

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

As current University Policy Bank, August 2016

Faculty of Law

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

Policy and Procedures	Summary of Faculty Dean's role ¹	Delegation to:	Conditions on delegation
EDUCATION <u>Admissions, Enrolments and Pathways Index</u> <u>Admission to Coursework Courses and Units of Study Procedures</u>			
Section 13.2: Responsibilities	Make selection decisions, or delegate this responsibility in writing to individual selection officers or specialised committees (who may further delegate).	Faculty General Manager	With Advice from Associate Dean Education
<u>Credit Policy</u>			
Section 19: Credit Assessments	Specify where credit may be allocated within the course of study.	Associate Dean Education	
Section 20: Credit Assessments	Nominate units or components of the course structure (such as capstone units) for which credit will not be given.	Associate Dean Education	
Section 21: Recency of prior learning	Set recency requirements for previous learning and publish principles used.	Associate Dean Education	
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.	Associate Dean Education	

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

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Section 26: Credit limits	Reduce the allowable maximum credit for a course to fulfil professional accreditation requirements.	Associate Dean Education	
<u>Credit Procedures</u>			
Section 3a: Application Process	Assess each application on equivalency and recency.	Education Manager	
<u>Coursework Enrolment Procedures</u>			
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	With advice from Course Directors and Faculty General Manager
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	With advice from Course Directors and Faculty General Manager
Assessment Policy and Procedures Index <u>Unit Assessment Procedures</u>			
Section D 5.1: Examinations timetabling	Approve requests for special timetabling of examinations.	Associate Dean Education	
Section D 7.7: Cancellation of Final Examinations	Approve cancellation of final examinations, on recommendation from Provost or Chief Operating Officer.	Associate Dean Education	
Section H 6: Marking, Grading and Results	Approve grade distribution guidelines for Board of Examiners.	Associate Dean Education	With advice from Faculty Education Committee

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<u>Grading Scale Procedures</u>			
Section 3.3	Power to extend the period of time for the conversion of a DEF grade to a final grade.	Associate Dean Education	
Section 3.4	Power to allocate deferred grades.	Associate Dean Education	
Section 3.6	Power to extend the period of time for the conversion of a NS grade to a final grade.	Associate Dean Education	
Section 3.8	Power to extend the period of time for the conversion of a WH grade to a final grade.	Associate Dean Education	
Section 3.9	Allocation of WH grades.	Associate Dean Education	
<u>Awards, Courses and Units Policy and Procedures Index</u> <u>Academic Programs Offered from Multiple Campuses Procedures</u>			
Section 3.2: Courses offered from more than one campus	Appoint course management committee	Dean	
<u>AHEGS Procedures</u>			
3.3 Section 2: The Award: Award Details	Approve award descriptions for new courses and the amendment of existing award descriptions.	Associate Dean Education	
3.3 Section 2: The Award: Course Features	Approve Course Features statement.	Associate Dean Education	
3.3 Section 2: The Award: Pathway to further study	Approve Pathways statement.	Associate Dean Education	

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3.3 Section 2: The Award: Course Accreditation	Approve Course Accreditation statement.	Associate Dean Education	
<u>Executive and Continuing Education Procedures</u>			
Section 7: Marketing	Approve marketing of Executive and Continuing Education programs.	Associate Dean International & Engagement	
<u>Posthumous Completion and Conferral of Awards Procedures</u>			
Section 5	Recommend the posthumous conferral of coursework award or research master degree to University Council.	Dean	
<u>Non-Award Study Procedures</u>			
Approval and Quality Assurance	Approve non award study offerings.	Dean	
<u>Unit Quotas Policy and Procedures</u>			
Setting Unit Quotas	Approve unit quotas for teaching units.	Associate Dean Education	With Advice from Course Directors LLB, Graduate Studies and JD)
Publishing Quotas	Ensure publication of approved quotas.	Faculty General Manager	With Advice from Associate Dean Education
Enrolling in Quota-Limited Units and Unit-sets	Oversee requirements with regards enrolment.	Faculty General Manager	With Advice from Associate Dean Education
<u>Development of Academic Programs Policy and Procedures Index</u>			
<u>Cancellation of Unit Offering Procedures</u>			
Section 1: Cancellation of scheduled unit offerings	Approve cancellation of a unit following required consultation.	Associate Dean Education	With Advice from Course Directors LLB, Graduate Studies and JD)

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<u>Coursework Course and Units Accreditation Policy</u>			
Approval of course amendments	Approval of course amendments (other than those delegated by Academic Board to CAPC).	Associate Dean Education	With advice from Faculty Education Committee
Accreditation of units	Responsibility for accreditation and re-accreditation of units, subject to AB criteria	Associate Dean Education	With advice from Faculty Education Committee
<u>Coursework Course Review Procedures</u>			
Section 3: Self review team composition and role	Appoint Self-Review Team in consultation with Associate/Deputy Dean (Education) and Course Coordinator.	Associate Dean Education	
Section 4.12: Review panel composition and role	Jointly approve with Vice-Provost Education Programs, any additions to the terms of reference	Dean	
<u>Teaching and Learning Conduct Policy and Procedures Index</u> <u>Academic Progress Intervention Strategy Procedures</u>			
	Approve and maintain procedures for the review of students' academic progress.	Education Manager	
<u>Faculty Academic Progress Committee (APC) Procedures</u>			
Section 3.2: Basis of Referral	Review at any time a student's progress and implement intervention strategies.	Course Directors	
Section 3.6: APC Triggers	Power to recommend faculty-specific triggers for APC to Academic Board.	Associate Dean Education	

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Student Academic Integrity: Managing Plagiarism and Collusion <u>Procedures</u>			
Section 22: Academic Warnings Integrity Register	Authorise staff access to Register.	Education Manager	
<u>Teaching and Learning Management Policy and Procedures Index</u> <u>Student Complaints and Grievances Procedures</u>			
Sections 24-25: Appointment of grievance officers	Appoint grievance officer and assistant grievance officer.	Faculty General Manager	
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.	Dean	
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.	Dean	
Recognition of Excellence <u>Procedures: Coursework Awards</u>			
Nominations and Ratification Process	Approve Faculty nominees for University Awards.	Dean	
Faculty Prizes: Section 1	Approve selection criteria for prizes.	Dean	
RESEARCH <u>Research and Research Training Policy and Procedures Index</u>			

Policy and Procedures	Summary of Faculty Dean's role¹	Delegation to:	Conditions on delegation
Activities Involving Genetically Modified Organisms Australian <u>Procedures</u>			
Section 7: Complaints	Provide advice on investigation of gene technology complaints, as required.	N/A to Law	
Authorship <u>Procedures</u>			
Section 8: Disputes about authorship	Requirement to seek independent conciliator where disputes on authorship cannot be resolved, in specified circumstances.	Associate Dean Research	
Centres and Institutes <u>Procedures</u>			
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 to Law	
Ethical Research and Approvals: Human Research Ethics Committee <u>Procedures</u>			
Section 10: Withdrawal of MUHREC approval	Provide advice on withdrawal of MUHREC approval, as required.	Associate Dean Research	
Section 12: Complaints	Provide advice on resolution of complaints, as required.	Associate Dean Research	
Ethical Research and Approvals: Research involving Human Participants <u>Procedures</u>			
Section 6: Withdrawal of MUHREC approval	Provide advice on withdrawal of MUHREC approval, as required.	Associate Dean Research	

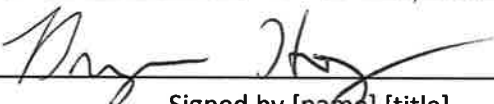
Policy and Procedures	Summary of Faculty Dean's role¹	Delegation to:	Conditions on delegation
Section 8: Complaints	Provide advice on resolution of complaints, as required.	Associate Dean Research	
Ethical Research and Approvals: Scientific Activities involving Animals Procedures			
Section 2: Licences	Nominator for licences.	N/A to Law	
Research Outputs Data Collection Procedures			
Section 4.3: Complying with the definition of research	Provide opinion, where required, on whether an output meets the definition of research	N/A to Law	
Responsible Conduct of Research - Investigating Complaints Concerning Research Misconduct Procedures			
Section 3.9: Proceeding with a Formal Allegation	Receive copy of Vice-Chancellor decision.	Dean	
Sanctions Compliance: Research Collaboration and Research Services Procedures			
Section 3: Review of Research Areas	Decision making on formal international research collaborations and research services.	Dean	
Sanctions Compliance: Admission and Enrolment of Students and Provision of Education and Research Training Procedures			
Section 2: Review of Research proposals	Decision making on compliance risks, as required.	Dean	
<u>Research Training Policies (MIGR) Index</u>			
<u>Doctoral and Research Master's Handbooks</u>			

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<u>Doctoral Handbook</u>			
Section 2.3: Credit Provision	Grant credit for coursework.	Director HDR	
Section 3.3.1.3: Prescribed coursework component for professional doctorates		Director HDR	
<u>Handbook for Research Masters Degree</u>			
<u>Student Complaints and Grievances Procedures and Unit Assessment Procedures</u>			
(see Academic policy entry above)			
<u>Candidature Progress Management - Confirmation & Non-Confirmation Procedures</u>			
Section 1.6: Outcome of the candidate's first presentation for confirmation of candidature	Endorse Review Panel Report.	Associate Dean Research	
Section 1.8: Second confirmation submission	Approve Review Panel's Report.	Associate Dean Research	
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.	Associate Dean Research	
Section 2.3.3: Objection by candidates to the notice of membership of the Confirmation Appeal Panel	Appoint hearing officer, as requested.	Dean	

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Section 2.6.1: Where the Confirmation Appeal Panel upholds the candidate's appeal	Advise of arrangements to support candidate.	Dean	
Candidature Progress Management - Termination Procedures			
	Support decision for termination of candidature, as advised, following due process; constitute Candidature Review panel; notify candidate in writing.	Dean	
HDR Course Accreditation Procedures			
Faculty review	Endorse changes to HDR courses, as advised.	Director HDR	
(HDR) Program Review Procedures			
	Appoint team to lead self-review; nominate Review Panel; conduct review process, report and follow-up action plan, in consultation as specified.	Director HDR	
Section 4: Review Reports	Consider and endorse program review reports and implementation plans.	Director HDR	
Section 6: Review Reporting	Oversee implementation of the action plan.	Director HDR	

I [name], Dean of [Faculty name], 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 11th day of AUGUST 2016



 Signed by [name] [title]
 (Bryan Horngan, Dean)