

STANDING DELEGATIONS OF AUTHORITY

11 October 2017

The delegations contained in this instrument include the key decision-making authorities in respect of the financial, human resources, administrative, academic and governance functions of the University. Council has made these delegations pursuant to section 17 of the *University of Technology Sydney Act 1989* (UTS Act), which provides that Council may, by resolution, delegate all or any of its functions (except the power of delegation) to:

- any member or committee of Council, or
- any authority or officer of the University, or
- any other person or body prescribed by the University of Technology Sydney By-law 2005 (UTS By-law), as amended.

**In exercising any delegated function,
a delegate must observe the Delegation Principles outlined on pages 5 and 6.**

Any questions about the interpretation of the Standing Delegations of Authority, suggestions for amendment of the Standing Delegations of Authority and requests for assistance in drafting proposed specific delegations should be made to:

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Delegation Principles

In exercising any delegated function, a delegate must observe the following Principles.

1.	Delegated functions may only be exercised if provided for by a Standing Delegation or a specific delegation from Council.
2.	These delegations are to be exercised subject to and in accordance with any relevant legislation, including, but not limited to, the UTS Act and UTS By-law, as well as the Rules of the University, UTS Enterprise Agreements, University policies, Codes of Conduct, Vice-Chancellor's Directives, Guidelines, Procedures and management designations, authorisations and instructions.
3.	In the event of any inconsistency between the contents of this document, and the contents of any policy or procedural documents, the contents of this document prevail.
4.	<ol style="list-style-type: none"> a. Delegated functions may not be exercised by a person who is not a UTS employee unless instrument of delegation expressly states that such delegation may be exercised by a contractor or other person who is not an employee. b. In exercising any delegation, the delegate must act in the interests of the University, for the purpose delegated and not for any improper purpose.
5.	In exercising any delegation, the delegate must have regard to any relevant Principles of procedural fairness.
6.	A delegation of a authority to a Pro Vice-Chancellor or Dean or Faculty Board is limited to the business and affairs of the relevant Faculty/Function unless otherwise specified in the terms of the delegation.
7.	Delegations to persons holding specific positions: a delegation relates to the delegate's position, not the individual occupying the position. An authority delegated to an officer of the University extends to any person officially acting in that position on a temporary basis, unless otherwise specified in the appointment to act.
8.	Delegations to individuals: delegations have been created with the University's organisation structure in mind. Delegations are therefore included in those held by a delegate's supervisor. If an officer is unable to carry out the duties associated with his or her delegation for any reason, including a potential or actual conflict of interest or a temporary incapacity or absence, the delegation may be exercised by the delegate's supervisor. Delegations 1.10 to 1.13 operate in exception to this Principle.
9.	<p>To ensure administrative efficiency of University operations:</p> <ol style="list-style-type: none"> a. a delegate under Delegation 1.2 may authorise any employee under that delegate's supervision to expend funds for and on behalf of, and in the name of, that delegate, which do not exceed thresholds of \$20,000, \$10,000 and \$5000. Any authorisation may only be granted and exercised in accordance with guidelines issued from time to time by the Chief Financial Officer. The Principles applying to the exercise of Council delegations apply equally to holders of authorisations to expend funds. b. where provision is made within Section 2 of the Standing Delegations, a delegate may authorise an employee under that delegate's supervision to perform functions for and on behalf of, and in the name of, that delegate, provided that the authorisation is approved by the Provost. Any authorisation may only be granted and exercised in accordance with guidelines issued from time to time by the Director, Human Resources. The Principles applying to the exercise of Council delegations apply equally to holders of human resources authorisations.
10.	Delegations to committees, including committees of Academic Board and Faculty Boards, can only be made by Council and must be exercised in accordance with the committees' normal approved decision-making processes. The delegation of a function to a committee or a board is made on the basis that the committee will itself exercise the function without making any further delegation. Accordingly, any action or decision purportedly taken by the chair or a sub-group of a committee or board under a function delegated to a committee or a board has no effect unless Council has explicitly made a delegation to the chair or sub-group.

11. In exercising a delegated function, a delegate may seek appropriate advice in order to be properly informed. However, the delegated function must be exercised by the delegate without any undue influence by any other person or body.
12. A delegate (officer or committee) has the authority to make decisions in either the positive or negative. That is, for all decisions taken, the delegate may either determine to take a particular action (including to rescind, disestablish and terminate) or to take no action.
13. Members of the UTS Senior Executive may act on urgent matters in the absence of other members, in accordance with Appendix A . Council has determined that, in the deemed absence of both the Chancellor and the Deputy Chancellor, the Chancellor's authority with respect to affixing the seal or taking executive action or approving any matter which Council has delegated to the Chancellor shall be exercised by a member of the Council not being a member of the staff of the University in a specified order subject to their availability: see Appendix B .
14. Delegation limits apply to transactions and a transaction may not be separated into parts, nor may the total cost of a transaction be set off by deductions or trade-ins in order to meet a limit on a delegate's authority. Generally, taxes and duties are to be included in the total cost of the transaction except, where claimable ¹ , the Goods and Services Tax (GST), which is not to be included. A delegation is required both to enter into the transaction and to authorise the payments under the transaction. Except in the case of capital works (see Delegation 1.3), a variation in the cost of a transaction must be approved by the delegate who approved the original transaction, if the total amount is within their delegation. Should the sum of the variation and the original cost exceed the delegate's authority, the variation must be submitted for approval to another delegate who has the necessary level of authority.
15. Authorisation to operate a UTS corporate credit card does not of itself confer on a staff member a delegation to commit or expend funds. Acquittal of purchases made by credit card, as for purchases made by any other means, must be approved by a delegate who has authorisation under these Standing Delegations, or a specific delegation from Council or under a rule.
16. a. A delegate or nominee may not exercise a delegation that would provide them with any direct or indirect benefit. Therefore, delegates may not approve matters including their own appointment, remuneration, payment or reimbursement, promotion, transfer or secondment, travel, absence or termination. b. Where members of the UTS Council or a Council committee are involved in any way other than in their role as a Council or Council committee member, and the delegate (or nominee) is aware of that involvement, the delegate (or nominee) must disclose that involvement to the University Secretary. The University Secretary must notify the Chancellor. In such cases, no delegation may be exercised until the University Secretary has confirmed in writing, the approval of the use of the delegated authority.
17. The Council may withdraw any delegation at any time without notice.
18. Where a power or authority is delegated to exercise functions, then that power or authority extends to the execution of documents (eg contracts, agreements) necessary to give effect to that function (in accordance with the relevant Rules, policies and procedures of the University relating to the execution of documents) unless a specific delegation states otherwise.
19. It is a requirement that records be kept of all decisions taken under these Standing Delegations.

The University Secretary is responsible for maintaining a register of delegations approved by Council, in accordance with Rule G5 of the General Rules of the University; while the Chief Financial Officer is responsible for maintaining the [Principle 9](#) expenditure authorisations register and the Director, Human Resources, is responsible for maintaining the [Principle 9](#) human resources authorisations register.

The University Secretary is also required to undertake an annual review of the delegations and the [Principle 9](#) authorisations, and submit a report to Council that includes recommendations for new delegations and for amendment or rescission of existing delegations.

¹ For all taxable supplies except the following: entertainment (unless subject to Fringe Benefits Tax (FBT)); relatives; travel (unless subject to FBT); club and leisure facilities or boats (unless subject to FBT); residential rent (unless the charity exemption applies); non-compulsory uniforms; penalties; and certain non-cash business benefits used for private purposes.

1. Finance and assets

1.1 Budget

Council has reserved to itself the authority to approve the annual UTS budget.

The Finance Committee of Council and the Vice-Chancellor have the authority to allocate additional unbudgeted revenue, and/or approve unbudgeted expenditure items involving a change to the budgeted surplus/deficit and/or, new continuing commitments within the following limits.

Delegate	Limit of change to budgeted surplus/deficit	Limit of new continuing commitment
Finance Committee of Council	± 20%	\$2,000,000
Vice-Chancellor	± 10%	\$500,000

Members of the senior executive (as defined in Appendix A), Deans and Directors have the authority to approve the reclassification of items of expenditure in approved budgets within their areas of responsibility.

1.2 General expenditure

The following delegates have authority to commit funds up to the limit specified below within their areas of responsibility and within the approved annual budget, subject to the availability of funds and to the exceptions specified below. This authority includes the execution of related documents in accordance with the [Protocol for Execution of Documents](#) and the [UTS Procurement Policy](#).

Exceptions:

Capital works: see [Delegation 1.3](#)

Sale, purchase or lease of real property: see [Delegation 1.4](#)

Facilities management: see [Delegation 1.5](#)

Library acquisitions: see [Delegation 1.6](#)

Insurance: see [Delegation 1.16](#)

Commercial activities: see [Delegation 1.17](#)

Recruitment of staff: see [Delegation 2.1](#)

Travel: see [Delegation 2.9](#)

Engagement of external lawyers: see [Delegation 3.9](#)

External research grants: see [Delegation 5.1](#)

Human resources and payroll functions: see [Section 2](#)

Delegation band	Limit
Finance Committee of Council Physical Infrastructure Committee of Council (for expenditure that is incidental to the capital development or maintenance of the University's land, infrastructure and facilities) [in both instances - documents executed by the Vice-Chancellor]	\$12,000,000
Vice-Chancellor and either the Chancellor or the Chair of the Finance Committee, acting jointly [documents executed by the Vice-Chancellor]	\$8,000,000
Band 1 Vice-Chancellor	\$5,000,000

Delegation band (continued)	Limit (continued)
Band 2 Provost Deputy Vice-Chancellor (Resources) Deputy Vice-Chancellor (Research) Deputy Vice-Chancellor (International and Advancement) Deputy Vice-Chancellor (Education and Students) Deputy Vice-Chancellor (Corporate Services) Deputy Vice-Chancellor (Innovation and Enterprise)	\$750,000
Band 3 Pro Vice-Chancellor Assistant Deputy Vice-Chancellor Deans Director, UTS International University Librarian Director, Facilities Management Operations Director, Program Management Office Chief Financial Officer Director, Human Resources Unit Chief Information Officer Director, Institute for Sustainable Futures Director, Australia-China Relations Institute Director, Institute for Public Policy and Governance Director, Research and Innovation Office Director, Commercial Director, Marketing and Communication	\$150,000
Band 4 University Secretary and Director, Governance Support Unit Unit Directors (Not identified above) Director, Centre for Health Economics Research and Evaluation Director, Innovation and Creative Intelligence Unit Executive Director, Social Justice Deputy Director, Institute for Sustainable Futures Deputy Director, Institute for Public Policy and Governance Deputy Deans Deputy Chief Financial Officer Associate Deans Assistant Director, Human Resources Unit Heads of School/ Department/ Discipline (as so titled for each faculty or School of Business) Faculty Managers (or equivalent position) General Manager (Technical Services) (Faculty of Science) Manager, Corporate Finance Manager, Technical Services (Faculty of Engineering & Information Technology) Manager, Information Technology Infrastructure Manager, Web and Application Services Manager, Audio Visual Services (Information Technology Division) Manager, Client Services (Information Technology Division) Divisional Administrator (Information Technology Division) Manager, Operations (Program Management Office) Manager, Business Development and Operations (Commercial) Executive Manager, Institute for Public Policy and Governance	\$50,000

The Chancellor has delegated authority to approve up to \$50,000, expenses incurred by the Vice-Chancellor, within the approved annual budget, subject to the availability of funds and in compliance with approved policies.

If a member of Council incurs out of pocket expenses while engaged on University business, the University Secretary may authorise the payment (in whole or in part) of those expenses to reimburse that member.

Delegate for approved capital expenditure program (1.3c)	Limit
Physical Infrastructure Committee of Council (documents to be executed by the Vice-Chancellor)	\$6,000,000
Vice-Chancellor and either the Chancellor or the Chair of the Physical Infrastructure Committee, acting jointly (documents executed by the Vice-Chancellor)	\$4,000,000
Vice-Chancellor	\$3,000,000
Deputy Vice-Chancellor (Resources)	\$2,000,000
Director, Facilities Management Operations	\$1,000,000
Manager, Building Services Manager, Projects (Facilities Management Operations)	\$500,000
Finance Business Partner - Resources	\$250,000

For information technology infrastructure:

The following delegates have authority to commit funds as indicated within their areas of responsibility in relation to information technology infrastructure, within the project budget approved by the appropriate authority, subject to the availability of funds. This authority includes the execution of related documents in accordance with the [Protocol for Execution of Documents](#) and the [UTS Procurement Policy](#).

Delegate	Limit
Deputy Vice-Chancellor (Corporate Services)	\$750,000
Chief Information Officer	\$500,000
Manager, Information Technology Infrastructure	\$100,000

1.4 Real property transactions

Council may, subject to [section 18\(2\) of the UTS Act](#), alienate, mortgage, charge or demise any lands of the University; and, the Council shall not, alienate, mortgage, charge or demise any lands acquired by the University from the State at nominal or less than market value except with approval from the Minister.

The following delegates have authority to execute documents relating to the University's interests in land, in accordance with any specific delegation made by Council by resolution, and subject to approval by a delegate who has the relevant financial authority under [Delegation 1.2](#) or [Delegation 1.3](#). Documents must be executed in accordance with the [Protocol for Execution of Documents](#).

In the case of commercial leases, the delegation is to be exercised within the parameters set by Council for commercial leases, which may take the form of general Principles, annual determinations or parameters determined for specific projects.² The authority does not extend to executing documents to commence litigation.

As per section 5.4 of the [Commercial Activities Policy](#) the Finance Committee will review and report to Council on the Acquisition and Disposal of Property and Shares.

Delegate	Transaction
Vice-Chancellor	Purchase of land Sale of land

² These parameters are currently set out in the UTS Premises Lease Plan 2016, approved by Council in November 2015.

Delegate	Transaction
Deputy Vice-Chancellor (Resources)	<p>Lodgement of statutory or other application that could change the status or otherwise relates to, the relevant parcel of land</p> <p>Lease (including assignment, subletting, variation and surrender of lease), licence or grant of easement or covenant or restriction (UTS as lessor, licensor or grantor), including any documents or dealings related to the lease, licence, easement, covenant or restriction</p> <p>Lease (including assignment, subletting, variation and surrender of lease), licence or grant of easement or covenant or restriction (UTS as lessee, licensee or grantee), including any documents including dealings related to the lease, licence, easement, covenant or restriction</p> <p>Caveats</p> <p>Plans including plans of subdivision, plans of consolidation and deposited plans</p>
Director, Facilities Management Operations Director, Program Management Office	Lodgement of applications and documents required for property development which do not change the status of the relevant parcel of land, eg Development Approvals, Construction Certificates, etc., including authority to provide 'landowners consent'

1.5 Facilities management

The following delegates have authority to commit funds and receive revenue as indicated within their areas of responsibility and within the approved budget, subject to the availability of funds. This authority includes the execution of related documents in accordance with the [Protocol for Execution of Documents](#) and the [UTS Procurement Policy](#).

Delegate	Limit
Vice-Chancellor (statutory maintenance and services contracts, IT leases and services, facilities hire, commercial conferences, workshops, events and Student Housing related services and maintenance) Deputy Vice-Chancellors and Director, Facilities Management Operations (scheduled payments of invoices for utilities and essential services agreements approved by the Vice-Chancellor); Chief Information Officer (IT leasing schedules)	Unlimited, subject to adherence with the University's approved procurement processes
Deputy Vice-Chancellor (Resources) (cleaning, contract security, facilities hire, commercial conferences, workshops and events, heating and lighting, motor vehicles, parking facilities, rates)	\$400,000
Deputy Vice-Chancellor (Education and Students) (Student Housing related services and maintenance) Director, Facilities Management Operations (cleaning, contract security, building maintenance, heating and lighting, motor vehicles, parking facilities, rates) Director, Program Management Office Manager, Sustainability (utilities)	\$250,000
Manager, Building Services (building maintenance) Manager, Projects (Facilities Management Operations) Manager, Security (contract security, parking facilities) Manager, Central Services (cleaning, motor vehicles) Finance Business Partner - Resources	\$150,000

Delegate	Limit
Director, Commercial (facilities hire, commercial conferences, workshops and events) * Director, Facilities Management Operations (urgent replacement of Student Housing plant and equipment) * Director, Student Services Unit (Student Housing related services and maintenance and urgent replacement of Student Housing plant and equipment) * Manager, UTS Housing (urgent replacement of Student Housing plant and equipment)	\$100,000
Manager, Property (facilities hire) Manager, Housing (Student Housing related services and maintenance)	\$50,000

* Requests for expenditure on non-urgent replacement of Student Housing plant and equipment to be submitted to Facilities Management Operations.

Fee waivers or reductions for facilities hire are (in accordance with the Facilities Hire Directive) to be approved by a member of the Senior Executive.

1.6 Library acquisitions

The University Librarian has authority to commit and expend funds for library acquisitions (without limit), within the approved annual allocation for library acquisitions, subject to the availability of funds.

The following delegates have authority to commit and expend funds to the limits specified below for library acquisitions within the approved annual allocation for library acquisitions, subject to the availability of funds.

Delegate	Limit
Director, Library Resources Unit	\$150,000
Scholarly Information Manager	\$75,000
Team Leader, Finance and Vendor Relationships	\$50,000
Team Leader, Collection Development and Evaluation Librarian, Metadata and Discovery Services	\$25,000
Senior Librarian, Finance and Vendor Relationships	\$10,000

1.7 Revenue

The Vice-Chancellor and Deputy Vice-Chancellors have authority to execute documents committing the University to the performance of activities and fulfilment of conditions connected with the receipt of revenue (including the submission of tenders) up to the same limit as their general expenditure delegation, within their areas of responsibility. This authority must be exercised in accordance with the [Protocol for Execution of Documents](#). Where the transaction in question is a commercial activity, the [Commercial Activities Policy](#) applies.

Exceptions:

Sale, purchase or lease of real property: see [Delegation 1.4](#)

Facilities hire, occupancy of student residences: see [Delegation 1.5](#)

Fees and charges: see [Delegation 1.8](#)

Naming rights, corporate sponsorships and gifts: see [Delegation 1.9](#)

Research grants: see [Delegation 5.1](#)

Commercial research agreements: see [Delegation 5.1](#)

1.8 Fees and charges

The Vice-Chancellor has authority to approve the annual fees and charges schedule, comprising course fees and student services and amenities fees.

The Deputy Vice-Chancellors have authority to determine other fees and charges, including rents and licence fees, within their areas of responsibility. These delegates should notify the exercise of this delegation to the Director, Student Administration Unit, for inclusion in the fees and charges register. The determinations of fees and charges should include guidance on circumstances in which it is appropriate to refund or waive fees and charges, approve extensions of time in which they are to be paid or allow payment by instalments.

Deans and Directors have the authority to approve the sale of publications and other goods and services, subject to the [Commercial Activities Policy](#).

The Director, Student Administration Unit has authority to approve charges for administrative services for students and a refund of tuition fees and charges.

1.9 Fundraising and naming

Naming

Council has reserved to itself the authority to approve the naming of buildings and parts of buildings; outdoor facilities; University entities such as faculties, departments, centres, schools and institutes; collections; academic programs; and Chairs.

The naming of University entities in recognition of supporters is governed by the [UTS Recognition Naming Policy](#). The naming of University entities to honour a person or organisation is governed by the [Policy on University Honours](#).

The Vice-Chancellor or the Deputy Vice-Chancellor (International and Advancement) has authority to approve the recognition naming of academic awards, student awards, academic positions other than Chairs, and the naming of things other than those listed above.

A decision to modify or withdraw use of a supporter's name will be made by Council.

Fundraising

The Vice-Chancellor has authority to approve fundraising projects. The Deputy Vice-Chancellor (International and Advancement) has authority to approve fundraising projects for up to \$250,000. Approval of fundraising projects is governed by the [UTS Fundraising Policy](#).

The following delegates have authority to solicit philanthropic donations to the University or to authorise the solicitation of such donations: the Vice-Chancellor; the Deputy Vice-Chancellor (International and Advancement); the Director, Advancement; Deputy Director, Philanthropy; Deputy Director, Faculty Advancement; Advancement Managers and Trust and Foundations Manager.

The solicitation of philanthropic donations is governed by the [UTS Fundraising Policy](#).

Accepting donations and sponsorships

Council has reserved to itself the authority to accept gifts to the University of land.

The following delegates have authority to:

- accept gifts or bequests to the University of things other than land, of a value to the limit specified below, or of a type specified below
- accept sponsorships (in money or in kind) of a value to the limit specified below, or of a type specified below
- agree to the conditions (excluding naming: see under 'Naming' above) imposed in respect of any such gift, bequest or devise
- execute documents in relation to any such gift, bequest or devise.

Delegate	Limit/type
Vice-Chancellor	Unlimited
Provost Deputy Vice-Chancellor (International and Advancement)	\$250,000
Other Deputy Vice-Chancellors	Sponsorships within their areas of responsibility up to a value of \$100,000
Director, Advancement	\$100,000

Delegate	Limit/type
Deputy Director, Philanthropy Deputy Director, Faculty Advancement	\$50,000
University Librarian Director, Library Resources Unit Director, Education & Research Services Unit	Library materials to unlimited value
Director, Student Services Unit Manager, Housing	Sponsorships within their areas of responsibility up to a value of \$10,000

Authority to decline a gift or bequest lies with the Vice-Chancellor or Deputy Vice-Chancellor (International and Advancement).

The acceptance of philanthropic donations is governed by the [UTS Fundraising Policy](#).

The acceptance of gifts and benefits by individual staff members is governed by the [Code of Conduct](#) and [UTS Gifts and Benefits Vice-Chancellor's Directive](#).

1.10 Investment

The Vice-Chancellor or the Deputy Vice-Chancellor (Resources) has authority to issue standard settlement instructions to any of the University's approved funds managers, as appointed in accordance with [Schedule 2 of the UTS Act](#), and the [University's Investments Procedure](#) as approved by the Finance Committee from time to time.

Any two of the Chief Financial Officer, the Deputy Chief Financial Officer, the Manager, Corporate Finance, the Manager, Financial Accounting, the Head of Shared Services, and the Treasurer and Investment Analyst, acting jointly, have authority to:

- recall funds from the approved funds manager to the University's operating bank account, in accordance with the standard settlement instructions, and
- place funds from the University's operating bank account to the approved funds manager, in accordance with the standard settlement instructions.

For this delegation, the general Principle that the delegate's supervisor can exercise a delegate's delegation (general [Principle 3](#) above) does not apply.

The Deputy Vice-Chancellor (Resources) has authority to approve the exercise of investment instructions by authorised officers to alter the balance between investments taking the form of term deposits or bank bills made in accordance with Section 5.2 Investment Instructions and Section 5.3 Investment Transactions and Activities of the [UTS Finance Procedures Manual](#).

The Deputy Vice-Chancellor (Resources) and the Chief Financial Officer, acting jointly, have authority to:

- approve the exercise of investment transactions and activities by authorised officers to place funds from the University's operating bank and/or on call account to a term deposit or bank bill, and
- approve the exercise of investment transactions and activities by authorised officers to recall funds from a term deposit or bank bill to the University's operating bank and/or on call account.

1.11 Borrowing

In accordance with [Section 16\(1\)\(d\) of the UTS Act](#), Council reserved unto itself the authority to borrow money.

The Vice-Chancellor or the Deputy Vice-Chancellor (Resources) has authority to draw down funds in accordance with the approved terms.

Any two of the Chief Financial Officer, the Deputy Chief Financial Officer, the Manager, Corporate Finance, the Manager, Financial Accounting, the Head of Shared Services, and the Treasurer and Investment Analyst, acting jointly, have authority to authorise payments in accordance with approved loan schedules.

The Finance Committee has authority to approve the early repayment or partial early repayment of loans.

1.12 Payments

Any two of the Chief Financial Officer, the Deputy Chief Financial Officer, the Manager, Corporate Finance, the Manager, Financial Accounting, the Head of Shared Services, Manager, Strategic Finance and the Manager, Research Finance, acting jointly, has authority to approve the payment from the University's operating bank account of the fortnightly payroll. This delegation is exercised through the University's electronic funds transfer software.

Any two of the Chief Financial Officer, the Deputy Chief Financial Officer, the Manager, Corporate Finance, the Manager, Financial Accounting, the Head of Shared Services, Manager, Strategic Finance and the Manager, Research Finance, has authority to approve the payment from the University's operating bank account of invoices issued in accordance with expenditure that has been committed by an officer with the necessary delegation. This delegation is exercised through the University's electronic funds transfer software or through appointment as an approved cheque signatory.

Any two of the Chief Financial Officer, the Deputy Chief Financial Officer, the Manager, Corporate Finance, the Manager, Financial Accounting, the Head of Shared Services, Manager, Strategic Finance and the Manager, Research Finance, acting jointly, have authority to approve payments to UTS associated entities, where the payment is in respect of a liability incurred in the normal course of the accounting arrangements UTS has with that entity.

1.13 Bank accounts

The Deputy Vice-Chancellor (Resources) has authority to open and maintain official bank accounts.

Any two of the Chief Financial Officer, the Deputy Chief Financial Officer, the Manager, Corporate Finance, the Manager, Financial Accounting, the Head of Shared Services, and the Treasurer and Investment Analyst, acting jointly, have authority to sign, countersign or endorse instruments required to operate official bank accounts.

1.14 Writing off assets

The following delegates have authority to approve the sale, trade-in, disposal by gift donation, or scrapping or write-off of assets and stores to the value (written down) specified.

Delegate	Limit
Finance Committee of Council	\$500,000
Vice-Chancellor	\$300,000
Deputy Vice-Chancellor (Resources)	\$150,000
Other band 2 delegates within their areas of responsibility	\$75,000
Manager, Central Services	\$50,000
Deans within their areas of responsibility	\$20,000
Deputy Deans, Associate Deans, Heads of School, Directors within their areas of responsibility	\$10,000

1.15 Writing off irrecoverable debts or overpayments

The following delegates have authority to approve the write-off of lost or deficient moneys, overpayments or irrecoverable debts to the value specified.

Delegate	Limit
Finance Committee	\$250,000
Vice-Chancellor, Deputy Vice-Chancellor (Resources)	\$50,000
Chief Financial Officer	\$20,000

Manager, Corporate Finance	\$10,000
Manager, Financial Accounting	\$2000

The following delegates have authority to approve the write-off of unrecovered overpayments in their areas of responsibility.

Delegate	Limit
Band 2 delegates (see list at Delegation 1.2)	\$25,000
Deans	\$15,000
Deputy Deans, Associate Deans	\$10,000
Heads of School, Directors	\$5,000

1.16 Insurance

The Vice-Chancellor has authority to approve the payment of annual insurance premiums (without limit), provided that the risks covered and the premiums paid fall within the insurance guidelines approved by the Finance Committee from time to time. The Vice-Chancellor also has authority to enter into, vary and terminate workers' compensation arrangements (including providers). The Vice-Chancellor shall provide an annual schedule of the University's insurance coverage to Council, through the Finance Committee, for noting.

1.17 Commercial activities

The [Commercial Activities Policy](#) classifies the following activities as University commercial activities: UTS controlled entities (to the extent of their approval and governance arrangements); joint venture projects; off-shore projects (excluding research projects or short courses under \$1m); intellectual property commercialisation; Cooperative Research Centres; University consulting; capital development (commercial); commercial leases; UTS facilities/property hire; conferences, events and workshops; public clinics; acquisition and disposal of property and shares; sale of publications; and other goods or services.

Controlled entity, research start-up company, Cooperative Research Centre: see [Delegation 3.3](#)

Joint venture (non-course): see [Delegation 3.4](#)

Commercialisation of intellectual property: see [Delegation 1.18](#)

University consulting: see [Delegation 5.2](#)

Commercial leases: see [Delegation 1.4](#)

UTS facilities/property hire: see [Delegation 1.5](#)

1.18 Intellectual Property

Council has reserved to itself the authority to approve certain arrangements for the commercialisation of the University's intellectual property: establishment of a start-up company and Commonwealth-approved proposals for Cooperative Research Centres; see [Commercial Activities Policy](#).

The Deputy Vice-Chancellor (Research) has authority to approve the licensing or assignment of research-related intellectual property, including where the intellectual property is subject to the UTS–UniQuest commercialisation arrangements and agreements.

The Provost has authority to approve arrangements for the licensing or assignment of all other intellectual property in accordance with the [Commercial Activities Policy](#).

Any one of the Vice-Chancellor and the Deputy Vice-Chancellor (Research) has authority to make patent applications on behalf of the University with regard to any patentable invention or discovery in which the University has a right or interest. The Director, Research and Innovation Office, also has authority to make patent applications on behalf of the University, subject to conditions that may be prescribed by the Deputy Vice-Chancellor (Research). The exercise of this delegation is to be reported to the following meeting of the Commercial Activities Committee of Council for noting.

Commercial research agreements: see [Delegation 5.1](#)

1.19 UTS Foundation Studies

The Vice-Chancellor has authority to approve all agreements and execute any documents necessary to give effect to agreement between the University and Insearch Limited on the UTS Foundation Studies program, and approve all payments specified in those agreements.

1.20 Vehicle Leases and Equipment Leases

Faculties and units have reason to enter into vehicle leases and equipment leases for operational purposes from time to time. Approval of the business case for budget expenditure at faculty or divisional level is provided by the relevant Deputy Vice-Chancellor/ Provost. The Deputy Vice-Chancellor (Resources) is authorised to enter into agreements and commit funds via a master lease agreement.

1.21 Financial Assistance

The Director, Student Services Unit, has the authority to approve distribution of equipment and disbursement to students of equity grants, emergency funds and interest-free student loans within limits approved by the Deputy Vice-Chancellor (Education and Students) providing that the student circumstances are assessed as justified by the Manager of the Special Needs & Financial Assistance Service (or nominee) in accordance with the Guidelines and Procedures of the Financial Assistance Service.

2. Human resources

2.1 Recruitment and appointment

2.1.1 Staff recruitment and appointment

The delegates identified in columns two, three and four below have authority to approve recruitment action and/or appointment and setting of remuneration for the levels specified in column one below, in accordance with the relevant UTS Enterprise Agreements and the human resources instruments governing recruitment, selection, appointment and remuneration.

Appointment (as set out in Column 3 of the following Table) includes initial appointment and, in the case of fixed-term and casual positions, re-appointment (ie appointment of the same person to the same position for a further period without recruitment).

Level of appointment	Recruitment action	Appointment following recruitment and setting remuneration ³	Appointment by nomination/invitation and setting remuneration (ie appointment without a competitive recruitment and selection process)
Provost	Vice-Chancellor	Vice-Chancellor based on remuneration set by Remuneration Committee	N/A
Deputy Vice-Chancellors University Secretary Pro Vice-Chancellors Assistant Deputy Vice-Chancellors	Vice-Chancellor	Vice-Chancellor	N/A
Deans Directors of Research Institutes Directors of Academic Units	Provost	Vice-Chancellor	Vice-Chancellor
Directors of Administrative Units University Librarian Chief Information Officer	Deputy Vice-Chancellor (Corporate Services)	Vice-Chancellor	Vice-Chancellor
Naming of Professors (Level E) (including approval of title) Distinguished Professor by invitation or appointment (including approval of title. See Column 4 for approval of the title, "Professor of the University")	N/A	N/A	Vice-Chancellor (Council to approve the title "Professor of the University")

³ The delegate is authorised to set remuneration on appointment when that remuneration is consistent with the UTS Enterprise Agreements and human resources instruments. When remuneration is above or different to levels and arrangements set out in agreements and instruments then the remuneration will be approved by the Provost or Deputy Vice-Chancellor (Corporate Services) or Vice-Chancellor (for staff who report to the Provost or Deputy Vice-Chancellor (Corporate Services)) or an authorised employee under Principle 9.

The Vice-Chancellor has the authority to determine the remuneration of the Deputy Vice-Chancellors in consultation with the Chancellor and the Provost.

2.3 Performance review

The Chancellor has authority to review the Vice-Chancellor's performance. Supervisors have authority to review the performance of staff members located in their areas of responsibility in accordance with the relevant UTS Enterprise Agreement and relevant human resources instruments.

2.4 Claim for payment

Supervisors have authority to approve claims for overtime, shift loadings and mileage from support staff located in their areas of responsibility in accordance with the relevant UTS Enterprise Agreement.

Supervisors have authority to approve claims for payment for casual support staff in accordance with the appointment approvals provided by the delegates under [Delegation 2.1](#) and the relevant UTS Enterprise Agreement.

2.5 Relieving appointments

The following delegates have authority to approve relieving appointments and payments of allowances for periods of one year or less in accordance with the provisions of the human resources instrument governing relieving appointments.

Level of position for relieving appointment	Delegate
Vice-Chancellor	In the event of the absence on leave of the Vice-Chancellor from the University, or the illness or incapacity of the Vice-Chancellor, an Acting Vice-Chancellor is to be appointed: <ol style="list-style-type: none"> by the Vice-Chancellor, if the Vice-Chancellor has no reason to believe that the absence, illness or incapacity will exceed four weeks, or by the Council in any other case or if the Vice-Chancellor does not make an appointment in accordance with paragraph a. The Vice-Chancellor may also appoint an Acting Vice-Chancellor where the Vice-Chancellor is absent from the University on official business and believes that such an appointment is necessary for the effective operation of the University. (Rule G1, 13, of the General Rules of the University)
Provost and Deputy Vice-Chancellors University Secretary	Vice-Chancellor
Deans Directors of Research Institutes	Provost
Dean, Graduate Research School	Deputy Vice-Chancellor (Research)
Directors of Units University Librarian Chief Information Officer Chief Financial Officer Assistant Deputy Vice-Chancellors	Provost, Deputy Vice-Chancellors
Academic managers (eg Deputy Deans, Associate Deans, Heads of School, Heads of Department, Heads of Centres)	Pro Vice-Chancellors Deans

Non-academic members of the Senior Staff Group (excluding positions named above)	Pro Vice-Chancellors Deans University Librarian Chief Information Officer Chief Financial Officer Directors of Units or Research Institutes
Professional Staff	Pro Vice-Chancellors Deans University Librarian Chief Information Officer Chief Financial Officer Directors of Units or Research Institutes (or authorised employee under the delegate's supervision in accordance with Principle 9)

The process for filling a temporarily vacant or new fixed-term position for periods greater than 12 months will normally be undertaken in accordance with the human resources instruments governing recruitment, selection and appointment. However, in exceptional circumstances, the Provost (for academic managers) or Director, Human Resources (for professional and other senior staff group positions), may authorise an alternative selection process.

2.6 Salary supplementation

The Vice-Chancellor has authority to allow the introduction of a salary supplementation scheme within a faculty and to approve variations to the process or discontinuance of a scheme.

2.7 Leave

Supervisors have authority to approve applications for leave from staff members located in their areas of responsibility in accordance with the relevant UTS Enterprise Agreement and human resources instruments governing leave, except applications for leave without pay for a period greater than three months, which require the approval of the Vice-Chancellor, Provost, Deputy Vice-Chancellors, University Librarian, Chief Information Officer or relevant Dean or Director.

2.8 Secondments

Secondments will be handled in accordance with the human resources instrument in relation to secondments. The Provost has authority to approve the secondment of academic staff members to an external host organisation. The Vice-Chancellor, Provost, Deputy Vice-Chancellors, University Librarian, Chief Information Officer, Deans and Directors of Units or Research Institutes have authority to approve the secondment of professional staff members located in their areas of responsibility to an external host organisation.

2.9 Travel

Existing arrangements for staff NOT approved in the CONCUR Travel and Expenses system

Supervisors have authority (within the area of their responsibility) to approve domestic travel for staff on UTS business.

Approval for both domestic and international travel should be:

- in accordance with the [Travel Vice-Chancellor's Directive](#)
- in accordance to their general expenditure delegation ([Delegation 1.2](#)) within the approved annual budget, and
- subject to the availability of funds.

The following delegates have authority to approve overseas travel on UTS business for staff (within their area of responsibility):

- the Chancellor (with respect to travel by the Vice-Chancellor)
- Vice-Chancellor, Provost

- Deputy Vice-Chancellors, University Secretary, University Librarian, Chief Information Officer
- Chief Financial Officer, Deans and Directors of Units or Research Institutes (or authorised employee under the delegate's supervision in accordance with [Principle 9](#))

The following delegates must approve overseas travel, where Australian Government (Department of Foreign Affairs and Trade) safety and security travel advisory is alert level 3 or 4:

Alert level	Delegate
3 (Reconsider your need to travel)	Dean Director
4 (Do not travel)	Provost for academic staff and Deputy Vice-Chancellor (Corporate Services) for professional staff

Travel by the Chancellor, both within Australia and overseas, may be approved by the Chair, Finance Committee or, where the total expenditure does not exceed \$10,000, by the University Secretary.

For staff approved in the CONCUR Travel and Expenses system

Utilising the CONCUR Travel system, the following delegates have authority to approve travel (as identified in the following table) on UTS business. All approvals must be: within the delegate's area of responsibility; in accordance with the Travel Policy and associated procedures; within approved budgets; within general expenditure delegated limits; and be subject to availability of funds.

Type of Travel	Delegate
Domestic travel and international travel to New Zealand	- CONCUR approved staff (with full knowledge of their supervisor)
International Travel to low risk countries (Riskline Rating of 1, 2 or 3)	- CONCUR approved Supervisors (with appropriate financial authority)
International Travel to high risk countries (Riskline Rating of 4 or 5 AND a DFAT Alert Level of <4)	- Traveler's supervisor, but must be at Dean or Director level or above.
International Travel to high risk countries (Riskline Rating of 4 or 5 AND a DFAT Alert Level of 4)	- Traveler's supervisor, but must be at Dean or Director level or above. (Submission must include a Risk Assessment Form completed and endorsed by supervisor and approved by: Provost for academic staff; or Deputy Vice-Chancellor (Corporate Services) for professional staff)

For the purposes of this delegation, domestic and international travel by the Chancellor with a total expenditure under \$30,000 may be approved by the University Secretary, and for greater than \$30,000, the Deputy Chancellor.

2.10 Outside work

The Provost has authority to approve directorships or partnerships. Deans or Directors have authority to approve other forms of outside work in accordance with the human resources instrument governing outside work.

Vice-Chancellor has authority to approve Directorships or partnerships for Deputy Vice-Chancellors.

University consulting: see [Delegation 5.2](#)

Corporations: see [Delegation 3.3](#)

2.13.3 Voluntary separation

The following delegates have authority to approve applications for voluntary separation and to retrench staff in accordance with the relevant UTS Enterprise Agreement.

Delegate	Staff members
Vice-Chancellor	Members of the Senior Staff Group
Provost	Academic staff
Deputy Vice-Chancellor (Corporate Services)	Professional staff

2.13.4 Probation

The following delegates have authority to terminate a staff member's employment before the end of a period of probation in accordance with the relevant UTS Enterprise Agreement and human resources instruments.

Delegate	Staff members
Vice-Chancellor	Continuing academic staff Members of the Senior Staff Group
Provost	Fixed-term academic staff
Director, Human Resources	Professional staff

2.13.5 Termination of employment of Senior Executive staff

The Vice-Chancellor has the authority to terminate the employment of a member of the Senior Executive in accordance with the terms of the staff member's contract.

3. Governance

3.1 Council's powers in urgent and unforeseen circumstances

The Chancellor, Vice-Chancellor and University Secretary (as Secretary to Council), known as the Executive of Council, jointly have the authority to take Executive Action on Council's behalf during the period between Council meetings in the case of emergencies or in circumstances where delaying a decision until the next meeting of Council would cause disadvantage to the University. The exercise of this delegation shall be reported to the next meeting of Council.

3.2 Strategic plan

Council has reserved to itself the authority to approve the University's strategic plan.

3.3 Corporations

Council has reserved to itself the authority to approve the establishment, winding-up, acquisition and disposal of shares or membership in, and variations to the composition of, a company, except in the case of Cooperative Research Centres where variations to the composition of the company may be approved by the Deputy Vice-Chancellor (Research). A Council resolution to approve the acquisition or disposal of shares or membership in a company, or a variation in its composition, should include a specific delegation for the execution of relevant documents.

The Vice-Chancellor (or nominee) has authority to exercise all of the other powers that the Council may exercise in relation to a company of which the University is a member or a shareholder (including a company that is a controlled entity of the University) at meetings of its members or of its creditors and debenture holders and in respect of resolutions to be passed without meetings. The Vice-Chancellor must report on the exercise of such powers, including a decision not to exercise such powers, to the following meeting of Council.

In the case of UTS controlled entities, Cooperative Research Centres and start-up companies, the [Commercial Activities Policy](#) applies.

The appointment of a person to hold a position on behalf of the University as director of a company is made by Council. The Vice-Chancellor has authority to approve the provision of and execute an indemnity by the University to a staff member, member of Council or external person who takes a position on behalf of the University as director of a company that is either:

- a. wholly owned by UTS, or
- b. a company of which all the members are either universities and/or Australian state or federal government organisations.

The Vice-Chancellor, on the recommendation of the Commercial Activities Committee, has authority to approve the provision of and execute an indemnity by the University to a staff member, member of Council or external person who takes a position on behalf of the University as director of any other company.

3.4 Joint venture projects (non-course)

The Commercial Activities Committee of Council has authority to approve any action related to non-course joint ventures (as defined by the [Commercial Activities Policy](#)) for activities valued up to \$5,000,000 (expenditure or income) (and not involving a UTS interest in a company, in which case [Delegation 3.3](#) applies).

Non-course joint ventures valued below \$1,000,000 (expenditure or income) (and not involving a UTS interest in a company) may be approved by delegates who have the appropriate financial delegation in accordance with [Delegation 1.2](#) or [Delegation 1.7](#).

3.5 Memoranda of understanding

The Vice-Chancellor, the Provost and the Deputy Vice-Chancellor (International and Advancement) have authority to enter into memoranda of understanding with local partners. The Deputy Vice-Chancellor (Research) has the authority to enter into research only memoranda of understanding with local partners.

The Vice-Chancellor and the Deputy Vice-Chancellor (International and Advancement) have authority to enter into memoranda of understanding involving international relationship development activities and student exchange agreements. The Deputy Vice-Chancellor (Research) has the authority to enter into research only memoranda of understanding with international partners. These authorities will be exercised in accordance with UTS International's Standing Operating Principles and Procedures for International Memoranda of Understanding and Agreements.

3.6 Agreements with UTS student recruitment representatives

The Deputy Vice-Chancellor (International and Advancement) and the Director, UTS International, have authority to approve and sign agreements with UTS student recruitment representatives.

This authority will be exercised in compliance with the relevant protocols, including the Student Recruitment Representative Protocol.

3.7 Establishment of academic units

The Vice-Chancellor has authority to establish, name and disestablish centres, institutes and academic units (including schools) within or across faculties. The relevant details are required to be included in the Vice-Chancellor's report to Council in due course. Where the academic unit is a centre, the [Centres Vice-Chancellor's Directive](#) also applies.

3.8 UTS corporate symbols, name and testamurs

Council has reserved to itself the authority to approve changes to the University corporate symbols, including the seal, emblem, logo and stamp. The Vice-Chancellor has authority to approve the form of testamurs, including diplomas and other certificates awarded by the University. The University Secretary has authority to approve the use of the corporate symbols and the name of the University. The University Secretary exercises this delegation in accordance with the [Guidelines for the Use of the UTS Corporate Symbols](#) and the Protocol for the Use of the Stamp.

3.9 Engagement of external lawyers

The Deputy Vice-Chancellor (Corporate Services) and the Director, UTS Legal Services, have authority to engage external lawyers within the approved annual budget.

3.10 Proper officer

The University Secretary is the University's Proper Officer for court processes and corporate matters other than matters related to the *Income Tax Assessment Act 1936* (Cwlth) and other legislation related to taxation.

3.11 Public officer

The Chief Financial Officer is the University's Public Officer for purposes of the *Income Tax Assessment Act 1936* (Cwlth) and other legislation related to taxation.

3.12 Litigation

The Vice-Chancellor and in relation to UTS employees, the Deputy Vice-Chancellor (Corporate Services), or in relation to student matters, the Provost, has authority to:

- initiate and provide instructions in respect of legal or statutory proceedings on behalf of the University
- defend or respond to and provide instructions in respect of legal or statutory proceedings brought against or involving the University
- settle or withdraw from legal or statutory proceedings brought by or against or involving the University, or disputes involving the University, unless the settlement involves the payment of a sum in excess of their general expenditure delegation ([Delegation 1.2](#)), in which case the matter must be referred to Council for decision.

In exercising their delegation, the Vice-Chancellor, the Deputy Vice-Chancellor (Corporate Services) and the Provost shall consult the relevant members of the senior executive, deans and directors as is appropriate to the subject matter of the litigation. This authority includes the authority to execute documents and to nominate legal representatives to execute documents on the University's behalf.

The Chief Financial Officer has authority to initiate and pursue proceedings for the recovery of debts owing to the University, up to a limit of \$40,000. The writing off of debts is governed by [Delegation 1.15](#).

3.13 Confidentiality agreements

The Director, Research and Innovation Office has authority to execute confidentiality agreements relating to research-generated intellectual property on behalf of the University. The Vice-Chancellor, Deputy Vice-Chancellors, University Librarian, and Deans and Directors have authority to execute other confidentiality agreements within their areas of responsibility. This authority will be exercised in accordance with the [Protocol for Execution of Documents](#).

3.14 Business names, domain names and trademarks

The Director, UTS Legal Services, has authority to approve and register business names and trademarks. The Chief Information Officer, Information Technology Division, has authority to approve and register domain names.

3.15 Public clinics

The Provost has authority to approve the establishment of public clinics within faculties and institutes, in accordance with the [Commercial Activities Policy](#).

3.16 UTS Health Service

The Deputy Vice-Chancellor (Education and Students) has authority to enter into contracts with medical practitioners and allied health professionals for the provision of health services to the UTS Health Service and UTS Counselling Service.

The Deputy Vice-Chancellor (Education and Students) and the Director, Student Services Unit each have authority to:

- approve and execute Medicare Australia - Practice Incentives Payment (PIP) forms, enabling the receipt of payments by the UTS Health Service;
- approve and execute Overseas Student Health Cover (OSHC) forms, enabling the receipt of Practice Incentives Payments by the UTS Health Service and UTS Counselling Service;
- execute Medicare Australia and OSHC documents, including online documents, relevant to the operation and management of the UTS Health Service; and
- enter into agreements with service providers or recipients or product providers (such as software providers, pathology services providers, vaccine companies) to enable the operation and management of the UTS Health Service.

The Director, Student Service Unit and the Practice Manager have authority to:

- approve the purchase of medical supplies and any other supplies necessary for the operation and management of the UTS Health Service; and
- approve and execute all documents relevant to the accreditation of the UTS Health Service.

These authorities will be exercised within each delegate's relevant financial delegations and in accordance with the [Protocol for Execution of Documents](#).

3.17 Administrative Changes to UTS Governance Instruments

The Director, Governance Support Unit has authority to approve administrative changes being made to UTS Governance instruments including Rules, Delegations, Policies, Directives and similar documents.

3.18 Collaborative research degree programs

The Dean, Graduate Research School has the authority to enter into collaborative research degree programs with established international partners. This authority will be exercised in accordance with UTS International's Standing Operating Principles and Procedures for International Memoranda of Understanding and Agreements.

3.19 Funding agreements

Unless specifically covered elsewhere in the Delegations, the Vice-Chancellor has authority to approve all agreements and execute any documents necessary to give effect to agreements between the University and government on funding arrangements, and approve all payments specified in those agreements.

3.20 General agreements

Contracts, Agreements and similar instruments for general projects:

- should be authorised in accordance with these Standing Delegations of Authority
- may be approved by delegates who have the appropriate financial delegation in accordance with [Delegation 1.2](#) or [Delegation 1.7](#).
- which do not include a financial contribution and are not otherwise authorised in accordance with these Standing Delegations of Authority may be approved by the supervisor of the functional manager of the general project.

3.21 Access to email

University email services are University facilities; all University email addresses are owned by the University; and all email which is in support of University business, whether or not the equipment, software, or facilities used to create or store the email record are owned by the University, are University records. The Chief Information Officer may authorise access to any University records or block any University email addresses without consent of any holder of the email when:

- required by and consistent with law;
- the Chief Information Officer has substantiated reason to believe that violations of law or University policy have taken place; or
- in exceptional cases, to meet time-dependent, critical operational needs.

4. Academic and student matters

4.1 Academic policy

Academic Board has authority to determine academic policies.

4.2 Designation of organisational unit, position or body

The Vice-Chancellor has authority to make a written designation that an organisational unit, position or body is equivalent to a Faculty, Dean or Faculty Board for the purposes of the application of the [Rules of the University](#).

4.3 Curriculum, teaching and learning

4.3.1 Accreditation of award courses

Academic Board has authority to accredit or discontinue accreditation of award courses and programs. Discontinuations must be considered in the context of the funding agreement between UTS and the Department of Education. Academic Board has authority to approve languages other than English (LOTE) in which coursework programs may be delivered.

4.3.2 External articulation arrangements

Deans, Academic Board and the Provost each have authority to approve arrangements for external articulation (as defined by the [UTS Admissions Policy](#)) as appropriate.

4.3.3 Changes to existing courses

Academic Board has authority to approve changes to an existing course structure ([Rule 3.6.1 of the Student and Rules](#)). Faculty Boards have the authority to approve changes to courses once a course has been accredited by Academic Board, in accordance with the relevant Board's course change approval procedures, except for the following types of course changes:

- courses that involve an external partner, an offshore course, or a new offshore location for an existing course
- the introduction of a new language version of an approved onshore languages other than English (LOTE) course, or
- changes to the total credit point value of a course.

Such changes must be approved by Academic Board.

Changes to the admission selection criteria and/or the funding cluster of a course are approved by the Provost in a manner consistent with the Admissions Policy and the English Language Policy.

4.3.4 Course and award nomenclature

The Vice-Chancellor has authority to approve course and award nomenclature and changes to such nomenclature.

4.3.5 Short courses

Deans and Directors have authority to approve a proposal to conduct an on-shore short course through the relevant Faculty's or Unit's approval processes, in accordance with the [Short Courses Policy](#). The Deputy Vice-Chancellor (Education and Students) has authority to approve a proposal to conduct a short course offshore. This authority includes the execution of related documents in accordance with the [Protocol for Execution of Documents](#).

4.3.6 Subjects

Faculty Boards have authority to approve subjects in Faculty offered courses and Faculty processes for changes to Faculty-approved subject information included in Subject Outlines.

Deans have authority to approve processes for approval of Subject Outlines, including the processes and relevant levels of authority required to update Faculty-approved material.

4.3.7 Changes to funding cluster or field of education classification

The Provost has authority to approve, within the context of the funding agreement between UTS and the Department of Industry, Innovation, Science, Research and Tertiary Education, changes to the funding cluster or field of education classification (Australian Standard Classification of Education (ASCED)/Field of Education (FoE) code) of a course and subject.

4.3.8 Clinical affiliation agreements

The Dean of the Faculty of Health has authority to execute clinical affiliation agreements in accordance with the [Protocol for Execution of Documents](#).

4.3.9 Appointment of specific academic and assessment staff

The Vice-Chancellor and Provost each have authority to appoint Responsible Academic Officers. When a Responsible Academic Officer is absent for an extended period, the temporary vacancy may be filled by an appropriate officer approved by the relevant Dean. The Governance Support Unit is to be advised of such approvals.

Faculty Boards have authority to appoint subject coordinators, examiners and assessors, and members of Results Ratification Committees for each course offered.

Responsible Academic Officers have authority to appoint Academic Liaison Officers in their respective faculties and to appoint academic advisers for students on academic caution.

The Graduate Research School Board has authority to determine the criteria for the appointment of supervisors, external supervisors and examiners for graduate research students.

4.4 Admissions

4.4.1 Selection criteria and entry levels

Academic Board has authority to set admissions standards, selection criteria and entry levels to UTS award courses and, courses that prepare students for entry to higher (including any special course and subject requirements in individual cases). It also has authority to approve the specific selection algorithms to be used for admission to undergraduate and postgraduate courses coordinated by the Universities Admissions Centre.

Changes to the admission selection criteria and/or the funding cluster of a course, including UTS courses that prepare students for entry to higher education, are approved by the Provost in a manner consistent with the Admissions Policy and the English Language Policy.

Either the Dean or the Responsible Academic Officer have the authority to approve, in exceptional circumstances, variations to the minimum language requirements for applicants from a language background other than English, including applicants to special programs and research students.

For graduate research degrees, the Dean, Graduate Research School, has authority to approve, in exceptional circumstances, variations to the minimum language requirements for applicants from a language background other than English.

4.4.2 Language tests

Academic Board has authority to determine which language tests are accepted by UTS for applicants and equivalent measures of English language proficiency for these tests for applicants from a language background other than English.

4.4.3 Offers of admission

For the purpose of this delegation 'admission' includes students' initial admission to the University, readmission after an absence, and admission to a different course via course transfer.

The Provost (or nominee) has authority to make offers of admission to award courses of study, UTS courses that prepare students for entry to higher education offered by the University, and offers of admission for cross institutional enrolment. The Director, Student Administration Unit has authority to approve non-award subject enrolment.

The Deputy Vice-Chancellor (International and Advancement) (or nominee) has authority to make offers of admission to international students applying for all award courses any non-award Exchange, Study Abroad and visiting Research studies, UTS courses that prepare students for entry to higher education, and to make offers of admission to offshore students, in accordance with the Admissions Policy and Procedures.

The Provost and Responsible Academic Officers have authority to make offers of special admission.

The Graduate Research School Board has authority to approve the process for admission (and transfer) to research degrees in English and languages other than English (LOTE). The Board may determine maximum duration of candidature permitted and specify other evidence of general and professional qualifications to that generally required by candidates.

The Dean, Graduate Research School may admit candidates where an applicant for admission is considered qualified by reason of eminence in learning or creative achievement.

4.4.4 Readmissions

The Provost has authority to determine cases involving a former student where an application for readmission has been declined. This refers to cases where a former student may have had enrolment discontinued under the provisions of the [Rules of the University](#) and seeks readmission to the University. It also refers to cases where a student who is excluded from one course of the University applies to transfer to another course of the University.

The Responsible Academic Officer of each Faculty has authority to determine the maximum period of time in which a student readmitted to a course following discontinuation shall be permitted to complete the course. The Dean, Graduate Research School (or nominee) determines this for research degree students.

Responsible Academic Officers have authority, in their respective faculties, to approve the readmission of an applicant who has been excluded for failure to maintain the required academic progress on more than two occasions.

In cases where students have been readmitted following a period of exclusion, the Vice-Chancellor may prescribe conditions relating to future conduct.

4.4.5 Course transfers

The Director, Student Administration Unit has authority to determine exceptions to the requirement that applicants for course transfer must apply through the Universities Admissions Centre (see [Delegation 4.4.3 Offers of Admission](#) for the approval of applications for course transfer).

Responsible Academic Officers have authority, in their respective faculties, to approve applications for admission or transfer to one-year full-time or equivalent bachelor honours programs.

4.4.6 Deferral of commencement

Responsible Academic Officers have authority, in their respective faculties, to approve applications for deferral from an undergraduate course (except honours and non-award courses) for a period greater than 12 months, in exceptional circumstances.

Following endorsement by the relevant faculty, the Dean, Graduate Research School (or nominee) has the authority to approve applications for deferral from graduate research courses.

4.4.7 Withdrawal of offer and cancellation of enrolment

The Director, Student Administration Unit (or nominee) has authority to withdraw an offer of admission or cancel enrolment where the applicant provides untrue or incomplete information that results in an advantage to the applicant and/or inequitable treatment of other applicants or an incorrect assessment of the applicant's claims against the admissions criteria, or where the offer must be withdrawn in order for the University to comply with its obligations under State or Commonwealth legislation.

The Responsible Academic Officer of the relevant faculty has authority to determine if an appeal against a decision of the Director, Student Administration Unit is to be upheld (but not dismissed).

The Appeals Committee (Non-Disclosure) has authority to determine the final outcome of an appeal against withdrawal of offer and cancellation of enrolment.

4.4.8 Late enrolments

The Director, Student Administration Unit has authority to approve late enrolments with or without financial penalty.

4.5 Credit recognition

Faculty Boards have authority, within the requirements of the [Credit Recognition Policy](#) and any formal credit recognition arrangements, to set:

- credit recognition currency requirements
- credit recognition limits
- requirements for the recognition of credit beyond the limits set by the [Credit Recognition Policy](#) in cases where the applicant was previously a UTS student and is enrolling in a new version of that course or its equivalent.

Responsible Academic Officers have authority to approve credit recognition and subject substitution within the requirements of the [Credit Recognition Policy](#), relevant Faculty Board requirements and formal credit recognition arrangements.

In cases where the credit recognition applicant was previously a UTS student, and is enrolling in a new version of that course or its equivalent, Responsible Academic Officers have the authority to approve credit recognition beyond the credit recognition limits set by the [Credit Recognition Policy](#), but within any requirements set by the relevant Faculty Board.

Responsible Academic Officers have the authority to approve applications from students to rescind previously approved credit recognition in exceptional circumstances.

Student Centre Managers, Faculty Managers and the Director, UTS International, have the authority to designate staff of UTS Student Centres, faculty administrative staff and UTS International staff respectively with authority to determine credit recognition applications within specific requirements set by the relevant Faculty Board, including formal credit recognition arrangements and credit recognition precedents. The Director, of Student Administration, Responsible Academic Officers and the Director, UTS International, must maintain a register of such designations in their respective areas of responsibility.

Academic Board has authority to approve the credit recognition of subjects from undergraduate courses for subjects in graduate courses as part of an accredited course.

Faculty Boards have the authority, in exceptional circumstances, to approve credit recognition of subjects from undergraduate courses for subjects in graduate courses.

Academic Board has authority to vary any aspect of the [Credit Recognition Policy](#) on a case-by-case basis.

4.6 Progression

Responsible Academic Officers have authority to:

- waive progress requirements or place a student on academic caution.

Faculty Boards have authority to vary course requirements in respect of minimum and maximum periods of time for course completion.

The Responsible Academic Officers have authority to determine appeals against exclusion of coursework students.

The Dean (or nominee) has authority to determine appeals against exclusion in cases where a Responsible Academic Officer believes that their involvement in the appeal would lead to a conflict of interest.

The supervisory panel of a graduate research student has authority to determine or prescribe prerequisite or concurrent coursework and participation in colloquia, research seminars and other work as considered appropriate.

The Dean, Graduate Research School may determine the process for permitting completion of study in less than the normal minimum time for graduate research candidates or for granting an extension of candidature. It may also determine the process for approving concurrent studies for graduate research candidates.

The Graduate Research School Board has authority to determine the criteria for discontinuing the candidature of students in the event of unsatisfactory progress or an unsatisfactory examination.

The Graduate Research Students' Appeals Committee has authority to determine appeals against discontinuing the candidature of graduate research students.

4.7 Assessment

4.7.1 Subject grading and criteria

Faculty Boards have authority to determine a set of grades appropriate for each subject, and the criteria for awarding the grades, in accordance with [Schedule 3 of the Student and Rules](#).

The Results Ratification Committee of each Faculty Board has authority to review and approve the grading of students in each subject and to approve the release and publication by the Director, Student Administration Unit of the final assessment results for subjects.

4.7.2 Assessment items and methods

Responsible Academic Officers of each Faculty have authority to determine cases where students who do not satisfy the prescribed attendance requirements for a subject may be refused permission for assessment including attempting an assessment task or sitting for an examination.

4.7.3 Withholding results

The Director, Student Administration Unit and Responsible Academic Officer (of the relevant Faculty) each have authority to approve the withholding of individual student results in exceptional circumstances, such as alleged misconduct or failure to pay fees.

4.8 Student professional experience

The Responsible Academic Officer (of the relevant Faculty) has authority to approve a mandatory deferral or reschedule of student participation in a professional experience program (including a practicum) in cases where a student is not suitable to participate.

The Responsible Academic Officer has authority to enter into agreements with suitable partners for the provision of professional experience placements to UTS students.

The Deputy Vice-Chancellor (Education and Students) has authority to make determinations that a student is unsuited for further professional experience and make a decision to withdraw a student from a course.

The Professional Experience Appeals Committee has authority to make determinations on appeals against the decision of the Deputy Vice-Chancellor (Education and Students) in respect of student professional experience matters.

The Director, Governance Support Unit has authority to report students' non-compliance with matters related to student professional experience to professional and regulatory bodies, as appropriate.

4.9 Confidential information in student theses

The Dean, Graduate Research School has authority to approve the circumstances under which restricted access to a thesis is granted or where conditions on the disclosure of related information are imposed.

4.10 Course completion

The Chair, Academic Board, acting on behalf of the Academic Board, on the recommendation of a Dean, acting on behalf of a Faculty Board has authority to determine that a candidate for an award has met all requirements for course completion and to recommend to Council the conferral of degrees and awards.

4.10.1 Conferral of awards

The Executive of Council has authority to confer awards on the recommendation of the Chair of the Academic Board acting on behalf of the Academic Board.

The Chair of the Academic Board has authority to approve, in exceptional circumstances, any additional students who become eligible to graduate and confer awards after the semester conferral deadline, and before or during the semester graduation ceremonies. The Director, Student Administration Unit must provide a report each half year on these awards to Council via the Academic Board.

The Provost has authority to correct an award in instances where an administrative error has occurred. The Director, Student Administration Unit must provide a report each half year on corrections to awards to Council via the Academic Board.

The presiding member of each graduation ceremony has authority to confer the award of University medals.

Council has reserved to itself the authority to approve the conferring of an honorary award.

4.10.2 Award of degrees in special circumstances

In special circumstances, on the recommendation of Academic Board, Council may confer a degree or diploma award in instances where a student has not completed the usual prescribed requirements (such as aegrotat and posthumous awards).

4.10.3 Rescission of award

The Provost has authority to rescind an award in instances where an administrative error has occurred or where the person has an outstanding debt to the University. The Director, Student Administration Unit must provide a report to Council via the Academic Board every half year on awards rescinded.

In any other instance, Council has reserved to itself the authority to rescind the conferral of an award.

4.11 Scholarships, prizes and the University Medal

Academic Board approves the guidelines for the award of University medals. The Board also recommends to Council the candidates eligible for award of University medals. The Council reserves to itself the sole right to award the University medals.

The delegates identified in columns two and three below have the authority to approve Conditions of Award and Recipients of Award respectively as specified in column one.

Type of Award	Approval of Conditions of Award ¹ within the requirements of the Policy	Approval of Recipients of Award
University medals	Academic Board	Council, on recommendations from Academic Board
Internally funded prizes	Provost	Deans (or nominees)
Faculty-based coursework scholarships and coursework and research prizes	Faculty Boards	Deans (or nominees)
Cross-faculty ² coursework scholarships and coursework prizes	Director, Student Administration Unit	Directors (or nominees)
Graduate research scholarships and cross-faculty research prizes	Graduate Research School Board	Dean, Graduate Research School (or nominee)

The Provost has authority to approve the establishment of scholarships and prizes below the minimum value specified in the Scholarships and Prizes Policy.

Deans (or nominees) or Directors (or nominees), on the recommendation of the relevant Scholarships Selection Committee (coursework) where appropriate, have authority to terminate a recipient's scholarship in instances where the recipient does not continue to meet the Conditions of Award requirements.

Deans (or nominees) or Directors (or nominees) have authority to disestablish a scholarship in cases where the scholarship is no longer to be offered.

The Vice-Chancellor in consultation with the Chancellor is to approve the award of any prizes, awards or scholarships to members or recent members of Council or its Committees.

Definitions:

¹ Conditions of Award refers to the statement of the requirements for the Scholarship or Prize made in accordance with the Scholarships and Prizes Policy including the name of the Scholarship or Prize, the criteria and conditions for the award of the Scholarship or Prize, the value, funding arrangements, and the endorsement of stakeholders.

² Cross-faculty scholarships and prizes are those that may be awarded jointly by two or more faculties or are not faculty-specific including awards from Jumbunna, Equity and Diversity Unit, Scholarships Office, Graduate Research School or, UTS: International.

4.12 Student misconduct

The Vice-Chancellor (or nominee) has authority to make determinations on cases of alleged misconduct and to impose a range of penalties as set out in [Section 16 of the Student Rules](#).

The Director, Governance Support Unit has authority to make determinations on specific matters in respect of alleged misconduct including misconduct in centrally conducted examinations. The Director, Governance Support Unit has authority to issue formal warnings as set out in [Section 16 of the Student Rules](#).

Responsible Academic Officers have authority to make determinations on cases involving alleged plagiarism and to impose a range of penalties as set out under in [Section 16 of the Student Rules](#).

The University's Student Misconduct Appeals Committee has authority to determine appeals against the decision of a Responsible Academic Officer or Vice-Chancellor (or nominee) on matters of student misconduct.

4.13 Student Ombud

Council has reserved to itself the authority to appoint a person to the role of Student Ombud and to appoint one or more persons as Assistant Student Ombud.

The Student Ombud has authority to conduct inquiries and to make recommendations to the Vice-Chancellor in respect of complaints by students against decisions or conduct of staff, committees, boards or any unit or group either within the University or acting under the authority or auspices of the University.

4.14 UTS Student Housing

The Director, Student Services Unit, has the authority to enter into student housing agreements (without limit), providing that the student housing agreements fall within the approved pricing, guidelines, policies and directives. The Director, Student Services Unit, shall provide an annual report including a summary of the schedule of student housing licence agreements approved by the Director, Student Services Unit to Council, through the Finance Committee, for noting.

The Manager, UTS Housing has authority to approve the UTS: Student Residences Handbook and Housing Rules and any amendments to the UTS: Student Residences Handbook and Housing Rules subject to review by UTS Legal Services.

The Manager, UTS Housing (or nominee) have authority to implement the UTS: Student Residences Handbook and Housing Rules.

The Manager, UTS Housing, authority to waive annually approved standard fees and charges, amend the duration of licence agreements, approve payment by instalments and apply concessional reductions in UTS Housing Licence fees and apply fees, fines and charges within limits and guidelines approved by the Deputy Vice-Chancellor (Education and Students). The Manager, UTS Housing shall provide an annual report of concessions, fees, fines and charges to the Deputy Vice-Chancellor (Education and Students).

The Manager, UTS Housing has authority to determine and apply charges for sundry goods and services made available to residents; resident life events; cost recovery for damages caused by residents or guests up to \$10,000.

4.15 UTS Union and UTS Students' Association Funding Agreements

The Vice-Chancellor has authority to approve funding agreements (without financial limit) with the UTS Union and the UTS Students' Association, consistent with Student Services and Amenities Fee legislation and the UTS Budget.

4.16 Student Records

The Director, Student Administration Unit has authority to approve the issue and verification of student records including: Statement of Proof of Previous Payment or Liability; Statement of Enrolment; Statement of Course Completion; Academic Transcript; Australian Higher Education Graduation Statement; Replacement Testamur Certificate.

The Deputy Vice-Chancellor (International and Advancement) (or nominee) has authority to issue and verify, for international students; Statement of Enrolment; Statement of Course Completion.

The Deans have authority to approve the issue and verification of Statement of Completion of Clinical/Professional Placements or Experience.

4.17 Academic year calendar and academic year dates

Academic Board has authority to approve the principles for setting the academic year calendar, including the use of an alternative academic year calendar for certain courses in exceptional circumstances.

The Provost has authority to approve variations to the application of academic year calendar principles (for example academic year calendar activity limitations or requirements) in exceptional circumstances.

The Provost has authority to approve academic year dates, and any required changes to academic year dates, within the principles approved by Academic Board for setting the academic year calendar.

The Provost must provide an annual report to Academic Board on authority exercised under this delegation. The report should detail any variations to the application of academic year calendar principles, and approval of, or variations to, academic year dates.

5. Research and consulting

5.1 External research grants and agreements

The following delegates have authority to approve research grant applications, contract research agreements and tender submissions for research funding.

Delegate	Limit
Deputy Vice-Chancellor (Research)	Unlimited – subject to compliance with approved policies
Director, Research and Innovation Office	\$1,500,000
Director, Institute for Sustainable Futures	\$500,000
Director, Institute for Public Policy and Governance	\$500,000
Deputy Director, Research Engagement	\$100,000

The following delegates have authority to accept research grants and to execute agreements for the funding of research, including contract research, in accordance with the [Protocol for Execution of Documents](#).

Delegate	Limit
Deputy Vice-Chancellor (Research)	Unlimited – subject to compliance with approved policies
Director, Research and Innovation Office	\$750,000
Director, Institute for Sustainable Futures	\$250,000
Director, Institute for Public Policy and Governance	\$250,000
Deputy Director, Research Operations and Management	\$50,000
Deans and Associate Deans (Research) of faculties	\$50,000*

* have authority to execute agreements for the funding of research, up to a value of \$50,000, where a standard UTS contract is used and risk measures, as endorsed by the Research and Innovation Office, are in place, or where the Deputy Vice-Chancellor (Research)'s Research Investment Committee approves a variation to the terms of the standard UTS contract.

The Deputy Vice-Chancellor (Research) and the Director, Research and Innovation Office, have authority to execute other types of agreements to facilitate the conduct of the University's research program that are not otherwise identified in these delegations, and so as to comply with any other University Policy or Vice-Chancellor's Directive.

The researchers named as Chief Investigator in an agreement governing the research grant, or nominated by the relevant faculty or institute to lead and manage the research project, have the authority to commit funds in pursuit of the research for which the funding is granted, up to \$30,000 and in accordance with the agreement.

5.2 University consulting

Deans and Directors have authority to approve staff members as qualified consultants in accordance with the [Vice-Chancellor's Directive on University Consulting](#). University consulting is administered and managed through the University's controlled entity, accessUTS Pty Ltd, which is responsible and accountable for the signing of contracts and quality control and audit.

Private consulting: see [Delegation 2.10](#)

Appendix A

Approved Senior Executive Alternates

Members of the UTS Senior Executive act for other members in their absence on urgent matters, as indicated below.

Executive member	Delegations	First alternate	Second alternate
Vice-Chancellor	3.1 (Council's powers in urgent and unforeseen circumstances)	Provost	Not applicable
Provost	1.2, 1.7 (expenditure and revenue) 2.1.1, 2.5 (staff recruitment and appointment and relieving appointments) 2.7, 2.9 (leave and travel)	Deputy Vice-Chancellor (Education and Students)	Deputy Vice-Chancellor (Corporate Services)
Deputy Vice-Chancellor (Education and Students)	1.2, 1.7 (expenditure and revenue) 2.1.1, 2.5 (staff recruitment and appointment and relieving appointments) 2.7, 2.9 (leave and travel)	Deputy Vice-Chancellor (Research)	Deputy Vice-Chancellor (International and Advancement)
Deputy Vice-Chancellor (International and Advancement)	1.2, 1.7 (expenditure and revenue) 2.1.1, 2.5 (staff recruitment and appointment and relieving appointments) 2.7, 2.9 (leave and travel)	Deputy Vice-Chancellor (Education and Students)	Deputy Vice-Chancellor (Research)
Deputy Vice-Chancellor (Research)	1.2, 1.7 (expenditure and revenue) 2.1.1, 2.5 (staff recruitment and appointment and relieving appointments) 2.7, 2.9 (leave and travel) 5.1 (research grants)	Deputy Vice-Chancellor (International and Advancement)	Deputy Vice-Chancellor (Education and Students)
Deputy Vice-Chancellor (Resources)	1.2, 1.7 (expenditure and revenue) 1.3, 1.5 (capital works and facilities management) 2.1.1, 2.5 (staff recruitment and appointment and relieving appointments) 2.7, 2.9 (leave and travel)	Deputy Vice-Chancellor (Corporate Services)	Provost
Deputy Vice-Chancellor (Corporate Services)	1.2, 1.7 (expenditure and revenue) 1.3 (capital works) 2.1.1, 2.5 (staff recruitment and appointment and relieving appointments) 2.7, 2.9 (leave and travel)	Provost	Deputy Vice-Chancellor (Resources)

Appendix B

Approved Council Alternates

The following procedures apply in the absence of the Chancellor and Deputy Chancellor.

1. The Chancellor will be deemed absent or unable to act in either of the following circumstances:
 - a. when the Chancellor has so notified the Vice-Chancellor or University Secretary
 - b. when the Vice-Chancellor so determines following reasonable inquiries.
2. The Deputy Chancellor will be deemed absent or unable to act in either of the following circumstances:
 - a. when the Deputy Chancellor has so notified the Vice-Chancellor or University Secretary
 - b. when the Vice-Chancellor so determines following reasonable inquiries.
3. In the deemed absence of both the Chancellor and the Deputy Chancellor the Chancellor's authority with respect to affixing the seal or taking executive action or approving any matter that Council has delegated to the Chancellor shall be exercised by a member of Council, not being a member of staff of the University, in the following order subject to their availability:
 - Chair, Finance Committee
 - Chair, Audit and Risk Committee
 - Chair, Physical Infrastructure Committee
 - Chair, Commercial Activities Committee
 - Chair, Social Justice Committee
 - Chair, Student/Council Liaison Group