



Academic and Student Sub-delegations Register

Contents	
Intent.....	2
Scope.....	2
Definitions.....	2
Introduction	2
Structure.....	2
Sub-delegation Management.....	3
Functional usage of the Register	3
Exercising sub-delegations.....	3
James Cook University Academic and Student Sub-delegation Bands.....	0
1. Academic Offerings.....	3
2. Administration	4
3. Assessment	5
4. Enrolment, Admissions, Progression, Conferral	8
5. Ethics and Research	12
6. Fees, Charges and Financial Aid.....	14
7. Scholarships and Prizes	16
8. Student Complaints and Conduct	17
9. Promote.....	20

1. Academic Offerings

Descriptor

Subject, course and discipline management matters including establishment and changes to availability

2. Administration

Descriptor
General administrative matters including course accreditation and sponsorship arrangements

CATEGORY	BAND (JCUA) Academic (A) Professional (P)	Function Reference	FUNCTION	Policy Ref(P) Procedure (p)	RELEVANT POLICY/PROCEDURES
Administration	9A	2.1	Authority to limit the number of commencing		

3. Assessment

Descriptor
 Management and administration of subject and course assessments and student participation in assessments.

CATEGORY	BAND (JCUA) Academic (A) Professional (P)	Function Reference	FUNCTION	Policy Ref(P) Procedure (p)	RELEVANT POLICY/PROCEDURES
Assessment	6A	3.1	Authority to: <ul style="list-style-type: none"> • Make assessment decisions in special circumstances • Schedule examinations at any time • Defer an assessment (including an examination) for a cohort • Grant a supplementary assessment 		

5. Ethics and Research

Descriptor
Matters specifically pertaining to research conduct and ethics.

CATEGORY	BAND (JCUA) Academic (A) Professional (P)	Function Reference	FUNCTION	Policy Ref(P) Procedure (p)	RELEVANT POLICY/PROCEDURES
Research and Ethics	7A	5.1			

- 6A 5.6 Authority to:
- Approve a leave of absence to research students.
 -

7. Scholarships and Prizes

Descriptor Management of scholarships and prizes

CATEGORY	BAND (JCUA) Academic (A) Professional (P)	Function Reference	FUNCTION	Policy Ref(P) Procedure (p)	RELEVANT POLICY/PROCEDURES
Scholarships and Prizes	8A	7.1	Authority to: <ul style="list-style-type: none"> • Approve rules for a Scholarship, Bursary, Grant or Prize. • Terminate named scholarships, bursaries or prizes. 	5	Coursework Scholarships, Bursaries, Grants and Prizes Policy
	7A	7.2	Authority to make decisions on special cases regarding the award of a scholarship, bursary, grant or prize.		
	9A	7.3	Authority to remove, add or amend the assessment criteria for JCU funded scholarships and bursaries.	12	
	7A	7.4	Authority to approve recipients of University Medal.	1	

Administration

Policy Custodian	DVC Academy, DVC Education and DVC Research
Approval Authority	Vice Chancellor
Date for next review	18/12/2025

21-2	06/12/2021	01/01/2022	Amendments consequential to amendments to Unsatisfactory Academic Performance Procedure, Maximum Time to Complete Procedure, Professional Experience Placement Requirement Procedure, Coursework Enrolment Procedure and Lists 1 – 4 Update to position titles	Coordinator Operations, Student Services Directorate
21-1	01/07/2021	02/07/2021	Consequential amendments arising from amendments to the Student Complaints Management Policy and establishment of the Student Complaints Procedure	Director, Student Services

20-1 18/12

