to Head of School at the end of each processing period and an annual report to the Board
	5.2 Review academic exclusion	Head of School and Course Coordinator acting as an appropriate review authority	Academic Progress and Show Cause Policy	Academic Registrar provide report to Head of School at the end of each processing period and an annual report to the Board

	5.3 Student appeal against academic probation or exclusion (for cases that are not resolved as an amendment to enrolment)	As per the Student Grievance Procedures	Academic Progress and Show Cause Policy	Reports as detailed in the Academic Progress and Show Cause Policy
	5.4 Approve credit on the basis of an incomplete course	Course Coordinator	Recognition of Prior Learning Policy	
	5.5 Approve credit transfer (articulation) arrangements	Course Coordinator	Recognition of Prior Learning Policy	
	5.6 Grant credit on the basis of external studies or completed courses	1. Course Coordinator or Unit Coordinator where an agreed credit transfer arrangement exists OR 2. Unit Coordinator and Course Coordinator for specified credit OR 3. Course Coordinator for block credit or unspecified credit	Recognition of Prior Learning Policy	
	5.7 Approve credit on the basis of Recognition of Prior Learning (RPL)	1. If no precedent exists (Unit Coordinator and Course Coordinator) and either Head of School as determined by the Executive Director 2. If a precedent exists – Unit Coordinator and Course Coordinator	Recognition of Prior Learning Policy	Academic Registrar to provide an annual report to Academic Board
	5.8 Authorise exception to Recognition of Prior Learning Policy	Head of School	Recognition of Prior Learning Policy	Details to be noted by Academic Board twice yearly
	5.9 Approve a variation of course requirements compliant with policy	Head of School		

	5.10 Approve a variation of course requirement not consistent with policy except where the variation is for an extension of the maximum amount of time to complete the requirements of the enrolled course	1. Head of School where the variation is to change the minimum amount of study 2. Head of School or other authority as determined by the Board		Details to be noted by Board yearly
	5.11 Approve a variation of course requirements for an extension to the maximum amount of time to complete the academic requirements of a course	Board Head of School		
	5.12 Certify a student has met the academic requirements of the course	Course Coordinator	Graduation Attainment and Awards Policy	
	5.13 Certify an award may be made to a student	Course Coordinator	Graduation Attainment and Awards Policy	
	5.14 Admit a student to an award	Course Coordinator	Graduation Attainment and Awards Policy	
	5.15 Determination of level of Honours	Course Coordinator	Graduation Attainment and Awards Policy	
	5.16 Determination of Medals, Executive Director's Commendations and Head of School's Excellence Awards	Head of School	Graduation Attainment and Awards Policy	
	5.17 Prizes	Academic responsible for Prize (Unit or Course Coordinator)	Graduation Attainment and Awards Policy	