



Cairnmillar
INSTITUTE

Treatment | Education | Research

Schedule A: Register of Responsibilities for Academic Student Matters

Purpose

The Council of the Cairnmillar Institute (the Institute) delegates the academic governance of the School to the Academic Board (the Board), and provides that the Board may delegate any of its powers to the Head of School for purposes specified in the instrument of delegation. The Board retains overall responsibility for academic matters.

Scope

The Board delegates to the Head of School responsibility for the day-to-day operation of the School. To assist the Head of School in carrying out that delegation, a number of functions related to enrolment, teaching and the provision of student services are the nominated responsibility of other staff.

This register lists both functions and staff to whom the Head of School has nominated responsibility. Responsibilities are related to named positions and are the task of the person holding a named position (the responsible person) including when acting in the position.

If a position is abolished or re named the responsibility passes to the principal successor to the functions of the original position, unless deemed otherwise by the Head of School.

This register does not include financial and facilities matters that have been delegated by Council to other officers. Academic Board retains overall responsibility for unit and courses offerings, in consultation with the Head of School.

Register

| Function | Activity | Responsible Person | Policy/ Rules | Quality Assurance |
|--------------|--|--------------------|-------------------------------------|---|
| 1. Admission | 1.1 Approve an individual offer | Course Coordinator | | Head of School and Academic Registrar monitor offers and acceptances |
| | 1.2 Approve an offer for admission on the basis of special consideration | Course Coordinator | | Head of School and Academic Registrar |
| | 1.3 Approve an offer of place on the basis of uncredialled learning | Course Coordinator | | Head of School and Academic Registrar |
| | 1.4 Approve an offer of place following an academic exclusion | Head of School | Academic Progress and Review Policy | Chair, Academic Integrity and Progress Committee and Executive Director |

| | | | | |
|---------------|---|---|--|---|
| | 1.5 Approve the return to study of a student following exclusion under misconduct | Head of School | Academic Integrity and Student Conduct Policy | Chair, Academic Integrity and Progress Committee and Executive Director |
| | 1.6 Approve course transfer | Course coordinator | | Head of School and Academic Registrar |
| | 1.7 Approve deferment of a place | Course Coordinator | Student Selection, Admission and Enrolment Policy | Academic Registrar |
| 2. Enrolments | 2.1 Provide advice to students and staff on enrolment (administrative matters) | Academic Registrar | | Director of Corporate Affairs |
| | 2.2 Provide academic course advice to students | Course Coordinator | | Head of School |
| | 2.3 Approve the waiver of unit rules (pre requisites and co requisites) | Course Coordinator | | Head of School |
| | 2.4 Approve late enrolment after Week 1 but prior to census date | Course Coordinator | | Head of School |
| | 2.5 Approve late unit enrolment after census date | Course Coordinator and Academic Registrar | | Head of School |
| | 2.6 Approve withdrawal without penalty before census date | Academic Registrar | Higher Education Support Act (HESA) 2003 and the Fee Rules 2010 (Rule 8(1)(d)) | Director of Corporate Affairs |
| | 2.7 Approve leave of absence (intermission) | Course Coordinator | Student Selection, Admission and Enrolment Policy | Head of School |
| | 2.8 Approve cross-institutional, study abroad, exchange program | Course Coordinator | | Head of School |

| | | | | |
|-----------------|--|---|--|--|
| 3. Student Fees | 3.1 Initiate full or partial refund of domestic tuition fees or remission of HELP debt after census | Head of School | HESA (2003) and Fee Rules 2010 (Rule 10) and the Tuition Fees Policy | Executive Director |
| | 3.2 Authorise the issue or removal of a Financial Encumbrance from a student's records | Academic Registrar | Tuition Fees Policy | Head of School |
| 4. Assessment | 4.1 Exam paper authorisation | Course Coordinator | Assessment Policy | Head of School |
| | 4.2 Authorise the finalisation of grades | Course Coordinator | Assessment Policy | Academic Registrar and Head of School |
| | 4.3 Approve an amendment to a grade | Course Coordinator | Assessment Policy | Head of School |
| | 4.4 Approve extensions for assessment items | Unit Coordinator | Assessment Policy | Course Coordinator |
| | 4.5 Authorise conversion of 'incomplete' and missing results to fail grades after the 'incomplete' resolution date deadlines | Course coordinator | Assessment Policy | Head of School |
| | 4.6 Authorise supplementary assessment (including supplementary examination) | Course Coordinator | Assessment Policy | Head of School |
| | 4.7 Authorise a deferred examination | Course Coordinator | Assessment Policy | Head of School |
| | 4.8 Determination on breaches of Academic Integrity | Academic Integrity and Progress Committee | Academic Integrity and Student Conduct Policy | Chair, Academic Integrity and Progress Committee |
| | 4.9 a) Review of results and b) decisions on appeals | a) Unit Coordinator but may be delegated to course coordinator b) Head of School | a) Assessment Policy b) Student Grievance Policy | a) Head of School b) Executive Director |

| | | | | |
|-------------|---|--------------------|--|--------------------|
| 5. Progress | 5.1 Identify students who have failed to make satisfactory academic progress – academic probation | Course Coordinator | Academic Progress and Review Policy | Head of School |
| | 5.2 Student appeal against academic suspension or exclusion | Head of School | Academic Progress and Review Policy or Academic Integrity and Student Conduct Policy | Executive Director |
| | 5.3 Grant credit transfer or RPL | Course coordinator | Recognition of Prior Learning Policy | Head of School |
| | 5.4 Approve a variation of course requirements | Course coordinator | Student Selection, Admission and Enrolment Policy | Head of School |
| | 5.5 Certify a student has met the academic requirements of the course | Course Coordinator | Graduation Attainment and Awards Policy | Head of School |
| | 5.8 Admit a student to an award | Council | Graduation Attainment and Awards Policy | |
| | 5.9 Determination of level of Honours | Course Coordinator | Graduation Attainment and Awards Policy | Head of School |
| | 5.10 Determination of Medals, Executive Director's Commendations and Head of School's Excellence Awards | Head of School | Graduation Attainment and Awards Policy | Executive Director |