

DELEGATION NAME	AUTHORITY	INSTRUCTIONS	POLICIES	BAND*	AMOUNT
Financial Management					
1.1 Travel - Staff APPROVED through the CONCUR System					
1.1.1 - Travel - Staff APPROVED through the CONCUR System	Authority to book domestic travel and International travel to New Zealand, for staff on UTS business	Booking for both domestic and NZ international travel should be: <ul style="list-style-type: none"> • commenced only after prior discussion with the staff member's supervisor • in accordance with the Travel Policy and booked through Concur • within the approved annual budget and subject to the availability of funds • approval of acquittal of the cost of travel (on the UTS Airplus card) is to be completed by a supervisor with appropriate general expenditure delegation (Delegation 1.2) 	• Travel Policy	0	
1.1.2 - Travel - Staff APPROVED through the CONCUR System	Approves (within their area of responsibility) international travel to low risk countries (Riskline Rating of 1, 2 or 3) for staff on UTS business	Approval for international travel should be: <ul style="list-style-type: none"> • in accordance with the Travel Policy • be in accordance with their general expenditure delegation (Delegation 1.2), within the approved annual budget and subject to the availability of funds. 	• Travel Policy	0	
1.1.3 - Travel - Staff APPROVED through the CONCUR System	Approves (within their area of responsibility) international travel to high risk countries (Riskline Rating of 4 or 5 AND a DFAT Alert Level <4) for staff on UTS business	Approval for international travel should be: <ul style="list-style-type: none"> • in accordance with the Travel Policy • be in accordance with their general expenditure delegation (Delegation 1.2), within the approved annual budget and subject to the availability of funds. 	• Travel Policy	0	
				1	
				2	
				3	
				4	
1.1.4 - Travel - Staff APPROVED through the CONCUR System	Approves (within their area of responsibility) international travel to high risk countries (Riskline level 4 or 5 AND a DFAT Alert Level 4) for staff on UTS business.	Approval for international travel to DFAT 4 Countries must: <ul style="list-style-type: none"> • be in accordance with the Travel Policy • include a completed Risk Assessment Form duly approved by the Provost for academic staff or DVC (Corp Services) for professional staff • be in accordance with their general expenditure delegation (Delegation 1.2), within the approved annual budget and subject to the availability of funds. 	• Travel Policy	1	
				2	
				3	
				4	
1.1.5 - Travel - Staff APPROVED through the CONCUR System	Approves the Chancellor's travel on UTS business (both domestic and international)	Approval for both domestic and international travel should be: <ul style="list-style-type: none"> • in accordance with the Travel Policy • in accordance with their general expenditure delegation (Delegation 1.2) within the approved annual budget, and • be in accordance with their general expenditure delegation (Delegation 1.2), within the approved annual budget and subject to the availability of funds. 	• Travel Policy	0	
				4	

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DELEGATION NAME	AUTHORITY	INSTRUCTIONS	POLICIES	BAND*	AMOUNT
1.1 Travel - Staff NOT APPROVED through the CONCUR System					
1.1.6 - Travel - Staff NOT APPROVED through the CONCUR System	Approves (within their area of responsibility) domestic travel for staff on UTS business	Approval for both domestic and international travel should be: <ul style="list-style-type: none"> • in accordance with the Travel Vice-Chancellor's Directive • be in accordance with their general expenditure delegation (Delegation 1.2), within the approved annual budget and subject to the availability of funds. 		0	
1.1.7 - Travel - Staff NOT APPROVED through the CONCUR System	Approves (within their area of responsibility) international travel to low risk countries (DFAT Alert Level 1, 2 or 3) for staff on UTS business	Approval for both domestic and international travel should be: <ul style="list-style-type: none"> • in accordance with the Travel Vice-Chancellor's Directive • be in accordance with their general expenditure delegation (Delegation 1.2), within the approved annual budget and subject to the availability of funds. 		0	
				1	
				2	
				3	
				4	
1.1.8 - Travel - Staff NOT APPROVED through the CONCUR System	Approves (within their area of responsibility) international travel to high risk countries (DFAT Alert Level 4) for staff on UTS business	Approval for both domestic and international travel should be: <ul style="list-style-type: none"> • in accordance with the Travel Vice-Chancellor's Directive • in accordance to their general expenditure delegation (1.2) within the approved annual budget, and • be in accordance with their general expenditure delegation (Delegation 1.2), within the approved annual budget and subject to the availability of funds. 		2	
1.1.9 - Travel - Staff NOT APPROVED through the CONCUR System	Approves the Chancellor's travel on UTS business (both domestic and international)	Approval for both domestic and international travel should be: <ul style="list-style-type: none"> • in accordance with the Travel Vice-Chancellor's Directive • be in accordance with their general expenditure delegation (Delegation 1.2), within the approved annual budget and subject to the availability of funds. 		0	
				4	
1.2 Expenditure / commitment of funds					
1.2.1 - Expenditure / commitment of funds	Authority to approve expenditure / commitment of funds.	<ul style="list-style-type: none"> • Subject to availability of funds within approved budget limits, consistent with University plans, policies and procedures, and exclusive of GST where applicable. • Expenditure approval between \$5m and \$10m reported to next Council meeting • Within area of responsibility. Exceptions: <ul style="list-style-type: none"> • Capital works, Delegation 1.3 • Facilities management, Delegation 1.5 • Commercial activities, Delegation 1.17 • Travel, Delegation 1.1 • External research grants, Delegation 5.1 	<ul style="list-style-type: none"> • Protocol for Execution of Documents • UTS Procurement Policy 	1	\$ 10,000,000
				2	\$ 2,000,000
				3	\$ 750,000
				4	\$ 250,000
				5	\$ 50,000
				6	\$ 20,000
				7	\$ 10,000
				8	\$ 5,000
				1.2.2 - Expenditure / commitment of funds	Approves the expenses of the Vice-Chancellor.
1.2.3 - Expenditure / commitment of funds	Approves the reimbursement of out of pocket expenses of members of Council, if incurred while engaged on University business.	• Within approved annual budget	• UTS Procurement Policy	4	

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1.3 Capital Works					
1.3.1 - Capital Works	Approves Capital Expenditure	<ul style="list-style-type: none"> • Approval to execute documents is congruent with expenditure limits. • Expenditure needs to be within approved budget, contribute to the UTS strategic objectives, aligned with the University's plans for development and in compliance with relevant UTS policies (e.g.. Procurement, Protocol for Execution of Documents). • Expenditure and variations to be reported in accordance with the PIC approved Monitoring and Reporting Protocol. • The capital delegation limits will apply unless there are special circumstances where Council resolves to approve different "project-specific" delegations 	<ul style="list-style-type: none"> • Protocol for Execution of Documents • UTS Procurement Policy • Monitoring and Reporting Protocol 	1	\$ 50,000,000
				2	\$ 20,000,000
				3	\$ 10,000,000
				4	\$ 1,000,000
				5	\$ 5,000,000
1.3.2 - Capital Works	Commit funds within area of responsibility related to Information technology infrastructure (and execute related documents)	Documents must be executed in accordance with the Protocol for Execution of Documents.	<ul style="list-style-type: none"> • Commercial Activities Policy • Protocol for Execution of Documents 	2	\$ 4,000,000
				3	\$ 2,000,000
				4	\$ 500,000
1.4 Real Estate Property Transactions					
1.4.1 - Real Estate Property Transactions	Approval to 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.			0	
1.4.2 - Real Estate Property Transactions	Approves purchase of properties on behalf of UTS.	<ul style="list-style-type: none"> • Purchases to be reported to next Council meeting. • Documents must be executed in accordance with the Protocol for Execution of Documents. • Delegated amount is in reference to the total purchase price 	<ul style="list-style-type: none"> • Procurement Policy • Commercial Activities Policy • Protocol for Execution of Documents 	1	\$ 2,000,000
1.4.3 - Real Estate Property Transactions	Authority to execute documents relating to the University's purchase or sale land, in accordance with any specific delegation made by Council by resolution.	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Protocol for Execution of Documents 	1	
1.4.4 - Real Estate Property Transactions	Authority to execute documents as follows: <ul style="list-style-type: none"> • Lodgement of statutory or other application that could change the status or otherwise relates to, the relevant parcel of land. • 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. • 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 . Caveats; Plans including plans of subdivision, plans of consolidation and deposited plans.	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Protocol for Execution of Documents 	2	

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1.4.5 - Real Estate Property Transactions	Authority to execute the following documents: Lodgement of applications and documents required for property development which do not change the status of the relevant parcel of land, e.g. Development Approvals, Construction Certificates, etc., including authority to provide 'landowners consent'.	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Protocol for Execution of Documents 	3	
1.4.6 - Real Estate Property Transactions	For 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 (These parameters are currently set out in the UTS Premises Lease Plan - approved by Council annually)) The authority does not extend to executing documents to commence litigation.	<ul style="list-style-type: none"> In accordance with applicable policies. 	<ul style="list-style-type: none"> Commercial Activities Policy 	0	
1.4.7 - Real Estate Property Transactions	Approval to enter into commercial leases (as lessor or lessee) not included in the approved UTS Premises Lease Plan (Delegation 1.4.6). Only in exceptional circumstances and within budget and plans for development. To be reported to next Council meeting to update the UTS Premises Lease Plan.	<ul style="list-style-type: none"> Delegation to be exercised only in exceptional circumstances where a commercial imperative requires urgent action. Must be within approved budget, in line with space and development strategies. To be reported to next meeting of Council. 	<ul style="list-style-type: none"> Commercial Activities Policy 	2	\$ 5,000,000
1.5 Facilities management					
1.5.1 - Facilities management	Statutory maintenance and services contracts, IT leases and services, facilities hire, commercial conferences, workshops, events and student housing related services and maintenance.	<ul style="list-style-type: none"> In accordance with applicable policies. 	<ul style="list-style-type: none"> Procurement Policy Commercial Activities Policy Protocol for Execution of Documents 	1	
1.5.2 - Facilities management	Scheduled payments of invoices for utilities and essential services (agreements already approved by the Vice-Chancellor)	<ul style="list-style-type: none"> In accordance with applicable policies. 	<ul style="list-style-type: none"> Procurement Policy Commercial Activities Policy Protocol for Execution of Documents 	2	
				3	
1.5.3 - Facilities management	IT Leasing Schedules	<ul style="list-style-type: none"> In accordance with applicable policies. 	<ul style="list-style-type: none"> UTS Procurement Policy Protocol for Execution of Documents 	3	
1.5.4 - Facilities management	Cleaning, contract security, facilities hire, building maintenance, commercial conferences, workshops, events, heating and lighting, motor vehicles, parking facilities and rates.	<ul style="list-style-type: none"> Within area of responsibility. In accordance with applicable policies 	<ul style="list-style-type: none"> Procurement Policy Commercial Activities Policy Protocol for Execution of Documents 	1	
				2	\$ 2,000,000
				3	\$ 750,000
				5	\$ 250,000
					\$ 100,000
1.5.5 - Facilities management	Student housing related service and maintenance	<ul style="list-style-type: none"> Requests for expenditure on non-urgent replacement of student housing plant and equipment to be submitted to FMO. Director, FMO authority for urgent works only Manager, Housing Service authority to spend up to \$100, 000 for urgent works In accordance with applicable policies 	<ul style="list-style-type: none"> Procurement Policy Commercial Activities Policy Protocol for Execution of Documents 	1	
				2	\$ 2,000,000
				3	\$ 750,000
				4	\$ 250,000
				5	\$ 50,000
1.5.6 - Facilities management	Approves fee waivers or reductions for facilities hire.	<ul style="list-style-type: none"> Facilities Hire Directive 		1	

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1.6 Library Acquisitions				2	
1.6.1 - Library Acquisitions	Approval to expend funds for Library Acquisitions	• Unlimited within approved annual budget	• Procurement Policy	3	
				4	\$ 150,000
				5	\$ 75,000
				8	\$ 50,000
					\$ 25,000
1.7 Revenue					
1.7.1 - Revenue	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 with the following 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.	• The 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.	• Commercial Activities Policy • Protocol for Execution of Documents	1	
1.8 Fees and Charges				2	
1.8.1 - Fees and Charges	Approve the annual fees and charges schedule, comprising course fees, student services fees and amenities fees.			1	
1.8.2 - Fees and Charges	Authority to determine other fees and charges incl. rents and license fees, within their area of responsibility.	• Delegates must notify Director, SAU 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.		2	
1.8.3 - Fees and Charges	Approve sale of publications and other goods and services.	• In accordance with applicable policies	• Commercial Activities Policy	3	
1.8.4 - Fees and Charges	Approve charges for administrative services for students and refund tuition fees and charges.			4	

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1.9 Fundraising and Naming					
1.9.1 - Fundraising and Naming	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.	<ul style="list-style-type: none"> • UTS Recognition Naming Policy • University Honours Policy 	0	
				3	
1.9.2 - Fundraising and Naming	Approve the recognition naming of academic awards, student awards, academic positions other than Chairs, and the naming of things other than those listed in 1.9.1.	<ul style="list-style-type: none"> • In accordance with applicable policies 	<ul style="list-style-type: none"> • UTS Recognition Naming Policy • University Honours Policy 	1	
				2	
				3	
1.9.3 - Fundraising and Naming	Approval to modify or withdraw use of a supporter's name.			0	
				3	
1.9.4 - Fundraising and Naming	Approve fundraising projects.	Approval of fundraising projects is governed by the UTS Fundraising Policy.	<ul style="list-style-type: none"> • UTS Fundraising Policy 	1	
				2	\$ 2,000,000
				3	\$ 750,000
1.9.5 - Fundraising and Naming	Authority to solicit philanthropic donations to the University or to authorise the solicitation of such donations.	The solicitation and acceptance of philanthropic donations is governed by the UTS Fundraising Policy.	<ul style="list-style-type: none"> • UTS Fundraising Policy 	1	
				2	
				3	
1.9.6 - Fundraising and Naming	Authority to accept gifts to the University of land.			0	
				3	\$ 750,000
1.9.7 - Fundraising and Naming	Authority to; <ul style="list-style-type: none"> - accept gifts or bequests to the University of things other than land; - accept sponsorships (in money or in kind); - agree to the conditions (excluding naming: see 1.9.1 & 1.9.2) imposed in respect of any such gift, bequest or devise; - execute documents in relation to any such gift, bequest or devise. 	<ul style="list-style-type: none"> • Director, Student Services Unit and Manager, Housing can authorise sponsorships only (within their area of responsibility). • 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. 	<ul style="list-style-type: none"> • UTS Fundraising Policy • UTS Code of Conduct • Gifts and Benefits Directive 	1	
				2	\$ 2,000,000
					\$ 100,000
				4	\$ 10,000
				5	\$ 10,000
1.9.8 - Fundraising and Naming	Authority to decline a gift or bequest.			1	
				2	
				3	
1.9.9 - Fundraising and Naming	Authority to; <ul style="list-style-type: none"> - accept gifts or bequests to the University of Library Materials. 	<ul style="list-style-type: none"> • Unlimited value for Library Materials only. • 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. 	<ul style="list-style-type: none"> • UTS Fundraising Policy • UTS Code of Conduct • Gifts and Benefits Directive 	3	
				4	

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1.10 Investment					
1.10.1 - Investment	Authority to issue standard settlement instructions to any of the University's approved funds managers.	<ul style="list-style-type: none"> • Fund Managers 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. 		1	
				2	
1.10.2 - Investment	Authority to: <ul style="list-style-type: none"> a) recall funds from the approved funds manager to the University's operating bank account. b) place funds from the University's operating bank account to the approved funds manager. 	<ul style="list-style-type: none"> • Requires any two (2) of these as approvers acting jointly. • The general Principle that the delegate's supervisor can exercise a delegate's delegation (Principle 7) does not apply. • In accordance the standard settlement instructions. 		3	
				4	
				5	
1.10.3 - Investment	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.	In accordance with Section 5.2 Investment Instructions and Section 5.3 Investment Transactions and Activities of the UTS Finance Procedures Manual.		2	
1.10.4 - Investment	Approve the exercise of investment transactions and activities by authorised officers to: <ul style="list-style-type: none"> a) place funds from the University's operating bank and/or on call account to a term deposit or bank bill, and b) recall funds from a term deposit or bank bill to the University's operating bank and/or on call account. 	• Requires two (2) approvers acting jointly.		2	
				3	
1.11 Borrowing					
1.11.1 - Borrowing	Authority to borrow money	In accordance with Section 16(1)(d) of the UTS Act.		0	
1.11.2 - Borrowing	Authority to draw down funds in accordance with the approved terms.			1	
				2	
1.11.3 - Borrowing	Authorise payments in accordance with approved loan schedules.	• Requires two (2) approvers acting jointly.		3	
				4	
				5	
1.11.4 - Borrowing	Approve the early repayment or partial early repayment of loans.			0	

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DELEGATION NAME	AUTHORITY	INSTRUCTIONS	POLICIES	BAND*	AMOUNT
1.12 Payments					
1.12.1 - Payments	Approve the payment from the University's operating bank account of the fortnightly payroll.	<ul style="list-style-type: none"> •Requires two (2) of these approvers acting jointly. • This delegation is exercised through the University's electronic funds transfer software. 		3	
				4	
				5	
				6	
1.12.2 - Payments	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.	<ul style="list-style-type: none"> •Requires two (2) of these approvers acting jointly. • This delegation is exercised through the University's electronic funds transfer software or through appointment as an approved cheque signatory. 		3	
				4	
				5	
				6	
1.12.3 - Payments	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.	•Requires two (2) of these approvers acting jointly.		3	
				4	
				5	
				6	
1.13 Bank Accounts					
1.13.1 - Bank Accounts	Authority to open and maintain official bank accounts.			2	
1.13.2 - Bank Accounts	Authority to sign, countersign or endorse instruments required to operate official bank accounts.	•Requires two (2) of these approvers acting jointly.		3	
				4	
				5	
1.14 Writing off Assets					
1.14.1 - Writing off Assets	Approve the sale, trade-in, disposal by gift donation, or scrapping or write-off of assets and stores to the value (written down) specified.	Within area of responsibility.		0	\$ 500,000
				1	\$ 300,000
				2	\$ 150,000
					\$ 75,000
				3	\$ 20,000
					\$ 10,000
				4	\$ 10,000
				5	\$ 50,000

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1.15 Writing off irrecoverable debts or overpayments					
1.15.1 - Writing off irrecoverable debts or overpayments	Approve the write-off of lost or deficient moneys, overpayments or irrecoverable debts.			0	\$ 250,000
				1	
				2	
				3	
				4	
				5	
1.15.2 - Writing off irrecoverable debts or overpayments	Approve the write-off of unrecovered overpayments.	Within area of responsibility.		2	\$ 25,000
				3	\$ 15,000
					\$ 5,000
				4	\$ 10,000
					\$ 5,000
1.16 Insurance					
1.16.1 - Insurance	Authority to approve the payment of annual insurance premiums.	<ul style="list-style-type: none"> • 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 shall provide an annual schedule of the University's insurance coverage to Council for noting. 		1	
1.16.2 - Insurance	Authority to enter into, vary and terminate workers' compensation arrangements (including providers).			1	
1.17 Commercial Activities					
1.17.1 - 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.	For: <ul style="list-style-type: none"> • 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 5.4.1 • Commercial leases: see Delegation 1.4. • UTS facilities/property hire: see Delegation 1.5 	• Commercial Activities Policy	0	

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1.18 Intellectual Property					
1.18.1 - Intellectual Property	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.	• In accordance with applicable policies	• Commercial Activities Policy	0	
1.18.2 - Intellectual Property	Authority to approve the licensing or assignment of research-related intellectual property.			2	
1.18.3 - Intellectual Property	Authority to approve arrangements for the licensing or assignment of all other intellectual property.	• In accordance with applicable policies	• Commercial Activities Policy	2	
1.18.4 - Intellectual Property	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.	• 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.		1	
				2	
				3	
1.19 UTS Foundation Studies					
1.19.1 - UTS Foundation Studies	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	
1.20 Vehicle Leases and Equipment Leases					
1.20.1 - Vehicle Leases and Equipment Leases	Authority to enter into agreements and commit funds via a master lease agreement.			2	
1.20.2 - Vehicle Leases and Equipment Leases	Approval of the business case for budget expenditure at faculty or divisional level to enter into vehicle leases and equipment leases.	• Approval within their relevant area		2	
1.21 Financial Assistance					
1.21.1 - Financial Assistance	Approve limits in the distribution of equipment and disbursement to students of equity grants, emergency funds and interest-free student loans.			2	
1.21.2 - Financial Assistance	Approve distribution of equipment and disbursement to students of equity grants, emergency funds and interest-free student loans within limits set by DVC (E&S) see 1.21.1	• Student circumstances are required to be assessed and 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.		4	

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in effect from 29/1/2018

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Human Resources					
2.1 Staff recruitment and appointment					
2.1.1 - Staff recruitment and appointment	Approves recruitment action and/or appointment and remuneration for Provost.	<ul style="list-style-type: none"> Remuneration Committee sets the remuneration. Only Vice-Chancellor can recruit and appoint position. Appointment by invitation not applicable. In line with relevant Enterprise Agreement and HR instruments. 		0	
				1	
2.1.2 - Staff recruitment and appointment	Approves recruitment action and/or appointment and remuneration for Deputy Vice-Chancellors, University Secretary, Pro Vice-Chancellors, Assistant Deputy Vice-Chancellors.	<ul style="list-style-type: none"> Appointment by invitation not applicable. 		1	
2.1.3 - Staff recruitment and appointment	Approves recruitment and/or appointment and remuneration for Deans.	<ul style="list-style-type: none"> Only Vice-Chancellor can approve remuneration and appoint position. Provost can recruit. Appointment includes by invitation or competitive recruitment process. 		1	
				2	
2.1.4 - Staff recruitment and appointment	Approves recruitment action and/or appointment and remuneration for Directors of Research, Institutes and Directors of Academic Units.	<ul style="list-style-type: none"> Only Vice-Chancellor approves appointment by invitation. Only Vice-Chancellor sets remuneration. Within budget and staff profile in approved budget Within area of responsibility 		1	
				2	
				3	
2.1.5 - Staff recruitment and appointment	Approves recruitment, appointment and remuneration for Directors of Administrative Units, University Librarian, Chief Financial Officer and Chief Information Officer.	<ul style="list-style-type: none"> Only Vice-Chancellor approves appointment by invitation. Only Vice-Chancellor sets remuneration. Within budget and staff profile in approved budget Within area of responsibility 		1	
				2	
2.1.6 - Staff recruitment and appointment	Approves the naming of Professors at Level E (including approval of title)	<ul style="list-style-type: none"> Council to approve the title "Professor of the University". 		1	
2.1.7 - Staff recruitment and appointment	Approves the appointment of Distinguished Professors by invitation or appointment (including approval of title)			1	
2.1.8 - Staff recruitment and appointment	Approves recruitment, appointment and remuneration of Academic Managers, excluding those named above (e.g. Associate Deans, Schools, Discipline, Groups and Centres).	<ul style="list-style-type: none"> Only Provost approves professorial positions. Only Provost approves appointments by nomination or invitation. Provost for approval of Remuneration if outside UTS HR Remuneration Benchmarks for the role. Within budget and staff profile in approved budget Within area of responsibility 		2	
				3	
				4	
2.1.9 - Staff recruitment and appointment	Approves recruitment, appointment, appointment by invitation and remuneration of Professors (Level E).			2	
2.1.10 - Staff recruitment and appointment	Approves recruitment, appointment and remuneration of Associate Professors (Level D), Senior Lecturers (Level C), Lecturers (Level B), Associate Lecturers (Level A) (continuing and fixed-term).	<ul style="list-style-type: none"> Only Provost approves appointments by nomination or invitation. Provost for approval of Remuneration if outside UTS HR Remuneration Benchmarks for the role. Within budget and staff profile in approved budget Within area of responsibility 		2	
				3	
2.1.11 - Staff recruitment and appointment	Approves recruitment, appointment and remuneration of Chancellor's Postdoctoral Research Fellow (Level A or B)	<ul style="list-style-type: none"> Within budget and staff profile in approved budget Within area of responsibility Includes appoint whether by invitation or competitive recruitment 		2	
2.1.12 - Staff recruitment and appointment	Approves recruitment, appointment and remuneration of non-academic members or the Senior Staff Group excluding those positions named in Delegations 2.1.2 and 2.1.4.	<ul style="list-style-type: none"> DVC (CS) for approval of Remuneration if outside UTS HR Remuneration Benchmarks for the role. Within budget and staff profile in approved budget Within area of responsibility 		2	

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DELEGATION NAME	AUTHORITY	INSTRUCTIONS	POLICIES	BAND*	AMOUNT
				3	
				4	
2.1.13 - Staff recruitment and appointment	Approves recruitment, appointment, appointment by invitation and remuneration of Professional staff (continuing, fixed-term and casual).	<ul style="list-style-type: none"> • Only DVC (CS) approves appointments by invitation • DVC (CS) for approval of remuneration if outside Enterprise Agreement remuneration for the role. • Within budget and staff profile in approved budget • Within area of responsibility 		2	
				3	
				4	
2.1.14 - Staff recruitment and appointment	Approves recruitment, appointment and remuneration of casual academic staff.	<ul style="list-style-type: none"> • Within budget and staff profile in approved budget • Within area of responsibility • Provost for approval of Remuneration if outside Enterprise Agreement remuneration for the role. • All delegates can authorise a member of their staff to exercise this delegation under Principle 9b (Schedule 1 of the General Rules) 		3	
				4	
2.1.15 - Staff recruitment and appointment	Approves recruitment, appointment and remuneration of casual Indigenous tutors.	<ul style="list-style-type: none"> • Within budget and staff profile in approved budget • Within area of responsibility 		4	
2.1 Letter of Acceptance					
2.1.16 - Letter of Acceptance	Approves letters of appointment	<ul style="list-style-type: none"> • Prepares and signs all (except those mentioned in Delegation 2.1.17) letters in line with relevant Enterprise Agreement and HR instruments. 		3	
2.1.17 - Letter of Acceptance	Approves and signs Senior Executive and Director HRU letters of appointment	<ul style="list-style-type: none"> • Only the Chancellor signs for the Vice-Chancellor. • Only the Vice-Chancellor signs for the DVC's and Provost. • Only DVC (CS) signs for the Director, HRU. • In line with relevant Enterprise Agreement and HR instruments. 		0	
				1	
				2	
2.2 Remuneration					
2.2.1 - Remuneration	Approves remuneration for the Vice-Chancellor and Provost.	<ul style="list-style-type: none"> • In line with relevant Enterprise Agreement and HR instruments. 		0	
2.2.2 - Remuneration	Approves performance pay outcomes for members of the Senior Staff Group, and the remuneration structures applicable to all other staff members.	<ul style="list-style-type: none"> • In line with relevant Enterprise Agreement and HR instruments. 		0	
2.2.3 - Remuneration	Approves remuneration for the Deputy Vice-Chancellors.	<ul style="list-style-type: none"> • Authority to be used in consultation with the Chancellor and Provost. • In line with relevant Enterprise Agreement and HR instruments. 		1	
2.2 Remuneration - Salary supplementation					
2.2.4 - Remuneration - Salary supplementation	Approves introduction, variation of or discontinuation of a salary supplementation scheme within a faculty.			1	
2.3 Performance review					
2.3.1 - Performance review	Authority to review performance.	<ul style="list-style-type: none"> • Only the Chancellor for Vice-Chancellor. • In line with relevant Enterprise Agreement and HR instruments. 		0	
2.4 Claim for payment					
2.4.1 - Claim for payment	Approves claims for payments (e.g.. overtime, shift loadings, mileage) from staff members located in their areas of responsibility.	<ul style="list-style-type: none"> • In line with appointment approvals provided under Delegation 2.1 • In line with relevant Enterprise Agreement and HR instruments. 		0	

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DELEGATION NAME	AUTHORITY	INSTRUCTIONS	POLICIES	BAND*	AMOUNT
2.5 Relieving appointments					
2.5.1 - Relieving appointments	Approves Vice-Chancellor relieving appointments and payment of allowances.	<ul style="list-style-type: none"> Vice-Chancellor for < 4 weeks. Council for > 4 weeks and in absence of Vice-Chancellor approving other appointments. In line with UTS General Rule G1 13 		0	
				1	
2.5.2 - Relieving appointments	Approves relieving appointments and payment of allowances for the Provost, Deputy Vice-Chancellors and University Secretary.	<ul style="list-style-type: none"> In line with appointment approvals provided under Delegation 2.1 In line with relevant Enterprise Agreement and HR instruments. 		1	
2.5.3 - Relieving appointments	Approves relieving appointments and payment of allowances for Deans and Directors of Research Institutes.	<ul style="list-style-type: none"> Only DVC (Research) can approve Dean GRS and Directors of Research Institutes. Within area of responsibility. In line with appointment approvals provided under Delegation 2.1 In line with relevant Enterprise Agreement and HR instruments. 		2	
2.5.4 - Relieving appointments	Approves relieving appointments and payment of allowances for Directors of Units, University Librarian, Chief Information Officer, Chief Financial Officer, Assistant DVCs, Pro Vice-Chancellors.	<ul style="list-style-type: none"> Within area of responsibility. In line with appointment approvals provided under Delegation 2.1 In line with relevant Enterprise Agreement and HR instruments. 		2	
2.5.5 - Relieving appointments	Approves relieving appointments and payment of allowances for Academic Managers (e.g. Deputy Deans, Associate Deans, Heads of School/ Discipline/ Department/ Centres).	<ul style="list-style-type: none"> Within area of responsibility. In line with appointment approvals provided under Delegation 2.1 In line with relevant Enterprise Agreement and HR instruments. 		3	
2.5.6 - Relieving appointments	Approves relieving appointments and payment of allowances for Professional members of Senior Staff Group (excluding positions mentioned above)	<ul style="list-style-type: none"> Within area of responsibility. In line with appointment approvals provided under Delegation 2.1 In line with relevant Enterprise Agreement and HR instruments. 		3	
				4	
2.5.7 - Relieving appointments	Approves relieving appointments and payment of allowances for Professional staff (excluding positions mentioned above)	<ul style="list-style-type: none"> Within area of responsibility. In line with appointment approvals provided under Delegation 2.1 In line with relevant Enterprise Agreement and HR instruments. 		3	
				4	
2.6 Leave					
2.6.1 - Leave	Approves applications for leave from staff members located in their areas of responsibility	<ul style="list-style-type: none"> Includes Leave Without Pay approvals In line with relevant Enterprise Agreement and HR instruments. 		0	
2.7 Secondments					
2.7.1 - Secondments	Approves secondment of staff to another area of the University.	<ul style="list-style-type: none"> Supervisors approval only for originating area. Deans and Directors approval required for receiving area. Within area of responsibility. In line with relevant Enterprise Agreement and HR instruments. 		0	
				3	
				4	
2.7.2 - Secondments	Approves secondment of academic staff to an external host organisation.	<ul style="list-style-type: none"> Within area of responsibility. In line with relevant Enterprise Agreement and HR instruments. 		2	
2.7.3 - Secondments	Approves secondment of professional staff to an external host organisation.	<ul style="list-style-type: none"> Within area of responsibility. In line with relevant Enterprise Agreement and HR instruments. 		1	
				2	
				3	

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DELEGATION NAME	AUTHORITY	INSTRUCTIONS	POLICIES	BAND*	AMOUNT
2.8 Outside Work					
2.8.1 - Outside Work	Approves DVC's or Provost undertaking directorships or partnerships (not representing UTS)	• In line with the Outside Work Policy (and noting Consulting Policy and Delegation 3.3 (Corporations))	• Outside Work Policy • Consulting Policy	1	
2.8.2 - Outside Work	Approves staff undertaking directorships or partnerships (not representing UTS)	• In line with the Outside Work Policy (and noting Consulting Policy and Delegation 3.3 (Corporations))	• Outside Work Policy • Consulting Policy	2	
2.8.3 - Outside Work	Approves staff (other than mentioned above) undertaking non-directorship/ partnership outside work.	• In line with the Outside Work Policy (and noting Consulting Policy and Delegation 3.3 (Corporations))	• Outside Work Policy • Consulting Policy	3	
				4	
2.9 Academic Promotion/ Progression					
2.9.1 - Academic Promotion/ Progression	Authority to make decisions on promotion to Professor, Associate Professor and Senior Lecturer based on the recommendation of a promotions committee constituted in accordance with the human resources instrument governing annual academic promotion.	• Decisions on promotion will be reported to Council.		1	
2.9.2 - Academic Promotion/ Progression	Approve progression from Associate Lecturer to Lecturer based on recommendation made in accordance with the human resources instrument governing progressions.			2	
2.10 Disciplinary Action - Unsatisfactory performance					
2.10.1 - Disciplinary Action - Unsatisfactory performance	Authority to take disciplinary action, including termination of employment, for unsatisfactory performance of Members of the Senior Staff Group.	• In accordance with the relevant UTS Enterprise Agreement		1	
2.10.2 - Disciplinary Action - Unsatisfactory performance	Authority to take disciplinary action, including termination of employment, for unsatisfactory performance of Academic Staff.	• In accordance with the relevant UTS Enterprise Agreement		2	
2.10.3 - Disciplinary Action - Unsatisfactory performance	Authority to take disciplinary action, including termination of employment, for unsatisfactory performance of Professional Staff.	• In accordance with the relevant UTS Enterprise Agreement		2	
2.10 Disciplinary Action - Misconduct					
2.10.4 - Disciplinary Action - Misconduct	Authority to take disciplinary action, including termination of employment, for misconduct of Members of the Senior Staff Group.	• Authority to Vice-Chancellor or nominee. • In accordance with the relevant UTS Enterprise Agreement		1	
2.10.5 - Disciplinary Action - Misconduct	Authority to take disciplinary action, including termination of employment, for misconduct of Academic Staff.	• In accordance with the relevant UTS Enterprise Agreement		2	
2.10.6 - Disciplinary Action - Misconduct	Authority to take disciplinary action, including termination of employment, for misconduct of Professional Staff.	• In accordance with the relevant UTS Enterprise Agreement		2	
2.11 Termination - Resignation and retirement					
2.11.1 - Termination - Resignation and retirement	Authority to accept resignations and retirements.	• In accordance with the Human Resources instruments governing resignation and retirement.		0	
2.11.2 - Termination - Resignation and retirement	Authority to accept a resignation from a member of the Senior Executive.	• In accordance with the terms of the contract.		1	

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DELEGATION NAME	AUTHORITY	INSTRUCTIONS	POLICIES	BAND*	AMOUNT
2.11 Termination - Separation from employment on medical grounds					
2.11.3 - Termination - Separation from employment on medical grounds	Authority to terminate the employment of staff on medical grounds of Members of the Senior Staff Group.	• In accordance with the relevant UTS Enterprise Agreement		1	
2.11.4 - Termination - Separation from employment on medical grounds	Authority to terminate the employment of staff on medical grounds of Academic staff.	• In accordance with the relevant UTS Enterprise Agreement		2	
2.11.5 - Termination - Separation from employment on medical grounds	Authority to terminate the employment of staff on medical grounds of Professional staff.	• In accordance with the relevant UTS Enterprise Agreement		2	
2.11 Termination - Voluntary separation					
2.11.6 - Termination - Voluntary separation	Authority to approve applications for voluntary separation and to retrench Members of the Senior Staff Group.	• Authority to Vice-Chancellor or nominee. • In accordance with the relevant UTS Enterprise Agreement		1	
2.11.7 - Termination - Voluntary separation	Authority to approve applications for voluntary separation and to retrench Academic staff.	• In accordance with the relevant UTS Enterprise Agreement		2	
2.11.8 - Termination - Voluntary separation	Authority to approve applications for voluntary separation and to retrench Professional staff	• In accordance with the relevant UTS Enterprise Agreement		2	
2.11 Termination - Probation					
2.11.9 - Termination - Probation	Authority to terminate a staff member's employment before the end of a period of probation of continuing academic staff or Members of the Senior Staff Group.	• In accordance with the relevant UTS Enterprise Agreement and human resources instrument		1	
2.11.10 - Termination - Probation	Authority to terminate a staff member's employment before the end of a period of probation of fixed-term academic staff.	• In accordance with the relevant UTS Enterprise Agreement and human resources instrument		2	
2.11.11 - Termination - Probation	Authority to terminate a staff member's employment before the end of a period of probation of Professional staff.	• In accordance with the relevant UTS Enterprise Agreement and human resources instrument		2	
				3	
2.11 Termination - Termination of employment of Senior Executive staff					
2.11.12 - Termination - Termination of employment of Senior Executive staff	Approves termination of employment of a member of the Senior Executive.	• In accordance with the terms of the staff member's contract		1	

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DELEGATION NAME	AUTHORITY	INSTRUCTIONS	POLICIES	BAND*	AMOUNT
Governance					
3.1 Council's powers in urgent and unforeseen circumstances					
3.1.1 - Council's powers in urgent and unforeseen circumstances	Authority to approve an Executive Action on Council's behalf during the period between Council meetings in case of emergencies or in circumstances where delaying a decision until the next meeting of Council would cause disadvantage to the University.	<ul style="list-style-type: none"> The Chancellor, Vice-Chancellor and University Secretary acting jointly make the Executive of Council. The exercise of this delegation shall be reported to the next meeting of Council. 		0	
3.2 Strategic Plan					
3.2.1 - Strategic Plan	Authority to approve the University's strategic plan.			0	
3.3 Corporations					
3.3.1 - Corporations	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 variations to the composition of a company in relation to Cooperative Research Centres.	<ul style="list-style-type: none"> 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. In the case of UTS controlled entities, Cooperative Research Centres and start-up companies, the Commercial Activities Policy applies. 	<ul style="list-style-type: none"> Commercial Activities Policy 	0	
3.3.2 - Corporations	Authority to approve variations to the composition of a company in relation to Cooperative Research Centres .	<ul style="list-style-type: none"> In accordance with applicable policies. 	<ul style="list-style-type: none"> Commercial Activities Policy 	2	
3.3.3 - Corporations	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.	<ul style="list-style-type: none"> Authority to the Vice-Chancellor or nominee The Vice-Chancellor (or nominee) 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. 	<ul style="list-style-type: none"> Commercial Activities Policy 	1	
3.3.4 - Corporations	Authority to appoint a person to hold a position on behalf of the University as director of a company.	<ul style="list-style-type: none"> DVC (Research) only has authority to appoint Directors of Cooperative Research Centres. In accordance with applicable policies. 	<ul style="list-style-type: none"> Commercial Activities Policy 	0	
				2	
3.3.5 - Corporations	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.			1	
3.3.6 - Corporations	Authority to approve, on the recommendation of the Commercial Activities Committee, the provision of, and executes, 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.			1	

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DELEGATION NAME	AUTHORITY	INSTRUCTIONS	POLICIES	BAND*	AMOUNT
3.4 Joint venture projects (non-course)					
3.4.1 - Joint venture projects (non-course)	Approves any action related to non-course joint ventures (and not involving a UTS interest in a company, in which case Delegation 3.3 applies).	<ul style="list-style-type: none"> For activities valued up to \$5m (expenditure or income) the Commercial Activities Committee to approve. Non-course joint ventures are defined in the Commercial Activities Policy. 	• Commercial Activities Policy	0	\$ 5,000,000
3.4.2 - Joint venture projects (non-course)	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.	<ul style="list-style-type: none"> Non-course joint ventures are defined in the Commercial Activities Policy. 	• Commercial Activities Policy	1	\$ 1,000,000
				2	\$ 1,000,000
				3	\$ 1,000,000
				4	\$ 1,000,000
				5	\$ 1,000,000
6	\$ 1,000,000				
3.5 Establishment of academic units					
3.5.1 - Establishment of academic units	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, and GSU informed of any changes, for inclusion on the UTS Centres Register.	• Centres Directive	1	
3.6 UTS corporate symbols, name and testamurs					
3.6.1 - UTS corporate symbols, name and testamurs	Authority to approve changes to the University corporate symbols, including the seal, emblem, logo and stamp.			0	
3.6.2 - UTS corporate symbols, name and testamurs	Authority to approve the form of testamurs, including diplomas and other certificates awarded by the University.			1	
3.6.3 - UTS corporate symbols, name and testamurs	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.	• Guidelines for Use of the UTS Logo	4	
3.7 Engagement of external lawyers					
3.7.1 - Engagement of external lawyers	Authority to engage external lawyers within the approved annual budget.			2	
				4	
3.8 Proper officer					
3.8.1 - 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.			4	
3.9 Public officer					
3.9.1 - 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	

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DELEGATION NAME	AUTHORITY	INSTRUCTIONS	POLICIES	BAND*	AMOUNT
3.10 Litigation					
3.10.1 - Litigation	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	<ul style="list-style-type: none"> • Council authority (for amounts outside general expenditure delegations) • DVC (Corporate Services) authority (in relation to UTS employees) • Provost authority (in relation to student matters) • In exercising their delegation, the Vice-Chancellor, the DVC (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. 		0	
				1	
				2	
3.10.2 - Litigation	Authority to initiate and pursues proceedings for the recovery of debts owing to the University	• The writing off of debts is governed by Delegation 1.15.		3	\$ 40,000
3.11 Business names, domain names and trademarks					
3.11.1 - Business names, domain names and trademarks	Approve and register business names and trademarks.			4	
3.11.2 - Business names, domain names and trademarks	Approve and register domain names.			3	
3.12 Public clinics					
3.12.1 - Public clinics	Approve the establishment of public clinics within faculties and institutes.	• In accordance with applicable policies	• Commercial Activities Policy	2	
3.13 UTS Health Service					
3.13.1 - UTS Health Service	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.	• These authorities will be exercised within financial delegations and in accordance with the Protocol for Execution of Documents.	• Protocol for Execution of Documents	2	
3.13.2 - UTS Health Service	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.	• These authorities will be exercised within each delegate's relevant financial delegations and in accordance with the Protocol for Execution of Documents.	• Protocol for Execution of Documents	2	
				4	

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DELEGATION NAME	AUTHORITY	INSTRUCTIONS	POLICIES	BAND*	AMOUNT
3.13.3 - UTS Health Service	a) Approve the purchase of medical supplies and any other supplies necessary for the operation and management of the UTS Health Service; and b) 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.	• Protocol for Execution of Documents	0	
3.14 Administrative Changes to UTS Governance Instruments					
3.14.1 - Administrative Changes to UTS Governance Instruments	Approve administrative changes being made to UTS Governance instruments including Rules, Delegations, Policies, Directives and similar documents.			4	
3.15 Collaborative research degree programs					
3.15.1 - Collaborative research degree programs	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	
3.16 Access to email					
3.16.1 - Access to email	Authority to 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.	• University email services are University facilities • All University email addresses are owned by the University; • 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		3	
3.17 Memoranda of understanding					
3.17.1 - Memoranda of understanding	Authority to enter into memoranda of understanding with local and international partners.			1	
3.17.2 - Memoranda of understanding	Authority to enter into research only memoranda of understanding with local and International partners.	• For 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.		2	
3.17.3 - Memoranda of understanding	Authority to enter into memoranda of understanding involving international relationship development activities and student exchange agreements.	• These authorities will be exercised in accordance with UTS International's Standing Operating Principles and Procedures for International Memoranda of Understanding and Agreements.	• UTS International's Standing Operating Principles and Procedures for International Memoranda of Understanding and Agreements.	1	
				2	

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DELEGATION NAME	AUTHORITY	INSTRUCTIONS	POLICIES	BAND*	AMOUNT
3.18 Confidentiality agreements					
3.18.1 - Confidentiality agreements	Authority to approve and execute Confidentiality Agreements for Research generated Intellectual Property	<ul style="list-style-type: none"> In accordance with applicable policies. Heads of School (or equivalent) only have authority when using UTS standard templates. 	<ul style="list-style-type: none"> Research Ethics and Integrity Policy Research Management Policy Research Training Program Scholarship Policy Graduate Research and Supervision Policy Protocol for Execution of Documents 	3	
				4	
3.18.2 - Confidentiality agreements	Authority to execute confidentiality agreements, other than confidentiality agreements relating to research-generated intellectual property, within their area of responsibility.	<ul style="list-style-type: none"> In accordance with applicable policies. 	<ul style="list-style-type: none"> Protocol for Execution of Documents 	1	
				2	
				3	
				4	
3.19 Funding agreements					
3.19.1 - Funding agreements	Authority to approve (unless specified in other Delegations) 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.			1	
3.20 Agreements with UTS student recruitment representatives					
3.20.1 - Agreements with UTS student recruitment representatives	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.		2	
				3	
3.21 General agreements					
3.21.1 - General agreements	Approval of Contracts, Agreements and similar instruments of general projects (not mentioned elsewhere in the Delegations)	<ul style="list-style-type: none"> Where there is a financial component - approval must be by delegates (other than the proponent) who have the appropriate financial delegation in accordance with these Delegations of Authority. Where there is no financial contribution (and not elsewhere provided in these Delegations), approval is by the supervisor of the proponent of the general project. 		1	
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* Refer to Schedule G2 of UTS Rules for Band details

Note: Band 0 contains non-positional roles such as Supervisors, Chancellor, Council or Committees

DELEGATION NAME	AUTHORITY	INSTRUCTIONS	POLICIES	BAND*	AMOUNT
Academic and student matters					
4.1 Academic Policy					
4.1.1 - Academic Policy	Authority to determine academic policies.			0	
4.2 Designation of organisational unit, position or body					
4.2.1 - Designation of organisational unit, position or body	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.	In accordance with the Rules of the University.		1	
4.3 Curriculum, teaching and learning - Accreditation of award courses					
4.3.1 - Curriculum, teaching and learning - Accreditation of award courses	Authority to approve accreditation or discontinuance of award courses and programs. Authority to approve LOTE in which coursework programs may be delivered.	Discontinuance must be considered in the context of the funding agreement between UTS and the Department of Education	<ul style="list-style-type: none"> • UTS Admissions Policy • UTS English Language Policy 	0	
4.3 Curriculum, teaching and learning - External articulation arrangements					
4.3.2 - Curriculum, teaching and learning - External articulation arrangements	Authority to approve arrangements for external articulation as appropriate as defined in UTS Admissions Policy.	External articulation arrangements are defined in the Admissions Policy	<ul style="list-style-type: none"> • Admissions Policy 	0	
				2	
				3	
4.3 Curriculum, teaching and learning - Changes to existing courses.					
4.3.3 - Curriculum, teaching and learning - Changes to existing courses.	Authority to approve changes to existing course structure.	<ul style="list-style-type: none"> • Faculty Boards have authority to approve changes to courses once the course has been accredited by Academic Board. • Deans may authorise administrative changes to existing courses. • Rule 3.6.1 of the Student Rules 	<ul style="list-style-type: none"> • UTS Admissions Policy • English Language Policy 	0	
				3	
4.3.4 - Curriculum, teaching and learning - Changes to existing courses.	Authority to approve courses that involve an external partner, an offshore course, or a new offshore location for an existing course.	<ul style="list-style-type: none"> • Rule 3.6.1 of the Student Rules 	<ul style="list-style-type: none"> • UTS Admissions Policy • English Language Policy 	0	
4.3.5 - Curriculum, teaching and learning - Changes to existing courses.	Authority to approve the introduction of a new language version of an approved onshore language other than English (LOTE) course.	<ul style="list-style-type: none"> • Rule 3.6.1 of the Student Rules 	<ul style="list-style-type: none"> • UTS Admissions Policy • English Language Policy 	0	
4.3.6 - Curriculum, teaching and learning - Changes to existing courses.	Authority to approve changes to the total credit point value of a course	<ul style="list-style-type: none"> • Rule 3.6.1 of the Student Rules 	<ul style="list-style-type: none"> • UTS Admissions Policy • English Language Policy 	0	
4.3.7 - Curriculum, teaching and learning - Changes to existing courses.	Authority to approve changes to the admission selection criteria and or/funding cluster of a course.	<ul style="list-style-type: none"> • Rule 3.6.1 of the Student Rules 	<ul style="list-style-type: none"> • UTS Admissions Policy • English Language Policy 	0	
				2	
4.3 Curriculum, teaching and learning - Course and award nomenclature					
4.3.8 - Curriculum, teaching and learning - Course and award nomenclature	Authority to approve course and award nomenclature and changes to such nomenclature.			1	

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DELEGATION NAME	AUTHORITY	INSTRUCTIONS	POLICIES	BAND*	AMOUNT
4.3 Curriculum, teaching and learning - Short Courses					
4.3.9 - Curriculum, teaching and learning - Short Courses	Authority to approve a proposal to conduct an on-shore short course through the Faculty's or Unit's approval processes.	• In accordance with the relevant policies.	• Short Courses Policy	3	
				4	
4.3.10 - Curriculum, teaching and learning - Short Courses	Authority to approve a proposal to conduct a short course offshore. This authority includes the execution of related documents.	• In accordance with the relevant policies.	• Protocol for Execution of Documents	2	
4.3 Curriculum, teaching and learning - Subjects					
4.3.11 - Curriculum, teaching and learning - Subjects	Authority to approve subjects in Faculty offered courses and Faculty processes for changes to Faculty-approved subject information included in Subject Outlines.			0	
4.3.12 - Curriculum, teaching and learning - Subjects	Authority to approve processes for approval of Subject Outlines, including the processes and relevant levels of authority required to update Faculty-approved material.			0	
4.3 Curriculum, teaching and learning - Clinical affiliation agreements					
4.3.13 - Curriculum, teaching and learning - Clinical affiliation agreements	Authority to execute clinical affiliation agreements.	• In accordance with the relevant policies.	• Protocol for Execution of Documents	3	
4.3 Curriculum, teaching and learning - Appointment of specific academic and assessment staff					
4.3.14 - Curriculum, teaching and learning - Appointment of specific academic and assessment staff	Authority to appoints Responsible Academic Officers			1	
				2	
4.3.15 - Curriculum, teaching and learning - Appointment of specific academic and assessment staff	Authority to approve an appropriate officer to fill a temporary vacancy for a Responsible Academic Officer, when they are absent for an extended period.	The UTS Governance Support Unit shall be advised of these approvals.		3	
4.3.16 - Curriculum, teaching and learning - Appointment of specific academic and assessment staff	Authority to appoint subject coordinators, examiners and assessors for each course offered.			0	
4.3.17 - Curriculum, teaching and learning - Appointment of specific academic and assessment staff	Authority to appoint Academic Liaison Officers and appoints academic advisers for students on academic caution.			0	
4.3.18 - Curriculum, teaching and learning - Appointment of specific academic and assessment staff	Authority to determine the criteria for the appointment of supervisors, external supervisors and examiners for graduate research students.			0	

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DELEGATION NAME	AUTHORITY	INSTRUCTIONS	POLICIES	BAND*	AMOUNT
4.4 Admissions - Selection criteria and entry levels					
4.4.1 - Admissions - Selection criteria and entry levels	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).			0	
4.4.2 - Admissions - Selection criteria and entry levels	Authority to approve the specific selection algorithms to be used for admission to undergraduate and postgraduate courses coordinated by the Universities Admissions Centre.			0	
4.4.3 - Admissions - Selection criteria and entry levels	Authority to approve 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.	• In accordance with the relevant policies.	• UTS Admissions Policy • English Language Policy	2	
4.4.4 - Admissions - Selection criteria and entry levels	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.			0	
				3	
4.4.5 - Admissions - Selection criteria and entry levels	Authority to approve, in exceptional circumstances, variations to the minimum language requirements of graduate research degrees for applicants from a language background other than English.			3	
4.4.6 - Admissions - Selection criteria and entry levels	Authority to determine which language tests, and equivalent measures of English language proficiency for these tests, are accepted by UTS for applicants from a language background other than English.			0	
4.4 Admissions - Offers of admission					
4.4.7 - Admissions - Offers of admission	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.	• 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.	• UTS Admissions Policy	2	
4.4.8 - Admissions - Offers of admission	Authority to approve non-award subject enrolment.	• 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.	• UTS Admissions Policy	4	
4.4.9 - Admissions - Offers of admission	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.	• Authority to DVC (International) or nominee. • 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.	• UTS Admissions Policy	2	
4.4.10 - Admissions - Offers of admission	Authority to make offers of special admission.	• Authority to DVC (International and Advancement) (or nominee). • 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.	• UTS Admissions Policy	0	
				2	
4.4.11 - Admissions - Offers of admission	Authority to approve the process for admission (and transfer) to research degrees in English and languages other than English (LOTE), and may determine maximum duration of candidature permitted and specify other evidence of general and professional qualifications generally required for candidates.	• 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.	• UTS Admissions Policy	0	

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DELEGATION NAME	AUTHORITY	INSTRUCTIONS	POLICIES	BAND*	AMOUNT
4.4.12 - Admissions - Offers of admission	Authority to admit candidates where an applicant for admission is considered qualified by reason of eminence in learning or creative achievement.	• 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.	• UTS Admissions Policy	3	
4.4.13 - Admissions - Offers of admission	Authority to determine exceptions to the requirement that applicants for course transfer must apply through the Universities Admissions Centre.	• 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.	• UTS Admissions Policy	4	
4.4 Admissions - Readmissions					
4.4.14 - Admissions - Readmissions	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.	• UTS Admissions Policy	2	
4.4.15 - Admissions - Readmissions	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.	• In accordance with the relevant policies.	• UTS Admissions Policy	0	
4.4.16 - Admissions - Readmissions	Authority to determine the maximum period of time in which a research degree student readmitted to a course following discontinuation shall be permitted to complete the course.	• In accordance with the relevant policies.	• UTS Admissions Policy	3	
4.4.17 - Admissions - Readmissions	Authority 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 accordance with the relevant policies.	• UTS Admissions Policy	0	
4.4.18 - Admissions - Readmissions	Authority to prescribe conditions relating to future conduct in cases where students have been readmitted following a period of exclusion.	• In accordance with the relevant policies.	• UTS Admissions Policy	1	
4.4 Admissions - Course transfers					
4.4.19 - Admissions - Course transfers	Authority to approve applications for admission or transfer to one-year full-time or equivalent bachelor honours programs.		• UTS Admissions Policy	0	
4.4 Admissions - Deferral of commencement					
4.4.20 - Admissions - Deferral of commencement	Authority 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.		• UTS Admissions Policy	0	
4.4.21 - Admissions - Deferral of commencement	Authority to approve applications for deferral from graduate research courses.	• Authority to Director, Student Administration Unit (or nominee) • Requires endorsement by the faculty.	• UTS Admissions Policy	3	
4.4 Admissions - Withdrawal of offer and cancellation of enrolment					
4.4.22 - Admissions - Withdrawal of offer and cancellation of enrolment	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.		• UTS Admissions Policy	4	
4.4.23 - Admissions - Withdrawal of offer and cancellation of enrolment	Authority to determine if an appeal against a decision of the Director, Student Administration Unit is to be upheld (but not dismissed).		• UTS Admissions Policy	0	

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in effect from 29/1/2018

DELEGATION NAME	AUTHORITY	INSTRUCTIONS	POLICIES	BAND*	AMOUNT
4.4.24 - Admissions - Withdrawal of offer and cancellation of enrolment	Authority to determine the final outcome of an appeal against withdrawal of offer and cancellation of enrolment.		• UTS Admissions Policy	0	
4.4 Admissions - Late enrolments					
4.4.25 - Admissions - Late enrolments	Authority to approve late enrolments with or without financial penalty.		• UTS Admissions Policy	4	
4.5 Credit recognition					
4.5.1 - Credit recognition	Authority to set credit recognition currency requirements and credit recognition limits.	• Within the requirements of the Credit Recognition Policy and any formal credit recognition arrangements.	• Credit Recognition Policy	0	
4.5.2 - Credit recognition	Authority to set 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.		• Credit Recognition Policy	0	
4.5.3 - Credit recognition	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.	• Credit Recognition Policy	0	
4.5.4 - Credit recognition	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, 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.	• Within any requirements set by the Faculty Board.	• Credit Recognition Policy	0	
4.5.5 - Credit recognition	Authority to approve applications from students to rescind previously approved credit recognition in exceptional circumstances.		• Credit Recognition Policy	0	
4.5.6 - Credit recognition	Authority to designate staff of UTS Student Centres with authority to determine credit recognition applications within specific requirements set by the Faculty Board, including formal credit recognition arrangements and credit recognition precedents.	• The delegate must maintain a register of such designations.	• Credit Recognition Policy	0	
4.5.7 - Credit recognition	Authority to designate UTS International staff with authority to determine credit recognition applications within specific requirements set by the Faculty Board, including formal credit recognition arrangements and credit recognition precedents.	• The delegate must maintain a register of such designations.	• Credit Recognition Policy	3	
4.5.8 - Credit recognition	Authority to designate faculty administrative staff with authority to determine credit recognition applications within specific requirements set by the Faculty Board, including formal credit recognition arrangements and credit recognition precedents.	• The delegate must maintain a register of such designations.	• Credit Recognition Policy	4	
4.5.9 - Credit recognition	Authority to approve the credit recognition of subjects from undergraduate courses for subjects in graduate courses as part of an accredited course.		• Credit Recognition Policy	0	
4.5.10 - Credit recognition	Authority to approve, in exceptional circumstances, credit recognition of subjects from undergraduate courses for subjects in graduate courses.		• Credit Recognition Policy	0	
4.5.11 - Credit recognition	Authority to approve the variation of any aspect of the Credit Recognition Policy on a case-by-case basis.		• Credit Recognition Policy	0	

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DELEGATION NAME	AUTHORITY	INSTRUCTIONS	POLICIES	BAND*	AMOUNT
4.6 Progression					
4.6.1 - Progression	Authority to waive progress requirements or place a student on academic caution.			0	
4.6.2 - Progression	Authority to vary course requirements in respect of minimum and maximum periods of time for course completion.			0	
4.6.3 - Progression	Authority to determine appeals against exclusion of coursework students.			0	
4.6.4 - Progression	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.	• Deans (or Nominee)		3	
4.6.5 - Progression	Authority to determine or prescribe prerequisites or concurrent coursework and participation in colloquia, research seminars and other work as considered appropriate.			0	
4.6.6 - Progression	Authority to 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; and may also determine the process for approving concurrent studies for graduate research candidates.			3	
4.6.7 - Progression	Authority to determine the criteria for discontinuing the candidature of students in the event of unsatisfactory progress or an unsatisfactory examination.			0	
4.6.8 - Progression	Authority to determine appeals against discontinuing the candidature of graduate research students.			0	
4.7 Assessment - Subject grading and criteria					
4.7.1 - Assessment - Subject grading and criteria	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 Rules.	• Coursework Assessment Policy	0	
4.7.2 - Assessment - Subject grading and criteria	Authority to approve the grading of students in each subject.		• Coursework Assessment Policy	3	
4.7.3 - Assessment - Subject grading and criteria	Authority to approve the release and publication of the final assessment results for subjects by the Director, Student Administration Unit .		• Coursework Assessment Policy	3	
4.7 Assessment - Assessment items and methods					
4.7.4 - Assessment - Assessment items and methods	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.		• Coursework Assessment Policy	0	
4.7 Assessment - Withholding results					
4.7.5 - Assessment - Withholding results	Authority to approve the withholding of individual student results in exceptional circumstances, such as alleged misconduct or failure to pay fees.		• Coursework Assessment Policy	0	
				4	

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DELEGATION NAME	AUTHORITY	INSTRUCTIONS	POLICIES	BAND*	AMOUNT
4.8 Student professional experience					
4.8.1 - Student professional experience	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.			0	
4.8.2 - Student professional experience	Authority to enter into agreements with suitable partners for the provision of professional experience placements to UTS students.			0	
4.8.3 - Student professional experience	Authority to make determinations that a student is unsuited for further professional experience and makes a decision to withdraw that student from a course.			2	
4.8.4 - Student professional experience	Makes determinations on appeals against the decision of the Deputy Vice-Chancellor (Education and Students) in respect of student professional experience matters.			0	
4.8.5 - Student professional experience	Authority to report students' non-compliance with matters related to student professional experience to professional and regulatory bodies, as appropriate.			4	
4.9 Confidential information in student theses					
4.9.1 - Confidential information in student theses	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.			3	
4.10 Course completion					
4.10.1 - Course completion	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.	<ul style="list-style-type: none"> Authority to Chair, Academic Board (acting on behalf of the Academic Board). On the recommendation of a Dean, acting on behalf of a Faculty Board 		0	
4.10 Course completion - Conferral of awards					
4.10.2 - Course completion - Conferral of awards	Authority to confer awards.	<ul style="list-style-type: none"> On the recommendation of the Chair of the Academic Board acting on behalf of the Academic Board. 		0	
4.10.3 - Course completion - Conferral of awards	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.	<ul style="list-style-type: none"> The Director, Student Administration Unit must provide a report each half year on these awards to Council via the Academic Board. 		0	
4.10.4 - Course completion - Conferral of awards	Authority to correct an award in instances where an administrative error has occurred.	<ul style="list-style-type: none"> The Director, Student Administration Unit must provide a report each half year on these awards to Council via the Academic Board. 		2	
4.10.5 - Course completion - Conferral of awards	Authority to confer the award of University medals.			0	
4.10.6 - Course completion - Conferral of awards	Authority to approve the conferring of an honorary award.			0	
4.10 Course completion - Award of degrees in special circumstances					
4.10.7 - Course completion - Award of degrees in special circumstances	Authority to confer, in special circumstances, a degree or diploma award in instances where a student has not completed the usual prescribed requirements (such as aegrotat and posthumous awards).	<ul style="list-style-type: none"> On the recommendation of Academic Board. 		0	

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DELEGATION NAME	AUTHORITY	INSTRUCTIONS	POLICIES	BAND*	AMOUNT
4.10 Course completion - Rescission of award					
4.10.8 - Course completion - Rescission of award	Authority to rescind an award in instances where an administrative error has occurred or where the person has an outstanding debt to the University.	<ul style="list-style-type: none"> The Director, Student Administration Unit must provide a report to Council via the Academic Board every half year on awards rescinded. 		2	
4.10.9 - Course completion - Rescission of award	Authority to rescind the conferral of an award in cases not covered by 4.10.8.			0	
4.11 Scholarships, prizes and the University Medal					
4.11.1 - Scholarships, prizes and the University Medal	Authority to approve conditions or recipients of University medals.	<ul style="list-style-type: none"> Academic Board has authority to approve conditions. Council has authority to approve recipients. Academic Board recommends to Council the candidates eligible for award of University medals 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. 	<ul style="list-style-type: none"> Scholarships and Prizes Policy 	0	
4.11.2 - Scholarships, prizes and the University Medal	Authority to approve conditions or recipients of internally funded prizes.	<ul style="list-style-type: none"> Provost has authority to approve the conditions. Deans (or nominees) have authority to approve recipients. 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. 	<ul style="list-style-type: none"> Scholarships and Prizes Policy 	2	
				3	
4.11.3 - Scholarships, prizes and the University Medal	Authority to approve conditions or recipients of faculty-based coursework scholarships and coursework and research prizes.	<ul style="list-style-type: none"> Faculty Boards have authority to approve the conditions. Deans (or nominees) have authority to approve recipients. 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. 	<ul style="list-style-type: none"> Scholarships and Prizes Policy 	0	
				3	
4.11.4 - Scholarships, prizes and the University Medal	Authority to approve conditions or recipients of cross-faculty coursework scholarships and coursework prizes.	<ul style="list-style-type: none"> Director (SAU) has authority to approve conditions. Directors (or nominees) have authority to approve recipients. 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. 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. 	<ul style="list-style-type: none"> Scholarships and Prizes Policy 	3	
				4	
				6	

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DELEGATION NAME	AUTHORITY	INSTRUCTIONS	POLICIES	BAND*	AMOUNT
4.11.5 - Scholarships, prizes and the University Medal	Authority to approve conditions or recipients of graduate research scholarships and cross-faculty research prizes.	<ul style="list-style-type: none"> Graduate Research School Board has authority to approve conditions. Dean, Graduate Research School (or nominee) has authority to approve recipients. 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. 	• Scholarships and Prizes Policy	0	
				3	
4.11.6 - Scholarships, prizes and the University Medal	Authority to approve the establishment of scholarships and prizes below the minimum value specified in the Scholarships and Prizes Policy.	• In accordance with applicable policies	• Scholarships and Prizes Policy	2	
4.11.7 - Scholarships, prizes and the University Medal	Authority to terminate a recipient's scholarship in instances where the recipient does not continue to meet the Conditions of Award requirements.	<ul style="list-style-type: none"> Delegates can nominate a staff member to act on their behalf On the recommendation of the relevant Scholarships Selection Committee (coursework) where appropriate. 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. 	• Scholarships and Prizes Policy	3	
				4	
4.11.8 - Scholarships, prizes and the University Medal	Authority to disestablish a scholarship in cases where the scholarship is no longer to be offered.		• Scholarships and Prizes Policy	3	
				4	
4.11.9 - Scholarships, prizes and the University Medal	Authority to approve the award of any prizes, awards or scholarships to members or recent members of Council or its Committees.	• In consultation with the Chancellor.	• Scholarships and Prizes Policy	1	
4.12 Student misconduct					
4.12.1 - Student misconduct	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.		1	
4.12.2 - Student misconduct	Authority to make determinations on specific matters in respect of alleged misconduct including misconduct in centrally conducted examinations.	• Section 16 of the Student Rules.		4	
4.12.3 - Student misconduct	Authority to issue formal warnings.	• As set out in Section 16 of the Student Rules.		4	
4.12.4 - Student misconduct	Makes determinations on cases involving alleged plagiarism and to impose a range of penalties.	• As set out in Section 16 of the Student Rules.		0	
4.12.5 - Student misconduct	Authority to determine appeals against the decision of a Responsible Academic Officer or Vice-Chancellor (or nominee) on matters of student misconduct.	• Section 16 of the Student Rules.		0	
4.13 Student Ombud					
4.13.1 - Student Ombud	Authority to appoint a person to the role of Student Ombud and to appoint one or more persons as Assistant Student Ombud.			0	
4.13.2 - Student Ombud	Authority to conduct inquiries and makes 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.			0	

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in effect from 29/1/2018

DELEGATION NAME	AUTHORITY	INSTRUCTIONS	POLICIES	BAND*	AMOUNT
4.14 UTS Student Housing					
4.14.1 - UTS Student Housing	Authority to approve entry into student housing agreements (without limit)	<ul style="list-style-type: none"> • Within approved pricing, guidelines, policies and directives. • Director, Student Services Unit to provide an annual report including a summary of the schedule of student housing licence agreements approved by Director, Student Services Unit to Council , via the Finance Committee, for noting. 		4	
4.14.2 - UTS Student Housing	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.	<ul style="list-style-type: none"> • Subject to Review by UTS Legal Services 		5	
4.14.3 - UTS Student Housing	Authority to authorise implementation of the UTS: Student Residences Handbook and Housing Rules.			5	
4.14.4 - UTS Student Housing	Authority to approve a waiver of annually approved standard fees and charges, amend duration of licence agreements, approve payment by instalments and apply concessional reductions in UTS Housing Licence fees and apply fees, fines and charges.	<ul style="list-style-type: none"> • Within limits and guidelines approved by the DVC (Education and Students), Manager. • UTS Housing, to provide an annual report of concessions, fees, fines and charges to the DVC (Education and Students). 		5	
4.14.5 - UTS Student Housing	Authority to determine and applies charges for sundry goods and services made available to residents, resident life events, cost recovery for damages caused by residents or guests.			5	\$ 10,000
4.15 UTS Union and UTS Students' Association Funding Agreements					
4.15.1 - UTS Union and UTS Students' Association Funding Agreements	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.			1	
4.16 Student Records					
4.16.1 - Student Records	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.			4	
4.16.2 - Student Records	Authority to issue and verify, for international students; Statement of Enrolment; Statement of Course Completion.	<ul style="list-style-type: none"> • Delegates can nominate a staff member to act on their behalf 		2	
4.16.3 - Student Records	Authority to approve the issue and verification of Statement of Completion of Clinical/Professional Placements or Experience.			3	
4.17 Academic year calendar and academic year dates					
4.17.1 - Academic year calendar and academic year dates	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.			0	
4.17.2 - Academic year calendar and academic year dates	Authority to approve variations to the application of academic year calendar principles (for example academic year calendar activity limitations or requirements) in exceptional circumstances.	<ul style="list-style-type: none"> • 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. 		2	

* Refer to Schedule G2 of UTS Rules for Band details

Note: Band 0 contains non-positional roles such as Supervisors, Chancellor, Council or Committees

DELEGATION NAME	AUTHORITY	INSTRUCTIONS	POLICIES	BAND*	AMOUNT
4.17.3 - Academic year calendar and academic year dates	Authority to approve academic year dates, and any required changes to academic year dates.	<ul style="list-style-type: none"> • 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. 		2	
Research and Consulting					
5.1 External Research Grants and Agreements - Proposals and Submissions					
5.1.1 - External Research Grants and Agreements - Proposals and Submissions	Authority to approve research proposals and tender submissions: i) to agencies requiring central research office submission (e.g.. ARC, NHMRC, US Air Force, EU, US National Institute of Health, etc.); or ii) requiring central research office co-ordination (such as multi-faculty bids and schemes requiring UTS to control the number of bids)	In accordance with the applicable policies	<ul style="list-style-type: none"> • Research Ethics and Integrity Policy • Research Management Policy • Research Training Program Scholarship Policy • Graduate Research and Supervision Policy • Protocol for Execution of Documents 	2	
				3	\$ 2,000,000
5.1.2 - External Research Grants and Agreements - Proposals and Submissions	Authority to approve higher risk research proposals and tender submissions in cases requiring additional due diligence for example: i) International proposals to countries that are <50 on the "Transparency International Index"; then if with Industries and NGOs - full due diligence is required; or if studentships, government, Joint Research Centres - summary due diligence is required.	<ul style="list-style-type: none"> • In accordance with the applicable policies • High risk countries as identified as <50 on the "Transparency International Index" - Prequalification • Added "due diligence" required before progressing 	<ul style="list-style-type: none"> • Research Ethics and Integrity Policy • Research Management Policy • Research Training Program Scholarship Policy • Graduate Research and Supervision Policy • Protocol for Execution of Documents 	2	
				3	\$ 2,000,000
5.1.3 - External Research Grants and Agreements - Proposals and Submissions	Authority to approve research proposals and tender submissions (excluding those identified in 5.1.1 or 5.1.2)	<ul style="list-style-type: none"> • Deans and Associate Dean (Research) can approve "Low Risk" proposals and submissions only. Low risk proposals are defined as: <ul style="list-style-type: none"> • Standard UTS contract, Australian funder, work carried out in Australia • Standard Australian government contracts • Travel only grants • In accordance with the applicable policies 	<ul style="list-style-type: none"> • Research Ethics and Integrity Policy • Research Management Policy • Research Training Program Scholarship Policy • Graduate Research and Supervision Policy • Protocol for Execution of Documents 	2	
				3	\$ 2,000,000
					\$ 1,000,000
					\$ 250,000
				4	\$ 250,000
				6	\$ 500,000

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DELEGATION NAME	AUTHORITY	INSTRUCTIONS	POLICIES	BAND*	AMOUNT
5.2 External Research Grants and Agreements - Contracts and Agreements					
5.2.1 - External Research Grants and Agreements - Contracts and Agreements	Authority to approve research contracts and other research agreements: i) to agencies requiring central research office completion (e.g.. ARC, NHMRC, US Air Force, EU, US National Institute of Health, etc.); ii) requiring central research office co-ordination (such as multi-faculty bids and schemes requiring UTS to control the number of bids); or iii) Clinical Trial Agreements	<ul style="list-style-type: none"> In accordance with the applicable policies 	<ul style="list-style-type: none"> Research Ethics and Integrity Policy Research Management Policy Research Training Program Scholarship Policy Graduate Research and Supervision Policy Protocol for Execution of Documents 	2	
				3	\$ 1,000,000
5.2.2 - External Research Grants and Agreements - Contracts and Agreements	Authority to approve higher risk research contracts and other agreements in cases requiring additional due diligence for example: i) International proposals to countries that are <50 on the "Transparency International Index"; then if with Industries and NGOs - full due diligence is required; or if studentships, government, Joint Research Centres - summary due diligence is required	<ul style="list-style-type: none"> Higher risk countries as identified as <50 on the "Transparency International Index" - Prequalification Added "due diligence" required before progressing In accordance with applicable policies. 	<ul style="list-style-type: none"> Research Ethics and Integrity Policy Research Management Policy Research Training Program Scholarship Policy Graduate Research and Supervision Policy Protocol for Execution of Documents 	2	
				3	\$ 1,000,000
5.2.3 - External Research Grants and Agreements - Contracts and Agreements	Authority to approve research contracts and other research agreements (excluding those covered in 5.2.1 and 5.2.2)	<ul style="list-style-type: none"> Deans and Associate Dean (Research) can approve "Low Risk" contract and agreements only. <p>Low risk contracts are defined as:</p> <ul style="list-style-type: none"> Standard UTS contract, Australian funder, work carried out in Australia Standard Australian government contracts Travel only grants In accordance with applicable policies 	<ul style="list-style-type: none"> Research Ethics and Integrity Policy Research Management Policy Research Training Program Scholarship Policy Graduate Research and Supervision Policy Protocol for Execution of Documents 	2	
				3	\$ 1,000,000
					\$ 500,000
					\$ 150,000
				4	\$ 150,000
				5	\$ 250,000
5.3 External Research Grants and Agreements - Commitment of expenditure and funds					
5.3.1 - External Research Grants and Agreements - Commitment of expenditure and funds	Authority to commit funds in pursuit of research for which the funding is granted.	<ul style="list-style-type: none"> Includes delegation to execute agreements for the funding of research (including contract research). Except Deans and ADRs who can execute agreements in accordance with research policies. In accordance with applicable policies. 	<ul style="list-style-type: none"> Protocol for Execution of Documents 	5	\$ 50,000
5.4 University Consulting					
5.4.1 - University Consulting	Authority to approve staff as qualified consultants	<ul style="list-style-type: none"> Administered and managed through the UTS controlled entity, accessUTS, which is responsible and accountable for the signing of contracts, quality control and audits. 	<ul style="list-style-type: none"> UTS Consulting Policy 	3	
				4	

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