

ACADEMIC DELEGATIONS REGISTER *(as at 2/7/14)*



Academic Policy Reference Number	Academic Policy	Activity	Delegation from/to	Sub-delegation permitted	Sub-delegation permitted to	Comments to note	Effective from (last approval date unless specified)
APP203	Academic Board Terms of Reference	<ul style="list-style-type: none"> • Approve new/existing programmes and courses • Admit students to approved programmes and courses • Grant awards • Develop, monitor, review and maintain policies on academic matters, including research 	Ara Institute of Canterbury ¹ Council to Ac Bd	Yes			26/11/13
APP301	Student Rights and Responsibilities	Nil					28/6/12
APP302	Copyright	Nil				To be updated	4/12/08
APP303	Department Board of Studies Terms of Reference	<ul style="list-style-type: none"> • Approve conceded passes • Approve self-funded short/non assessed awards • Approve and release final marks/grades • Confirm eligibility for awarding of qualifications • Approve special admissions • Approve aegrotat decisions • Establish subcommittees or teams to carry out above tasks 	Ac Bd to BoS	Yes	HoD		18/10/12

¹ Refers to Ara from herein

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APP304	Academic Misconduct	<ul style="list-style-type: none"> Dealing with Allegations of Academic Misconduct (3.3) 	Ac Bd to HoD	Yes	HoD delegate		18/10/12
APP503	Naming and Awarding of Qualifications at Ara	<ul style="list-style-type: none"> Approve and release final marks/grades (1.3bii) Confirm eligibility for awarding of qualifications (1.3bii) Approve statements of Attendance, Statements of Attainment and Student Awards/Prizes (1.3bii) Approve self-funded short/non-assessed courses (1.3bii) Approve variations to graduation eligibility (1.3c) Change in students name (3.12c) 	HoD in conjunction with BoS Director Academic Director Academic or Registry Manager or Corporate Services Division delegate	No No Yes	Registry Manager or Corporate Services Division delegate		8/8/13
APP504	Regulations Governing Admission, Enrolment, Withdrawals and	<ul style="list-style-type: none"> Special Admission approval (1.3ci) 	Ac Bd to HoD	No – in their absence the Director, Academic to approve		Reported and monitored through Department BoS	4/7/13

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	Non-Engagement Cancellation	<ul style="list-style-type: none"> • Aegrotat eligibility (1.3cii) • Applicant enrolled as a non-assessed student in an assessed course (3.4a) • Approve enrolment after commencement date (3.8d) • Set fees for students transferring from another ITP, those with refugee status or students in need of survival skills courses (3.8d) • Authority to reduce or waive tuition fees for refugees with Permanent status (3.8d) • Determine levy for persons not enrolled who wish to access Ara facilitates and services (3.8h) • Handle applications for credit recognition when more than half a qualification may be awarded (3.9b) • Cancel or postpone delivery of a course or programme due to insufficient numbers enrolled(3.10) • Approve withdrawal from course/prog (3.11a) 	<p>Ac Bd to HoD (in conjunction with BoS)</p> <p>HoD</p> <p>HoD</p> <p>CFO</p> <p>CFO</p> <p>Registry Manager</p> <p>CAPL office</p> <p>HoD</p> <p>HoD</p>	<p></p> <p>Yes</p> <p>Yes</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>Yes</p> <p></p>	<p></p> <p>HoD delegate</p> <p>HoD Delegate</p> <p></p> <p></p> <p></p> <p>HoD delegate</p> <p></p>	<p>Aegrotat assessment decision in conjunction with BoS</p> <p>HoD to approve student enrolled as assessed and wishes to change to non-assessed</p>	

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		<ul style="list-style-type: none"> • Approve compassionate withdrawals (3.12aiii) • Approve compassionate academic result (3.12bi) • Appeal withdrawal/compassionate withdrawal decisions (3.12biv) 	HoD HoD Director EAR (approval decision) CFO (refund decision)	No			
APP505	Assessment (To be updated)	<ul style="list-style-type: none"> • Award a conceded pass (3.17a) • Approve conceded pass as advancing or non-advancing (3.17c) • Approve more than one conceded pass in any one year to an individual student(3.17d) 	BoS BoS Ac Bd	Yes Yes No	BoS delegate BoS delegate	Done on a case by case basis	28/6/12 10/4/14
APP506	Regulations Governing Probation, Suspension and Cancellation	<ul style="list-style-type: none"> • Suspend a student (up to 5 days) who has breached probation (3.3a) • Suspend a student (up to 5 days) guilty of misconduct (3.3b) • Student suspension up to 20 days (3.3c) • Cancel or refuse enrolment (3.4a) 	HoD or Director, EAR Complaints Co-ordinator, Director Corporate, Kaiārahi, HoD CE CE	No No Yes		If related to misuse of computing facilities, the IT Manager. In all cases the HOD to be advised. To his/her nominee under	29/1/13 Council 18/10/12 Academic Board

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		<ul style="list-style-type: none"> Cancel School of English Language International students enrolment due to immigration requirements (3.4b) 	Director EAR	No		specific delegation	
APP507	Credit Recognition (to be updated)	<ul style="list-style-type: none"> Approve annual schedule of standard charges (3.1c) Endorse awarding of partial credit (3.1f) Approve applications for more than half of a qualification (3.4g) Approve a variation to a programme (3.4k) 	Senior Management Team HoD CAPL Sub-group of Ac Bd	No Yes No No	HoD Delegate	Endorsed for Ac Bd by Programme Leader and HoD	11/2/10
APP508	Moderation	<ul style="list-style-type: none"> Responsible for ensuring moderation is an integral part of the Departments assessment procedures. (3.1c) 	Ac Bd to HoD	Yes	Delegate specific responsibilities to others within the Department		5/6/14
APP510	Aegrotat Pass Regulations	<ul style="list-style-type: none"> Decision related to aegrotat eligibility (1.3di) Decision related to students performance for an aegrotat pass(1.3di 	Ac Bd to HoD Ac Bd to HoD	No No		In conjunction with the tutor, Department BoS	13/12/12

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		<ul style="list-style-type: none"> Consider appeals against declined aegrotat applications (1.3ei) 	Ac Bd to Academic Appeals Committee	No		(3.2 Step 2, Procedure a)	
APP601	Programme Approval Committee Terms of Reference	<ul style="list-style-type: none"> Approve programmes under delegation in accordance with Ac Bd set delegations 	Ac Bd to PAC	No			2013
APP603	Design, Development, Review and Approval of Programmes (reapproval, Accreditation and Related Aspects)	<ul style="list-style-type: none"> Approval of existing approved programmes with no significant changes(1.3bi) Approval of Training Schemes (1.3bii) Approval of short, non-assessed courses submitted for external approval (1.3biii) Approval of programmes already approved by the Ac Bd of any ITP or CTA partners (1.3biv) Approval of replacement programmes related to NZ certificates/diplomas (1.3bv) All international delivery intentions meets internal and external requirements before approval (1.3c) Authority to approve a variation to the policy (1.3evii) 	PAC	No			Sept 2003
			PAC	No			4/7/13
			PAC	Yes			Feb 2014
			PAC	No			ITP – Dec 2011 CTA – June 2004
			PAC	No			4/7/2013
			International Services Manager	No			4/7/2013
			CE or Director Academic	No			4/7/2013

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		<ul style="list-style-type: none"> • Approve programme development for existing and new programmes (3.1a) • Evaluate and endorse programmes and training schemes for approval (3.1a) • Approving short courses not leading to a qualification (3.1a) • Type 1 programme changes approved (3.6b) 	Senior Management Team				4/7/2013
			HoD	No			4/7/2013
			HoD				4/7/2013
			HoD and AD Sub-group of Ac Bd under direction of Director Academic of delegate	Yes			4/7/2013
		<ul style="list-style-type: none"> • Type 2 changes approved (3.6b) 	Sub Group of Ac Bd under direction of Director Academic or delegate	No			4/7/2013
		<ul style="list-style-type: none"> • Approval of variation to a programme 	(PAC) Sub-group of Ac Bd	No			4/7/2013
		<ul style="list-style-type: none"> • Sub-contracting and Consortium approval (3.8e) 	Senior Mgmt Team	No			4/7/2013
		<ul style="list-style-type: none"> • Programmes ceases to be offered (3.9b) 	Ac Bd	No		Departments required to apply to Ac Bd	4/7/2013
		<ul style="list-style-type: none"> • Approval of short courses (3.10a) 	BoS via HoD				4/7/13
		<ul style="list-style-type: none"> • Short course approval under ACE provision (3.10a) 	Ac Bd to Bos via HoD	No			4/7/13

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		<ul style="list-style-type: none"> Ensuring ACE criteria are met (3.10d) Application for variation to programme (3.7c) 	Director,Academic Ac Bd via Academic Division by Hod	Yes Yes	HoD delegate		4/7/13
APP704	Evaluation, Review and other feedback	<ul style="list-style-type: none"> Policy to be reviewed. 					
APP801	Research and Knowledge Transfer Committee Terms of Reference	<ul style="list-style-type: none"> Approve annual Department research plans Approve project/programme grants Allocate central research funds 	Ac Bd to RKTC				
APP803	Research and Knowledge Transfer	<ul style="list-style-type: none"> Financial accountability for the Central Research Fund (1.3d) Consider all research projects that involve human subjects and to provide ethics clearance on behalf of the Central Research & Knowledge Transfer Committee (RKTC) (1.3e) Assess each project/programme proposal and make recommendations to the RKTC for approval (3.2f) 	Ac Bd to Director Academic Ac Bd to Human Ethics sub-committee Director Academic, RKT Manager, Director EAR	No No No			20/7/12

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		<ul style="list-style-type: none"> • Approve student research assignments (3.3a) • Approve research undertaken by external bodies or under contract to Ara (3.4a) • Approve proposals for research contracts (3.4b) 	BoS	Yes	BoS delegate	In consultation with the relevant Department RKTc	
		<ul style="list-style-type: none"> • Monitor research outputs 	RKTC to HOD	No		Overall direction and assistance form manager RKT, BOS, Dept. RKTC, Director, Academic In consultation with HOD	
		<ul style="list-style-type: none"> • Identify staff required to submit a PBRF portfolio 	Manager RKT, Director Academic	No			
		<ul style="list-style-type: none"> • Submit PBRF portfolios on behalf of Ara 	Manager RKT	No			