

<b>POLICY</b>		
Ref. to Legislative Frameworks: HESF2021: 6.1	<b>Academic Decisions and Delegation Schedule</b>	
Version: 4.3	Policy Owner: Board of Directors	Issued on: 10/02/2026 Review by: 10/02/2028

## 1. Purpose

The purpose of this document is to formally outline the functions and powers delegated by the Board of Directors (BOD) to the Academic Board, committees, and other staff.

## 2. Policy Statement

AAPoly is committed to a structured governance model where authority is clearly defined. Academic decisions are made by the designated Delegate—the principal position responsible for a specific function—and are subject to oversight by a Reviewer for escalation and conflict resolution. Execution of these delegations must be supported by appropriate evidence, such as a student file or committee minutes, as specified in the Reporting Requirements.

## 3. Responsibilities

- **BOD:** Responsible for the overall corporate governance of the Company, including its strategic direction and performance objectives, meeting ethical and regulatory obligations, and managing business risk. It is also responsible for the ultimate delegation of functions and approval of the Delegation Schedule.
- **Academic Board (AB):** Established by the BOD as part of its discharge of responsibilities to ensure effective oversight and management of academic governance requirements as specified by the Higher Education Standards Framework (HESF) 2021. It is responsible for establishing and overseeing a competent academic governance system to ensure the quality of delivery of the HE programs offered by AAPoly.
- **Delegates** (e.g., Academic Dean, Associate Dean and Program Coordinators): an individual, position, or group authorised to exercise specific powers, functions, or duties on behalf of a higher authority, such as the BOD. They are formally identified in the document Delegation Schedule.
- **Reviewers:** a designated position, committee, or authority responsible for monitoring, auditing, or verifying that delegated authorities are exercised correctly and in compliance with policies.

- **CEO:** holds a central, dual role as both a recipient of power from the BOD and for sub-delegating power to operational staff.

#### **4. Scope**

This document applies to AAPoly staff involved in the administration and delivery of higher education programs. The schedule of delegations covers:

- 4.1 Assessment and Awards Conferral: Including exam deferrals and special considerations, and graduation eligibility.
- 4.2 Programs and Subjects: Including curriculum changes, course discontinuations, and admission requirements.
- 4.3 Admission and Enrolment: Including advanced standing, enrolment variations, and leave applications.
- 4.4 Staff Development and Performance: Including scholarly activity monitoring and performance management of teaching staff.
- 4.5 Academic Appointments: Including the selection of the Academic Dean and invitations to external guest lecturers.

#### 4.1 Assessment and Awards Conferral

ITEM	AUTHORITY / DELEGATION	DELEGATE	REVIEWER	REPORTING REQUIREMENTS
4.1.1	Application for a deferred examination.	Program or Course Coordinator	Associate Dean	Student file
4.1.2	Special consideration for assignment or exam	Program or Course Coordinator	Associate Dean	Student file
4.1.3	Alternative arrangements for student academic assessment.	Program or Course Coordinator	Associate Dean	Student file
4.1.4	Extensions to due dates for assessment.	Program or Course Coordinator	Associate Dean	Student file
4.1.5	Final grade ratification for a subject.	Academic Review Committee	Academic Board	Decision recorded in Committee Minutes
4.1.6	Assesses student's eligibility to graduate	Program Coordinator	Academic Dean	Student file
4.1.7	Authorises the issuance of the Completion Letter and the Final Academic Transcript	BOD		Student file Qualifications Register
4.1.8	Recommends the conferring or revoking of AAPoly HE academic awards, including posthumous awards  Confers AAPoly HE academic awards	AB  BOD		Student file  Qualifications Register Graduate Destination Surveys

## 4.2 Programs, Subjects and Academic Staff Development

ITEM	AUTHORITY / DELEGATION	DELEGATE	REVIEWER	REPORTING REQUIREMENTS
4.2.1	<p>Approves curriculum development and changes as follows:</p> <p>Approves new courses and changes to existing courses for referral to the regulator</p> <p>Receives approvals for new courses from the regulator</p> <p>Responds to queries about new and/ or existing courses from the regulator</p>	<p>AB</p> <p>CEO</p> <p>CEO</p>	BOD	<p>AB Minutes</p> <p>Report Approvals to Academic Dean and BOD</p>
4.2.2	Approves discontinuation of courses of study	BOD		Minutes of the BOD
4.2.3	<p>Approves requirements for admission, enrolment, academic progress, intervention</p> <p>Approves entry requirements, duration, modes of study, structure, content and objectives of courses.</p> <p>Sets articulations guidelines</p> <p>Approves articulations</p>	<p>AB</p> <p>AB</p> <p>AB</p> <p>Academic Dean</p>	<p>BOD</p> <p>BOD</p> <p>BOD</p> <p>CEO</p>	<p>Admission standards and relevant policies</p> <p>AB Minutes</p> <p>Requirements published on AAPoly website and publicised. Units mapping Articulation agreement</p>
4.2.4	Approves academic staff professional/scholarly development initiatives	Academic Dean	AB	<p>AB Minutes</p> <p>Advice to Associate Dean where appropriate</p>
4.2.5	Approves material changes in the academic calendar	BOD		<p>BOD Minutes</p> <p>Published on AAPoly website</p>
4.2.6	Approves minimum and maximum class sizes per semester	Academic Dean	CEO	Email notification to relevant staff
4.2.7	Approves the list of required learning resources	Associate Dean	CEO	Budget Report on usage

### 4.3 Admission and Enrolment

ITEM	AUTHORITY / DELEGATION	DELEGATE	REVIEWER	REPORTING REQUIREMENTS
4.3.1	Prescribes relevant dates and procedures relating to enrolment	Associate Dean (Education)	Academic Dean	HE Course Enrolment procedure  HE Academic Calendar
4.3.2	Sets admissions and GS guidelines	Group Admissions Manager	CEO/Group COO	Country Evidence Levels  Admissions Guidelines
4.3.3	Makes offers of admission subject to entry criteria approved by the AB	Admissions Officers	Group Admissions Manager	Student file
4.3.4	Approves advanced standing (course credits) for admission.	Associate Dean (Education)	Academic Dean	Student file  Grant of Academic Credits to Student Letter
4.3.5	Approves minor enrolment variations from standard course requirements.	Academic Dean	AB	Student file
4.3.6	Approves major enrolment variations from standard course requirements.	AB	BOD	Student file
4.3.7	Approves applications for deferment of studies  Approves applications for leave of absence for a full semester.	Group Admissions Manager  Academic Supervisor	CEO  CEO / Academic Dean	Admissions to notify student  Student Services to notify student
4.3.8	Approves application for special consideration /application for extension.	Associate Dean (Education)	Academic Dean	Student file  Student Services to notify student
4.3.9	Approves refunds arising from withdrawal	Head of Student Services	CEO	Student File

#### 4.4 Feedback and Response and Academic Staff Development and Performance

ITEM	AUTHORITY / DELEGATION	DELEGATE	REVIEWER	REPORTING REQUIREMENTS
4.4.1	Approves evaluation surveys and other appropriate evaluation instruments for program, subject teaching and student experience	Academic Dean	AB	Records of actions and decisions recorded in AB Minutes.  Report to AB
4.4.2	Monitors scholarship /professional development of academic teaching staff	Academic Dean	AB	Professional Dev Register  Report to AB
4.4.3	Manages performance of academic teaching staff – including scholarship/professional development plan	Program Coordinator	Associate Dean (Education)	Professional Dev Register  Report to AB
4.4.4	Approves support for scholarship/professional development for academic teaching staff	Academic Dean	CEO	Professional Dev Register  Report to AB
4.4.5	Coordinates consultation activities with students on designated matters of interest to enhance the teaching and learning experience	Associate Dean (Education)	Academic Dean	Academic Dean's report to the AB
4.4.6	Addresses students' academic and non-academic misconduct	Head of Academic Integrity	Associate Dean (Education)	Report to AB

#### 4.5 Student Performance Reviews and Appeals

ITEM	AUTHORITY / DELEGATION	DELEGATE	REVIEWER	REPORTING REQUIREMENTS
4.5.1	Addresses student's unsatisfactory academic performance	Program or Course Coordinator	Associate Dean (Education)	Student file
4.5.2	Readmissions following unsatisfactory academic performance.	Associate Dean (Education)	Academic Dean	Student file  Complaints and Appeals Register
4.5.3	Leads Benchmarking	Associate Dean (Education)	Academic Dean	Report to AB
4.5.4	Sets academic targets	Associate Dean (Education)	Academic Dean	Report to AB

## 4.6 Academic Appointments

ITEM	AUTHORITY / DELEGATION	DELEGATE	REVIEWER	REPORTING REQUIREMENTS
4.6.1	Invites external academic as guest lecturers	Academic Dean	CEO	Email confirmation
4.6.2	Approves and confirms appointments of academic staff – permanent and sessional	Academic Dean and/or Associate Dean (Education)	CEO	Confirmation of appointment to staff  Human Resources file  Professional Development Register
4.6.3	Implements interventions/terminations of academic teaching staff due to poor performance	Associate Dean (Education)	Academic Dean	Notify the academic teaching staff  Professional Development Register - update  Human Resources file  Report to Academic Board
4.6.4	Participates in the selection and appointment of the Academic Dean	CEO	BOD	Minutes of BOD
4.6.5	Appoints members of the Academic Board	BOD		Minutes of BOD meeting
4.6.6	Invites external academics to participate in Expert Advisory Panel	CEO or Academic Dean	BOD	Minutes of BOD meeting
4.6.7	Assesses nominations for Academic Titles	Selection Committee	CEO	Nomination Form  Selection Committee Recommendation and meeting minutes

**Version Control Table:**

Version Number	Comments	Date	Author	Approver /Reviewer
V1	Approved by the Board of Directors	6 February 2016	Esther Teo	Board of Directors
V2	External Review	May 2017	Peter Ryan	Board of Directors
V2	Approved by the Board of Directors	31 August 2017	Esther Teo	Board of Directors
V3	Updated to align with the 2017 Governance Frameworks	2 November 2017	Esther Teo	Board of Directors
V4	Updated in accordance with the recent organisational changes.	21 August	Esther Teo / M. Bagra	Academic Board / Board of Directors
V4.1	Confirmation of Academic Dean as delegate for course enrolment variations (3.4). Changes to delegations in line with the issuance of completion documents according to Course Completion and granting of Higher Education Awards Policy and Issuance of Higher Education Testamurs, Graduation Statements and Official Transcripts Policy (1.7).	7 January 2020	Esther Teo	Academic Board / Board of Directors
V4.2	Update delegations based on new AB Charter	24 October 2022	Joanna Kelly	Board of Directors
V4.3	Aligned the format with policy format including clearly specified purpose, policy statement, responsibilities and scope. 4.1.6 – changed responsibility to Program Coordinator in line with the current practice 4.2.1 – expanded first bullet point by changes to existing courses 4.2.3 – separated Approve articulations to Sets articulations guidelines and Approve articulations Added 4.2.7 Added 4.3.2 Amended delegate and reviewer in 4.3.3 to be aligned with current positions Amended 4.3.7 Removed Monitor census date requirements Added 4.6.7	30 Jan 2026	Joanna Kelly	Board of Directors