

UNIVERSITY OF SYDNEY (DELEGATIONS OF AUTHORITY) RULE 2024

The Senate, as the governing authority of the University of Sydney, by resolution adopts the following Rule under subsection 37(1) of the [University of Sydney Act 1989](#) (as amended) for the purposes of the [University of Sydney By-law 1999](#).

Adopted on:	9 March 2024
Amended on:	18 April 2024 (administrative amendment)
	22 March 2025
	8 April 2025
Effective from:	25 March 2024
	31 March 2025
	8 April 2025

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PART 1 – PRELIMINARY

1.1 Name of Rule

This is the University of Sydney (Delegations of Authority) Rule 2024.

1.2 Commencement

This Rule commences on 25 March 2024.

1.3 Statement of intent

(1) This Rule provides for the Senate to delegate its functions and activities to:

- (a) University committees;
- (b) authorities, including faculties and University schools;
- (c) officers;
- (d) employees;
- (e) consultants; and
- (f) contractors.

(2) Delegation of the power to borrow was effected by cognate resolution of the Senate passed at the same time as adoption of this amended Rule.

Note: See the limitation of the authority to delegate the power by way of Rule in section 37 of the Act.

1.4 Effect

(1) The Senate delegates the functions and activities set out in Parts 4 – 6 of this Rule to the positions and groups specified.

- (a) No individual or group may exercise any of the functions and activities set out in Parts 4 – 6 without delegated authority.
- (b) The relevant delegate may ratify a decision made or action taken by someone else without the appropriate delegated authority.

(2) Nothing in this Rule invalidates past acts validly performed by previous delegates.

(3) This Rule prevails over any University policy, procedure or guideline which is inconsistent with this Rule.

(4) Delegates must ensure that they are familiar with, and comply with:

- (a) the *University of Sydney Act 1989*;
- (b) the *University of Sydney By-law 1999*;
- (c) delegated legislation (such as rules of the University) as amended from time to time;
- (d) applicable industrial instruments (i.e. the University's Enterprise Agreement, Awards, Australian Workplace Agreements, and Individual Transitional Employment Agreements); and
- (e) University policies, procedures, and guidelines, as amended from time to time (except to the extent of any inconsistency with this Rule).

PART 2 – PRINCIPLES GOVERNING THE EXERCISE OF DELEGATIONS

- (1) Delegations are made to positions or groups, not to particular individuals.
 - (a) A delegation to a position named in this Rule must be exercised by the validly appointed occupant of the position.
 - (b) A delegation to a committee or other group must be exercised by decision made consistently with its terms of reference or other foundational document.
 - (c) A delegation to a faculty or University school must be exercised by a resolution of the faculty or University school board, consistently with the [University of Sydney \(Governance of Faculties and University Schools\) Rule 2016](#).
- (2) Except as provided for in this Rule, delegates must not sub-delegate any or all of their delegated functions to another person or group, by way of an agency or in any other way.
- (3) Delegates must:
 - (a) be formally appointed in writing to a continuing, temporary or acting position before they can exercise a delegation allocated to that position;
 - (b) only exercise functions or powers delegated to them and within their accountability area, unless otherwise specified;
 - (c) only incur expenditure if it is within an approved budget or they are satisfied on reasonable grounds that there is another approved source of funds;
 - (d) before exercising a delegation to approve a transaction, estimate the cost of the transaction as a whole, over the term of the transaction. In doing so:
 - (i) the delegate must take into account the total spending commitment during the life of a contract, including past and likely future extensions and variations;
 - (ii) a transaction must not be assessed in components or parts, such as instalments, tranches, or the cost of individual items;
 - (iii) the total gross cost of the transaction (including all taxes and duties other than goods and services tax (GST)) must be estimated; and
 - (iv) no reduction may be made for any set-off, trade-in or the like.
- (2) If the Gift Acceptance Committee advises a delegate that a potential gift, bequest, devise or sponsorship should not be accepted, the delegate must refer the matter to the Vice-Chancellor, who will refer it to Senate for decision.

Note: See [Gift Acceptance Policy 2013](#).

- (3) Delegates may:
- (a) exercise any preliminary or ancillary administrative function or power related to a delegated function or power;
 - (b) obtain expert advice and consult relevant stakeholders before exercising a delegated function, provided that the delegate retains ultimate responsibility and accountability for the exercise of the delegation; and
 - (c) subject to any financial limits:
 - (i) negotiate all terms for entering into a contract or other document effecting a transaction;
 - (ii) vary or amend the terms of that contract or document; and
 - (iii) execute a contract or other document;
- within their delegation.
- (4) A delegation to a position with a particular level of seniority may be exercised by a person with a higher level of seniority:
- (a) even if there is no position at the level of the original delegation reporting to them in their line of accountability;
 - (b) but
 - (c) only in accordance with the terms of the delegation and within the person's area of accountability.
- (5) If a delegation is formally assigned to a position which does not exist within a particular organisational unit (for example, a delegation to a Head of School in a faculty which does not have schools) it must be exercised by the next highest position within that organisational unit.
- (6) If a delegation confers power on a committee to approve a transaction, any documentation of that transaction may be signed by the Vice-Chancellor, or such other person as the Vice-Chancellor nominates in writing.
- (7) The Vice-Chancellor has authority to exercise any delegations made by Senate in this Rule, except for delegations:
- (a) made to a member or Committee of Senate;
 - (b) relating to the terms of appointment, resignation or retirement of the Vice-Chancellor; or
 - (c) affecting positions which directly report to the Vice-Chancellor in circumstances which are required by this Rule to be exercised by another delegate.
- (8) If Senate or an authorised delegate approves a change to:
- (a) the University's administrative structure; or
 - (b) the title of an employee's position,

with the effect that there is a reassignment of responsibility for a particular delegated function, authority to perform that delegated function is reassigned accordingly.

PART 3 – INTERPRETATION

- (1) The delegations are specified in table form. They use a standard framework with the following elements:

consult	lists positions which should, in appropriate circumstances, be consulted before a delegation is exercised.
delegate	refers to the position or group to which a delegation is given.
delegation	refers to the function or activity which is delegated.
financial limits	lists the financial limits within which the delegate is authorised to act
notify	lists positions which the delegate should inform after exercising a delegation

- (2) In this Rule:

Academic Panel	means the panel of academic staff members who decide first instance reviews under the University of Sydney (Student Academic Appeals) Rule 2021 .
academic staff	includes: <ul style="list-style-type: none">– teaching and research staff;– research only staff; and– teaching focused staff. It does not include English Language Teaching staff.
Authorised Faculty Delegate (AFD)	means a senior staff member within a faculty or University school whose position is: <ul style="list-style-type: none">– approved as such in writing by the Senior Deputy Vice-Chancellor and Provost; and– recorded as an AFD in relevant human resources recordkeeping systems.
Act	means The University of Sydney Act 1989 .
adjunct titles	means titles conferred on individuals: <ul style="list-style-type: none">– from outside the University; and– who it is intended will make a substantial and regular contribution to the University's teaching, research, scholarship or creative work.

Alumni Council	means the Standing Committee of Convocation established by section 52 of The University of Sydney By-law 1999 .
Approved Purchaser	means a position approved by the VP (Operations) to purchase goods and services on behalf of the University.
Associate Dean	means an Associate Dean of a faculty or University school.
casual staff	means staff members who are engaged and paid on an hourly rate or sessional basis.
capital works	means building and engineering works that create an asset.
Chief Officer	means any of: <ul style="list-style-type: none"> – Chief Central Operations Services – Chief Data and Analytics Officer – Chief Financial Officer – Chief Governance Officer – Chief Health and Safety Officer – Chief Human Resources Officer – Chief Information Officer – Chief Risk Officer – Chief Student Life Officer – Chief University Infrastructure Officer
clinical academic titles	means titles conferred on individuals who are not University staff who: <ul style="list-style-type: none"> – on a regular basis, meet teaching needs which the University might not otherwise satisfy; and – may also contribute to the University’s research activities.
Clinical School	means an academic unit of that name within the Faculty of Medicine and Health.
commercial activity	means a commercial activity as defined in section 26A of the Act, and in the Guidelines Concerning Commercial Activities .
conjoint appointment	means a form of appointment of employees who: <ul style="list-style-type: none"> – are, or will also be, employees of external bodies (such as an Area Health Service); and – will contribute to the University’s teaching, research or other goals.

course component includes, as appropriate, for an award course:

- programs;
- majors;
- minors;
- specialisations; and
- honours.

This includes course components in the Shared Pool (Table S).

Dean unless expressly stated to the contrary, means any of:

- the Executive Dean of a faculty;
- the Dean of a faculty;
- the Head of School and Dean of a University school; and
- where appropriate, the Academic Director of the Charles Perkins Centre.

Delegated Officer (Staffing) means any person appointed by the Vice-Chancellor to exercise the functions of the Delegated Officer (Staffing). The Chief Human Resources Officer has a standing appointment to this role.

Deputy Dean unless expressly stated to the contrary, means any of:

- a Deputy Executive Dean of a faculty;
- a Deputy Dean of a faculty; and
- a Deputy Head of School and Dean of a University school.

Deputy Vice-Chancellor (DVC) means any Deputy Vice-Chancellor other than the Senior Deputy Vice-Chancellor and Provost.

Director, Level 4 centre means the academic director of a Level 4 centre, established under the [Centres Policy 2023](#).

Enterprise Agreement means [University of Sydney Enterprise Agreement 2023 – 2026](#) or any replacement agreement.

exempt refers to staff or positions to whom or to which the [Enterprise Agreement](#) does not apply.

Executive Dean means any Executive Dean.

faculty means a faculty or a University school, as appropriate.

Note: See the [University of Sydney \(Governance of Faculties and University Schools\) Rule 2016](#).

faculty board	means faculty board or University school board, as appropriate. Note: See the University of Sydney (Governance of Faculties and University Schools) Rule 2016
General Manager	unless expressly stated to the contrary, means any of: <ul style="list-style-type: none"> – a Faculty General Manager; – a School General Manager; and – the Director, Faculty Strategy and Partnerships in the Faculty of Medicine and Health.
Gift Acceptance Committee	means: <ul style="list-style-type: none"> – the committee established under the Gift Acceptance Policy 2013 to advise about proposed gifts; or – any successor to that committee.
Head of Administrative Area (HOA)	means a senior staff member outside a faculty whose position is: <ul style="list-style-type: none"> – approved as such in writing by the VP (Operations); and – recorded as an HOA in relevant human resources recordkeeping systems. <p>Where appropriate, this includes the Director, Law Extension Committee.</p>
Head of School (HOS)	means a Head of School within a faculty. Where appropriate, this includes: <ul style="list-style-type: none"> – a Head of School and Dean within a faculty; and – the Director, Law Extension Committee.
Higher Education Officer (HEO) #	means: <ul style="list-style-type: none"> – a member of the University’s professional staff at the level designated by the number immediately following (e.g. HEO 10), and includes English Language Teaching classifications; or – staff employed at the Seymour Centre or Sydney Conservatorium of Music to whom the <i>Live Performance Award 2020</i> applies.
highly sensitive data	means data owned or held by the University which, if released, would potentially present a high risk to the University.
ICPU	means industry and community project unit. A full definition is set out in the Coursework Policy 2021 .

independent contractor	<p>means a party engaged directly by the University under a contract for services.</p> <ul style="list-style-type: none"> – In the context of workforce engagements, this includes sole traders, companies or partnerships who have entered into an agreement with the University to provide named individuals to supply specific skills, services or consultancy arrangements. – It does not include individuals engaged through labour hire agencies. – Independent contractors are not employees of the University.
labour hire agency	<p>means a recruitment agency or labour engagement specialist contracted to provide temporary labour resourcing services.</p>
Level #	<p>means a level designated by the letter immediately following (e.g. Level A), as used for academic staff in the Enterprise Agreement.</p>
major crisis	<p>means an abnormal or unstable situation which:</p> <ul style="list-style-type: none"> – threatens the University’s core operations, or the life or safety of a person; and – requires an immediate response which cannot be appropriately delivered through the University’s usual emergency response processes.
material variation	<p>means any variation to an approved proposal which, if known at the time of the original proposal, might reasonably have been likely to affect the decision to approve. This includes, but is not limited to:</p> <ul style="list-style-type: none"> – an increase to the approved budget plus contingency of more than 10% of the approved amount; – an increase to the approved budget plus contingency of \$5M or more; or – a change to the use of, or numbers to be accommodated by, a building which would result in it not being primarily used for the purpose, or for the organisational unit, for which it was approved.
memorandum of understanding	<p>means a non-binding document recording the intentions of the University and another party about their future relationship.</p>
microcredential	<p>means a continuing education course which results in a non-award certification of assessed learning. A full definition is set out in the Coursework Policy 2021.</p>
nominated academic	<p>means an academic staff member responsible for handling academic integrity breaches. A full definition is set out in the Academic Integrity Policy 2022.</p>
non-financial gift	<p>means a gift of real or personal property other than cash or its equivalent.</p>

postgraduate coordinator	means an academic staff member with responsibilities for admission, candidature or examination of candidates for higher degrees by research.
Principal Officer	means any of: <ul style="list-style-type: none"> – Vice-Chancellor and President; – Senior Deputy Vice-Chancellor and Provost; – Deputy Vice-Chancellor; – Vice-President; and – General Counsel.
professional staff	means University employees who are not academic staff, including English Language Teaching staff.
Program Director	means the person responsible at a stream, program, major or degree level for managing the curriculum and providing coordination and advice to staff and students.
School	means an organisational unit within a faculty, constituted under the University of Sydney (Governance of Faculties and University Schools) Rule 2016 .
Senior Professional Staff (SPS)	means a professional staff position graded within the Senior Professional Staff range. A full definition is set out in the Executive and Senior Professional Staff Remuneration Policy 2019 . These are exempt positions.
Senior Deputy Vice-Chancellor (Senior DVC)	means the Senior Deputy Vice-Chancellor and Provost
sensitive data	means data owned or held by the University which, if released, would potentially present a medium level of risk to the University.
sponsorship	means a commercial relationship between a funder and a recipient through which the funder receives a material benefit in return for making a financial or other commitment to the recipient.
standard remuneration and conditions	means: <ul style="list-style-type: none"> – Enterprise Agreement conditions of employment; <li style="padding-left: 20px;">and – Enterprise Agreement remuneration, up to the top step of the relevant classification level; <li style="padding-left: 20px;">or – for Senior Professional Staff, remuneration up to the mid-point of the applicable SPS band.

- strategic research partnership** means a multi-year strategic research collaboration, valued at more than \$1 million, with an industry partner and which may also involve the exchange of goods and services within the partner organisation.
- Table A (or Disciplinary Pool)** means the table of units of study and course components, which may be taken to fulfill requirements for a specific award course.
- Table S (or Shared Pool)** means the table of units of study and course components, which may be taken to fulfill requirements for award courses where access to the Shared Pool is specified.
- Table O (or Open Learning Environment)** means the table of units of study which may be taken to fulfill requirements for award courses where access to the Open Learning Environment is specified.
- Table D (or Dalyell Pool)** means the table of units of study which may be taken to fulfill requirements for the Dalyell stream in award courses where that stream is available.
- Table R (or Research Pool)** means the table of units of study which may be taken by higher degree by research students.
- Table E (or Extended Degree Pool)** means the table of units of study which may be taken by students enrolled in extended bachelor degrees.
- University digital platform** means a University owned or controlled cloud-based environment which hosts applications.
- University Executive** means the senior management committee of that name convened by the Vice-Chancellor.
- University logo** means the crest with the University of Sydney word mark.
- University school** means a University school constituted under the [University of Sydney \(Governance of Faculties and University Schools\) Rule 2016](#).
- Vice-President (VP)** means any Vice-President.
- (4) A heading to a Part or Schedule is a provision of this Rule. Other headings are not provisions of this Rule, but the number of a section or subsection is a provision of this Rule even if it is in a heading.
- (5) A note, marginal note, footnote or endnote is not a provision of this Rule.
- (6) The singular includes the plural and vice versa.
- (7) A reference to a rule (other than this Rule) or policy is a reference to the rule or policy as amended or replaced by the University from time to time.

PART 4 – EDUCATION DOMAIN – TABLE OF DELEGATIONS

Courses and Units of Study

This section includes delegations about the governance of academic offerings including establishing award courses, curricula and units of study, assessment, examination, attendance, and academic integrity.

4.1 Academic year

Primary Policy References

- [Learning and Teaching Policy 2019](#)

#	Delegation	Delegate	Guidance
4.1.1	Approve, for each academic year, dates for teaching periods, semesters and research periods	Academic Standards and Policy Committee	

4.2 Academic offerings – award courses and course components other than units of study

Primary Policy References

- [Learning and Teaching Policy 2019](#)
- [Coursework Policy 2021](#)
- [Dual and Joint Degree Policy 2019](#)
- [University of Sydney \(Higher Degree by Research\) Rule 2011](#)

#	Delegation	Delegate	Guidance
4.2.1	Approve addition or discontinuation of award courses, streams or award course components	Undergraduate Studies Committee; Graduate Studies Committee	Consult: Strategic Course Portfolio Committee Notify: Academic Board
4.2.2	Approve suspension of award courses or streams	Dean	Consult: Strategic Course Portfolio Committee
4.2.3	Approve variations to award course and course components other than units of study	Undergraduate Studies Committee; Graduate Studies Committee	Consult: DVC (Education) Notify: Academic Board

4.2.4	Approve the inclusion or deletion of units of study from award courses and course components	Faculty board	Consult: Other affected faculties
4.2.5	Approve co-delivery of award courses with external parties	DVC (Education)	Consult: Dean
4.2.6	Approve maximum numbers of students allowed in an award course	DVC (Education)	Consult: Dean
4.3 Academic offerings – units of study Primary Policy References <ul style="list-style-type: none"> – Learning and Teaching Policy 2019 – Coursework Policy 2021 			
#	Delegation	Delegate	Guidance
4.3.1	Approve addition or deletion of, or variation to, a unit of study	Faculty board	
4.3.2	Approve the inclusion of, deletion of, or changes to, units of study in: <ul style="list-style-type: none"> – Extended Pool (Table E); – Dalyell Pool (Table D); – Open Learning Environment (Table O); or – Shared Pool (Table S) 	DVC (Education)	Consult: Faculty board Notify: Undergraduate Studies Committee
4.3.3	Approve the inclusion of, deletion of, or changes to units of study in the Research Pool (Table R)	DVC (Research)	Consult: Faculty board Notify: Graduate Studies Committee
4.3.4	Approve the addition of a unit of study: <ul style="list-style-type: none"> – with a credit point value other than six; and – outside the Open Learning Environment (Table O) 	Undergraduate Studies Committee; Graduate Studies Committee	Notify: Academic Board; DVC (Education)
4.3.5	Approve maximum numbers of students allowed in a unit of study	DVC (Education)	Consult: Dean
4.3.6	Approve elective units of study to be offered in any given year	Dean	
4.3.7	Exempt a student in a unit of study from: <ul style="list-style-type: none"> – attendance; – participation; or – assessment requirements 	Unit of Study Coordinator	

4.4 Academic offerings – non-award study

Primary Policy References

- [Learning and Teaching Policy 2019](#)
- [Coursework Policy 2021](#)
- [Continuing and Extra-Curricular Education Policy 2022](#)

#	Delegation	Delegate	Guidance
4.4.1	Permit enrolment as a non-award student in a unit of study	Unit of Study Coordinator	
4.4.2	Approve continuing and extra-curricular education courses to be offered by a faculty or University school	Dean	
4.4.3	Approve continuing and extra-curricular education courses to be offered by the portfolio of a Deputy Vice-Chancellor	Relevant DVC or Pro Vice-Chancellor	
4.4.4	Approve all other continuing and extra-curricular education courses	DVC (Education)	
4.4.5	Approve microcredentials	DVC (Education)	

4.5 Assessment and examination – coursework

Primary Policy References

- [Academic Integrity Policy 2022](#)
- [Assessment Procedures 2011](#)
- [Learning and Teaching Policy 2019](#)
- [Coursework Policy 2021](#)

#	Delegation	Delegate	Guidance
4.5.1	Approve grading systems and criteria for awarding honours	Academic Standards and Policy Committee	Notify: Academic Board; DVC (Education)
4.5.2	Approve use of external learning technologies for coursework assessment	DVC (Education)	Consult: Chief Information Officer.
4.5.3	Set a replacement assessment date for coursework, within the formal exam period	DVC (Education)	
4.5.4	Set a replacement assessment date for coursework, outside the formal exam period.	Program Director	
4.5.5	Approve the early release of results for a particular unit of study	Deputy Registrar	Consult: Associate Dean.
4.5.6	Approve for a coursework unit of study: <ul style="list-style-type: none"> – three hour examinations; and/or 	Associate Dean	

	<ul style="list-style-type: none"> – examinations longer than 30 minutes per credit point 		
4.5.7	<p>Approve the outcome of non-standard applications for:</p> <ul style="list-style-type: none"> – special arrangements for assessments; – special consideration; and – adjustments for students with a disability 	Unit of Study Coordinator; ICPU supervisor	Consult: Disability Services
4.5.8	Approve specific unit of study results for coursework students	Unit of Study Coordinator	
4.5.9	Approve and publish dates for release of coursework results	Deputy Registrar	Consult:
4.6 Assessment and examination – higher degrees by research			
Primary Policy References <ul style="list-style-type: none"> – Thesis and Examination of Higher Degrees by Research Policy 2015 – University of Sydney (Higher Degree by Research) Rule 2011 			
#	Delegation	Delegate	Guidance
4.6.1	Prescribe the form of thesis for a higher degree by research	Academic Standards and Policy Committee	Consult: Pro Vice-Chancellor (Researcher Training) Notify: Academic Board
4.6.2	Appoint examiners for higher doctorates, on the recommendation of the Dean	Chair, Graduate Studies Committee	Consult: Graduate Studies Committee
4.6.3	Determine results of examination of higher doctorates	Academic Board	
4.6.4	Permit a student to submit a thesis in a language other than English	Associate Dean	
4.7 Academic integrity			
Primary Policy References <ul style="list-style-type: none"> – Coursework Policy 2021 – Academic Integrity Policy 2022 			
#	Delegation	Delegate	Guidance
4.7.1	Impose a penalty on a student for breach of academic integrity	Educational Integrity Co-ordinator; nominated academic	

Eligibility & Admissions

This section includes the delegations about eligibility criteria, admissions, offers and deferral.

4.8 Eligibility criteria – standards of entry

Primary Policy References

- [Coursework Policy 2021](#)
- [Learning and Teaching Policy 2019](#)
- [University of Sydney \(Higher Degree by Research\) Rule 2011 \(as amended\)](#)
- [Admissions Standards – English Language Proficiency](#)

#	Delegation	Delegate	Guidance
4.8.1	Approve qualifications or other prior learning for eligibility for coursework admission	Academic Standards and Policy Committee	Notify: Academic Board
4.8.2	Approve forecast scores for the purposes of admitting undergraduate international students	Academic Standards and Policy Committee	Notify: Academic Board
4.8.3	Grant exemption from eligibility requirements for Graduate Certificate, Graduate Diploma or Professional Master's degree	Dean	Consult: Associate Dean; Head of School; Head of Discipline

4.9 Eligibility criteria – English language requirements

Primary Policy References

- [Coursework Policy 2021](#)
- [Learning and Teaching Policy 2019](#)
- [University of Sydney \(Higher Degree by Research\) Rule 2011 \(as amended\)](#)
- [Admissions Standards – English Language Proficiency](#)

#	Delegation	Delegate	Guidance
4.9.1	Set or approve variations to English language requirements including: <ul style="list-style-type: none"> – for admission; and – for qualifications accepted as proof of proficiency 	Academic Standards and Policy Committee	Consult: Associate Dean Notify: Academic Board
4.9.2	Grant exemption from English language requirements for admission to an award course in exceptional circumstances	Associate Dean	

4.10 Eligibility criteria – special admission programs

Primary Policy References

- [Coursework Policy 2021](#)

#	Delegation	Delegate	Guidance
4.10.1	Establish a special admission program	Academic Standards and Policy Committee	

4.10.2	For a special admission program: <ul style="list-style-type: none"> – set level of academic merit for admission; or – exclude its application to a specified undergraduate course 	Dean	
4.10.3	Admit an applicant to an undergraduate course under a special admission program, including imposing conditions, where permitted by policy	Associate Dean	
4.11 Admissions and offers – coursework Primary Policy References <ul style="list-style-type: none"> – Coursework Policy 2021 – University of Sydney (Coursework) Rule 2014 			
#	Delegation	Delegate	Guidance
4.11.1	Approve: <ul style="list-style-type: none"> – withdrawal of an offer of admission to a coursework award course made on the basis of incorrect results; and – any (or no) consequent revised offer 	DVC (Education)	
4.11.2	Set parameters, consistent with Academic Board standards, for admission to coursework award courses	Dean	
4.11.3	Admit an applicant to a coursework award course, consistently with Dean’s parameters and Academic Board standards. This includes admission after satisfactory explanation of prior exclusion.	Associate Dean	
4.11.4	Admit a student to an honours course	Associate Dean	
4.11.5	For admission to a postgraduate coursework award course, decide whether a prior qualification is: <ul style="list-style-type: none"> – in a relevant discipline; or – equivalent to an award from, or embedded course at, the University 	Program Director	

4.12 Admissions and offers – higher degrees

Primary Policy References

- [Dual and Joint Degree Policy 2019](#)
- [University of Sydney \(Higher Degree by Research\) Rule 2011](#)
- [Educational Services Agreements Policy 2017](#)

#	Delegation	Delegate	Guidance
4.12.1	Admit candidates for higher doctorates	Chair, Graduate Studies Committee	Consult: Dean
4.12.2	Admit candidates to a higher degree by research course other than a higher doctorate	Associate Dean	
4.12.3	Admit applicants to Doctor of Philosophy who do not meet the prescribed requirements	Chair, Graduate Studies Committee	Consult: Dean
4.12.4	Approve individual student agreements for joint higher degree by research, including examination processes where required	Pro Vice-Chancellor (Researcher Training)	Consult: Associate Dean
4.12.5	Approve the proposed course of advanced study for an applicant to admission to a doctoral award	Associate Dean	
4.12.6	Impose conditions or probationary period on admission to a higher degree by research	Associate Dean	
4.12.7	Approve supervisory requirements for admission to a higher degree by research	Postgraduate Coordinator	

4.13 Deferrals

Primary Policy References

- [Coursework Policy 2021](#)

#	Delegation	Delegate	Guidance
4.13.1	Extend period of deferral for a commencing student to a maximum of 2 years	Associate Dean	
4.13.2	Prohibit deferral for a particular award course or program	Associate Dean	

Candidature

This section includes the delegations about variations to standard enrolment, including: suspension and leave of absence, supervision of higher degree by research candidates, progression requirements, prizes, awards and ceremonies.

4.14 Variations to enrolment – coursework

Primary Policy References

- [Coursework Policy 2021](#)

#	Delegation	Delegate	Guidance
4.14.1	Vary coursework award requirements (other than the maximum time limit for completion) for a student in exceptional circumstances	Dean	
4.14.2	Permit a coursework student to enrol in a unit of study: <ul style="list-style-type: none"> – already completed; – which overlaps substantially with a unit of study already completed; – for which recognition of prior learning has been granted; – deemed additional to award course requirements; – which exceeds maximum credit point limits; – not listed in the table of units for the relevant course (and obtain credit for that unit of study); or – that is prohibited 	Associate Dean	
4.14.3	Permit a student to enrol in more than one award course concurrently	Associate Dean	
4.14.4	Permit a student who has failed or discontinued an appended honours year to re-enrol in it	Associate Dean	
4.14.5	Approve cross-institutional study, including imposing conditions	Program Director	
4.14.6	Waive a pre-requisite or co-requisite requirement for a unit of study	Unit of Study Coordinator	

4.15 Variations to enrolment – higher degrees

Primary Policy References

- [University of Sydney \(Higher Degree by Research\) Rule 2011](#)

#	Delegation	Delegate	Guidance
4.15.1	Permit a doctoral candidate who has made exceptional progress to complete more than two research periods earlier than prescribed	Chair, Academic Board	Consult: Pro Vice-Chancellor (Researcher Training) Notify: Postgraduate Coordinator; Associate Dean
4.15.2	Permit a doctoral candidate who has made exceptional progress to complete up to two research periods earlier than prescribed	Associate Dean	
4.15.3	Approve extension of higher degree by research candidature beyond the maximum prescribed	Associate Dean	

4.16 Suspension and leave of absence

Primary Policy References

- [Coursework Policy 2021](#)
- [University of Sydney \(Higher Degree by Research\) Rule 2011](#)

#	Delegation	Delegate	Guidance
4.16.1	Permit a coursework student to: <ul style="list-style-type: none"> – suspend enrolment for more than one year; or – suspend enrolment for a period which would result in a total period of suspension of more than one year over the student's candidature 	Associate Dean	
4.16.2	Subject to course resolutions, permit a higher degree by research candidate to suspend enrolment for one or more research periods	Associate Dean	
4.16.3	Subject to course resolutions, permit a higher degree by research candidate to take a leave of absence from a course for less than one research period	Postgraduate Coordinator	

4.17 Re-enrolment after discontinuation or suspension

Primary Policy References

- [Coursework Policy 2021](#)
- [University of Sydney \(Higher Degree by Research\) Rule 2011](#)

#	Delegation	Delegate	Guidance
4.17.1	Permit a student who has discontinued enrolment without permission in their first year to re-enrol in that course	Associate Dean	
4.17.2	Impose requirements for completing a course on a student who re-enrols after a suspension	Associate Dean	

4.18 Supervision of higher degree by research candidates

Primary Policy References

- [Higher Degree by Research Supervision Policy 2020](#)
- [University of Sydney \(Higher Degree by Research\) Rule 2011](#)

#	Delegation	Delegate	Guidance
4.18.1	Approve: <ul style="list-style-type: none"> – addition or removal of a supervisor in the Supervisor Register; or – re-registration of a supervisor de-registered for reasons other than misconduct 	Pro Vice-Chancellor (Researcher Training)	Consult: Dean; Associate Dean
4.18.2	Permit a research supervisor to supervise more than five full-time equivalent higher degree by research candidates.	Associate Dean	Consult: Head of School; Postgraduate Coordinator

4.19 Progression requirements – higher degrees

Primary Policy References

- [Progress Planning and Review for Higher Degree by Research Students Policy 2015](#)
- [University of Sydney \(Higher Degree by Research\) Rule 2011](#)

#	Delegation	Delegate	Guidance
4.19.1	Approve or vary a higher degree by research candidate's progress plan	Postgraduate Coordinator	Consult: Coordinating Supervisor
4.19.2	Confirm a higher degree by research student's candidature following probation	Associate Dean	
4.19.3	Allow a higher degree by research candidate with unsatisfactory progress review ratings to continue, with or without conditions	Associate Dean	

4.20 Credit and recognition of prior learning

Primary Policy References

- [Coursework Policy 2021](#)
- [University of Sydney \(Higher Degree by Research\) Rule 2011](#)

#	Delegation	Delegate	Guidance
4.20.1	Approve credit greater than one third of an award course requirement for work completed at an institution other than a university	Undergraduate Studies Committee; Graduate Studies Committee	
4.20.2	Approve credit for previous higher degree by research study	Associate Dean	
4.20.3	Set parameters within which credit or reduced volume of learning may be granted, consistently with policy and course resolutions	Associate Dean	
4.20.4	Approve credit or reduced volume of learning for a coursework award, consistently with parameters, policy, and course resolutions	Program Director	
4.20.5	Waive a compulsory unit of study for a coursework student	Associate Dean	
4.20.6	Rescind credit or reduced volume of learning on a student's application	Program Director	

4.21 Show good cause requirements

Primary Policy References

- [Coursework Policy 2021](#)
- [University of Sydney \(Higher Degree by Research\) Rule 2011](#)

#	Delegation	Delegate	Guidance
4.21.1	Require a coursework student to show good cause why they should be permitted to re-enrol in: <ul style="list-style-type: none"> – an award course; or – a unit of study 	Associate Dean	
4.21.2	Decide that a higher degree by research candidate has demonstrated unsatisfactory progress and: <ul style="list-style-type: none"> – permit them to continue, with conditions; or – recommend that they be asked to show good cause 	Postgraduate Coordinator	

4.21.3	Decide that a student has failed to show good cause and do any of: <ul style="list-style-type: none"> – terminate the student’s candidature; – impose conditions or restrictions on continuation; – exclude the student from the award course; or – preclude an excluded student from admission to a higher degree by research within the faculty 	Associate Dean	
4.21.4	Offer a higher degree by research candidate an option to transfer to another course, and impose conditions on any such transfer	Associate Dean	
4.22 Appeals Primary Policy References <ul style="list-style-type: none"> – University of Sydney (Student Academic Appeals) Rule 2021 – University of Sydney (Student Discipline) Rule 2016 			
#	Delegation	Delegate	Guidance
4.22.1	Decide the outcome of a review of an academic decision at first instance	Associate Dean; Academic Panel member (in relation to credit, mobility, special arrangements or special consideration)	
4.22.2	Decide the outcome of an appeal against an academic decision: <ul style="list-style-type: none"> – after review; or – at first instance in relation to examination of a thesis or termination of candidature of a higher degree by research student 	Student Appeals Body	
4.22.3	Decide the outcome of a student’s appeal on a conduct matter	Student Disciplinary Appeals Committee	
4.23 Termination of candidature Primary Policy References <ul style="list-style-type: none"> – University of Sydney (Student Discipline) Rule 2016 			
#	Delegation	Delegate	Guidance
4.23.1	Terminate a student’s candidature where disqualifying circumstances exist	Deputy Registrar	

4.24 Prizes and scholarships

Primary Policy References

- [Coursework Policy 2021](#)
- [Scholarships and Student Recognition Awards Policy 2016](#)

#	Delegation	Delegate	Guidance
4.24.1	Approve awards of scholarships and prizes open to applicants University wide	DVC (Education)	
4.24.2	Set minimum levels of academic performance for the award of a University Medal	Faculty board	
4.24.3	Award University Medal	Faculty board	
4.24.4	Approve establishment and award of scholarships or prizes open to applications from a single faculty	Dean	
4.24.5	Approve continuation or termination of a scholarship where the recipient has failed to meet scholarship or policy conditions	Dean	

4.25 Awards & ceremonies

Primary Policy References

- [Coursework Policy 2021](#)
- [University of Sydney \(Higher Degree by Research\) Rule 2011](#)

#	Delegation	Delegate	Guidance
4.25.1	Approve the conferral of an <i>aegrotat</i> or posthumous award	DVC (Education)	Consult: Dean; Associate Dean;
4.25.2	Approve academic dress	DVC (Education)	
4.25.3	Approve graduation: <ul style="list-style-type: none"> – dates; – times; and – schedules, including disciplines to be presented 	DVC (Education)	Consult: VP (Operations)
4.25.4	Preside at graduations	Chancellor; Deputy Chancellor; Vice-Chancellor; Pro-Chancellor; Chair, Academic Board; Senior DVC; Vice-Provost; DVC; Presiding Pro-Chancellor	

4.25.5	Admit to the appropriate degrees, and award the appropriate diplomas and certificates, to those who have qualified for them.	Chancellor; Deputy Chancellor; Vice-Chancellor; Senior DVC DVC	
4.25.6	Approve the rescission and reissue of a testamur or certificate that has been incorrectly issued	Chancellor; Deputy Chancellor; Vice-Chancellor; Senior DVC; DVC	

PART 5 – RESEARCH DOMAIN – TABLE OF DELEGATIONS

Research Integrity			
For detailed information regarding research integrity see the Research Code of Conduct 2023 .			
Research Data Management			
This section includes the delegations about sharing research data.			
5.1 Research data and materials - sharing research data			
Primary Policy References			
– Research Data Management Policy 2014			
#	Delegation	Delegate	Guidance
5.1.1	Approve agreements for the transfer of research data or materials into or out of the University, excluding clinical trial materials	Director, Post-Award	
Research Grants			
This section includes the delegations about research grant proposals. For more information on research agreements, see the Research Agreements section in the Operations Domain (Part 6).			
5.2 Research grants			
Primary Policy References			
– Research Agreements Policy 2011			
– Indirect Cost Recovery Policy 2016			
#	Delegation	Delegate	Guidance
5.2.1	Approve submissions of research grant proposals or tender response, excluding research training or scholarship proposals Note: see 6.14 Education Agreements section for approval of research training or scholarship proposals	Director, Pipeline and Pre-Award	Consult: Associate Dean; Head of School Notify: Dean; Office of Global Engagement (for education mobility grants)
5.2.2	Approve agreements for administration of research grants from non-commercial or publicly funded partners for projects not involving the conduct of clinical trials	Director, Post-Award	Consult: Relevant Associate Dean

Clinical Trials

This section includes the delegations about clinical trials.

5.3 Clinical trials

Primary Policy References

- [Clinical Trials Policy 2016](#)

#	Delegation	Delegate	Guidance
5.3.1	Approve clinical trials and agreements specifying the conduct of clinical trials, including site approvals	Director, Clinical Trials	<p>Consult: Associate Dean; Chief Safety Officer</p> <p>Notify: Director, Research Pipeline and Pre-Award (for grant funding)</p>
5.3.2	Approve agreements for transfer of clinical trials data or materials into or out of the University	Director, Clinical Trials	

Cooperative Research Centres

This section includes delegations about participating in a Cooperative Research Centre. For more information on University centres, please refer to the Centres section in the Operations Domain (Part 6).

5.4 Cooperative Research Centres

Primary Policy References

- [Research Agreements Policy 2011](#)
- [Guidelines Concerning Commercial Activities](#)

#	Delegation	Delegate	Guidance
5.4.1	Approve for a Cooperative Research Centre: <ul style="list-style-type: none"> – application to establish or join; or – participation agreement 	DVC (Research)	<p>Notify: Chief Financial Officer</p>

Strategic Research Partnerships

This section includes delegations about participation in strategic research partnerships with industry partners.

5.5 Strategic research partnerships

Primary Policy References

- [Research Agreements Policy 2011](#)
- [Guidelines Concerning Commercial Activities](#)

#	Delegation	Delegate [Limits]	Guidance [Limits]
5.5.1	Determine if an activity will be pursued as a strategic research partnership	Vice-Chancellor	Consult: University Executive
5.5.2	Approve entry into a strategic research partnership	Senate Finance and Audit Committee [≥\$40M] Vice-Chancellor [<\$40M] Senior DVC [<\$30M]	Notify: Senate Finance and Audit Committee [≥\$10M <\$40M]

PART 6 - OPERATIONS DOMAIN - TABLE OF DELEGATIONS

University Governance

This section includes delegations about: determining policy; legal affairs; appointing representatives of Senate; establishment and naming; information and communication technology; centres; foundations; and safety, health and wellbeing.

6.1 Determine policy – education

Primary Policy References

- [University of Sydney \(Academic Board\) Rule 2017](#)
- [University of Sydney \(Policies Development and Review\) Rule 2011](#)

#	Delegation	Delegate	Guidance
6.1.1	Determine education policies including: <ul style="list-style-type: none"> – credit transfer; – discontinuation, suspension, lapse of candidature and leave of absence; and – supervision, examination and award of higher degrees by research 	Academic Standards and Policy Committee	Consult: DVC (Education); General Counsel; Dean Notify: Academic Board

6.2 Determine policy – research

Primary Policy References

- [University of Sydney \(Policies Development and Review\) Rule 2011](#)

#	Delegation	Delegate	Guidance
6.2.1	Determine research policy	DVC (Research)	Consult: Vice-Chancellor; Senior DVC; Academic Board; University Executive; General Counsel

6.3 Determine policy – operations

Primary Policy References

- [University of Sydney \(Policies Development and Review\) Rule 2011](#)

#	Delegation	Delegate	Guidance
6.3.1	Determine student management and support policy	DVC (Education)	Consult: General Counsel; University Executive
6.3.2	Determine policies and plans to support students with a disability	DVC (Education)	Consult: General Counsel; University Executive; Academic Board Notify: Academic Board
6.3.3	Determine student recruitment policy	VP (External Engagement)	Consult: Senior DVC; General Counsel; DVC (Education); University Executive
6.3.4	Determine human resources policy, applying to professional or all staff	VP (Operations)	Consult: General Counsel; Senior DVC; University Executive Notify: Senate
6.3.5	Determine human resources policy, applying to academic staff	Senior DVC	Consult: General Counsel; Chief Human Resources Officer; University Executive Notify: VP (Operations); Senate
6.3.6	Approve Academic Excellence Framework	Senior DVC	Notify: Academic Board; University Executive; Senate
6.3.7	Determine work health and safety policy	Retained by Senate	Consult: Vice-Chancellor; Chief Human Resources Officer; Chief Safety Officer; General Counsel; University Executive

6.3.8	Determine policy relating to: <ul style="list-style-type: none"> – privacy; and – records, including capture, release, destruction, archiving and access. 	Chief Governance Officer	Consult: Office of General Counsel Notify: University Executive
6.3.9	Determine information and communication technology policy	VP (Operations)	Consult: University Executive; Vice-Chancellor; General Counsel
6.3.10	Determine policies for investment and treasury management	Senate Finance and Audit Committee	
6.3.11	Determine other financial policies	VP (Operations)	Consult: Vice-Chancellor; University Executive; General Counsel Notify: Senate Finance and Audit Committee
6.3.12	Determine physical infrastructure policy, including security and manner of use of University land and buildings (including those held in land bank)	VP (Operations)	Consult: Vice-Chancellor; University Executive; General Counsel
6.3.13	Determine student housing policy	Chief Student Life Officer	Consult: General Counsel

6.4 Legal affairs - legal processes and execution

Primary Policy References

- [Senate Finance and Audit Committee Terms of Reference](#)

#	Delegation	Delegate [Limits]	Guidance
6.4.1	Institute or settle proceedings and legally bind the University in matters conducted in the Federal or Supreme Court. This includes apprehended or threatened proceedings.	Vice-Chancellor	Consult: General Counsel Notify: Senate
6.4.2	Institute or settle proceedings and legally bind the University in matters conducted in lower courts and tribunals. This includes apprehended or threatened proceedings.	General Counsel	Notify: Senate
6.4.3	Accept service of court process	General Counsel	
6.4.4	Appoint external lawyers and approve costs agreements. Note: See also Senate Finance and Audit Committee terms of reference	General Counsel; Senate Finance and Audit Committee	

6.4.5	Approve expenditure on external lawyers	Retained by Senate [≥\$20M] Senate Finance and Audit Committee; [<\$20M] Vice-Chancellor [<\$10M] General Counsel [<\$5M]	Notify: Senate Finance and Audit Committee [>\$5m] Senate [≥\$10M]
6.4.6	Accept service of documents in taxation matters	Chief Financial Officer	
6.4.7	Settle proceedings and legally bind the University in human resource management matters in lower courts and tribunals. This includes apprehended or threatened proceedings.	Chief Human Resources Officer	Consult: General Counsel
6.4.8	Affix the University seal to any document	Any two of: Vice-Chancellor; Senior DVC; Deputy Vice-Chancellor; Vice-President (Operations); General Counsel; Secretary to Senate	
6.4.9	Approve applications for registration, maintenance, and prosecution (including abandonment) of intellectual property, other than trademarks and business names. Note: See 6.39.11 for trademarks and business names.	Pro Vice-Chancellor (Enterprise)	
6.4.10	Execute documents for registration, maintenance, and prosecution (including abandonment) of intellectual property other than trademarks and business names. Note: See 6.39.11 for trademarks and business names.	Head of Commercialisation, Research Portfolio	

6.5 Legal affairs - information access & data management

Primary Policy References

- [Risk Management Policy 2017](#)
- [Research Data Management Policy 2014](#)
- [Privacy Policy 2017](#)
- [University of Sydney \(Higher Degree by Research\) Rule 2011](#)

#	Delegation	Delegate	Guidance
6.5.1	<p>Approve stand-alone confidentiality agreements imposing obligations to protect confidential information:</p> <ul style="list-style-type: none"> - provided by the University to another party; or - received by the University from another party 	Principal Officer; Chief Officer; Director, Post-Award; Pro Vice-Chancellor (Research); Dean.	Consult: General Counsel (if not on University standard terms)
6.5.2	<p>Approve release of highly sensitive University data to a party outside the University</p> <p>Note: This delegation does not apply to release of data required or authorised by law, including:</p> <ul style="list-style-type: none"> - public access to government information; - privacy; - state records; and - subpoenas, warrants or similar instruments 	Vice-Chancellor; Senior DVC	Consult: General Counsel; Chief Data and Analytics Officer
6.5.3	<p>Approve release of sensitive University data to a party outside the University</p> <p>Note: This delegation does not apply to release of data required or authorised by law, including:</p> <ul style="list-style-type: none"> - public access to government information; - privacy; - state records; and - subpoenas, warrants or similar instruments 	Principal Officer; Chief Governance Officer	Consult: Privacy Officer; General Counsel; Chief Data and Analytics Officer
6.5.4	Approve use of student data for learning analytics	DVC (Education)	Consult: Privacy Officer; General Counsel Notify: Academic Board
6.5.5	Make access directions and decisions required under Part 6 of State Records Act 1998 (NSW)	Chief Governance Officer	
6.5.6	Grant an exemption to the requirements for dealing with confidential information in a thesis	Chair, Graduate Studies Committee	Notify: Pro Vice-Chancellor (Researcher Training)

6.5.7	Grant access by a scholar to a restricted appendix of a thesis	University Librarian	
6.5.8	Restrict access to a thesis for up to six months from the date of award of the degree	Associate Dean	
6.5.9	Restrict access to a thesis for a limited period in excess of six months from the date of award of the degree	Chair, Graduate Studies Committee	Consult: Dean

6.6 Legal affairs - sanctions & export controls

#	Delegation	Delegate	Guidance
6.6.1	Approve an application for a permit, licence or other authorisation to conduct activities (including but not limited to research, services or commercial activities) required by Australian or foreign sanctions laws	DVC (Research)	Consult: General Counsel; Relevant Dean
6.6.2	Approve an application for a permit, licence or other authorisation required by Australian or foreign defence export control laws	DVC (Research)	Consult: General Counsel
6.6.3	Approve an application for a permit, licence or other authorisation to: <ul style="list-style-type: none"> - teach or continue to teach; or - provide research or other training to a student from a country subject to Australian or foreign sanctions laws 	DVC (Research)	Consult: General Counsel

6.7 Appointment of University representatives

Primary Policy References

- [University of Sydney \(Student Academic Appeals\) Rule 2021](#)
- [University of Sydney \(Student Discipline Rule\) 2016](#)
- [Associated and Affiliated Entities Policy](#)
- [Associated & Affiliated Entities Operational Guidelines](#)

#	Delegation	Delegate	Guidance
6.7.1	Appoint representative to Student Appeals Body	Deputy Registrar	
6.7.2	Appoint panel members to Student Disciplinary Appeals Committee	Deputy Registrar	
6.7.3	Appoint directors or other representatives to associated and affiliated entities (excluding controlled entities and activities concerned with investment and capital management of University funds)	Senior DVC; VP (Operations)	Notify: Legal Governance Manager

6.7.4	Appoint representative to: <ul style="list-style-type: none"> – International House Council; – Law Extension Committee; – Mandelbaum House Council; – Sydney University Sport and Fitness Committees; or – University of Sydney Union Board. 	DVC (Education)	Notify: Senate
6.8 Establishment and naming Primary Policy References <ul style="list-style-type: none"> – Student Associations Policy 2020 – University of Sydney (Governance of Faculties and University Schools) Rule 2016 – Naming of Buildings and Other Significant Physical Assets Policy – Gift Acceptance Policy 2013 			
#	Delegation	Delegate	Guidance
6.8.1	Approve amendments to the constitution of a student representative organisation	DVC (Education)	Notify: Senate; University Executive
6.8.2	Approve establishment of a student club or society not under supervision of a student representative organisation	DVC (Education)	
6.8.3	Establish a faculty	Retained by Senate	Consult: Vice-Chancellor; University Executive
6.8.4	Establish a school within a faculty	Senior DVC	Consult: Dean
6.8.5	Name: <ul style="list-style-type: none"> – faculties; – University schools; and – University buildings 	Retained by Senate	Consult: Vice-Chancellor; Senior DVC; VP (External Engagement); VP (Advancement); University Executive
6.8.6	Name: <ul style="list-style-type: none"> – Chairs; – schools within faculties; – externally funded positions; – rooms (including lecture theatres, laboratories, libraries, classrooms or meeting rooms); and – other physical assets 	Vice-Chancellor	Consult: University Executive; Gifts Register; Senate

6.9 Information and communications technology

Primary Policy References

- [Procurement Policy 2019](#)

#	Delegation	Delegate [Financial Limit]	Guidance
6.9.1	Approve engagement of external information and communications technology services providers	Chief Information Officer	
6.9.2	Approve acquisition of any: <ul style="list-style-type: none"> – software (including software as a service); – infrastructure or platform as a service; or – desktop, server, end user and telecommunications equipment <p>Note: This includes lists of pre-approved products and services. Delegations relating to expenditure of funds will also apply (see 6.20).</p>	Chief Information Officer; [>\$1M initial or annual cost] Director, in Information Communication Technology [≤\$1M initial or annual cost]	Consult: General Counsel; Chief Data and Analytics Officer; Procurement

6.10 Centres and collaborative networks

Primary Policy References

- [Centres Policy 2023](#)

#	Delegation	Delegate	Guidance
6.10.1	Approve establishment or closure of Level 4 Centre	Vice-Chancellor	Consult: University Executive; Senior DVC
6.10.2	Approve establishment or closure of Level 2 or 3 Centre	Vice- Provost	Consult: University Executive for establishing Level 3
6.10.3	Approve establishment or closure of Level 1 Centre	Dean	Notify: Senior DVC

6.11 Foundations

Primary Policy References

- [Foundations Policy 2016](#)

#	Delegation	Delegate	Guidance
6.11.1	Approve establishment of a foundation or variations to its rules	Vice-Chancellor	Notify: Legal Governance Manager

6.12 Safety, health and wellbeing

Primary Policy References

- [Travel Policy 2018](#)

#	Delegation	Delegate	Guidance
6.12.1	Approve travel to a destination with government “do not travel” recommendation	Principal Officer	Consult: Senior DVC; VP (Operations); Chief Health and Safety Officer
6.12.2	Approve travel to a destination with government “reconsider your need to travel” recommendation	Head of School; Head of Administrative Area	Consult: Chief Health and Safety Officer

6.13 Major crisis Response

6.13.1	Determine response to major crisis	Vice-Chancellor jointly with either of Chancellor or Chair, Senate Finance and Audit Committee	Consult: Crisis Management Committee Notify: Senate
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Agreements & Finance

This section includes delegations about: agreements (including contracts); memoranda of understanding; pricing and services; budgeting; expenditure and payments; treasury (investment, banking and borrowing); gifts, bequests and sponsorship; student fees and charges; heritage items and physical infrastructure.

6.14 Agreements - education

Principle: A delegation applies only to a delegate’s area of accountability. A delegate may only incur expenditure if it is within the relevant approved budget, or they are satisfied that there is another approved source of funds.

Primary Policy References

- [Educational Services Agreements Policy 2017](#)
- [Guidelines Concerning Commercial Activities](#)
- [Dual and Joint Degree Policy 2019](#)
- [University of Sydney \(Higher Degree by Research\) Rule 2011](#)
- [Coursework Policy 2021](#)
- [Student Placement and Projects Policy 2015](#)

#	Delegation	Delegate [Limits]	Guidance
6.14.1	Approve agreements for educational services involving the establishment of a joint venture campus	Vice-Chancellor	Consult: General Counsel; DVC (Education); University Executive Notify: Academic Board

6.14.2	Approve agreements for provision to an external party of educational services identified as produced by the University	<p>Retained by Senate [≥\$10M or ≥5 years duration]</p> <p>Vice-Chancellor [<\$10M and <5 years duration]</p> <p>DVC (Education) [<\$5M and <5 years duration]</p>	Consult: Senior DVC
6.14.3	<p>Approve agreements for:</p> <ul style="list-style-type: none"> – acquisition of educational services from an external party; or – provision of educational services to an external party where the services are not identified as produced by the University 	<p>Retained by Senate [≥\$10M or ≥5 years duration]</p> <p>Vice-Chancellor [<\$10M and <5 years duration]</p> <p>DVC (Education) [<\$5M and <5 years' duration]</p> <p>Dean [<\$2M and <5 years' duration]</p>	Consult: Senior DVC; General Counsel; VP (Operations); DVC (Education); VP (External Engagement)
6.14.4	Approve submission of research training or scholarship proposals	Pro Vice-Chancellor (Researcher Training)	Consult: Dean; Head of School
6.14.5	Approve agreements with non-commercial or publicly funded partners for provision of research training or scholarship	<p>Retained by Senate [≥\$10M]</p> <p>Vice-Chancellor [<\$10M and 5 years duration]</p> <p>Pro Vice-Chancellor (Researcher Training) [>\$5M and <5 years duration]</p> <p>Director, Post Award [≤\$5M and <5 years duration]</p>	<p>Notify: Pro Vice-Chancellor (Global and Research Engagement) (for international students)</p> <p>Senate [≥5 years duration]</p>
6.14.6	Approve principal (i.e. institutional) agreements for dual or joint coursework awards, or joint higher degrees by research	<p>DVC (Education) (coursework degrees);</p> <p>Pro Vice-Chancellor (Researcher Training) (higher degrees by research)</p>	Notify: Vice-Chancellor; Senior DVC; Dean
6.14.7	Approve credit recognition agreements with other educational institutions	DVC (Education)	

6.14.8	Approve agreements for student exchange or study abroad with other universities or international providers	VP (External Engagement)	Consult: General Counsel (if not on University standard terms) Notify: DVC (Education); Pro Vice-Chancellor (Global and Research Engagement); Senior DVC; Dean.
6.14.9	Approve placement agreements involving multiple faculties	DVC (Education)	Consult: Senior DVC; General Counsel (if not on University standard terms) Notify: Dean
6.14.10	Approve placement agreements involving a single faculty	Deputy Dean	Consult: General Counsel (if not on University standard terms)
6.14.11	Approve a placement for an individual student, using University templates	Head of School	
6.15 Agreements – research Primary Policy References <ul style="list-style-type: none"> – Research Agreements Policy 2011 – Guidelines Concerning Commercial Activities 			
#	Delegation	Delegate [Limits]	Guidance
6.15.1	Approve research agreements with an external party including for commissioned research	Retained by Senate [≥30M] Vice-Chancellor [<\$30M, or ≥5 years duration] Senior DVC [<\$25M or ≥5 years] DVC (Research) [<\$20M, and <5 years duration] Director, Post-Award (in relation to commercial partners) [<\$5M and <5 years duration]	Consult: General Counsel; Chief Health and Safety Officer Notify: Pro Vice-Chancellor (Global and Research Engagement) (if international) Senate [≥\$10M or > 5 years duration]

<p>6.15.2 Approve research or scholarship agreements linked to a research agreement with a commercial partner</p>	<p>Director, Post-Award [≤\$5M and <5 years duration]</p>	<p>Consult: DVC (Education)</p> <p>Notify: Pro Vice-Chancellor (Researcher Training); Pro Vice-Chancellor (Global Research and Engagement) if international; Pro Vice-Chancellor (Research Infrastructure) if infrastructure related.</p>	
<p>6.15.3 Approve agreements with philanthropic and non-government entities for funds for research not otherwise subject to a specific research agreement</p>	<p>Retained by Senate [≥\$30M]</p> <p>Vice Chancellor [<\$30M]</p> <p>Senior DVC [<\$20M]</p> <p>DVC (Research) [<\$10M]</p> <p>Pro Vice-Chancellor (Global and Research Engagement); Dean [<\$1M]</p>	<p>Consult: Chief Financial Officer; Relevant Dean</p> <p>Notify: Senate [≥\$10M]</p>	
<p>6.15.4 Approve purchase orders to Microsoft–nominated suppliers pursuant to the Master Collaboration Agreement for Quantum Research between the University and Microsoft</p>	<p>Pro Vice-Chancellor (Research Enterprise)</p>	<p>Consult: Chief Financial Officer</p> <p>Notify: Pro Vice-Chancellor (Research Infrastructure) if infrastructure related</p>	
<p>6.16 Agreements – operations</p> <p>Primary Policy References</p> <ul style="list-style-type: none"> – Intellectual Property Policy 2016 – Guidelines Concerning Commercial Activities – Procurement Policy 2019 – Work Health and Safety Policy 2016 – Workforce Engagements and Payments Policy 2016 – Under 18 International Students Policy 2016 			
#	Delegation	Delegate [Limits]	Guidance
<p>6.16.1</p>	<p>Approve agreements appointing international agents</p>	<p>VP (External Engagement)</p>	<p>Consult: General Counsel</p> <p>Notify: Pro Vice-Chancellor (Global and Research Engagement)</p>

6.16.2	Approve agreements granting any right in intellectual property, except in relation to University trademarks and business names	Pro Vice-Chancellor (Enterprise); Director, Post Award General Counsel	Consult: General Counsel
6.16.3	Approve funding agreements with an external party, except in relation to research or commercial activity	Senate Finance and Audit Committee [≥\$30M] Vice-Chancellor [<\$30M] Senior DVC [<\$20M] DVC; VP (Operations); VP (External Engagement) [<\$10M] Dean [<\$1M]	Consult: VP (External Engagement) Notify Senate [≥\$10M]
6.16.4	Approve commercial activities to be conducted through a faculty or Level 4 Centre	Senate Finance and Audit Committee [≥\$30M] Vice-Chancellor [<\$30M] Senior DVC [<\$20M] DVC; VP (Operations) [<\$10M] Director, Research Post-Award Management; Chief Investment Officer [<\$1M]	Consult: General Counsel; Dean; Chief Financial Officer Notify Senate [≥\$10M]
6.16.5	Approve commercial activities with University wide application	Senate Finance and Audit Committee [≥\$30M] Vice-Chancellor [<\$30M] Senior DVC [<\$20M] DVC; VP (Operations) [<\$10M] Director, Research Post-Award Management; Chief Investment Officer [<\$1M]	Consult: Chief Financial Officer; Dean; General Counsel; Chief Risk Officer Notify Senate [≥\$10M]

<p>6.16.6</p>	<p>Approve commercial activities involving provision of core research facilities</p>	<p>Senate Finance and Audit Committee [≥\$30M]</p> <p>Vice-Chancellor [<\$30M]</p> <p>DVC (Research) [<\$10M]</p> <p>Pro Vice-Chancellor (Research Infrastructure) [<\$1M]</p> <p>Academic Director, Core Research Facilities [<\$500K]</p>	<p>Consult: Chief Financial Officer; General Counsel</p> <p>Notify Senate [≥\$10M]</p>
<p>6.16.7</p>	<p>Approve business case or capital expenditure project within approved budget total</p> <p>Note: Material variations must be approved by the original, or a more senior, delegate.</p>	<p>Senate Finance and Audit Committee [≥\$30M]</p> <p>Vice-Chancellor [<\$30M]</p> <p>Senior DVC [<\$25M]</p> <p>VP (Operations) [<\$20M]</p> <p>DVC (Research); Chief Financial Officer [<\$10M]</p> <p>Executive Dean; Dean Chief Information Officer; Chief University Infrastructure Officer; Chief Data and Analytics Officer; Chief, Central Operations Services; Pro Vice-Chancellor (Research Infrastructure); Academic Director, Core Research Facility [<\$5M]</p> <p>Deputy Executive Dean; Deputy Dean [<\$1M]</p> <p>Deputy Head of School and Deputy Dean (University School); Head of School; Head of Clinical School Head of Administrative Area; General Counsel [<\$500K]</p>	<p>Consult: Relevant Principal Officer; Chief Financial Officer; Chief Procurement Officer; Chief University Infrastructure Officer</p> <p>Notify: Senate [≥\$10M]</p> <p>University Executive</p>

<p>6.16.8</p>	<p>Approve a variation to a business case or capital expenditure project</p> <p>EXCEPT FOR:</p> <ul style="list-style-type: none"> - increasing the budget beyond the amount, including any contingency, which was originally approved; or - any other material variation <p>Note: Material variations must be approved by the original or a more senior, delegate as appropriate.</p>	<p>Vice-Chancellor where original approval by Senate Finance and Audit Committee</p> <p>VP (Operations) [>\$5M]</p> <p>Chief Financial Officer [original budget ≤\$5M]</p> <p>Chief University Infrastructure Officer; Chief, Central Operations Services [<\$1M (up to approved project budget)]</p> <p>Director, Infrastructure Delivery; Director, Asset Management and Operations [<\$500K (up to approved project budget)]</p>	<p>Notify: Original approver; University Executive</p>
<p>6.16.9</p>	<p>Approve agreements for expenditure for infrastructure; or facilities, works or services</p>	<p>Senate Finance and Audit Committee [≥\$30M (up to approved project budget)]</p> <p>Vice-Chancellor; [<\$30M (up to approved project budget)]</p> <p>VP (Operations) [<\$20M (up to approved project budget)]</p> <p>Chief University Infrastructure Officer; Chief, Central Operations Services [<\$10M (up to approved project budget)]</p> <p>Director, Infrastructure Delivery; Director, Asset Management and Operations [<\$5M (up to approved project budget)]</p>	<p>Consult: Project Control Group (if any); Vice-President (Operations) [≥\$40M]</p> <p>General Counsel; Chief Financial Officer</p> <p>Notify: Senate [≥\$10M]</p>

<p>6.16.10 6</p>	<p>Approve variations to agreements for expenditures for infrastructure, or facilities works or services, within the approved budget</p> <p>Note: Delegations relating to expenditure of funds will also apply (see 6.20).</p>	<p>Senate Buildings and Estates Committee [Individual variation ≥\$15M]</p> <p>Vice-Chancellor [Individual variation <\$15M]</p> <p>VP (Operations) [Individual variation <\$10M]</p> <p>Chief University Infrastructure Officer; Executive Director, Central Operations Services [Individual variation <\$5M]</p> <p>Director, Asset Management and Operations [Individual variation <\$1M]</p> <p>Director, Infrastructure Delivery [Individual variation <\$500K]</p>	<p>Consult: Chief University Infrastructure Officer; Chief, Central Operations Services</p> <p>Notify: Senate [≥\$10M]</p> <p>Senate Buildings and Estates Committee [≥\$5M]</p> <p>Project Control Group (if any)</p>
<p>6.16.11 6</p>	<p>Approve agreement for the acquisition of services from specifically identified individuals from an independent contractor or a labour hire agency</p> <p>Note: Delegations relating to expenditure of funds will also apply (see 6.20).</p>	<p>Retained by Senate [≥\$15M]</p> <p>Vice-Chancellor; Senior DVC; DVC; VP (Operations); Chief Financial Officer; VP (Strategy) [<\$15M]</p> <p>General Counsel; Chief University Infrastructure Officer; Chief, Central Operations Services Chief Information Officer [<\$1M]</p> <p>Deputy Dean; Principal Officer; Pro Vice Chancellor [<\$500K]</p> <p>Deputy Head of School; Director, Level 4 Centre; Head of Administrative Area; General Manager. [<\$250K]</p> <p>General Manager, Seymour Centre [<\$100K]</p>	<p>Subject Matter Expert: General Counsel (if not using standard University terms); Chief Procurement Officer; Chief Human Resources Officer</p> <p>Consult: Deputy Vice-Chancellor; Dean (where acquired for a portfolio or faculty)</p> <p>Notify: Senate [≥\$10M]</p>
<p>6.16.12 6</p>	<p>Approve agreements and non-commercial arrangements with providers of accommodation and welfare services for under-18 students</p>	<p>DVC (Education)</p>	

6.17 Memoranda of understanding

Primary Policy References

- [Research Agreements Policy 2011](#)

#	Delegation	Delegate [Limits]	Guidance
6.17.1	Approve memoranda of understanding not involving research	Principal Officer	Consult: Senior DVC; Dean; Pro-Vice Chancellor (Global and Research Engagement); VP (External Engagement); Chief University Infrastructure Officer; Chief, Central Operations Services
6.17.2	Approve memoranda of understanding in relation to research	DVC (Research)	Consult: Vice-Chancellor; Senior DVC

6.18 Finance - pricing and services

Primary Policy References

- [Health Clinics and Clinical Services Policy 2020](#)

#	Delegation	Delegate [Limits]	Guidance
6.18.1	Approve operational sales of approved and budgeted business activities	Retained by Senate [≥\$30M] Vice-Chancellor [<\$30M] Senior DVC [<\$20M] Principal Officer; Chief Financial Officer; Chief, Central Operations Services [<\$10M] Deputy Head of School; Head of Administrative Area [<\$500K] General Manager [<\$250K] General Manager, Seymour Centre [<\$100K]	Notify: Senate [≥\$10M]

6.18.2	Set annual pricing of student tuition fees	Senior DVC	Consult: DVC (Education); University Executive
6.18.3	Set pricing of services (excluding grants)	Deputy Head of School; General Manager; General Manager Seymour Centre (for ticket pricing)	
6.18.4	Set pricing for core research facilities	Pro Vice-Chancellor (Research Infrastructure)	
6.18.5	Approve establishing, renewing or ceasing to provide clinics or clinical services. This includes all categories.	VP (Operations) and Vice- Provost jointly	Consult: DVC (Research); DVC (Education); relevant Dean; relevant Head of School; University Executive Notify: University Executive; Chief Risk Officer
6.18.6	Set external charges for ICT services	Chief Information Officer	Consult: Chief Financial Officer
6.18.7	Set pricing for venue hire and associated services	VP (Operations)	Consult: Chief, Central Operations Services
6.19 Finance - budgeting			
#	Delegation	Delegate [Limits]	Guidance
6.19.1	Approve budgets and allocations including for: <ul style="list-style-type: none"> – University Infrastructure capital programs; – Information Communication Technology; and – DVC (Research) 	Retained by Senate	Consult: Vice-Chancellor; Senate Finance and Audit Committee; Chief Financial Officer

6.19.2	Approve revised capital budget which would materially change the total allocation across the University	Senate Finance and Audit Committee [≥\$30M] Vice-Chancellor [<\$30M]	Consult: Vice-Chancellor; University Executive; Chief Financial Officer Notify: Senate [≥\$10M]
6.19.3	Approve revised operational budgets where: <ul style="list-style-type: none"> – the total allocation across the University would not change; or – the total capital budget allocation would increase 	VP (Operations) Senior DVC (for faculty budgets)	Consult: Vice-Chancellor; Senior DVC; University Executive Notify: Senate Finance and Audit Committee
6.19.4	Approve revised budget allocations within portfolios or faculties to respond to organisational changes or other initiatives	Chief Financial Officer	Consult: Relevant DVC; relevant Dean

6.20 Finance – payments and expenditure

Primary Policy References

- [Procurement Policy 2019](#)
- [Travel Policy 2018](#)
- [Staff and Affiliates Code of Conduct 2021](#)
- [Special Studies Program Policy 2015](#)
- [Work Health and Safety Policy 2016](#)
- [Scholarships and Student Recognition Awards Policy 2016](#)

#	Delegation	Delegate [Limits]	Guidance [Limits]
6.20.1	<p>Approve the acquisition of goods and services from a supplier, under an approved contract, other than an independent contractor or a labour hire agency</p> <p>Note: This delegation applies to transactions including those which have approval for the expenditure of funds sourced from research grants, Information and Communication Technology, and any other expenditure transactions not separately specified</p>	<p>Senate Finance and Audit Committee [≥\$30M]</p> <p>Vice-Chancellor [<\$30M]</p> <p>Senior DVC; VP (Operations) [<\$20M]</p> <p>Chief Financial Officer; Chief University Infrastructure Officer; Chief, Central Operations Services; Chief Information Officer [<\$10M]</p> <p>DVC; VP; Vice-Provost; Director, Marketing and Communications; Director, Asset Management and Operations [<\$5M]</p> <p>Deputy Dean; Principal Officer; Pro-Vice Chancellor (Research Infrastructure); University Librarian; Chief Data and Analytics Officer [<\$2M]</p> <p>Director, Level 4 Centre; Head of Administrative Area; General Manager; [<\$1M]</p> <p>Head of School; Head of a Clinical School; Level E; ARC Research Centre Director; School Manager; HEO 9 in Library staff; Director, Veterinary Operations</p>	<p>Consult: Vice-Chancellor [>\$10M]</p> <p>Chief Financial Officer, Chief Procurement Officer; Chief University Infrastructure Officer, Chief, Central Operations Services [>\$5M]</p> <p>relevant DVC ; relevant VP; Dean (where acquired for a portfolio or faculty) [>\$1M]</p> <p>Associate Director, Procurement Commercial Strategy and Sourcing; Finance Director [>\$500K]</p> <p>General Counsel (If outside agreed risk parameters)</p> <p>Notify: Senate [≥\$10M]</p> <p>Chief Procurement Officer [>\$500K]</p>

	<p>[<\$500K]</p> <p>Chief Investigator; Level D; HEO 10; Academic Director, Core Research Facility [<\$250K]</p> <p>Level C; HEO 8; HEO 6 in Library staff; General Manager, Seymour Centre [<\$100K]</p> <p>Business Manager, Seymour Centre [<\$50K]</p> <p>University credit card holder; Approved Purchaser [<\$10K]</p>	
<p>6.20.2</p> <p>Approve write-off or disposal of goods or sale of assets (excluding real property, University art and heritage items, and property held on trust)</p> <p>Note: See Student Fees and Charges section in relation to writing off student debts or library fines</p>	<p>Retained by Senate [≥\$30M]</p> <p>Vice-Chancellor [<\$30M]</p> <p>Senior DVC [\$20M]</p> <p>VP (Operations) [<\$10M]</p> <p>DVC; Chief Financial Officer [<\$5M]</p> <p>Principal Officer; Deputy Dean; Chief Information Officer; Chief University Infrastructure Officer; Chief, Central Operations Services; Pro Vice-Chancellor (Research) [<\$500K]</p> <p>Deputy Head and Dean (University school); Deputy Head of School; Deputy Head of Clinical School; Director, Level 4 Centre; Head of Administrative Area; General Manager. [<\$250K]</p>	<p>Notify: Senate [≥\$10M]</p>

6.20.3	Approve issue of University credit card	Head of Administrative Area; Head of School; Director, Level 4 Centre; General Manager.	
6.20.4	Approve University credit card limit above default limit	Finance Director; Chief Procurement Officer [≥\$100K] General Manager [<\$100K]	
6.20.5	Approve travel arrangements and budgets for Special Studies Program and Visiting Scholars	Deputy Dean	Consult: Chief Health and Safety Officer Notify: DVC (Education); Pro Vice-Chancellor (Global and Research Engagement)
6.20.6	Approve payments from Commercial Development and Industry Partnerships Fund	Pro Vice-Chancellor (Enterprise) [≤\$1M]	
6.20.7	Approve payment schedules for remittances on trust for employees who are beneficiaries of State Super defined benefits funds	Financial Controller; Treasurer, Financial Control and Treasury	Notify: Chief Human Resources Officer
6.20.8	Approve student bursaries	Vice-Chancellor [<\$1M] VP (Operations) [<\$500K] Chief Student Life Officer [<\$250K]	
6.20.9	Approve expenditure under Commonwealth Indigenous Student Success Program	DVC (Indigenous Strategy and Services)	Consult: Chief Financial Officer Notify: University Executive People and Culture Committee
6.20.10	Approve terms of payment in a contract which are inconsistent with the requirements of the Procurement Policy 2019	Chief Financial Officer	

6.21 Finance – treasury

Primary Policy References

[Treasury Management Policy 2018](#)

#	Delegation	Delegate [Limits]	Guidance
6.21.1	Oversee and approve strategy for managing short term investments (including asset allocations, earnings targets, spending goals and financial risk)	Chief Financial Officer	Notify: Senate Finance and Audit Committee
6.21.2	Approve investment and redemption of short-term funds	Treasurer, Financial Control and Treasury	Notify: Senate Finance and Audit Committee
6.21.3	Execute short-term treasury management transactions	Treasurer, Financial Control and Treasury	

6.22 Finance - treasury (investment)

Primary Policy References

[Investment Policy 2022](#)

#	Delegation	Delegate [Limits]	Guidance
6.22.1	Except in relation to a controlled entity, appoint directors or other representatives to an entity in which the University holds equity for investment or commercialisation purposes	Senior DVC DVC; VP (Operations)	Consult: Senior DVC Notify: Legal Governance Manager
6.22.2	Appoint and terminate investment consultants	Investment Subcommittee of the Senate Finance and Audit Committee	Consult: Chief Investment Officer
6.22.3	Appoint and terminate external investment managers	Investment Subcommittee of the Senate Finance and Audit Committee Chief Investment Officer [at or below limits set by Investment Subcommittee]	
6.22.4	Oversee and approve strategy for managing medium- and long-term investments (includes policies, mandates, asset allocations, earnings targets, spending goals, financial risk and Future Fund)	Investment Subcommittee of the Senate Finance and Audit Committee	Consult: Chief Financial Officer; Chief Investment Officer. Notify: Vice-Chancellor

6.22.5	Approve investment and redemption of medium- and long-term funds	Chief Investment Officer	Notify: Investment Subcommittee of the Senate Finance and Audit Committee
6.22.6	Except for a controlled entity, exercise the University's voting rights in a company, partnership, other incorporated body or joint venture (including appointing a proxy).	Chief Investment Officer; Chief Financial Officer	Consult: General Counsel
6.22.7	Change sector benchmark for performance measurement and evaluation	Chief Investment Officer	Notify: Investment Subcommittee of the Senate Finance and Audit Committee
6.22.8	Establish investment common fund(s) and exercise the powers set out in clause 3 of Schedule 2 of the Act	Chief Investment Officer	Notify: Investment Subcommittee, Senate Finance and Audit Committee
6.22.9	Execute medium- and long-term investment transactions consistently with mandates approved by Investment Subcommittee of Senate Finance and Audit Committee	Chief Investment Officer; Senior Investor	
6.23 Finance - treasury (banking)			
#	Delegation	Delegate [Limits]	Guidance
6.23.1	Approve all arrangements for bank accounts	Chief Financial Officer and VP (Operations) jointly	
6.23.2	Approve investment fund authorised operators, including for: <ul style="list-style-type: none"> - electronic transfers; - trade instructions; and - investment fund transactions (including money market instruments, hedging and <i>in specie</i> share transfers) 	Chief Financial Officer	

6.24 Finance - treasury (borrowing)

Primary Policy References

- [Treasury Management Policy 2018](#)

#	Delegation	Delegate [Limits]	Guidance
6.24.1	<p>Approve borrowing money and raising capital (including issuing securities or debentures)</p> <p>Note: These delegations effected by cognate resolution of Senate, in accordance with s37 of the Act</p>	Senate Finance and Audit Committee	Consult: Chief Financial Officer; Investment Subcommittee of the Senate Finance and Audit Committee
6.24.2	Undertake transactions permitted under an agreement to borrow money and raise capital (including issuing securities or debentures) authorised by Senate Finance and Audit Committee	Chief Financial Officer; Chief Investment Officer; Treasurer, Financial Control and Treasury	Consult: Asset & Liability Committee
6.24.3	Undertake transactions necessary to implement risk management strategies	Chief Financial Officer; Chief Investment Officer; Treasurer, Financial Control and Treasury; Senior Investor	Consult: Asset & Liability Committee

6.25 Finance - gifts, bequests and sponsorship

Primary Policy References

- [Gift Acceptance Policy 2013](#)
- [Gift Administration Policy 2012](#)
- [Sponsorship Policy 2018](#)

#	Delegation	Delegate [Limits]	Guidance
6.25.1	<p>Approve acceptance of, and determine the terms of management of, a gift, bequest or devise, whether to the whole or a part of the University (such as a faculty)</p> <p>Note: See 6.8.6 in relation to approving names</p>	<p>Senate Finance and Audit Committee [≥\$30M]</p> <p>Vice-Chancellor [<\$30M]</p> <p>Senior DVC [<\$25M]</p> <p>DVC; VP (External Engagement); VP (Advancement); VP (Operations); Executive Dean; Dean [<\$20M]</p> <p>Head of School and Dean (University school); [<\$10M]</p> <p>University Librarian; University Archivist; Director, Museums and Cultural Engagement; [<\$5M]</p> <p>Deputy Head of School; Director, Level 4 Centre [<\$1M]</p>	<p>Consult: Senate Finance and Audit Committee; Vice-Chancellor [>\$20M]</p> <p>Relevant Dean; Gift Acceptance Committee; University Executive; General Counsel; Chief Financial Officer; Chief University Infrastructure Officer (for gifts of real property)</p> <p>Notify: Gifts Register</p> <p>Senate [≥\$10M]</p>
6.25.2	<p>Approve acceptance, and establish terms for the management of, any non-financial gift or bequest which is subject to a condition that it be maintained in perpetuity and not sold</p>	<p>Retained by Senate [≥\$30M]</p> <p>Vice-Chancellor [<\$30M]</p> <p>Senior DVC [<\$20M]</p> <p>VP (External Engagement) [<\$5M]</p>	<p>Consult: Gift Acceptance Committee; Museums and Cultural Engagement; University Librarian; VP (Advancement)</p> <p>Notify: Senate [≥\$10M]</p>

<p>6.25.3</p>	<p>Approve acceptance of sponsorship from external parties</p> <p>Note: See 6.8.6 in relation to approving names</p>	<p>Senate Finance and Audit Committee [≥\$30M]</p> <p>Vice-Chancellor [<\$30M]</p> <p>Senior DVC [<\$20M]</p> <p>DVC; VP [<\$10M]</p> <p>Director, Marketing and Communications; University Librarian; Executive Dean; Dean [<\$5M]</p> <p>Head of School and Dean (University school) [<\$1M]</p> <p>Deputy Head of School; Director, Level 4 Centre [<\$500K]</p>	<p>Consult: Vice-Chancellor [>\$10M]</p> <p>VP (Advancement); VP (External Engagement) [>\$5M]</p> <p>Relevant Dean</p> <p>Notify: Senate [≥\$10M]</p>
<p>6.25.4</p>	<p>Approve sponsorship to external parties</p>	<p>Retained by Senate [≥\$5M]</p> <p>Vice-Chancellor [<\$5M]</p> <p>Director, Marketing and Communications [<\$1M]</p> <p>Executive Dean; Dean; University Librarian; Director, Museums and Cultural Engagement [<\$500K]</p> <p>Head of School and Dean (University school) [<\$250K]</p> <p>Deputy Head of School; Director, Level 4 Centre [<\$100K]</p>	<p>Consult: Director, Marketing and Communications;</p> <p>Notify: University Executive</p>

6.26 Finance - student fees and charges

Primary Policy References

- [Student Debtor Sanctions Policy 2014](#)
- [Third Party Payment of Student Fees Policy 2014](#)

#	Delegation	Delegate [Limits]	Guidance
6.26.1	Set rent of University owned or operated student accommodation	Chief Financial Officer	Consult: Chief Student Life Officer; University Executive; Investment Subcommittee of the Senate Finance and Audit Committee
6.26.2	Set fees and charges relating to student accommodation other than rents	Head of Administrative Area	
6.26.3	Approve write-off of student accommodation debts Note: This delegation applies to the total value of the transaction rather than to individual components of the transaction	VP (Operations)	Consult: Chief Financial Officer
6.26.4	Approve waiver of student rents, fees or other charges relating to accommodation, in exceptional circumstances	Chief Student Life Officer [≤\$10K per transaction to an annual limit of \$500K]	Consult: Chief Financial Officer
6.26.5	Approve student loans	Chief Student Life Officer [≤\$10K]	
6.26.6	Approve write-off of library fines	HEO 6 in Library [≤\$2K]	
6.26.7	Approve waiver of student tuition fees for non-Commonwealth supported student	VP (Operations)	Consult: DVC (Education)
6.26.8	Approve sponsored arrangements (including financial guarantees to the University) for external party payment of student fees and other expenses	VP (External Engagement)	Consult: DVC (Education)
6.26.9	Approve arrangements (including financial guarantees to the University) for external party payment of student fees and expenses, other than sponsored arrangements	DVC (Education)	Consult: VP (External Engagement)
6.26.10	Approve allocation of funds from Student Services and Amenities Fees	DVC (Education)	Consult: Student representative organisations

6.27 Heritage items

#	Delegation	Delegate [Limits]	Guidance
6.27.1	Approve sale or other arrangements for: <ul style="list-style-type: none"> – artworks; or – heritage items other than real property; which are not subject to the terms of a trust	Senate Finance and Audit Committee [≥\$30M] Vice-Chancellor [<\$30M] VP (External Engagement) [<\$5M] Director, Museums and Cultural Engagement; University Librarian [<\$500K]	Consult: Director, Museums and Cultural Engagement Notify: Senate [≥\$10M]

6.28 Physical infrastructure

Primary Policy References

- [University of Sydney Act 1989](#)

#	Delegation	Delegate [Limits]	Guidance
6.28.1	Approve the acquisition or disposal of real property	Senate Finance and Audit Committee [≥\$30M] Vice-Chancellor [<\$30M] Senior DVC [<\$20M]	Consult: Chair of Senate Finance Committee; Chief University Infrastructure Officer; Chief Financial Officer; VP (Operations); General Counsel Senate Building and Estates Committee [>\$20M] Notify: Senate [≥\$10M]
6.28.2	Approve any other dealing with real property	Senate Finance and Audit Committee [≥\$30M] Vice-Chancellor [<\$30M] Senior DVC [<\$25M] VP (Operations) [<\$20M] Chief University Infrastructure Officer [<\$5M]	Consult: General Counsel; Chief Financial Officer; Chief University Infrastructure Officer; relevant General Manager Notify: Senate [≥\$10M]

<p>6.28.3 Approve leases and licences, whether as tenant or landlord</p>	<p>Senate Finance and Audit Committee; Investment Subcommittee of the Senate Finance and Audit Committee (in relation to student accommodation and Future Fund) [≥\$30M, based on sum of lease payments including options]</p> <p>Vice-Chancellor [<\$30M]</p> <p>Senior DVC [<\$25M]</p> <p>Chief Financial Officer (In relation to land bank properties) [<\$20M]</p> <p>Chief University Infrastructure Officer [<\$10M]</p>	<p>Consult: Vice-President (Operations); [>\$10M]</p> <p>Chief University Infrastructure Officer; Chief, Central Operations Services</p> <p>Notify: Senate [≥\$10M]</p>
<p>6.28.4 Approve reservation agreements for student accommodation in properties not owned by the University</p>	<p>VP (Operations)</p>	<p>Consult: Chief Student Life Officer; General Counsel;</p>

Human Resources

The following section contains delegations about employment of academic and professional staff, and workplace relations (applicable to all staff)

Principle: A staff member must not exercise a delegation in relation to themselves or their direct reports. These must be escalated to the next approver in the reporting line. See section 2(4).

6.29 Academic staff - workforce planning

Section 2(4) applies to delegations in this section.

Primary Policy References

- [Executive and Senior Professional Staff Remuneration Policy 2019](#)
- [Workforce Engagements and Payments Policy 2016](#)
- [Recruitment and Appointment Policy 2021](#)
- [Appointment of Academic Leaders Procedures 2022](#)

#	Delegation	As applied to	Delegate	Guidance
6.29.1	Approve establishment and classification of academic positions	Vice-Chancellor; Senior DVC; DVC; Dean; Vice-Provost	Retained by Senate	
		Direct reports to Senior DVC	Vice Chancellor	
		Pro-Vice Chancellor	Senior DVC	
		Other direct reports to DVC	Senior DVC	
		Deputy Dean; Associate Dean; Head of School; Head of a Clinical School; Deputy Head of a School; Deputy Head of a Clinical School Level E	Senior DVC	
		Level E, if externally funded and fixed-term	Executive Dean; Dean	
		Level D and below, including externally funded fixed term positions	DVC; Deputy Dean	Consult: Vice-Provost (roles outside faculties)
		Externally funded fixed-term Level B and below	Head of School	
Casual academics	Deputy Head of School			



6.29.2	<p>For established academic positions approve:</p> <ul style="list-style-type: none"> - recruitment, appointment and secondment; - terms and conditions of employment contract; - remuneration at time of appointment, renewal, secondment or for additional or higher duties or responsibilities; - waive or vary probation or confirmation at time of appointment 	Vice-Chancellor; Senior DVC; DVC	Retained by Senate	
		Executive Dean; Dean	Senate People and Culture Committee	
		Direct reports to Senior DVC	Vice-Chancellor	
		Other direct reports to a Principal Officer	Senior DVC	Consult:
		Pro Vice-Chancellor; Level E (including Chairs); Head of School and Dean (University school); Note: See below in relation to externally funded fixed term positions	Senior DVC	Consult: Senate People and Culture Committee, on request of dissenting member of selection committee
		Level E, if externally funded and fixed term, with standard or non-standard remuneration	Executive Dean; Dean	
		Levels D and below, including externally funded fixed term positions, with non-standard conditions and remuneration.	DVC; Principal Officer; Dean	Consult: Vice-Provost (roles positions outside faculties)
		Levels D and below, including externally funded fixed term positions, with standard conditions and remuneration.	Deputy Dean	
		Externally funded fixed term roles at Level B and below, with standard conditions and remuneration	Pro Vice-Chancellor; Head of School	
	Casual academics with standard conditions and remuneration	Deputy Head of School		
6.29.3	<p>Approve or renew appointment or vary remuneration, for faculty academic leadership positions</p>	Deputy Executive Dean; Deputy Dean; Deputy Head of School and Deputy Dean (University school); Associate Dean; Head of School	Vice-Provost	
		Head of Clinical School; Deputy Head of School; Deputy Head of Clinical School	Executive Dean; Dean	

6.29.4	Approve or vary remuneration for executive academic staff in the case of: <ul style="list-style-type: none"> – annual salary review; – annual bonus potential review; – bonus payments 	All executive academic staff	Senate People and Culture Committee	
6.29.5	Approve out of review cycle retention variation to remuneration for academic staff	All executive academic staff	Vice-Chancellor and Chief Human Resources Officer jointly	Consult: Dean
6.29.6	Approve variations to remuneration (including loadings or performance payments) for academic staff excluding: <ul style="list-style-type: none"> – academic leader roles (6.29.3); and – executives (6.29.4, 6.29.5) 	Direct reports to Senior DVC	Vice- Chancellor	Consult: Senior DVC; Dean
		Direct reports to DVC	Senior DVC	
		Level E Note: See below in relation to externally funded fixed term positions	Vice-Provost	
		Level E, with standard or non-standard remuneration, if externally funded and fixed term.	Executive Dean; Dean	
		Level D and below, including externally funded fixed term positions, with non-standard conditions of remuneration	DVC; Dean	Consult: Vice-Provost (roles outside faculties)
		Level D and below, including externally funded fixed term positions, with standard conditions and remuneration	DVC Deputy Dean	Consult: Vice-Provost (roles outside faculties)
		Externally funded fixed term Level B and below with standard conditions and remuneration	Pro Vice-Chancellor; Head of School	

6.30 Academic staff - probation, confirmation and promotion

Section 2(4) applies to delegations in this section.

Primary Policy References

- [Academic Promotions Policy 2015](#)
- [Recruitment and Appointment Policy 2021](#)
- [Academic Probation and Confirmation Policy 2020](#)

#	Delegation	As applied to	Delegate	Guidance
6.30.1	At the conclusion of a probationary period, extend the period of probation or approve progression to confirmation	Level E	Vice-Provost	
		Levels A – D	Vice-Provost; DVC Deputy Dean;	
6.30.2	Continue confirmation period at annual confirmation review	All academic staff	Vice-Provost; DVC Deputy Dean	
6.30.3	Confirm appointment or extend period of confirmation, at end of confirmation period	All academic staff	Vice-Provost; DVC Dean	
6.30.4	Approve promotion	Level E	Senior DVC	
		Levels A - D	Vice-Provost	
6.30.5	Initiate performance improvement procedures under the Enterprise Agreement	All academic staff	Senior DVC; DVC; Deputy Dean; Head of School	
6.30.6	Issue performance warning under the Enterprise Agreement	All academic staff	Senior DVC; DVC; Deputy Dean; Head of School	

6.31 Academic staff - terminate employment

Primary Policy References

- [Academic Probation and Confirmation Policy 2020](#)
- [Staff and Affiliates Code of Conduct 2021](#)
- [Injury and Illness Management Policy 2024](#)

#	Delegation	As applied to	Delegate	Guidance
6.31.1	Terminate employment during or at the end of probation	All academic staff	Senior DVC	

6.31.2	Terminate employment during or at the end of confirmation period	Level E	Senior DVC	Consult: Vice-Provost (roles outside faculties)
		Level D and below	DVC; Dean	
6.31.3	Carry out the functions relating to ill-health in the Enterprise Agreement (except termination) including requiring a medical examination	All academic staff	Deputy Head of a School; Deputy Head of Clinical School; Head of Administrative Area; General Manager	
6.31.4	Terminate employment on the grounds of ill-health for staff covered by the Enterprise Agreement	All academic staff	Senior DVC	
6.31.5	Terminate employment Note: For termination on the grounds of redundancy, see workplace relations section	Vice-Chancellor	Retained by Senate	Consult: General Counsel; Chief Human Resources Officer
		Senior DVC; DVC	Senate People and Culture Committee	Consult: General Counsel; Chief Human Resources Officer
		Level E; Pro Vice-Chancellor All other academic staff	Senior DVC	Consult: General Counsel; Chief Human Resources Officer
		Casual academic staff	Deputy Dean	Consult: General Counsel; Chief Human Resources Officer

6.32 Academic staff - external employment or affiliations

Section 2(4) applies to delegations in this section.

Primary Policy References

- [Outside Earnings of Academic Staff Policy 2011](#)
- [External Interests Policy 2010](#)

#	Delegation	As applied to	Delegate	Guidance
6.32.1	Approve staff member accepting outside work separate from normal University duties	All academic staff	Senior DVC; DVC; Dean	
6.32.2	Approve individual affiliations with other universities	All academic staff	Senior DVC; DVC; Deputy Dean	

6.33 Academic staff and affiliates - conferral and revocation of titles

Section 2(4) applies to delegations in this section.

Primary Policy References

- [Affiliates Policy](#)
- [Honorary Titles Policy 2013](#)
- [Titles of Sir Hermann Black, Bosch, Challis, Kellion, McCaughey and Peter Nicol Russell Chairs Policy](#)
- [Workforce Engagements & Payments Policy 2016](#)

#	Delegation	As applied to	Delegate	Guidance
6.33.1	Confer and revoke academic titles for non-professorial staff	Vice-Chancellor; Senior DVC; DVC	Retained by Senate	
		Pro-Vice Chancellor; Other Principal Officer; Executive Dean; Dean	People and Culture Committee	Consult: Vice-Chancellor; Senior DVC
6.33.2	Confer and revoke academic titles of 12 months or more	Visiting, Adjunct or Clinical Professor; National Health and Medical Research Council, Australian Research Council or other nationally competitive fellowship Professor	Vice-Provost	
		Adjunct or Clinical Associate Professor	Deputy Dean	
6.33.3	Confer and revoke academic titles of less than 12 months	Visiting, Adjunct or Clinical Professor; Professorial Fellow; Adjunct Associate Professor; Clinical Associate Professor	Deputy Dean	
6.33.4	Confer and revoke academic titles	Emeritus Professor; Conjoint Professor	Senior DVC	Notify: Senate (Emeritus only)
		All other conjoint, adjunct, clinical or honorary academic titles	Deputy Dean	
6.33.5	Confer and revoke academic titles of 12 months or more for non-staff members	Senior Principal Research Fellow	Vice-Provost	
		Principal Research Fellow	Deputy Dean	
6.33.6	Confer and revoke academic titles of less than 12 months for non-staff members	Senior Principal Research Fellow; Principal Research Fellow	Deputy Dean	
6.33.7	Confer and revoke academic titles for non-staff members	Senior Research Fellow; Research Fellow; Postdoctoral Fellow	Deputy Dean	

6.33.8	Approve appointment of teaching or research affiliates upon whom no title is conferred		Senior DVC; DVC; Deputy Dean; Deputy Head of School	
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6.34 Professional staff - workforce planning

Section 2(4) applies to delegations in this section.

Primary Policy References

- [Executive and Senior Professional Staff Remuneration Policy 2019](#)
- [Secondment Policy, Procedures and Guidelines](#)
- [Recruitment and Appointment Policy 2021](#)

#	Delegation	As applied to	Delegate	Guidance
6.34.1	Approve establishment, classification or re-classification of a professional staff position	Direct reports to Vice-Chancellor; Chief Human Resources Officer	Senate People and Culture Committee	
		Direct reports to Senior DVC	Vice-Chancellor	Consult: Senior DVC (for professional roles in faculties)
		Direct reports to DVC; Faculty General Manager; School General Manager	Senior DVC	
		Senior Professional Staff	Principal Officer; Dean	Consult: Senior DVC (for professional roles in faculties)
		HEO	Head of Administrative Area; Director, Level 4 Centre; General Manager; Authorised Faculty Delegate	
		Externally funded HEO	School Manager; Authorised Faculty Delegate; Director Veterinary Operations	

6.34.2	For established professional staff positions, approve: <ul style="list-style-type: none"> - recruitment, appointment and secondment; - terms and conditions of employment contract; - remuneration at time of appointment, renewal, secondment or for additional or higher duties or responsibilities; - waiver or variation of probation 	Direct Reports to Vice-Chancellor; Chief Human Resources Officer	Senate People and Culture Committee	
		Direct reports to Senior DVC	Vice-Chancellor	
		Direct reports to Principal Officer Faculty General Manager School General Manager	Senior DVC	
		Direct reports to General Manager	Dean	
		Other Senior Professional Staff band D	Principal Officer; Dean	
		Other Senior Professional Staff bands A-C with non-standard conditions or remuneration	Principal Officer; Dean	
		Other Senior Professional Staff bands A-C with standard conditions and remuneration	Head of Administrative Area; Faculty General Manager; Head of School and Dean (University school)	
		HEO with non-standard conditions or remuneration	Principal Officer; Dean	
		HEO with standard conditions and remuneration	Head of Administrative Area; Authorised Faculty Delegate; Director, Level 4 Centre; General Manager	
	Externally funded HEO	School Manager		
6.34.3	Approve Head of Administrative Area (HOA)		VP(Operations)	Consult: relevant Principal Officer
6.34.4	Approve Authorised Faculty Delegate		Executive Director, Office of the Senior DVC	Consult: Dean

6.34.5	Approve variation to remuneration for executive & Senior Professional Staff relating to: <ul style="list-style-type: none"> – annual salary review; – annual bonus potential review; – bonus payments 	All executives; Direct reports to Vice-Chancellor	Senate People and Culture Committee	
		Direct reports to Senior DVC	Vice-Chancellor	
		Direct reports to other Principal Officer	Senior DVC	
		Other Senior Professional Staff band D	Senior DVC; VP (Operations)	
		Other Senior Professional Staff bands A-C	Principal Officer	
6.34.6	Approve out of review-cycle retention variation to remuneration for executive and senior professional staff	All executives	Vice-Chancellor and Chief Human Resources Officer jointly	Consult: Senior DVC; Dean; VP (Operations)
		Senior Professional Staff	VP (Operations) and Chief Human Resources Officer jointly	Consult: Senior DVC (for professional roles in faculties)
6.34.7	Approve variations to remuneration (including loadings or performance payments) for HEO staff	HEO, for non-standard remuneration variations	Principal Officer; Dean	
		HEO, for standard remuneration variations	Head of Administrative Area; Director, Level 4 Centre; General Manager; Authorised Faculty Delegate	

6.35 Professional staff – probation and performance

Section 2(4) applies to delegations in this section.

Primary Policy References

- [Recruitment and Appointment Policy 2021](#)
- [Performance Planning and Development Policy 2012](#)

#	Delegation	As applied to	Delegate	Guidance
6.35.1	Approve extension of probationary period	Executives Faculty General Manager School General Manager	Senior DVC	
		Senior Professional Staff	Principal Officer	

		HEO	Head of Administrative Area; Director, Level 4 Centre; General Manager	
6.35.2	Initiate performance improvement procedures under the Enterprise Agreement	All professional staff	Head of Administrative Area; Director, Level 4 Centre; General Manager; Authorised Faculty Delegate	
6.35.3	Issue performance warning under the Enterprise Agreement	All professional staff	Principal Officer; Head of Administrative Area; Director, Level 4 Centre; General Manager; Authorised Faculty Delegate	

6.36 Professional staff – terminate employment

Section 2(4) applies to delegations in this section.

Primary Policy References

- [Staff and Affiliates Code of Conduct 2021](#)
- [Injury and Illness Management Policy 2024](#)

#	Delegation	As applied to	Delegate	Guidance
6.36.1	Terminate employment during or at the end of probation	Direct reports to Vice-Chancellor	Senate People and Culture Committee	Consult: Chief Human Resources Officer; General Counsel
		Executives	Vice-Chancellor	Consult: Chief Human Resources Officer; General Counsel
		Faculty General Manager School General Manager	Senior DVC	Consult: Chief Human Resources Officer; General Counsel
		Other Senior Professional Staff	Principal Officer; Dean	Consult: Chief Human Resources Officer; General Counsel



		HEO	Head of Administrative Area; Director, Level 4 Centre; General Manager	Consult: Chief Human Resources Officer; General Counsel
6.36.2	Carry out the functions relating to ill health in the Enterprise Agreement (except termination), including requiring a medical certificate	All staff	Deputy Head of School; Head of Administrative Area; General Manager	
6.36.3	Terminate employment on the grounds of ill-health for staff covered by the Enterprise Agreement	Faculty General Manager; School General Manager (if covered by Enterprise Agreement)	Senior DVC	Consult: Chief Human Resources Officer; Chief Safety Officer
		Senior Professional Staff (if covered by Enterprise Agreement)	Principal Officer; Dean	Consult: Chief Human Resources Officer; Chief Safety Officer
		HEO	Head of Administrative Area; General Manager; Director Level 4 Centre	Consult: Chief Human Resources Officer; Chief Safety Officer
6.36.4	Terminate employment Note: For termination on grounds of redundancy see Workplace Relations section	Executives; Direct reports to Vice-Chancellor; Chief Human Resources Officer	Senate People and Culture Committee	Consult: Chief Human Resources Officer; General Counsel
		Direct reports to a Principal Officer	Vice-Chancellor	Consult: Senior DVC; Chief Human Resources Officer; General Counsel
		Faculty General Manager School General Manager	Senior DVC	Consult: Chief Human Resources Officer; General Counsel
		Senior Professional Staff	Principal Officer; Dean	Consult: Senior DVC; Chief Human Resources Officer; General Counsel; (roles in faculties)

	HEO	Head of Administrative Area; Director, Level 4 Centre; General Manager	Consult: Chief Human Resources Officer
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6.37 Professional staff – external affiliations

Section 2(4) applies to delegations in this section.

Primary Policy References

- [Affiliates Policy](#)
- [External Interests Policy 2010](#)
- [Workforce Engagements and Payments Policy 2016](#)

#	Delegation	As applied to	Delegate	Guidance
6.37.1	Approve professional staff member affiliations with other universities	All professional staff	Principal Officer; Head of Administrative Area; General Manager; Authorised Faculty Delegate	
6.37.2	Approve engagement of volunteers and other individuals as professional affiliates		Head of Administrative Area; Dean; General Manager; Authorised Faculty Delegate	

6.38 All staff - workplace relations

Section 2(4) applies to delegations in this section.

#	Delegation	As applied to	Delegate	Guidance
6.38.1	Approve official remuneration scales and ranges, and standard conditions of employment, for all staff (including authorising the Enterprise Agreement)		Vice-Chancellor	Notify: Senate People and Culture Committee
6.38.2	Appoint Delegated Officer (Staffing) under the Enterprise Agreement		Vice-Chancellor	
6.38.3	Approve dates of the annual close down	All staff	Vice-Chancellor	
6.38.4	Approve business continuity working arrangements for the close down	All staff	Principal Officer; Dean	

6.38.5	Resolve employment disputes and grievances including making settlement offers on behalf of the University	All staff	Principal Officer	Consult: Chief Human Resources Officer; General Counsel
6.38.6	Impose all forms of disciplinary action other than termination	Principal Officer	Vice Chancellor	Consult: Senior DVC; General Counsel; Chief Human Resources Officer
		Dean Deputy Dean; Faculty General Manager School General Manager	Senior DVC	
		Academic staff Level E; Senior Professional Staff	Principal Officer; Dean	
		Academic staff levels A-D	Deputy Dean	
		Casual academic staff	Deputy Head of School	
		HEO staff	Head of Administrative Area; General Manager	
6.38.7	Initiate workplace change under Part I of the Enterprise Agreement	All staff	Senior DVC; DVC; VP (Operations)	Notify: Director, Workplace Relations
6.38.8	Declare positions redundant and terminate employment on the grounds of redundancy	DVC; General Counsel; VP; Chief Human Resources Officer	Vice-Chancellor	Consult: General Counsel; Chief Human Resources Officer; Senate People and Culture Committee
		All other academic staff; Faculty General Manager; School General Manager	Senior DVC	Consult: Chief Human Resources Officer; relevant DVC; Dean
		All other professional staff	Vice-President (Operations)	Consult: Senior DVC (for professional roles in faculties)
		HEO	Head of Administrative Area; General Manager	Consult: Deputy Dean
6.38.9	Carry out the functions relating to termination for redundancy in Enterprise Agreement	All academic staff	Deputy Head of School; Pro Vice-Chancellor	Consult: Senior DVC Notify:

			Director, Workplace Relations
	All professional staff	Head of Administrative Area; General Manager	Notify: Director, Workplace Relations
6.38.10 Approve voluntary early retirement scheme	All academic staff	Senior DVC	Consult: Chief Human Resources Officer; General Counsel
	All professional staff	VP (Operations)	

External Engagement & Advancement

This section includes delegations about: University brand and reputation; fundraising; alumni relations; participation in external entities and related structures; and affiliation with external organisations.

6.39 University brand – reputation

[Financial limit refers to amount to be spent by the University]

Primary Policy References

- [Brand Policy 2015](#)
- [Outside Earnings of Academic Staff Policy 2011](#)
- [Public Comment Policy](#)
- [Procurement Policy 2019](#)

#	Delegation	Delegate	Guidance
6.39.1	Approve official templates that include the University logo Note: Templates include HTML, InDesign, PowerPoint, Outfit and any other digital templates, stationery and business documents.	Director, Marketing and Communications	
6.39.2	Approve use of the University logo in a manner inconsistent with approved templates	Director, Marketing and Communications	
6.39.3	Approve use of logos or graphical devices other than University logo	VP (External Engagement)	
6.39.4	Approve use or reproduction of the University name (including variations on the name) and logo by: <ul style="list-style-type: none"> - external parties - affiliates; and - academic title holders who are not employees (except on letterhead) 	Head, Brand and Marketing Services	
6.39.5	Approve use of the University logo on letterhead by affiliates, associates and academic title holders who are not employees	Deputy Head of School; Deputy Head of School and Deputy Dean (University school)	

6.39.6	Approve display of an external party's logo on University communications	Director, Marketing and Communications	
6.39.7	Direct the removal of content that damages the University's reputation from a University platform	VP (External Engagement)	Notify: Chief Information Officer; University Executive
6.39.8	Direct the removal of inaccurate information from a University platform	Director, Marketing and Communications	Consult: General Counsel; Chief Information Officer Notify: Chief Information Officer
6.39.9	Approve creation of University web domains or sub-domains	Director, Marketing and Communications	Notify: Chief Information Officer
6.39.10	Approve establishment of University digital publishing channel on infrastructure not owned by the University	Director, Marketing and Communications	Notify: Chief Information Officer
6.39.11	Approve applications for, assignment of or other dealings in University trademarks or business names	Head of Commercialisation, Research Portfolio; Chief Marketing and Communications Officer	Consult: General Counsel Notify: Legal Governance Manager
6.39.12	Approve promotional campaigns	VP (External Engagement) [>\$5M] Director, Marketing and Communications [<\$5M] Chief Student Life Officer (in relation to student accommodation) [<\$1M] Dean [<\$250K]	Consult: University Executive
6.39.13	Approve commission of market research	VP (External Engagement) [>\$5M] Director, Marketing and Communications [<\$5M] Dean; Chief Student Life Officer (in relation to student accommodation) [<\$1M]	

6.40 Fundraising

[Financial limit refers to amount to be spent by the University]

Primary Policy References

- [Gift Acceptance Policy 2013](#)

#	Delegation	Delegate [Limits]	Guidance
6.40.1	Approve University-wide fundraising campaigns and initiatives	Vice-Chancellor [$> \$5M$] VP (Advancement) [$\leq \$5M$]	Consult: University Executive

6.41 Alumni

#	Delegation	Delegate [Limits]	Guidance
6.41.1	Approve development and implementation of alumni engagement activities including events	Retained by Senate [$\geq \$30M$] Vice-Chancellor [$< \$30M$] VP [$< \$5M$]	Notify: Senate [$\geq \$10M$]
6.41.2	Approve establishment of alumni associations	Vice-Chancellor	Consult: VP (Advancement); relevant Dean Notify: Alumni Council; Legal Governance Manager
6.41.3	Decide recipients of annual alumni awards	Alumni Council and Director, Alumni Relations jointly	

6.42 Participation in external entities and related structures

[Financial limit refers to amount to be spent by the University]

Primary Policy References

- [Controlled Entity Policy 2020](#)
- [Associated & Affiliated Entities Policy](#)
- [Associated & Affiliated Entities Operational Guidelines](#)

#	Delegation	Delegate	Guidance
6.42.1	Approve establishment or acquisition of a controlled entity	Retained by Senate [$\geq \$30M$] Vice-Chancellor [$< \$30M$] General Counsel [$< \$20M$]	Consult: General Counsel Notify: Legal Governance Manager; Chief Financial Officer; Chief Risk Officer Senate [$\geq \$10M$]
6.42.2	Approve promotion, naming or establishment of, or participation in (whether by means of debt, equity, contribution of assets or other means): <ul style="list-style-type: none"> – partnerships; – joint ventures; 	Senior DVC	Consult: relevant Principal Officer; General Counsel; Chief Financial Officer

	<ul style="list-style-type: none"> - trusts; - companies; or - other incorporated entities, <p>EXCEPT where forming or acquiring a controlled entity</p>		Notify: Legal Governance Manager
6.42.3	Approve decisions by a controlled entity which require University consent, or arrangements for a controlled entity which require University agreement	Senior DVC; VP (Operations)	Consult: Chief Financial Officer; General Counsel Notify: Legal Governance Manager
6.42.4	Exercise University voting rights arising from membership of a company, partnership, other incorporated body or joint venture (including appointing a proxy)	Senior DVC; DVC; VP (Operations)	Consult: General Counsel
6.42.5	Appoint director or other University representative to controlled and external entities, and determine the remuneration for such appointment	Senior DVC; VP (Operations)	Consult: General Counsel
6.42.6	Approve transactions resulting in a change of control of any controlled, associated or affiliated entity or other related structure, including: <ul style="list-style-type: none"> - a sale; - a disposition; - a winding up; or any other realisation of all or part of the University's interest	Senate Finance and Audit Committee [≥\$10M] Vice-Chancellor [<\$10M] Senior DVC; VP (Operations) [<\$5M] Chief University Infrastructure Officer; Chief Financial Officer; DVC [<\$1M]	Consult: General Counsel; Chief Financial Officer Notify: Legal Governance Manager
6.43 Affiliation with external organisations			
#	Delegation	Delegate	Guidance
6.43.1	Approve terms of affiliation between the University and an external organisation where the University has no representation on its governing body or participation in its voting membership	Principal Officer	

PART 7 – RESCISSIONS AND REPLACEMENTS

7.1 Rescissions and replacements

This Rule revokes the *University of Sydney (Delegations of Authority) Rule 2020* as from the commencement of this Rule.

Notes

University of Sydney (Delegations of Authority) Rule 2024

Date adopted:	9 March 2024
Date amended:	18 April 2024 (administrative amendments) 22 March 2025 8 April 2025
Date commenced:	25 March 2024 31 March 2025 8 April 2025
Document owner:	General Counsel
Review date:	9 March 2029
Rescinded documents:	<i>University of Sydney (Delegations of Authority) Rule 2020</i>

Amendment history

Provision	Amendment	Commencing
6.14.5; 6.15.1	Correcting typographical errors	18 April 2024
1.3(1)(b)	Reference to faculties and University schools added	31 March 2025
1.4(1)	“individuals” replaced with “positions”	31 March 2025
1.4(1)(b)	“by someone else” added after “action taken”	31 March 2025
1.4(2)	“previous” added before “delegates”	31 March 2025
Part 2 (1)	“or groups” added after “positions”	31 March 2025
Part 2(1)(a) and (b)	Subclause (a) amended to refer to “positions”; new subclause (b) added	31 March 2025
Part 2(1)(c)	Grammatical changes	31 March 2025
Part 2 (4)	Clause deleted	31 March 2025

Provision	Amendment	Commencing
Part 3 – definitions amended	<ul style="list-style-type: none"> • Delegate • Authorised Faculty Delegate • Chief Officer • Deputy Vice-Chancellor • Principal Officer 	31 March 2025
Part 3 - definition deleted	<ul style="list-style-type: none"> • Provost 	31 March 2025
Part 3 – definition added	<ul style="list-style-type: none"> • Senior Deputy Vice-Chancellor and Provost 	31 March 2025
4.1.1; 4.13.2	Consultation guidance deleted	31 March 2025
4.2.1, 4.2.6; 4.5.2; 4.5.5; 4.5.9; 6.1.1; 6.3.1; 6.3.3	Reference to Chief Faculty Experience Officer deleted	31 March 2025
4.25.4; 6.3.5; 6.3.6; 6.8.5; 6.10.1; 6.10.3; 6.14.8; 6.14.9; 6.18.2; 6.20.1; 6.29.1; 6.31.4; 6.31.5; 6.33.4; 6.36.1; 6.36.3; 6.36.4; 6.38.6; 6.38.7; 6.38.8; 6.38.9; 6.38.10; 6.42.3; 6.42.5; 6.42.6	Reference to Provost replaced with Senior DVC	31 March 2025
4.25.5; 4.25.6; 6.4.8; 6.5.2; 6.16.11; 6.22.1; 6.30.5; 6.30.6; 6.32.1; 6.32.2; 6.33.8'; 6.42.4	Senior DVC added as delegate	31 March 2025
5.5.2; 6.15.1; 6.15.3; 6.16.3; 6.16.4; 6.16.5; 6.16.6; 6.18.1; 6.19.3; 6.20.2; 6.25.1; 6.25.2; 6.25.3; 6.28.1; 6.28.2; 6.28.3	New delegation to Senior DVC added	31 March 2025
6.2.1; 6.3.3; 6.3.4; 6.8.5; 6.12.1; 6.17.1; 6.17.2; 6.22.1; 6.38.8	Senior DVC added to consultation guidance	31 March 2025
6.3.13; 6.20.8; 6.26.1; 6.26.4; 6.26.5; 6.28.4;	Reference to Pro Vice-Chancellor (Student Life) replaced with Chief Student Life Officer	31 March 2025

Provision	Amendment	Commencing
6.39.12; 6.39.13		
6.4.9; 6.16.2; 6.20.6;	Reference to Director Post Award replaced with Pro Vice-Chancellor (Enterprise)	31 March 2025
6.7.3; 6.42.2	Reference to DVC replaced with Senior DVC	31 March 2025
6.8.4	Vice-Chancellor replaced with Senior DVC as delegate. Provost replaced with Dean in guidance	31 March 2025
6.14.2; 6.14.3; 6.14.6; 6.36.4; 6.38.6	“Senior DVC” added to guidance	31 March 2025
6.16.7	Delegation to Provost deleted	31 March 2025
6.16.10	Note added	31 March 2025
6.18.3; 6.38.4	Chief Faculty Experience Officer deleted as delegate	31 March 2025
6.18.5	Provost replaced with Vice-Provost as delegate	31 March 2025
6.29.1; 6.29.2	Reference to Provost replaced with Senior DVC in Senate retained delegation. New delegations to Vice-Chancellor, and Senior DVC. Reference to Provost replaced with Vice-Provost in guidance	31 March 2025
6.29.6	Vice Chancellor delegation applied to direct reports to Senior DVC. Reference to Provost replaced with Senior DVC in guidance. New delegation to Senior DVC	31 March 2025
6.30.1; 6.30.2; 6.30.3	Reference to Provost replaced with Vice-Provost	31 March 2025
6.30.4	New delegations to Senior DVC and Vice-Provost	31 March 2025
6.31.1; 6.31.2	Reference to Provost replaced with Senior DVC as delegate. Reference to Provost replaced with Vice-Provost in guidance	31 March 2025
6.31.5	New delegation to Senate PCC. Reference to Provost replaced with Senior DVC as delegate	31 March 2025
6.33.1	Senate delegation amended to apply to Senior DVC. Reference to Provost replaced with Senior DVC in guidance	31 March 2025
6.34.1	Vice Chancellor delegation varied to apply to Senior DVC. Reference to Provost replaced with Senior DVC as delegate. Direct reports to DVCs added to Senior DVC delegation. Senior DVC added to guidance for senior professional staff	31 March 2025
6.34.2; 6.34.5	Vice Chancellor delegation varied to apply to Senior DVC. Reference to Provost replaced with Senior DVC as delegate. Direct reports to DVCs added to Senior DVC delegation.	31 March 2025
6.34.4	Reference to Provost replaced with Executive Director, Office of the Senior DVC as delegate	31 March 2025



Provision	Amendment	Commencing
6.34.6	Reference to Provost replaced with Senior DVC in guidance.	31 March 2025
6.35.1	Provost replaced with Senior DVC as delegate. Delegation extended to apply to Faculty and School General Managers. Delegation to Provost deleted.	31 March 2025
6.39.11	Reference to Director Post Award replaced with Head of Commercialisation, Research Portfolio as delegate	31 March 2025
6.16.2	Director, Post Award added as delegate – correcting typographical error of omission	8 April 2025