

**DEANS DELEGATIONS UNDER COUNCIL, VICE-CHANCELLOR AND ACADEMIC BOARD REGULATIONS**  
(Based on Council Regulations made by the Monash University Council Incorporating amendments as dated below.)

Faculty: Arts

Authorising provision	Description and comments	Proposed delegate	Conditions on delegation
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**Delegations under Council Regulations**

Made by Monash University Council incorporating amendments as at 19 October 2015

<b>Part 5 The Academic Board</b>			
Reg 10 Powers and functions of the Academic Board	Sub-reg (1)(d) Dean's power to submit report to Academic Board.	Dean (no delegation)	
Reg 12 Membership of the Academic Board	Sub-reg (1)(b) Dean's power to appoint heads of academic units, deputy deans and associate deans as appointed members of Academic Board.	Dean (no delegation)	
Reg 17 Academic Board - Casual vacancies	Sub-reg (2)(a) Dean's power to appoint an appropriately qualified person to a casual vacancy of an appointed member or an elected academic staff member of Academic Board.	Dean (no delegation)	
<b>Part 7 – Student Discipline</b>			
Reg 31 Reports to, and investigations of misconduct by, responsible officers	Sub-reg (6) [after having been notified of a report of serious misconduct posing a risk to safety] Dean's power to direct the responsible officer to cease investigating the matter and to refer it to an appropriate panel for hearing and determination. [Note: Power also conferred on Vice-Chancellor.]	Dean (no delegation)	
Reg 33 Faculty Discipline Panels	Sub-reg (2) Dean's power to appoint a member of academic staff or themselves as chair and appoint members (including a student member) of a faculty discipline panel.	Associate Dean Education (ADE)	
	Sub-reg (4) Dean must annually cause a confidential report to be made to Academic Board on the proceedings of each faculty discipline panel.	ADE	
Reg 34 Research discipline panels	Sub-reg (3) Dean of the teaching faculty's power to nominate a member of the academic staff, if the matter to be heard and determined by the research discipline panel involves an allegation of academic misconduct in a unit of study.	Dean (no delegation)	
Reg 38 Convening of panel and objections	Sub-reg (6)(b) Dean of the faculty of law's power to appoint a hearing officer to consider and determine the objection if the student concerned objects to a		Specific requirement for Dean Faculty of Law

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	university discipline panel member on the ground of a reasonable apprehension of bias.		
	Sub-reg (8) Dean of the faculty of law's power, if the panel is to be convened at Monash South Africa or Monash University Malaysia and there is no member of the faculty of law located there, to appoint as a hearing officer a legally qualified member of staff of that campus employed in an academic position.		Specific requirement for Dean Faculty of Law
<b>Part 9 Recognised Associations</b>			
Reg 70 Intermission from study	Sub-reg (2) Dean's power to grant an intermission from study to allow a student applicant to undertake duties as an office-bearer of a recognised association.	Associate Dean Education (ADE) Associate Dean Research Training (ADRT)	Coursework students HDR students
<b>Part 13 Exclusion for Safety Reasons</b>			
Reg 80 Report to Dean	Sub-reg (1) Dean to receive report where student presents health or safety risk or risk to University property in opinion of staff.		
Reg 81 Power to impose conditions	Sub-reg (1) Dean's power to require evidence before admission, enrolment or re-enrolment where student poses a serious health, safety or property risk and to impose conditions on student's admission, enrolment or re-enrolment in a unit of study or a course of study.		
	Sub-reg (3) Dean must cause written notice to be given to student.		
	Sub-reg (7) Dean's power to vary or revoke the condition.		
Reg 82 Powers to make an interim decision to suspend, exclude or refuse admission or enrolment	Sub-reg (3) Dean's power to make interim decision to suspend, exclude or refuse admission or enrolment where dean is of opinion that this is reasonably necessary to protect the health, safety of persons or University property.		

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	Sub-reg (7) [Vice-Chancellor's power to make final decision under Reg 86 replaces Dean's interim decision.]		
Reg 83 Notice	Sub-reg (1) Dean must cause written notice to be given to student.		

**Delegations under Vice-Chancellor Regulations**

Made by the Vice-Chancellor & President incorporating amendments as at 22April 2016

<b>Part 2 The faculties</b>			
Reg 6 Functions, duties and accountabilities of deans	Sub-reg (2) Dean must ensure that structures and mechanisms (including the appointment of individuals or the establishment of committees) are in place to achieve the outcomes specified. [Outcomes include: develop and promote excellence in learning and teaching, evaluate teaching quality, provide for student selection and admission, manage student progress, conduct and discipline, curriculum development, coursework courses proposals and other processes.]	Dean (no delegation)	
	Sub-reg (4) Dean's power, following consultation with the relevant Vice-Provost, to appoint a deputy dean or associate dean or other suitable person as chair of any committee and to direct the committee to meet at intervals determined by the dean and to provide a written report on its meetings.	Dean (no delegation)	
	Sub-reg (5) Dean must ensure an advisory mechanism on which students and, if appropriate, the external community are represented.	Dean (no delegation)	
<b>Part 3 Additional Requirements for Admission</b>			
Reg 8 Additional requirements for admission to an undergraduate course of study	Sub-reg (1) Dean's power to recommend to the Vice-Chancellor that higher achievement level of results or additional requirements for admission to the course of study be established.	Dean (no delegation)	

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	Sub-reg (4) Dean must be satisfied that adequate supervision and facilities are available before admitting a person to a course of study that has a research component, including a bachelor honors degree.	ADE / ADRT,	
Reg 10 Quotas	Sub-reg (2) Dean's duty to select persons on the basis of academic merit and dean's power to select persons for any unit of study on the basis of the faculty's own requirements for enrolment in that unit, where the Vice-Chancellor imposes a limit on the number of persons who may in any year be admitted. [Note: V-C has delegated to deans the powers under sub-reg (1) to approve a limit on the total number of persons, or the total number of persons falling within a particular category, who may in any year be admitted to a course of study or sequence of units of study or a unit of study offered by the University.]	ADE	
Reg 13 Enrolment, re-enrolment and cancellation of enrolment	Sub-reg (3) Dean's power to make a finding that the student falsified or failed to disclose information that would, if known, have led to the person's application for admission or enrolment being rejected.	Dean on advice of ADE	
Reg 14 Refusal and cancellation of admission and enrolment	Sub-reg (1) Dean of the degree faculty's power to refuse a person admission to a course of study or enrolment in a unit of study in that faculty in specified circumstances. [Circumstances include suspension or exclusion from admission to the University or another university for unsatisfactory progress or inability to progress; to protect health or safety or University property; or discipline reasons.]	Dean on advice of ADE	
	Sub-reg (2) Dean of the degree faculty's power to refuse or cancel admission or enrolment if of the opinion that not to do so may place the University in breach of a law or legal requirement.	Dean on advice from Faculty General Manager	
	Sub-reg (3) Dean of the degree faculty's power to impose a condition on a person's admission to a course of study or enrolment in a unit of study, if necessary to do so to ensure compliance with a law or a legal requirement.	Dean on advice of ADE	

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Reg 15 Deferment of a course of study	Sub-reg (1) The dean of the degree faculty's power to permit a person who is offered a place in a course of study to defer the commencement date for that course for up to 12 months or, in circumstances the dean or Committee regards as exceptional, for a longer period.	Faculty academic manager (or equivalent)	
	Sub-reg (2) The dean of the degree faculty's power to determine that it is not appropriate to allow the person to defer if deferment is sought for the purpose of study at another university or educational institution.	Faculty academic manager (or equivalent)	
Reg 16 Disestablishment of courses and units of study	Sub-reg (3)(a) Dean of the degree faculty must stop admitting persons to a course if the Vice-Chancellor decides to disestablish a course, other than any persons who at the time of the decision had completed an approved pathway program or were undertaking an approved pathway program which they then subsequently successfully completed.	Dean (no delegation)	
	Sub-reg (3)(c) Dean of the degree faculty, must make any other necessary transitional arrangements.	ADE	
<b>Part 4 Graduate Research Committee</b>			
Reg 18 Membership of the Graduate Research Committee	Sub-reg (1)(d) Dean's power to nominate a faculty representative following consultation with the relevant Vice-Provost.	Dean (no delegation)	
	Sub-reg (6) A person or body may nominate a person as an alternate member to attend any meeting of the Graduate Research Committee than a member nominated by him or her cannot attend	Dean (no delegation)	

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**Delegations under Academic Board Regulations**

Made by the Monash University Academic Board Incorporating amendments up to 16 May 2016

<b>Part 2 Entrance and admission requirements</b>			
Reg 5 Minimum requirements for entrance to the University	Sub-reg (8) Dean of the degree faculty's power to recommend to Academic Board that it treat a person as having satisfied the minimum academic requirements for entrance to the university.	Dean on advice of ADE	
Reg 6 Minimum age for admission or enrolment	Sub-reg (2) Dean of the degree faculty's power to consent, with or without conditions, to an exemption to the minimum age for admission for a person who will be 16 at the time of enrolment.	Dean on advice of ADE	
	Sub-reg (3) Dean of the degree faculty's power to consent, with or without conditions, to an exemption to the minimum age for admission for a person who will be younger than 16 at the time of enrolment.	Dean on advice of ADE	
Reg 7 Minimum requirements for admission to courses of study	Sub-reg (5) Dean of the degree faculty's power to determine an aptitude or other test as a requirement for admission to a course of study. [Note: Academic Board also has this power.]	ADE	
Reg 8 Predicted results	Sub-reg (c) Dean of the degree faculty's power to approve the acceptance of predicted results for admission to an undergraduate course of study.	ADE	
Reg 9 Alternative entrance schemes for academic requirements	Sub-reg (4) Dean of the degree faculty's power to require a person to have completed a specific unit or a unit in a specific discipline for admission to a course of study.	ADE	
	Sub-reg (5) Dean of the degree faculty's power to recommend to Academic Board that it consider a person or a class of person for entrance to the University on the basis of recognition of prior learning which does not otherwise satisfy any of the entrance requirements of the University.	ADE	

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	Sub-reg (6) Dean of the degree faculty's power to approve the entrance and admission of mature age applicants to an undergraduate course of study on the basis of their demonstrated ability and achievement of equivalent learning outcomes.	ADE	
Reg 10 Special admission schemes	Sub-reg (4) Dean of the degree faculty's power, with the approval of Academic Board, to establish a special admission scheme for a course of study.	ADE	
Reg 11 Eligibility for enrolment in a non-award study or unit of study	Sub-reg (2)(c) Dean of the teaching faculty's power to determine an equivalent to the minimum level of result in any VCE subject that is a pre-requisite for the unit and any additional requirements.	ADE	
	Sub-reg 2(d) Dean of the teaching faculty's power to determine any additional requirements.	ADE	
	Sub-reg 3(d) Dean of the teaching faculty's power to determine any additional requirements [where the person is currently enrolled in the VCE program or equivalent].	ADE	
	Sub-reg (4) Dean of the teaching faculty's power to consider a person's complete academic record and to place greater importance on the aspects of that record considered most relevant.		
Reg 12 Internal course transfers	Sub-reg (2) [Dean to accept application for transfer or admission into a course.]	Faculty academic manager (or equivalent)	
	Sub-reg (4) Dean of the degree faculty or managing (for double degree) faculty's power to determine if an applicant has performed at an appropriate level in the existing course.	Faculty academic manager (or equivalent)	
<b>Part 3 – Units, Coursework Degrees and other Awards</b>			
Reg 13 Admission and course of study requirements	Sub-reg (5) Dean of the degree faculty's power, with the approval of Academic Board, to determine specified matters with respect to a course of study.	ADE	

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	Sub reg (6) Dean of the managing faculty's power, with the approval of Academic Board, to determine any special requirements with respect to a double degree.	ADE	
	Sub-reg (7) Dean of the degree faculty's power, with the approval of Academic Board, to determine whether there are exceptional circumstances to vary the prescribed maximum duration of a course of study.	Dean (no delegation)	
	Sub-reg (8) Dean must publish requirements determined under sub-regulation (5) or (6) on the University website or in any other manner determined by the dean and to make sure that an appropriate reference to the requirements is included in a University handbook.	Faculty academic manager (or equivalent)	
	Sub-reg (9) –Dean of the degree faculty's power to approve a student: (a) undertaking in another faculty of the University or in another educational institution, a unit of study for which credit in the course of study is to be sought unless the unit of study is a published elective for that course of study; (b) enrolling in more than one course of study each of which leads to a degree, except in the case of a double degree; (c) enrolling for more than 48 credit points in any year; (d) being enrolled in a single unit of study at any time (e) transferring from a double degree to one of its component degrees or another degree of the faculty; or (f) being granted an intermission of more than 12 months	Faculty academic manager on advice from ADE	
	Sub-reg (11) Dean of the degree faculty's power to determine whether or not the student has satisfactorily completed the requirements for the course of study.	ADE	
	Sub-reg (13) Dean of the degree faculty's duty, if dean considers a student has since first enrolling for a degree or other award been unreasonably adversely affected by a change in course of study requirements, to permit the student to qualify for the degree or other award under the course of study requirements in force at some time during the enrolment.	Dean on advice from ADE	



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	Sub-reg (14) Dean's power to give permission of a kind referred to in sub-regulation (13) only if satisfied that the work required to be completed is equivalent in standard to that currently required to complete the course of study.	Dean on advice from ADE	
Reg 14 Admission to a course of study	Sub-reg (2) Dean of a degree faculty's power to admit an applicant from the date of enrolment or an earlier date if specified requirements are satisfied.	ADE	
	Sub-reg (3) Dean must be satisfied that adequate supervision and facilities are available before a person is admitted to a course of study that has a research component.	ADE / ARDT, as appropriate	
	Sub-reg (5) Dean of the degree faculty's power to consider a person's complete academic record and to place greater importance on the aspects of that record that dean considers most relevant.	ADE on the advice of the Faculty academic manager (or equivalent)	
Reg 15 Credit towards a course of study	Sub-reg (1) Dean of the degree faculty's power to grant a person credit towards a course of study for work undertaken or a qualification or experience obtained that: (a) meets the requirements for equivalence to university study or to a prerequisite qualification for admission to that course of study; and (b) was successfully completed.	ADE	
	Sub-reg (2) Dean of the teaching faculty, if the degree faculty is not the teaching faculty, must determine equivalence for work undertaken or a qualification or experience obtained.	ADE	
	Sub-reg (5) Dean of the degree faculty, when determining whether to grant credit, must have regard to: (a) changes in the knowledge and practices of the discipline; (b) any applicable accreditation requirements; (c) whether the prior learning would achieve the learning outcomes of the part or parts of the course for which credit is sought; and (d) any published principles about the requirements for recency.		

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	Sub-reg (8) Dean of the degree faculty's power to reduce the limits in subregulation (6) in any particular case in circumstances authorised by the Academic Board. [Sub-reg 6 prescribes how many credit points of study a student must complete at the university.]	ADE	
	Sub-reg (9) Dean of a degree faculty must not grant credit to a student undertaking a degree or other award offered by the University in conjunction with another educational institution of more than half of the University's component of the course of study, except with the approval of Academic Board.	ADE	
Reg 16 Assessment of units of study	Sub-reg (1) Dean of a teaching faculty's power to constitute a board of examiners and appoint one of the members as chair of the board.	Dean on advice of ADE	
	Sub-reg (2) Dean's power to divide the board into sections, with each section having authority in relation to one or more specified units of study.	Dean on advice of ADE	
	Sub-reg (4) Dean must: (a) appoint a chief examiner for each unit of study taught by the faculty; and (b) establish an assessment regime for each such unit before the start of the teaching period for that unit; and (c) publish information about assessment in the manner approved by Academic Board.	ADE	
	Sub-reg (7) Dean must establish a mechanism for review and oversight of the decisions of the chief examiner or board of examiners, as the case requires, if the chief examiner is not a member of staff or the board of examiners is not comprised of members of staff.	Dean on advice of ADE	
	Sub-reg (9) Dean's power to substitute another person to substitute as chief examiner for a unit of study, if at any time the chief examiner becomes unwilling or unable to fulfill their duties as chief examiner.	Dean on advice of ADE	

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	Sub-reg (10) Dean's power to substitute a member of a board with another person if the member becomes unwilling or unable to fulfill their duties as a member.	Dean on advice of ADE	
Reg 17 Variation or replacement of assessment regime	Sub-reg (1) Dean of the teaching faculty's power, after consulting the chief examiner, to vary the assessment regime for a unit of study, or establish a new one for a unit, during a teaching period if satisfied that students will not be adversely affected.	ADE	
	Sub-reg (2) Dean of the degree faculty's power to approve the assessment regime for a unit of study, if the teaching faculty is not the degree faculty.	ADE	
Reg 18 Determination of final results in units of study	Sub-reg (3)(b) Dean of the degree faculty's power or, if the course of study concerned leads to the award of 2 degrees, of the dean of the managing faculty's power, to change a student's final results if the student failed to undertake or complete the unit assessment and that dean is satisfied that the failure was due to extreme circumstances beyond the student's control.	ADE	
Reg 21 Deferred final assessment in units of study	Sub-reg (2) Dean of the teaching faculty may receive a student's application for a deferred examination or an extension of time for submission, as the case requires, where student, due to exceptional circumstances, failed to undertake or complete a final examination or assessment task.	ADE	
	Sub-reg (4) Dean of the teaching faculty's power to grant or reject application, after consideration.	ADE	
	Sub-reg (5) Dean's power in exceptional circumstances, to extend the time to accept an application, where this is before the date of publication of results for the unit of study concerned.	ADE	
Reg 22 Management of deferred final assessment of units of study	Sub-reg (2) Dean of the teaching faculty may receive applications for one further deferred examination or an extension of time for submission of work for the assessment task, where the student failed to undertake or complete a deferred final examination or assessment task.	ADE	

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	Sub-reg (5) Dean of the teaching faculty's power, in exceptional circumstances, to extend the time for making an application, where this is before the date of publication of results for the assessment concerned.	ADE	
	Sub-reg (98) Dean of the teaching faculty's power to impose conditions on the study load of the student until the deferred assessment task has been undertaken. [This power is subject to sub-regulation (10).]	ADE	
	Sub-reg (10) The dean of the teaching faculty must first obtain the agreement of the dean of the degree faculty, where the dean in sub-regulation (9) is not the dean of the degree faculty of the student.		
<b>Part 4—Exclusion for Unsatisfactory Progress or Inability to Progress</b>			
Reg 27 Adoption of finding of partner institution	Sub-reg (2) Dean of a teaching faculty's power to adopt the finding of the partner institution as his or her own decision, including a decision on an appeal. [Note: this power also conferred on an academic progress committee or a member of the exclusion appeals panel.]	Dean (no delegation)	
	Sub-reg (3) Dean (and academic progress committee or a member of the exclusion appeals panel), before adopting a finding of a partner institution, must be satisfied that: (a) the rules of natural justice were observed by the partner institution; and (b) the process followed by the partner institution complied with any legislative requirement imposed on the University.	Dean (no delegation)	
Reg 29 Academic progress committees	Sub-reg (1) Dean must constitute one or more academic progress committees, each having at least 4 members.	ADE	
	Sub-reg (3) Dean's power to determine the period of appointment of non-chair members of the committee.	ADE	
Reg 30 Powers of deans	Sub-reg (1) Dean's power to: a) impose terms or conditions on a student's continuing enrolment; or	ADE	

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	b) refer the matter to an academic progress committee for hearing in specified circumstances, where dean decides that student's academic progress is unsatisfactory or student is at risk of being unable to complete, as per sub-reg (2).		
	Sub-reg (3) Dean may refer matters of sub-reg (4) to an academic progress committee for hearing.	ADE	
	Sub-reg (4) Dean may decide that a student is unable to progress if: (a) student is unable to obtain a police check, working with children check or other certification necessary; or (b) student is unable to complete a work placement.	ADE	
	Sub-reg (5), (6), (7) Dean must consult with dean of the other faculty in relation to a double degree student and arrangements for consultation.	ADE	
Reg 31 Provisions relating to references	Sub-reg (1) Dean must be satisfied about specified matters before a matter may be referred to an academic progress committee, unless Academic Board determines otherwise.	ADE	
Reg 32 Procedure and powers of academic progress committee	Sub-reg (11) Dean of managing faculty's power, in relation to double degree students, to enrol student for the relevant part of a double degree subject to any terms or conditions the dean imposes.	ADE	
Reg 34 Application to dean for re-consideration	Sub-reg (3) Dean's power to determine that the circumstances of the case are exceptional and to set aside the exclusion and deal with the matter again under Regulation 30.	Dean (no delegation)	
<b>Part 5 Higher degrees by research</b>			
Reg 38 Admission and study program requirements	Sub-reg (3) Dean of teaching faculty's power to recommend to the Graduate Research Committee a different time for completion of a study program for a doctoral degree. [Note: Power also conferred on the head of a relevant academic unit.]	ADRT	

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	Sub-reg (4) Dean of teaching faculty's power to recommend to the Graduate Research Committee a different time for completion of a study program for a master's degree by research. [Note: Power also conferred on the head of a relevant academic unit.]	ADRT	
Reg 39 Application for admission to enrolment	Sub-reg (2) Dean's power to support an application for admission to enrolment to a higher degree by research. [Note: Power also conferred on the head of a relevant academic unit.]	ADRT	
<b>Part 6 Student Progress Management</b>			
Reg 49 Constitution of milestone review panel	Sub-reg (1) Dean of the teaching faculty's power to appoint another person to convene a milestone <del>confirmation</del> -review panel, prior to the date specified, if the head of the relevant academic unit is not independent of the student's research.	ADRT	
	Sub-reg (4) Dean of the teaching faculty's power to substitute the chair with another person, where a member of the milestone review panel becomes unwilling or unable to fulfil their duties.	ADRT	
Reg 52 Constitution of academic progress review panel	Sub-reg (1) Dean must convene a progress review panel.	Dean (no delegation)	
	Sub-reg (3) Dean's power to substitute the chair with another person if the member becomes unwilling or unable to fulfill his or her duties as a member.	ADRT	
Reg 57 Objection to panel member	Sub-reg (3)(b) Dean of the faculty of aw's power to appoint an adjudicator to consider and determine the objection (by a student to a termination appeal panel member on the ground of a reasonable apprehension of bias).		Specific requirement for Dean of Faculty of Law
<b>Part 7 Higher Doctoral Degrees</b>			
Reg 623- Award of higher doctoral degrees	Sub-reg (1) Dean may receive an application, accompanied by a copy of work being submitted for examination, for admission to a higher doctoral degree.	Dean (no delegation)	

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	Sub-reg (3) Dean must appoint a higher doctoral degree committee to examine the work and determine whether or not the applicant is qualified for admission to the degree.	Dean (no delegation)	
	Sub-reg (4) Dean of the degree faculty's power to be chair of the committee. Dean's power to appoint an additional member appropriately qualified to the higher doctoral degree committee: sub-reg (4)(c).	Dean (no delegation)	
	Sub-reg (6) Dean must receive notice of determination from the higher doctoral degree committee (and notice to applicant and the Graduate Research Committee).		

I, Professor Rae Frances, Dean of Faculty of Arts, hereby delegate the full power and authority in the provision referenced in the first and second columns 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 26 day of MAY 2016



Signed by Professor Rae Frances, Dean of Faculty of Arts

