SCHEDULE 2 – ACADEMIC AND COURSE DELEGATIONS[1]

The following authorities and powers are conferred by the Board of Directors of BBI The Australian Institute of Theological Education (BBI-TAITE Board) on the bodies and positions specified in this Schedule.

Virginia Ryan
Chair, Board of Directors

Code	Authorities and Powers[2]	Delegate/Body	Conditions	Reference
	Course and Unit Development and Accreditation			
ACD1	AUTHORITY TO approve: a business case proposal for a new course leading to degrees and awards to be offered by BBI-TAITE; a new offering of an existing course; or a decision to suspend or phase out an existing course	Academic Governance Committee		AC-C6 Courses Policy and Procedure
ACD1A	AUTHORITY TO endorse business case proposals for new courses leading to degrees and awards to be offered by BBI-TAITE	Academic Board; Courses Committee	New proposals will normally be developed by the Courses Committee with appropriate consultation amongst stakeholders	AC-C6 Courses Policy and Procedure
ACD2	AUTHORITY TO approve courses leading to degrees and awards of BBI-TAITE prior to application to TEQSA to accredit courses	Academic Board		AC-A3 Academic Board Membership and Terms of Reference AC-C6 Course Policy and Procedure
ACD2A	AUTHORITY TO approve units of study which may be developed and offered by BBI-TAITE as components of its degrees and awards prior to application to TEQSA to accredit courses and units	Academic Board		AC-A3 Academic Board Membership and Terms of Reference AC-C6 Course Policy and Procedure
	Course Requirements			
ACD3	AUTHORITY TO approve low impact changes to a course or unit of study	Associate Dean (Academic)	These approvals must be ratified by the Academic Board at their next meeting	AC-C6 Courses policy and procedure.
ACD3A	AUTHORITY TO cancel a course of study	Academic Board		AC-C6 Course Policy and Procedure
ACD4	AUTHORITY TO approve minimum admission requirements for particular types and levels of awards	Academic Board	On the recommendation of BBI-TAITE Courses Committee	AC-C6 Course Policy and Procedure
ACD5	AUTHORITY TO approve admission of students to particular awards in accordance with approved course entry requirements	Registrar; Dir. Student Services and Operations; Associate Dean (Academic)		AC-A8 Admissions Policy and Procedure; AC-C6 Course Policy and Procedure
ACD5A	AUTHORITY TO approve extension of course completion and minimum study requirements	Associate Dean (Academic)		
ACD5B	AUTHORITY TO approve a change in course structure	Associate Dean (Academic)	These changes must be reported to the Academic Board at its next meeting.	
ACD6	AUTHORITY TO approve transfers between courses	Registrar; Dir. Student Services and Operations; Associate Dean (Academic)		

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[1] This delegation schedule is modelled on the delegation schedules of Charles Sturt University and the University of Sydney.
[2] Refer to *D1 Delegations and Authorities Policy Section 4 Interpretation of the schedules of delegations* for an understanding of the terms used in the schedule.

Code	Authorities and Powers[2]	Delegate/Body	Conditions	Reference
ACD7	AUTHORITY TO approve Cross-Institutional Enrolment	Registrar; Associate Dean (Academic)		
	Credit and Recognition of Prior Learning			
ACD8	AUTHORITY TO approve credit transfer within the limits of AC-C8 Credit Policy and Procedure	Associate Dean (Academic)	Recommendations for credit transfer are made by the Registrar to the Associate Dean (Academic)	AC-C8 Credit Policy and Procedure
ACD8A	AUTHORITY TO approve credit transfer where a precedent exists for the basis of credit or recognition of prior learning	Registrar; Dir. Student Services and Operations		AC-C8 Credit Policy and Procedure
ACD8B	AUTHORITY TO approve credit for non-formal learning or recognition of prior learning	Associate Dean (Academic)	Recommendations for non-formal learning/RPL are made by the Registrar to the Associate Dean (Academic)	AC-C8 Credit Policy and Procedure
ACD8C	AUTHORITY TO exempt a student from core unit of study in a course structure and replace it with a substitute unit	Associate Dean (Academic)		AC-C8 Credit Policy and Procedure
	Academic Offerings			
ACD9	AUTHORITY TO approve units of study that may be offered by BBI-TAITE	Academic Board		
ACD9A	AUTHORITY TO approve units of study, whether core or elective units, that may be offered in any given year	Principal/CEO		
	Admission and Offers			
ACD10	AUTHORITY TO approve admission to a course of study based on the applicant meeting the Admission Criteria for the course of study	Registrar; Dir. Student Services and Operations; Associate Dean (Academic)		AC-A8 Admissions Policy and Procedure AC-E7 Enrolment Policy and Procedure
ACD10A	AUTHORITY TO grant exemption to admission requirements for a course of study for any Graduate Certificate, Graduate Diploma or Master's degree	Associate Dean (Academic)		AC-A8 Admissions Policy and Procedure
ACD10B	AUTHORITY TO approve the withdrawal of an offer of admission made on the basis of fraudulent or incorrect results	Associate Dean (Academic)		AC-A8 Admissions Policy and Procedure
ACD10C	AUTHORITY TO approve admission for an applicant where the applicant has provided a satisfactory explanation of a prior exclusion	Associate Dean (Academic)		AC-A8 Admissions Policy and Procedure AC-A11 Academic Integrity Policy and Procedure
	Deferrals			
ACD11	AUTHORITY TO extend a period of deferral of admission to a course of BBI-TAITE up to a maximum of 2 years	Associate Dean (Academic)		AC-A8 Admissions Policy and Procedure
ACD11A	AUTHORITY TO decline a request for an extension of a deferral for a particular course of BBI-TAITE	Associate Dean (Academic)		AC-A8 Admissions Policy and Procedure
	English Language Requirements			
ACD12	AUTHORITY TO set English language requirements for admission to courses of BBI-TAITE	Academic Board		AC-E2 English Language Proficiency Policy and Procedure

Code	Authorities and Powers[2]	Delegate/Body	Conditions	Reference
ACD12A	AUTHORITY TO exempt an applicant from English language requirements for admission to a course of BBI-TAITE	Associate Dean (Academic)		AC-E2 English Language Proficiency Policy and Procedure
ACD12B	AUTHORITY TO require further testing to determine the level of an applicant's written and/or spoken English, and English comprehension	Associate Dean (Academic)		AC-E2 English Language Proficiency Policy and Procedure
	Enrolment			
ACD13	AUTHORITY TO approve enrolment of a non-award student into a unit of study without admission to a course of study	Registrar; Dir. Student Services and Operations; Associate Dean (Academic)		AC-A8 Admissions Policy and Procedure AC-E7 Enrolment Policy and Procedure
ACD13A	AUTHORITY TO approve the substitution of a unit of study	Associate Dean (Courses)		AC-E7 Enrolment Policy and Procedure
ACD13B	AUTHORITY TO approve enrolment exceeding the normal load	Associate Dean (Courses)		AC-E7 Enrolment Policy and Procedure
ACD13C	AUTHORITY TO permit a student to enrol concurrently in more than one award course	Associate Dean (Academic)		AC-A8 Admissions Policy and Procedure AC-E7 Enrolment Policy and Procedure
	Withdrawal/Cancellation of Enrolment			
ACD14	AUTHORITY TO cancel a student's enrolment if they fail to complete the course within the maximum time allowed for completion	Associate Dean (Academic)		AC-E7 Enrolment Policy and Procedure
ACD14A	AUTHORITY TO cancel a student's enrolment due to non-payment of fees	Dir. Student Services and Operations; Associate Dean (Academic)		AC-E7 Enrolment Policy and Procedure
ACD14B	AUTHORITY TO lapse a student's enrolment if they have not enrolled within a 12-month period	Dir. Student Services and Operations; Associate Dean (Academic)	On the recommendation of the Registrar	AC-E7 Enrolment Policy and Procedure
ACD14C	AUTHORITY TO approve withdrawal from a unit of study following the published census date of the trimester	Associate Dean (Academic)		AC-E7 Enrolment Policy and Procedure
	Leave of Absence			
ACD15	AUTHORITY TO approve a leave of absence for one Trimester	Registrar; Dir. Student Services and Operations		AC-E7 Enrolment Policy and Procedure
ACD15A	AUTHORITY TO approve a leave of absence beyond one trimester	Associate Dean (Academic)	On the recommendation of the Registrar	AC-E7 Enrolment Policy and Procedure
	Assessment, Extensions, and Grades			
ACD16	AUTHORITY TO approve the unit outline for a unit of study following quality assurance processes at the beginning of each trimester	Associate Dean (Courses)		AC-A9 Assessment Policy and Procedure
ACD16A	AUTHORITY TO approve assessment in a unit of study	Associate Dean (Courses)		AC-A9 Assessment Policy and Procedure
ACD16B	AUTHORITY TO approve alternative assessment for a student who is unable to complete a particular assessment due to illness, disability, or other mitigating factors	Associate Dean (Courses)		

Code	Authorities and Powers[2]	Delegate/Body	Conditions	Reference
ACD16C	AUTHORITY TO approve applications for special consideration due to illness, disability or mitigating circumstances	Associate Dean (Courses); Associate Dean (Academic)		
ACD17	AUTHORITY TO approve final grades, review of marks, review of grades, and moderation of units of study	Assessment Review Committee		AC-A9 Assessment Policy and Procedure
ACD17A	AUTHORITY TO approve late grades and changes of grades between meetings of the Assessment Review Committee	Associate Dean (Academic)	Approvals noted at Assessment Review Committee	AC-A9 Assessment Policy and Procedure
ACD18	AUTHORITY TO approve an extension for an assessment item due date beyond five (5) working days to a maximum of one month.	Registrar; Dir. Student Services and Operations	Approvals noted at Assessment Review Committee	AC-A11 Assessment Extension Policy and Procedure
ACD18A	AUTHORITY TO approve an extension for an assessment item due date beyond one month to a maximum of 12 months.	Associate Dean (Academic)	Approvals noted at Assessment Review Committee	AC-A11 Assessment Extension Policy and Procedure
ACD18B	AUTHORITY TO approve an extension for an assessment item due date beyond 12-months after the end of a trimester for which an 'E' grade has been issued	Associate Dean (Academic)	These approvals must be noted at the next meeting of the Assessment Review Committee	AC-A11 Assessment Extension Policy and Procedure
ACD18C	AUTHORITY TO approve a Change of Grade	Associate Dean (Academic)	Approvals noted at Assessment Review Committee	
ACD19	AUTHORITY TO approve additional assessment (AA) in a unit of study	Associate Dean (Courses); Associate Dean (Academic)	Approvals noted at Assessment Review Committee	AC-A9 Assessment Policy and Procedure
ACD20	AUTHORITY TO approve the adjustment of procedure for the implementation of assessment policy, and types and purposes of assessment to accommodate faculty and students' needs and circumstances.	Associate Dean (Academic)	Any adjustments in procedure must be reported to the Academic Board at its next meeting following the adjustment	AC-A9 Assessment Policy and Procedure
	Academic Integrity and Student Misconduct			
ACD21	AUTHORITY TO determine the outcome of a poor academic practice or academic misconduct case against a student due to a breach in the standards	Associate Dean (Academic)		AC-A11 Academic Integrity Policy and Procedure
ACD21A	AUTHORITY TO impose a penalty on a student for student misconduct	Principal/CEO		C11 Code of Conduct Policy and Procedure
	Graduation and Testamur			
ACD22	AUTHORITY TO approve the list of Graduands for a trimester	Academic Board; Academic Board Standing Committee.	In the absence of meetings of these two committees the Associate Dean (Academic) may Executively Approve the list of Graduands. This approval must be noted at the next meeting of the relevant committee	AC-G2 Graduation Policy and Procedure
ACD22A	AUTHORITY TO approve the admission of the graduands on the approved list of graduands to a degree or award for conferral	Principal/CEO	The Principal/CEO's and Registrar's signatures will be applied, and the common seal affixed to the Testamur	AC-G2 Graduation Policy and Procedure
ACD22B	AUTHORITY TO approve the conferral of an aegrotat or a posthumous award	Principal/CEO	On the recommendation of the Academic Board	AC-G2 Graduation Policy and Procedure
ACD22C	AUTHORITY TO approve academic dress	Principal/CEO	On the recommendation of the Academic Board	AC-G2 Graduation Policy and Procedure

Code	Authorities and Powers[2]	Delegate/Body	Conditions	Reference
ACD23	AUTHORITY TO approve the form of the Testamur attesting to the admission of a graduate to a degree or award	Associate Dean (Academic); Dir Student Services and Operations		
Reviews and Appeals				
ACD24	AUTHORITY TO decide an appeal against an academic decision	Principal/CEO		
Trimester Dates				
ACD25	AUTHORITY TO approve official trimester dates and amendments to these	Academic Board	To be recommended to the Academic Board by the Dir. Student Services and Operations	

1. **RELEVANT LEGISLATION**
   - The *Tertiary Education Quality and Standards Agency Act 2011* (TEQSA Act) as amended.
   - The *Higher Education Standards Framework (Threshold Standards) 2021*

2. **KEY RELATED DOCUMENTS**
   - All policies classified as Policy, Academic and Operational in the BBI-TAITE policy matrix.
   - Delegations Schedules:
     - Schedule 1 – Policy Delegations
     - Schedule 3 – Operational Delegations

3. **NOTES**

Contact Officer	Chair of the Board of Directors Principal/CEO Associate Dean (Academic)
Implementation Officer/s	Chair of the Board of Directors Principal/CEO Associate Dean (Academic)
Approval Authority/ Authorities	The Board of Directors Audit and Risk Committee Academic Governance Committee Academic Board
Date Approved	
Date of Commencement	29 November 2021
Date for Review	24 months
Amendment History	November 2021 – New schedule of academic delegations created. Schedule is modelled on similar schedules of the University of Sydney and Charles Sturt University.
Key Stakeholders	The Board of Directors Audit and Risk Committee Academic Governance Committee Academic Board