

SCHEDULE 2 – ACADEMIC AND COURSE DELEGATIONS¹

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

Kathryn Try

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 the Institute; a new offering of an existing course; or a decision to suspend or phase out an existing course	Board of Directors		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 the Institute	Academic Board; Courses Committee	On the recommendation of 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 the Institute prior to application to TEQSA to accredit courses	Academic Board		Governance Charter AC-C6 Course Policy and Procedure
ACD2A	AUTHORITY TO approve units of study which may be developed and offered by the Institute as components of its degrees and awards prior to application to TEQSA to accredit courses and units	Academic Board		Governance Charter 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)		AC-C6 Courses policy and procedure. These approvals must be ratified by the Academic Board at their next meeting
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 the 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; Director 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	Chair, Academic Board		

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 Powers²	Delegate/Body	Conditions	Reference
ACD6	AUTHORITY TO approve transfers between courses	Registrar; Director Student Services and Operations; Associate Dean (Academic)		
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 the Institute	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; Director 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-A10 Academic Integrity Policy and Procedure
Deferrals				
ACD11	AUTHORITY TO extend a period of deferral of admission to a course of the Institute 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 the Institute	Associate Dean (Academic)		AC-A8 Admissions Policy and Procedure

Code	Authorities and Powers ²	Delegate/Body	Conditions	Reference
English Language Requirements				
ACD12	AUTHORITY TO set English language requirements for admission to courses of the Institute	Academic Board		AC-E2 English Language Proficiency Policy and Procedure
ACD12A	AUTHORITY TO exempt an applicant from English language requirements for admission to a course of the Institute	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; Director 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	Director 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	Director Student Services and Operations; Associate Dean (Academic)	On the recommendation of the Registrar	AC-E7 Enrolment Policy and Procedure
ACD14B	AUTHORITY TO approve withdrawal from a unit of study following the published census date for the Session	Associate Dean (Academic)		AC-E7 Enrolment Policy and Procedure
Leave of Absence				
ACD15	AUTHORITY TO approve a leave of absence for one Session	Registrar; Director Student Services and Operations		AC-E7 Enrolment Policy and Procedure
ACD15A	AUTHORITY TO approve a leave of absence beyond one Session	Associate Dean (Academic)	The student's request together with appropriate evidence is presented to the Associate Dean (Academic) by the Registrar	AC-E7 Enrolment Policy and Procedure

Code	Authorities and Powers ²	Delegate/Body	Conditions	Reference
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 Session	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)		
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)	These approvals must be noted at the next meeting of the 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; Director Student Services and Operations	These approvals must be noted at the next meeting of the 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)	These approvals must be noted at the next meeting of the 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 Session 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)	These approvals must be noted at the next meeting of the Assessment Review Committee	
ACD19	AUTHORITY TO approve additional assessment (AA) in a unit of study	Associate Dean (Courses); Associate Dean (Academic)	These approvals must be noted at the next meeting of the 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 student 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-A10 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

Code	Authorities and Powers ²	Delegate/Body	Conditions	Reference
Graduation and Testamur				
ACD22	AUTHORITY TO approve the list of Graduands for a Session	Board of Directors		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	Chair, Board of Directors	The Chair, Board of Directors and Principal/CEO's signatures will be applied, and the common seal affixed to the Testamur	AC-G2 Graduation Policy and Procedure
ACD22C	AUTHORITY TO approve the conferral of an aegrotat or a posthumous award	Board of Directors	On the recommendation of the Academic Board	AC-G2 Graduation Policy and Procedure
ACD22D	AUTHORITY TO approve academic dress	Board of Directors	On the recommendation of the Academic Board	AC-G2 Graduation Policy and Procedure
ACD23	AUTHORITY TO approve the form of the Testamur attesting to the admission of a graduate to a degree or award	Associate Dean (Academic); Director Student Services and Operations		
Reviews and Appeals				
ACD24	AUTHORITY TO decide an appeal against an academic decision	Appeals Committee		
Session Dates				
ACD25	AUTHORITY TO approve official Session dates and amendments to these	Academic Board	To be recommended to the Academic Board by the Director 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 Board of Directors Chair Academic Board Principal and Chief Executive Officer Associate Dean (Academic)
Implementation Officer/s	Chair BBI The Australian Institute of Theological Education Board of Directors Principal and Chief Executive Officer Associate Dean (Academic)
Approval Authority/Authorities	BBI The Australian Institute of Theological Education Board of Directors Audit and Risk Committee of the Institute Board Academic Governance Committee of the Institute Board Academic Board
Date Approved	29 November 2021

Date of Commencement	29 November 2021
Date for Review	24 months
Amendment History	<p>August 2021 – New Schedule of academic delegations created. Schedule is modelled on similar schedules of the University of Sydney and Charles Sturt University.</p> <p>September 2022 – Revision to reflect the changes brought about by the new Governance Charter, including the removal of the Academic Governance Committee and the conferral of awards by the Board of Directors.</p>
Key Stakeholders	<p>BBI The Australian Institute of Theological Education Board of Directors Audit and Risk Committee Academic Board</p>