

**Delegation Register of Faculty Deans responsibilities under Academic (Education and Research) Policies and Procedures.**

As current University Policy Bank, August 2016

Faculty of Pharmacy and Pharmaceutical Sciences

Not included in this register: delegable powers derived from statutes and regulations.

Policy and Procedures	Summary of Faculty Dean's role <sup>1</sup>	Delegation to:	Conditions on delegation
<b>EDUCATION</b>			
<a href="#">Admissions, Enrolments and Pathways Index</a>			
<b>Admission to Coursework Courses and Units of Study <a href="#">Procedures</a></b>			
Section 13.2: Responsibilities	Make selection decisions, or delegate this responsibility in writing to individual selection officers or specialised committees (who may further delegate).	Dean	On advice of Associate Dean Education / Course Directors/ Faculty Manager
<b>Credit <a href="#">Policy</a></b>			
Section 19: Credit Assessments	Specify where credit may be allocated within the course of study.		
Section 20: Credit Assessments	Nominate units or components of the course structure (such as capstone units) for which credit will not be given.		
Section 21: Recency of prior learning	Set recency requirements for previous learning and publish principles used.		
Section 25: Exceptions to maximum credit limits	Discretion to waive limits on maximum credit, where relevant, where student is being transferred from one Monash course to another closely related Monash course.		
Section 26: Credit limits	Reduce the allowable maximum credit for a course to fulfil professional accreditation requirements.		
<b>Credit <a href="#">Procedures</a></b>			
Section 3a: Application Process	Assess each application on equivalency and recency.		

<sup>1</sup> Please refer to the relevant policy and/or procedure – description provided here is summary only.

Policy and Procedures	Summary of Faculty Dean's role <sup>1</sup>	Delegation to:	Conditions on delegation
<a href="#">Coursework Enrolment Procedures</a>			
Section 6.3.4: Extension of intermission	Determine whether students returning from extended periods of intermission should repeat units or transfer to a different course.	Associate Dean Education	On advice of relevant Course Director
Section 6.4.5: Parental or Primary Career's leave	Determine whether a student returning to study from an extended period of parental or primary carer's leave is required to repeat units or be transferred to a different course.	Associate Dean Education	On advice of relevant Course Director
<b>Assessment Policy and Procedures Index</b> <b>Unit Assessment <a href="#">Procedures</a></b>			
Section D 5.1: Examinations timetabling	Approve requests for special timetabling of examinations.		
Section D 7.7: Cancellation of Final Examinations	Approve cancellation of final examinations, on recommendation from Provost or Chief Operating Officer.		
Section H 6: Marking, Grading and Results	Approve grade distribution guidelines for Board of Examiners.	Associate Dean Education	On advice of relevant Course Director and Faculty Education Committee
<a href="#">Grading Scale Procedures</a>			
Section 3.3	Power to extend the period of time for the conversion of a DEF grade to a final grade.		
Section 3.4	Power to allocate deferred grades.		
Section 3.6	Power to extend the period of time for the conversion of a NS grade to a final grade.		
Section 3.8	Power to extend the period of time for the conversion of a WH grade to a final grade.		
Section 3.9	Allocation of WH grades.		
<b><a href="#">Awards, Courses and Units Policy and Procedures Index</a></b> <b>Academic Programs Offered from Multiple Campuses <a href="#">Procedures</a></b>			

Policy and Procedures	Summary of Faculty Dean's role <sup>1</sup>	Delegation to:	Conditions on delegation
Section 3.2: Courses offered from more than one campus	Appoint course management committee		
<b>AHEGS <a href="#">Procedures</a></b>			
3.3 Section 2: The Award: Award Details	Approve award descriptions for new courses and the amendment of existing award descriptions.		
3.3 Section 2: The Award: Course Features	Approve Course Features statement.		
3.3 Section 2: The Award: Pathway to further study	Approve Pathways statement.		
3.3 Section 2: The Award: Course Accreditation	Approve Course Accreditation statement.		
<b>Executive and Continuing Education <a href="#">Procedures</a></b>			
Section 7: Marketing	Approve marketing of Executive and Continuing Education programs.		
<b><a href="#">Posthumous Completion and Conferral of Awards Procedures</a></b>			
Section 5	Recommend the posthumous conferral of coursework award or research master degree to University Council.		
<b>Non-Award Study <a href="#">Procedures</a></b>			
Approval and Quality Assurance	Approve non award study offerings.		
<b>Unit Quotas <a href="#">Policy</a> and <a href="#">Procedures</a></b>			
Setting Unit Quotas	Approve unit quotas for teaching units.	Associate Dean Education	On advice of relevant Course Director
Publishing Quotas	Ensure publication of approved quotas.	Faculty Manager	
Enrolling in Quota-Limited Units and Unit-sets	Oversee requirements with regards enrolment.	Associate Dean Education	On advice of Faculty Manager
<b><a href="#">Development of Academic Programs Policy and Procedures Index</a></b>			
<b>Cancellation of Unit Offering <a href="#">Procedures</a></b>			

<b>Policy and Procedures</b>	<b>Summary of Faculty Dean's role<sup>1</sup></b>	<b>Delegation to:</b>	<b>Conditions on delegation</b>
Section 1: Cancellation of scheduled unit offerings	Approve cancellation of a unit following required consultation.	Associate Dean Education	On advice of relevant Course Director and Faculty Education Committee
<b>Coursework Course and Units Accreditation <a href="#">Policy</a></b>			
		Dean	On advice of Associate Dean Education and relevant Course Director
		Dean	On advice of Associate Dean Education and relevant Course Director
		Associate Dean Education	On advice of Associate Dean Education, relevant Course Director and Faculty Education Committee
Approval of course amendments	Approval of course amendments (other than those delegated by Academic Board to CAPC).		
Accreditation of units	Responsibility for accreditation and re-accreditation of units, subject to AB criteria		
<b>Coursework Course Review <a href="#">Procedures</a></b>			
Section 3: Self review team composition and role	Appoint Self-Review Team in consultation with Associate/Deputy Dean (Education) and Course Coordinator.		
Section 4.12: Review panel composition and role	Jointly approve with Vice-Provost Education Programs, any additions to the terms of reference		
		Dean	On advice of Associate Dean Education, relevant Course Director and Faculty Education Committee
<b><a href="#">Teaching and Learning Conduct Policy and Procedures Index</a> Academic Progress Intervention Strategy <a href="#">Procedures</a></b>			

Policy and Procedures	Summary of Faculty Dean's role <sup>1</sup>	Delegation to:	Conditions on delegation
	Approve and maintain procedures for the review of students' academic progress.	Associate Dean Education	On advice of relevant Course Director
<b>Faculty Academic Progress Committee (APC) <a href="#">Procedures</a></b>			
Section 3.2: Basis of Referral	Review at any time a student's progress and implement intervention strategies.	Associate Dean Education	On advice of relevant Course Director
Section 3.6: APC Triggers	Power to recommend faculty-specific triggers for APC to Academic Board.	Associate Dean Education	On advice of relevant Course Director
<b>Student Academic Integrity: Managing Plagiarism and Collusion <a href="#">Procedures</a></b>			
Section 22: Academic Warnings Integrity Register	Authorise staff access to Register.		
<b><a href="#">Teaching and Learning Management Policy and Procedures Index</a></b>			
<b>Student Complaints and Grievances <a href="#">Procedures</a></b>			
Sections 24-25: Appointment of grievance officers	Appoint grievance officer and assistant grievance officer.		
Section 31: Reasonable apprehension of bias on part of investigating officer	Appoint another person to undertake the responsibilities of the investigating officer for a particular case, on request from grievance officer.		
Section 35-36: Order of proceedings	Make a final determination of the order of proceedings, where order of proceedings is unclear, due to specified circumstances such as the commencement of another proceeding.		
<b>Recognition of Excellence <a href="#">Procedures: Coursework Awards</a></b>			
Nominations and Ratification Process	Approve Faculty nominees for University Awards.		
Faculty Prizes: Section 1	Approve selection criteria for prizes.	Associate Dean Education	On advice of relevant Course Director and Faculty Education Committee
<b>RESEARCH</b>			

Policy and Procedures	Summary of Faculty Dean's role <sup>1</sup>	Delegation to:	Conditions on delegation
<a href="#">Research and Research Training Policy and Procedures Index</a>			
<b>Activities Involving Genetically Modified Organisms Australian <a href="#">Procedures</a></b>			
Section 7: Complaints	Provide advice on investigation of gene technology complaints, as required.		
<b>Authorship <a href="#">Procedures</a></b>			
Section 8: Disputes about authorship	Requirement to seek independent conciliator where disputes on authorship cannot be resolved, in specified circumstances.		
<b>Centres and Institutes <a href="#">Procedures</a></b>			
Section 1: Faculty Centres and Institutes	Endorse application to establish and/or disestablish centres and institutes within the faculty.	Dean	
Section 2: Campus Centres and Institutes	Endorse applications to establish and disestablish centres/institutes on a president-led campus.	N/A	N/A
<b>Ethical Research and Approvals: Human Research Ethics Committee <a href="#">Procedures</a></b>			
Section 10: Withdrawal of MUHREC approval	Provide advice on withdrawal of MUHREC approval, as required.		
Section 12: Complaints	Provide advice on resolution of complaints, as required.		
<b>Ethical Research and Approvals: Research involving Human Participants <a href="#">Procedures</a></b>			
Section 6: Withdrawal of MUHREC approval	Provide advice on withdrawal of MUHREC approval, as required.		
Section 8: Complaints	Provide advice on resolution of complaints, as required.		
<b>Ethical Research and Approvals: Scientific Activities involving Animals <a href="#">Procedures</a></b>			
Section 2: Licences	Nominator for licences.		
<b>Research Outputs Data Collection Procedures</b>			
Section 4.3: Complying with the definition of research	Provide opinion, where required, on whether an output meets the definition of research		

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<b>Responsible Conduct of Research - Investigating Complaints Concerning Research Misconduct <a href="#">Procedures</a></b>			
Section 3.9: Proceeding with a Formal Allegation	Receive copy of Vice-Chancellor decision.		
<b>Sanctions Compliance: Research Collaboration and Research Services <a href="#">Procedures</a></b>			
Section 3: Review of Research Areas	Decision making on formal international research collaborations and research services.		
<b>Sanctions Compliance: Admission and Enrolment of Students and Provision of Education and Research Training <a href="#">Procedures</a></b>			
Section 2: Review of Research proposals	Decision making on compliance risks, as required.		
<a href="#">Research Training Policies (MIGR) Index</a>			
<a href="#">Doctoral and Research Master's Handbooks</a>			
<b>Doctoral <a href="#">Handbook</a></b>			
Section 2.3: Credit Provision			
Section 3.3.1.3: Prescribed coursework component for professional doctorates			
<a href="#">Handbook for Research Masters Degree</a>			
<a href="#">Student Complaints and Grievances Procedures</a> and <a href="#">Unit Assessment Procedures</a>			
<b>(see Academic policy entry above)</b>			
<b>Candidature Progress Management - Confirmation &amp; Non-Confirmation <a href="#">Procedures</a></b>			
Section 1.6: Outcome of the candidate's first presentation for confirmation of candidature	Endorse Review Panel Report.		
Section 1.8: Second confirmation submission	Approve Review Panel's Report.		
Section 1.9: Written notice of non-confirmation of candidature	Notify candidate in writing of decision not to confirm candidature, on receipt of advice from Review Panel.		

Policy and Procedures	Summary of Faculty Dean's role <sup>1</sup>	Delegation to:	Conditions on delegation
Section 2.3.3: Objection by candidates to the notice of membership of the Confirmation Appeal Panel	Appoint hearing officer, as requested.		
Section 2.6.1: Where the Confirmation Appeal Panel upholds the candidate's appeal	Advise of arrangements to support candidate.		
<b>Candidature Progress Management - Termination <a href="#">Procedures</a></b>			
	Support decision for termination of candidature, as advised, following due process; constitute Candidature Review panel; notify candidate in writing.		
<b>HDR Course Accreditation <a href="#">Procedures</a></b>			
Faculty review	Endorse changes to HDR courses, as advised.	Dean	On advice of Associate Dean Research Training
<b>(HDR) Program Review <a href="#">Procedures</a></b>			
	Appoint team to lead self-review; nominate Review Panel; conduct review process, report and follow-up action plan, in consultation as specified.	Dean	On advice of Associate Dean Research Training
Section 4: Review Reports	Consider and endorse program review reports and implementation plans.	Dean	On advice of Associate Dean Research Training
Section 6: Review Reporting	Oversee implementation of the action plan.		

I **Professor Bill Charman**, Dean of **Faculty of Pharmacy and Pharmaceutical Sciences**, hereby delegate the full power and authority in the provision referenced in the first column of the delegation register above to the person occupying the position/s referred to in the third column of the delegation register above, subject only to the conditions listed in the fourth column. The delegation is effective from the date of this delegation until the delegation is revoked by me or my successor.

Dated the 6<sup>th</sup> day of September 2016



Signed by **Professor Bill Charman**  
**Dean – Faculty of Pharmacy and Pharmaceutical Sciences**