Delegation Register: Graduate Research Committee (GRC)

As drawn from the Monash University (Academic Board) Regulations in effect 19 November 2018

Delegable powers derived from statutes and regulations that are referred to in policies and procedures are excluded from this register.

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<th>Regulation</th>
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| Monash University (Academic Board) Regulations | Approving a change in the specified study program for a student | • Chair, Graduate Research Committee (GRC)  
• Deputy Chair, GRC  
• GRC Steering Committee | Recommendation from Associate Dean (with responsibility for Graduate Research) or Head of School of enrolling Faculty  
Where the Chair or Deputy Chair of the GRC determines that the complexity of a case warrants consideration by a Committee, the case may be referred to GRC Steering Committee for decision | Takes effect where there is a requirement to change the approved study program due to circumstances beyond the student’s or University’s control. Such a change may include alteration to the assessment requirements due to the unavailability of an element of the required examination process |

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| Regulation 38(7) | Granting credit in respect of a unit of study for work completed, a qualification or experience obtained | • Associate Dean (with responsibility for Graduate Research)  
• Unit Coordinator  
• Course Coordinator  
• Graduate Research Coordinator / Program Director or successor position | Delegates being from the enrolling faculty | Regulations do not allow credit in respect to a thesis or alternative research component  
Authority to approve applications for credit for, or substitution of, professional development |
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| Regulation 38(9) | Approving reduction in the minimum duration of a course of study | • Chair, Graduate Research Committee (GRC)  
• Deputy Chair, GRC  
• GRC member                                                                 | Any decision to not approve an application can only be made by:  
• Chair, GRC OR  
• Deputy Chair, GRC OR  
• GRC member  
  The GRC member given this delegation must:  
• be either an Associate Dean (Graduate Research) OR the person nominated by the Dean as holding the closest equivalent position, AND  
• have been asked to undertake this function by either the Chair or Deputy Chair of GRC                                                                  | Regulations do not allow for the reduction to result in there being less than 12 months equivalent full time  
  activities are outlined in the [Procedure for the Substitution and/or Recognition of Prior Learning of Graduate Research Training Activities](#)                                                                 |
| Regulation 38(11) | Granting a student leave of absence of up to 12 months in total or any longer period in | • Chair, Graduate Research Committee (GRC)  
• Deputy Chair, GRC  
• GRC member                                                                 | Any decision not to approve an application can only be made by:  
• Chair, GRC OR  
• Deputy Chair, GRC                                                                                           |                                                                                                                                                                                                   |
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<td></td>
<td>exceptional</td>
<td>• Team Member, Graduate Research Operations, MGRO, or successor position</td>
<td>Any request for leave under regulation 38 (11)(a) of longer than 12 months can only be approved by:</td>
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<td></td>
<td>circumstances</td>
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<td>• Chair, GRC OR</td>
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<td>• Deputy Chair, GRC OR</td>
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<td></td>
<td>• GRC member OR</td>
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<td>• Manager, Graduate Research Operations (MGRO) OR</td>
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<td>• Deputy Manager, Graduate Research Operations (MGRO) OR</td>
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<td>• Graduate Research Operations Team Leaders (MGRO)</td>
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<td>Granting a student maternity, paternity or adoption leave of up to 12 months after each birth or adoption if student is primary carer of the child</td>
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<td>The GRC member given this delegation must:</td>
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<td>• be either an Associate Dean (Graduate Research) OR the person nominated by the Dean as holding the closest equivalent position; AND</td>
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<td>• have been asked to undertake this function by either the Chair or Deputy Chair of GRC</td>
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<td>Regulation 41(1)-(3)</td>
<td>Admitting an applicant to a higher degree.</td>
<td>• Chair, Graduate Research Committee (GRC)</td>
<td>Where any case for equivalence (H1E or H2AE) is required as part of the admission, the case must be approved before the admission can proceed by:</td>
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<td>• Deputy Chair, GRC</td>
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<td></td>
<td></td>
<td>• GRC member</td>
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| Regulation 41(4) | Admitting an applicant with conditions. | • Chair, Graduate Research Committee (GRC)  
• Deputy Chair, GRC  
• GRC member  
• Team Member, Graduate Research Operations, MGRO, or successor position  
• Manager, Graduate Research Operations, MGRO, or successor position | • be either an Associate Dean (Graduate Research) OR the person nominated by the Dean as holding the closest equivalent position; AND  
• have been asked to undertake this function by either the Chair or Deputy Chair of GRC | The GRC member given this delegation must:  
• be either an Associate Dean (Graduate Research) OR the person nominated by the Dean as holding the closest equivalent position; AND  
• have been asked to undertake this function by either the Chair or Deputy Chair of GRC |
| Regulation 41(6) - (7) | Approving a date of commencement of enrolment that is earlier than the | • Chair, Graduate Research Committee (GRC)  
• Deputy Chair, GRC  
• GRC member | • be either an Associate Dean (Graduate Research) OR the person nominated by the Dean as holding the closest equivalent position; AND  
• have been asked to undertake this function by either the Chair or Deputy Chair of GRC | The GRC member given this delegation must:  
• be either an Associate Dean (Graduate Research) OR the |
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<td>enrolment date in the course of study</td>
<td></td>
<td>person nominated by the Dean as holding the closest equivalent position; <strong>AND</strong> • have been asked to undertake this function by either the Chair or Deputy Chair of GRC.</td>
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<tr>
<td>Regulation 42</td>
<td>Re-admitting a person into a course of study.</td>
<td>• Chair, Graduate Research Committee (GRC) • Deputy Chair, GRC • GRC member • Team Member, Graduate Research Operations, MGRO, or successor position</td>
<td>Any decision to not re-admit can only be made by: • Chair, Graduate Research Committee (GRC) <strong>OR</strong> • Deputy Chair, GRC</td>
<td>Any application for re-admission outside of the 4 year period is to be considered under regulation 41</td>
</tr>
<tr>
<td>Regulation 43(1)</td>
<td>Permitting a student to convert to part time or full time or vice-versa.</td>
<td>• Chair, Graduate Research Committee (GRC) • Deputy Chair, GRC • GRC member</td>
<td>Any application to convert from full time to part time involving an international student on an Australian Student Visa (ESOS student) can only be approved by: • Chair, GRC <strong>OR</strong></td>
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|            |                     | • Team Member, Graduate Research Operations, MGRO, or successor position | • Deputy Chair, GRC OR
• Manager, Graduate Research Operations (MGRO) OR
• Deputy Manager, Graduate Research Operations (MGRO) OR
• Team Leaders, Graduate Research Operations (MGRO) | The GRC member given this delegation must:
• be either an Associate Dean (Graduate Research) OR the person nominated by the Dean as holding the closest equivalent position; AND
• have been asked to undertake this function by either the Chair or Deputy Chair of GRC |
| Regulation 43(4) | Approving concurrent enrolment in another course of study at Monash or any other educational institution | • Chair, Graduate Research Committee (GRC)
• Deputy Chair, GRC
• GRC member | The GRC member given this delegation must:
• be either an Associate Dean (Graduate Research) OR the person nominated by the Dean as holding the closest equivalent position; AND
• have been asked to undertake this function by either the Chair or Deputy Chair of GRC |
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| Regulation 43(5)-(7) | Approving a student to be external, transfer back to regular enrolment or to study away. | • Chair, Graduate Research Committee (GRC)  
• Deputy Chair, GRC  
• GRC member  
• Team Member, Graduate Research Operations, MGRO, or successor position | Any application for study away which includes an internship arrangement can only be approved by:  
• Chair, GRC OR  
• Deputy Chair, GRC OR  
• Manager, Graduate Research Operations (MGRO) OR  
• Deputy Manager, Graduate Research Operations (MGRO) OR  
• Graduate Research Operations Team Leaders, (MGRO).  
Any application for study away which includes a high risk destination (as determined by DFAT) must be referred through to the University Security Manager for assessment before a decision can be made.  
The GRC member given this delegation must:  
• be either an Associate Dean (Graduate Research) OR the person nominated by the Dean as holding the closest equivalent position; AND | Chair or Deputy Chair of GRC |
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| Regulation 43(9)  | Imposing a condition or conditions on a student’s enrolment                          | • Chair, Graduate Research Committee (GRC)  
• Deputy Chair, GRC  
• GRC member  
• Team Member, Graduate Research Operations, MGRO, or successor position  
• GRC Steering Committee | Where the complexity of a case warrants consideration by a Committee, the case may be referred to GRC Steering Committee for decision.   
The GRC member given this delegation must:  
• be either an Associate Dean (Graduate Research) OR the person nominated by the Dean as holding the closest equivalent position, AND  
• have been asked to undertake this function by either the Chair or Deputy Chair of GRC | |
| Regulation 44(1)-(2) | Appointing supervisors                                                                  | • Chair, Graduate Research Committee (GRC)  
• Deputy Chair, GRC  
• GRC member  
• Team Member, Graduate Research Operations, MGRO, or successor position  
• GRC Steering Committee | Where a perceived, potential or actual conflict of interest in relation to the proposed supervisor(s) is identified, the decision to appoint must be referred to GRC Steering Committee for decision.   
The GRC member given this delegation must: | |
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|            |                     |            | • be either an Associate Dean (Graduate Research) OR the person nominated by the Dean as holding the closest equivalent position; **AND**
|            |                     |            | • have been asked to undertake this function by either the Chair or Deputy Chair of GRC |                  |
| Regulation 44(4) | Appointing supervisors of a student undertaking their degree at an international campus or at the Gippsland campus | • Chair, Graduate Research Committee (GRC)  
• Deputy Chair, GRC  
• GRC member  
• Team Member, Graduate Research Operations, MGRO, or successor position | Where the student is enrolled at the Gippsland campus, only the following can approve such arrangements:  
• Chair, GRC **OR**  
• Deputy Chair, GRC **OR**  
• Manager, Graduate Research Operations, MGRO |
|            |                     |            | The GRC member given this delegation must:  
• be either an Associate Dean (Graduate Research) OR the person nominated by the Dean as holding the closest equivalent position; **AND**  
• have been asked to undertake this function by either the Chair or Deputy Chair of GRC |                  |
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| Regulation 45(1) | Determining whether a thesis is to be examined | • Chair, Graduate Research Committee (GRC)  
• Deputy Chair, GRC  
• GRC member  
• Team Member, Graduate Research Operations, MGRO, or successor position  
• GRC Steering Committee | Any determination to not allow a thesis to be examined can only be made by:  
• Chair, GRC OR  
• Deputy Chair, GRC OR  
• GRC Steering Committee  

The GRC member given this delegation must:  
• be either an Associate Dean (Graduate Research) OR the person nominated by the Dean as holding the closest equivalent position; AND  
• have been asked to undertake this function by either the Chair or Deputy Chair of GRC | Where the complexity of a case warrants consideration by a Committee, the case may be referred to GRC Steering Committee for decision. |
| Regulation 45(2) | Appointing thesis examiners | • Chair, Graduate Research Committee (GRC)  
• Deputy Chair, GRC  
• GRC member  
• Team Member, Graduate Research Operations, MGRO, or successor position  
• GRC Steering Committee | Non-approval of an examiner(s) on the basis of evidence of a perceived, potential or actual conflict of interest can only be made by:  
• Chair, GRC OR  
• Deputy Chair, GRC OR  
• GRC Steering Committee  

The GRC member given this delegation must:  
• be either an Associate Dean (Graduate Research) OR the | Where the complexity of a case warrants consideration by a Committee, the case may be referred to GRC Steering Committee for decision. |
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<td>person nominated by the Dean as holding the closest equivalent position; <strong>AND</strong></td>
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<td></td>
<td>• have been asked to undertake this function by either the Chair or Deputy Chair of GRC</td>
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<tr>
<td>Regulation 45(3)</td>
<td>Approving an oral examination</td>
<td>Chair, Graduate Research Committee (GRC) • Deputy Chair, GRC • GRC member • Team Member, Graduate Research Operations, MGRO, or successor position • GRC Steering Committee</td>
<td>The GRC member given this delegation must: • be either an Associate Dean (Graduate Research) <strong>OR</strong> the person nominated by the Dean as holding the closest equivalent position; <strong>AND</strong> • have been asked to undertake this function by either the Chair or Deputy Chair of GRC</td>
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<td>Regulation 45(4)</td>
<td>Appointing advisers in the event of a difference of opinion between examiners</td>
<td>Chair, Graduate Research Committee (GRC) • Deputy Chair, GRC • GRC member</td>
<td>The GRC member given this delegation must: • be either an Associate Dean (Graduate Research) <strong>OR</strong> the person nominated by the Dean as holding the closest equivalent position; <strong>AND</strong> • have been asked to undertake this function by either the Chair or Deputy Chair of GRC</td>
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| Regulations 45(5) & 45(7) | Determining that a student has met or not met the requirements of their degree | Chair, Graduate Research Committee (GRC)  
Deputy Chair, GRC  
GRC member  
GRC Steering Committee | Where the Chair or Deputy Chair, GRC, determines the complexity of a case warrants consideration by a Committee, it will be referred to the GRC Steering Committee for decision | The GRC member given this delegation must:  
• be either an Associate Dean (Graduate Research) OR the person nominated by the Dean as holding the closest equivalent position; **AND**  
• have been asked to undertake this function by either the Chair or Deputy Chair of GRC |
| Regulation 45(8) | Determining that a student has qualified for the degree | Chair, Graduate Research Committee (GRC)  
Deputy Chair, GRC  
GRC member  
GRC Steering Committee | The same condition as specified against regulations 45(5) & 45(7) applies | |
| Regulation 46 | Continuation of enrolment under revoked regulations | Chair, Graduate Research Committee (GRC)  
Deputy Chair, GRC  
GRC Steering Committee | Where the Chair or Deputy Chair, GRC, determines the complexity of a case warrants consideration by a Committee, it will be referred to the GRC Steering Committee for decision | |
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| Regulation 47 | Adopting academic progress findings of a partner institution where the student is enrolled in a joint award degree | * Chair, Graduate Research Committee (GRC)  
* Deputy Chair, GRC  
* GRC member  
* GRC Steering Committee | The same condition as specified against regulations 45(5) & 45(7) applies |                                                                                                    |
| Regulation 48(2)-(3) | At admission, providing the student with a written notice of their teaching faculty and applicable milestones | * Chair, Graduate Research Committee (GRC)  
* Deputy Chair, GRC  
* GRC member  
* Team Member, Graduate Research Operations, MGRO, or successor position | Variations to the application of standard milestones, as set out in the University Handbook, can only be approved by:  
* Chair, GRC OR  
* Deputy Chair, GRC | Example of a variation: exemption from a confirmation milestone where a student transferring from a masters by research degree into a doctoral degree has already achieved a confirmation milestone |
| Regulation 48(4) | Terminating a student’s enrolment where they have not completed a milestone by the due | * Deputy Chair, GRC  
* GRC member | Where there is a perceived, potential or actual conflict of interest impacting the decision to terminate, the Deputy Chair, GRC, must refer the case to a member of GRC |                                                                                                    |
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<td>Regulation 54</td>
<td>Terminating a student’s enrolment</td>
<td>• Deputy Chair, GRC • GRC member</td>
<td>The same condition as specified against regulation 48(4) applies</td>
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<tr>
<td>Regulation 55(4)</td>
<td>Beginning deliberation on an appeal against termination of enrolment</td>
<td>• GRC member</td>
<td>The same condition as specified against regulation 48(4) applies</td>
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<td>Deliberations on an appeal must begin not later than ten (10) working days after receipt of notice of the appeal</td>
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<td>Regulation 56</td>
<td>Chairing a termination appeal panel</td>
<td>• GRC member</td>
<td>The same condition as specified against regulation 48(4) applies</td>
<td></td>
</tr>
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The GRC member given this delegation must:
- be either an Associate Dean (Graduate Research) OR the person nominated by the Dean as holding the closest equivalent position; **AND**
- have been asked to undertake this function by either the Chair or Deputy Chair of GRC **AND**
- not have had any prior involvement in the case