

Extract from UTS Delegations

Delegations Name	Authority	Instructions	Policies	^Band	Amount
Financial Management					
Staff travel	1.1.1	Authority to book domestic travel and trans-Tasman, for staff undertaking UTS business.	<ul style="list-style-type: none"> Booking for both domestic and trans-Tasman travel must be: <ul style="list-style-type: none"> commenced only after agreement from the staff member's supervisor. in accordance with the Staff Travel, Expenses and Credit Card Policy and Procedure. booked through Concur. within the approved annual budget and subject to the availability of funds. Approval of acquittal of the cost of travel (on the UTS Airplus card) is to be completed by a supervisor with appropriate general expenditure delegation (Delegation 1.2). 	<ul style="list-style-type: none"> Staff Travel, Expenses and Credit Card Policy Staff Travel, Expenses and Credit Card Procedure 	0
	1.1.2	Authority to approve (within their area of responsibility) international travel to low-risk countries (Riskline rating of 1, 2 or 3) for staff undertaking UTS business.	<ul style="list-style-type: none"> Approval for international travel should be: <ul style="list-style-type: none"> in accordance with the Staff Travel, Expenses and Credit Card Policy and Procedure. in accordance with the approvers' general expenditure delegation (Delegation 1.2), within the approved annual budget and subject to the availability of funds. 	<ul style="list-style-type: none"> Staff Travel, Expenses and Credit Card Policy Staff Travel, Expenses and Credit Card Procedure 	0
	1.1.3	Authority to approve (within their area of responsibility) international travel to high-risk countries (Riskline rating of 4 or 5 AND a DFAT Alert Level less than 4) for staff undertaking UTS business.	<ul style="list-style-type: none"> Approval for international travel should be: <ul style="list-style-type: none"> in accordance with the Staff Travel, Expenses and Credit Card Policy. in accordance with the approvers' general expenditure delegation (Delegation 1.2), within the approved annual budget and subject to the availability of funds. 	<ul style="list-style-type: none"> Staff Travel, Expenses and Credit Card Policy Staff Travel, Expenses and Credit Card Procedure 	0
				1	
				2	
				3	
				4	
	1.1.4	Authority to approve (within their area of responsibility) international travel to high-risk countries (Riskline rating level 4 or 5 AND a DFAT Alert Level 4) for staff undertaking UTS business.	<ul style="list-style-type: none"> Approval for international travel to DFAT 4 Countries must: <ul style="list-style-type: none"> be in accordance with the Staff Travel, Expenses and Credit Card Policy. include a completed Risk Assessment Form duly approved by the Provost for academic staff or Chief Operating Officer for professional staff. be in accordance with the approves' general expenditure delegation (Delegation 1.2), within the approved annual budget and subject to the availability of funds. 	<ul style="list-style-type: none"> Staff Travel, Expenses and Credit Card Policy Staff Travel, Expenses and Credit Card Procedure 	1
				2	
				3	
				4	
	1.1.5	Authority to approve the Chancellor's university travel on UTS business (both domestic and international).	<ul style="list-style-type: none"> Approval for both domestic and international travel should be: <ul style="list-style-type: none"> in accordance with the Staff Travel, Expenses and Credit Card Policy in accordance to their general expenditure delegation (Delegation 1.2) within the approved annual budget, and in accordance with their general expenditure delegation (Delegation 1.2), within the approved annual budget and subject to the availability of funds. 	<ul style="list-style-type: none"> Staff Travel, Expenses and Credit Card Policy Staff Travel, Expenses and Credit Card Procedure 	0
				3	\$ 30,000
Student travel	1.1.6	Authority to approve (within their area of responsibility) domestic travel for UTS students.	<ul style="list-style-type: none"> Approval for both domestic and international travel should be: <ul style="list-style-type: none"> in accordance with the Student Travel and Expenses Policy. in accordance with the approvers' general expenditure delegation (Delegation 1.2), within the approved annual budget and subject to the availability of funds. 	<ul style="list-style-type: none"> Student Travel and Expenses Policy 	0
				5	
	1.1.7	Authority to approve (within their area of responsibility) international travel to low risk countries (DFAT Alert Level 1 or 2) for UTS students.	<ul style="list-style-type: none"> Approval for both domestic and international travel should be: <ul style="list-style-type: none"> in accordance with the Student Travel and Expenses Policy. in accordance with the approvers' general expenditure delegation (Delegation 1.2), within the approved annual budget and subject to the availability of funds. 	<ul style="list-style-type: none"> Student Travel and Expenses Policy 	0
				5	
	1.1.8	Authority to approve (within their area of responsibility) international travel to high risk countries (DFAT Alert Level 3) for UTS students.	<ul style="list-style-type: none"> Approval for both domestic and international travel should be: <ul style="list-style-type: none"> in accordance with the Student Travel and Expenses Policy. in accordance with the approvers' general expenditure delegation (Delegation 1.2), within the approved annual budget and subject to the availability of funds. 	<ul style="list-style-type: none"> Student Travel and Expenses Policy 	2
	1.1.9	Authority to approve (within their area of responsibility) international travel to high risk countries (DFAT Alert Level 4) for UTS students.	<ul style="list-style-type: none"> Approval for both domestic and international travel should be: <ul style="list-style-type: none"> in accordance with the Student Travel and Expenses Policy. in accordance with the approvers' general expenditure delegation (Delegation 1.2), within the approved annual budget and subject to the availability of funds. 	<ul style="list-style-type: none"> Student Travel and Expenses Policy 	2

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Delegations Name	Authority	Instructions	Policies	^Band	Amount
Expenditure / commitment of funds	1.2.1	Authority to approve expenditure / commitment of funds. • Subject to availability of funds within approved budget limits, consistent with University plans, policies and procedures, and exclusive of GST where applicable. • Expenditure approval between \$5m and \$10m reported to next Council meeting • Within area of responsibility. Exceptions: • Capital works, Delegation 1.3 • Facilities management, Delegation 1.5 • Commercial activities, Delegation 1.17 • Travel, Delegation 1.1 • External research grants, Delegation 5.1	• Request for Contract Signing • Procurement Policy	1	\$ 10,000,000
				2	\$ 2,000,000
				3	\$ 750,000
				4	\$ 250,000
				5	\$ 50,000
				6	\$ 20,000
				7	\$ 10,000
				8	\$ 5,000
	1.2.2	Approves the expenses of the Vice-Chancellor.	• Within approved annual budget	• Procurement Policy	0 \$ 50,000
	1.2.3	Approves the reimbursement of out of pocket expenses of members of Council, if incurred while engaged on University business.	• Within approved annual budget	• Procurement Policy	3
Capital Works	1.3.1	Approves Capital Expenditure • Approval to execute documents is congruent with expenditure limits. • Expenditure needs to be within approved budget, contribute to the UTS strategic objectives, aligned with the University's plans for development and in compliance with relevant UTS policies (e.g.. Procurement, Request for Contract Signing). • Expenditure and variations to be reported in accordance with the PIC approved Monitoring and Reporting Protocol. • The capital delegation limits will apply unless there are special circumstances where Council resolves to approve different "project-specific" delegations	• Request for Contract Signing • Procurement Policy • Monitoring and Reporting Protocol	0	\$ 2,000,000
				0	\$ 1,000,000
				1	\$ 50,000,000
				2	\$ 20,000,000
				3	\$ 10,000,000
				5	\$ 5,000,000
				5	\$ 2,000,000
				8	\$ 5,000,000
	1.3.2	Commit funds within area of responsibility related to information technology infrastructure (and execute related documents)	Documents must be executed in accordance with the Request for Contract Signing. • Commercial Activities Policy • Request for Contract Signing • Acceptable Use of Information Technology Resources Policy • Information Security Policy • Procurement Policy	2	\$ 6,000,000
				3	\$ 4,000,000
				4	\$ 2,000,000
Real Estate Property Transactions	1.4.1	Approval to alienate, mortgage, charge or demise any lands of the University; and, the Council shall not, alienate, mortgage, charge or demise any lands acquired by the University from the State at nominal or less than market value except with approval from the Minister.		0	
	1.4.2	Approves purchase of properties on behalf of UTS.	• Purchases to be reported to next Council meeting. • Documents must be executed in accordance with the Request for Contract Signing. • Delegated amount is in reference to the total purchase price	• Procurement Policy • Commercial Activities Policy • Request for Contract Signing	1 \$ 2,000,000

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Delegations Name	Authority	Instructions	Policies	^Band	Amount
	1.4.3	Authority to execute documents relating to the University's purchase or sale land, in accordance with any specific delegation made by Council by resolution.	• Subject to approval by a delegate who has the relevant financial authority under Delegation 1.2 or delegation 1.3. • Documents must be executed in accordance with the Request for Contract Signing.	• Request for Contract Signing	1
	1.4.4	Authority to execute documents as follows: • Lodgement of statutory or other application that could change the status or otherwise relates to, the relevant parcel of land. • Lease (including assignment, subletting, variation and surrender of lease), licence or grant of easement or covenant or restriction (UTS as lessor, licensor or grantor), including any documents or dealings related to the lease, licence, easement, covenant or restriction. • Lease (including assignment, subletting, variation and surrender of lease), licence or grant of easement or covenant or restriction (UTS as lessee, licensee or grantee), including any documents including dealings related to the lease, licence, easement, covenant or restriction . Caveats; Plans including plans of subdivision, plans of consolidation and deposited plans.	• Subject to approval by a delegate who has the relevant financial authority under Delegation 1.2 or delegation 1.3. • Documents must be executed in accordance with the Request for Contract Signing.	• Request for Contract Signing	3
	1.4.5	Authority to execute the following documents: Lodgement of applications and documents required for property development which do not change the status of the relevant parcel of land, e.g. Development Approvals, Construction Certificates, etc., including authority to provide 'landowners consent'.	• Subject to approval by a delegate who has the relevant financial authority under Delegation 1.2 or delegation 1.3. • Documents must be executed in accordance with the Request for Contract Signing.	• Request for Contract Signing	3
	1.4.5.1	Authority to carry out assessments examining the impact of a proposed activity, including the authority to procure others to prepare reports to enable those assessments to occur, and to make determinations under Division 5.1 of Part 5 of the Environment Planning and Assessment Act 1979 (NSW) on behalf of UTS and related certifications under the Environment Planning and Assessment Act, as required (and other legislation replacing those statutory provisions).	• Subject to approval by a delegate who has the relevant financial authority under Delegation 1.2 or delegation 1.3. • Documents must be executed in accordance with the Request for Contract Signing.	• Request for Contract Signing	3
					5
					8
	1.4.6	For commercial leases, the delegation is to be exercised within the parameters set by the Vice-Chancellor for commercial leases, which may take the form of general principles, annual determinations or parameters determined for specific projects (These parameters are set out in the UTS Premises Lease Plan - approved by the Vice-Chancellor annually) The authority does not extend to executing documents to commence litigation.	• In accordance with applicable policies.	• Commercial Activities Policy	1
	1.4.7	Approval to enter into commercial leases (as lessor or lessee) not included in the approved UTS Premises Lease Plan (Delegation 1.4.6). Only in exceptional circumstances and within budget and plans for development. To be reported to the Vice-Chancellor at first opportunity.	• Delegation to be exercised only in exceptional circumstances where a commercial imperative requires urgent action. • Must be within approved budget, and in line with space and development strategies. • Amount is based on a per year basis. Multi-year leases may be approved in line with the per year value.	• Commercial Activities Policy	3 \$ 5,000,000
	1.4.8	Approval to enter into commercial leases (as lessor or lessee) not included in the approved UTS Premises Lease Plan (Delegation 1.4.6).	• Allows for the approval of low impact leases, such as leasing spaces to students for a short period or leasing space at a convention. • Amount is based on a per year basis. Multi-year leases may be approved in line with the per year value. • Must be within approved budget, and in line with space and development strategies.	• Commercial Activities Policy	3 \$ 250,000
Facilities management	1.5.1	Statutory maintenance and services contracts, IT leases and services, facilities hire, commercial conferences, workshops, events and student housing related services and maintenance.	• In accordance with the instructions outlined in the listed policies. • Documents must be executed in accordance with the Request for Contract Signing.	• Procurement Policy • Facilities Hire Policy • Acceptable Use of Information Technology Resources Policy • Commercial Activities Policy • Request for Contract Signing	1
	1.5.2	Scheduled payments of invoices for utilities and essential services (agreements already approved by the Vice-Chancellor)	• In accordance with applicable policies.	• Procurement Policy • Commercial Activities Policy • Request for Contract Signing	2
					3
					5 \$ 2,000,000

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	1.5.3	IT Leasing Schedules	<ul style="list-style-type: none"> In accordance with the instructions outlined in the listed policies. For AI systems, or systems with AI capability refer Artificial Intelligence Operations Policy and delegation. 	<ul style="list-style-type: none"> Procurement Policy Acceptable Use of Information Technology Resources Policy Request for Contract Signing Artificial Intelligence Operations Policy 	3
	1.5.4	Cleaning, contract security, facilities hire, building maintenance, commercial conferences, workshops, events, heating and lighting, motor vehicles, parking facilities and rates.	<ul style="list-style-type: none"> Within area of responsibility. In accordance with the instructions outlined in the listed policies. Manager, Facilities Hire authority for approval and execution of Venue Hire Agreements only. 	<ul style="list-style-type: none"> Procurement Policy Facilities Hire Policy Commercial Activities Policy Request for Contract Signing 	0 \$ 250,000
	1.5.5	Student housing related service and maintenance	<ul style="list-style-type: none"> Requests for expenditure on non-urgent replacement of student housing plant and equipment to be submitted 	Procurement Policy	1
					2 \$ 2,000,000
					3 \$ 2,000,000
					5 \$ 250,000
					6 \$ 50,000
					8 \$ 250,000
	1.5.6	Approves fee waivers or reductions for facilities hire.		Facilities Hire Policy	1
					2
					3
					4 \$ 250,000
					5 \$ 50,000
Library Acquisitions	1.6.1	Approval to expend funds for Library Acquisitions	<ul style="list-style-type: none"> Unlimited within approved annual budget 	Procurement Policy	3
					4 \$ 350,000
					5 \$ 150,000
					6 \$ 25,000
					8 \$ 50,000
Revenue	1.7.1	Authority to execute documents committing the University to the performance of activities and fulfilment of conditions connected with the receipt of revenue (including the submission of tenders) up to the same limit as their general expenditure delegation, within their areas of responsibility with the following exceptions; <ul style="list-style-type: none"> Sale, purchase or lease of real property: see Delegation 1.4; Facilities hire, occupancy of student residences: see Delegation 1.5; Fees and charges: see Delegation 1.8; Naming rights, corporate sponsorships and gifts: see Delegation 1.9; Research grants: see Delegation 5.1; Commercial research agreements: see Delegation 5.1. 	<ul style="list-style-type: none"> The authority must be exercised in accordance with the Request for Contract Signing. Where the transaction in question is a commercial activity, the Commercial Activities Policy applies. 	<ul style="list-style-type: none"> Commercial Activities Policy Request for Contract Signing 	1
					2
Fees and Charges	1.8.1	Approve the annual fees and charges schedule, comprising course fees, student services fees and amenities fees.	Refer to Director, Student Administration.	<ul style="list-style-type: none"> Course Approval and Publication Procedure 	1
	1.8.2	Authority to determine other fees and charges including rents, student housing fees and license fees, within their area of responsibility.	<ul style="list-style-type: none"> Delegates must notify the Director, Student Administration for inclusion in the Fees and Charges Register and for publication. The determinations of fees and charges should include guidance on circumstances in which it is appropriate to refund or waive fees and charges, approve extensions of time in which they are to be paid or allow payment by instalments. Only the Deputy Vice-Chancellor (Education and Students), in conjunction with the Chief Financial Officer, has the authority to set and approve the pricing algorithm used to determine student housing fees and any future changes. 	<ul style="list-style-type: none"> Course Approval and Publication Procedure 	2
	1.8.3	Approve sale of publications and other goods and services.			3
	1.8.4	Approve charges for administrative services for students and refund tuition fees and charges.		<ul style="list-style-type: none"> Student Rules Course Approval Policy 	4

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Honour Naming	1.9.1	Approve the honour naming (to recognise a person or organisation) of buildings and parts of buildings; outdoor facilities; University entities such as faculties, departments, centres, schools and institutes; collections; academic programs; and Chairs.	The honour naming of University entities in recognition of supporters, persons or organisations is governed by the UTS Honorary Titles and Awards Policy.	• Honorary Titles and Awards Policy	0
	1.9.2	Approve the honour naming of academic positions (other than chairs referenced in 1.9.1), academic awards, student awards and the naming of things other than those covered in 1.9.1.	The honour naming of academic positions and award is governed by the Honorary Titles and Awards Policy.	• Honorary Titles and Awards Policy	1
	1.9.3	Authority to approve amending or withdrawing the use of an honour name.	• The modification or withdrawal of an honour name is governed by the Honorary Titles and Awards Policy. • In accordance with the instructions outlined in the listed policies.	• Honorary Titles and Awards Policy	0
					1
Philanthropic Fundraising	1.9.4	Authority to approve fundraising projects.	Approval of fundraising projects is governed by the Philanthropic Fundraising Policy. Approved fundraising projects to be included in the Advancements Unit's Fundraising Project List.	• Philanthropic Fundraising Policy	0 \$ 500,000
					1
					2 \$ 5,000,000
					3 \$ 2,000,000
					3 \$ 1,000,000
					5 \$ 1,000,000
					5 \$ 500,000
	1.9.5	Authority to solicit donations to the University or to authorise the solicitation of such donations.	The solicitation and acceptance of donations is governed by the Philanthropic Fundraising Policy.	• Philanthropic Fundraising Policy	0
					0 \$ 1,000,000
					1
					2
					3
					5
	1.9.6	Authority to accept donations to the University of land.		• Philanthropic Fundraising Policy	0
	1.9.7	Authority to: - accept donations to the University of things other than land - agree to the conditions (excluding naming: see 1.9.1 & 1.9.2) imposed in respect of any such donation - execute documents in relation to any such donation.	• The acceptance of donations is governed by the Philanthropic Fundraising Policy. • The acceptance of gifts and benefits by individual staff members is governed by the Code of Conduct and Gifts and Benefits Policy.	• Philanthropic Fundraising Policy • Code of Conduct • Gifts and Benefits Policy	0 \$ 500,000
					0 \$ 100,000
					0 \$ 50,000
					1
					2 \$ 5,000,000
					2 \$ 2,000,000
					2 \$ 1,000,000
					3 \$ 1,000,000
					5 \$ 1,000,000
					5 \$ 500,000
	1.9.8	Authority to decline a donation.	Declined donations to be included in the Advancements Unit's Fundraising Project List	• Philanthropic Fundraising Policy	0
					1
					2
					3
					5
	1.9.9	Authority to accept gifts or bequests to the University of Library Materials.	• Unlimited value for Library Materials only. • The acceptance of donations is governed by the Philanthropic Fundraising Policy. • The acceptance of gifts and benefits by individual staff members is governed by the Code of Conduct and Gifts and Benefits Policy.	• Philanthropic Fundraising Policy • Code of Conduct • Gifts and Benefits Policy	3
					4

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Sponsorships	1.9.10	Authority to accept sponsorships	<ul style="list-style-type: none">• The acceptance of gifts and benefits by individual staff members is governed by the Code of Conduct and Gifts and Benefits Policy.• Manager, Career Services and Manager, Housing can authorise sponsorships only (within their area of responsibility).	<ul style="list-style-type: none">• Code of Conduct• Gifts and Benefits Policy	1	
					2	
					5	
					6	
Investment	1.10.1	Authority to appoint fund managers, counterparties and their limits and authority to issue standard settlement instructions.	<ul style="list-style-type: none">• Fund Managers appointed in accordance with Schedule 2 of the UTS Act, and the Treasury and Investment Policy.• Counterparties and their limits approved in accordance with the Treasury and Investment Policy and Procedures.• Appointment of fund managers, counterparties and/or their limits must be reported to the next Finance Committee.• The Treasury and Investment Procedure to be updated to include approved fund managers, counterparties and/or their limits and reported to the next Finance Committee.• All documents and instructions must be managed in accordance with the Records Management Policy.	<ul style="list-style-type: none">• Treasury and Investment Policy• Records Management Policy	2	
	1.10.2	Authority to: a) recall funds from the approved funds manager to the University’s operating bank account. b) place funds from the University’s operating bank account to the approved funds manager.	<ul style="list-style-type: none">• Requires any two (2) of these as approvers acting jointly.• Actioned authorities to be reported to the next Finance Committee.• The general Principle that the delegate’s supervisor can exercise a delegate’s delegation (Principle 11) does not apply.• In accordance the standard settlement instructions.• All documents and instructions must be managed in accordance with the Records Management Policy.	<ul style="list-style-type: none">• Treasury and Investment Policy• Records Management Policy	0	
					3	
					5	
					7	
	1.10.3	Authority to approve or decline investment products and financial instruments.	<p>Approved or declined by the COO</p> <ul style="list-style-type: none">• The Treasury and Investment Procedure to be updated to include approved (or remove declined) investment products and financial instruments and reported to the next Finance Committee.• All documents and instructions must be managed in accordance with the Records Management Policy.	<ul style="list-style-type: none">• Treasury and Investment Policy• Records Management Policy	2	
	1.10.4	Authority to approve the exercise of investment instructions by authorised officers to alter the balance between investments.	<p>Approved or declined by the COO</p> <ul style="list-style-type: none">• In accordance with the Treasury Policy and the Treasury and Investment Procedures.• All documents and instructions must be managed in accordance with the Records Management Policy.	<ul style="list-style-type: none">• Treasury and Investment Policy• Records Management Policy	2	
	1.10.5	Approve the exercise of investment transactions and activities by authorised officers to: a) place funds from the University’s operating bank and/or on call account to a term deposit or bank bill, and b) recall funds from a term deposit or bank bill to the University’s operating bank and/or on call account.	<ul style="list-style-type: none">• All documents and instructions must be managed in accordance with the Records Management Policy.	<ul style="list-style-type: none">• Treasury and Investment Policy• Records Management Policy	2	
	1.10.6	Student Managed Fund (SMF) - authority to approve SMF investment decisions.	On the recommendation of a designated academic staff member (namely the subject coordinator of 25625 UTS Student Managed Fund).	<ul style="list-style-type: none">• Treasury and Investments Policy• Treasury and Investments Procedure	3	
	Borrowing	1.11.1	Authority to borrow money.	In accordance with Section 16(1)(d) of the UTS Act.		0
1.11.2		Authority to draw down funds in accordance with the approved terms.			1	
					2	
					3	
1.11.3		Authority to authorise the release of funds for payments in accordance with approved loan schedules.	•Requires two (2) approvers acting jointly.		0	
					3	
					5	
					7	
1.11.4	Approve the early repayment or partial early repayment of loans.			0		

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Payments	1.12.1	Authority to authorise the release of funds for payments from the University's operating bank account	•Requires two (2) of these approvers acting jointly. Payments include; * Fortnightly Payroll and legislative payments * Expenditure committed by an officer with the necessary delegation * To UTS Associated Entities, where the payment is in respect of a liability incurred in the normal course of the accounting arrangements UTS has with that entity.		0	
					3	
					5	
					7	
Bank Accounts	1.13.1	Authority to open and maintain official bank accounts.			3	
Writing off Assets	1.14.1	Approve the sale, trade-in, disposal by gift donation, or scrapping or write-off of assets and stores to the value (written down) specified.	Within area of responsibility.		0	\$ 1,000,000
					1	\$ 500,000
					2	\$ 300,000
					2	\$ 150,000
					3	\$ 150,000
					3	\$ 100,000
					4	\$ 10,000
					5	\$ 50,000
					6	\$ 10,000
Writing off irrecoverable debts or overpayments and issuing credit notes	1.15.1	Authority to approve the write-off of lost or deficient moneys, overpayments or irrecoverable debts.	Within area of responsibility.		0	\$ 999,999,999
					1	\$ 250,000
					2	\$ 200,000
					3	\$ 100,000
					5	\$ 5,000
					5	\$ 2,000
	1.15.2	Approve the write-off of unrecovered overpayments.	Within area of responsibility.		2	\$ 25,000
					3	\$ 15,000
					4	\$ 10,000
					4	\$ 5,000
	1.15.3	Authority to issue credit notes	For credit notes that are raised due to an administrative error all positions listed have authority to approve. For credit notes applied to a UTS invoice resulting in a value difference to the original invoice, the approval is to be made is in line with the amount of delegate’s financial expenditure (1.2.1) authority.		0	
					3	
					4	
5						
Insurance	1.16.1	Authority to approve the payment of annual insurance premiums.	• Provided that the risks covered and the premiums paid fall within the insurance guidelines.		1	
	1.16.2	Authority to enter into, vary and terminate workers’ compensation arrangements (including providers).			1	
	1.16.3	Authority to approve the payment of general insurance payments.	• Provided that the risks covered, and the premiums paid fall within the insurance policy coverage requirements.		6	\$ 100,000
Commercial Activities	1.17.1	The Commercial Activities Policy classifies a commercial activity as defined in section 21A of the Act, and includes promotion of, establishment of or participation in any partnership, trust, company or other incorporated body, or joint venture, by or on behalf of UTS, the primary purpose of which is to make a financial profit, either in the short or long term.	For: • Controlled entities, research start-up companies : see Delegation 3.3. • Student-related Start-up companies: see delegation 3.3 • Joint venture projects : see Delegation 3.4. • Commercialisation of intellectual property: see Delegation 1.18. • Patent applications: see delegation 1.18.4 • Commercial leases: see Delegation 1.4. • Public clinics: see delegation 3.12 • Offshore activities see details in Commercial Activities Policy.	• Commercial Activities Policy • Research Policy	0	

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Intellectual Property	1.18.2.1	Authority to approve all licences of UTS research-related intellectual property where there is financial value, or licensing is associated with a UTS-owned patent, or other registered intellectual property (including provisional registration). This provision excludes licences under normal course research funding agreements.		<ul style="list-style-type: none">• Intellectual Property Policy• Research Intellectual Property and Research Translation Procedure• Research Policy• Commercial Activities Policy	2	
	1.18.2.2	Authority to approve all assignments of research-related intellectual property (transfer of ownership). This provision excludes assignments under normal course research funding agreements.		<ul style="list-style-type: none">•Intellectual Property Policy•Research Intellectual Property and Research Translation Procedure•Research Policy•Commercial Activities Policy	2	
	1.18.2.3	Authority to approve licences that are non-financial, non-commercial, and not covered under delegation 1.18.2.1 or 1.18.2.2.		<ul style="list-style-type: none">•Intellectual Property Policy•Research Intellectual Property and Research Translation Procedure•Research Policy•Commercial Activities Policy	3	
	1.18.3	Authority to approve arrangements for the licensing or assignment of all other intellectual property.	<ul style="list-style-type: none">• In accordance with the instructions outlined in the listed policies.	<ul style="list-style-type: none">• Intellectual Property Policy• Commercial Activities Policy	2	
	1.18.4	Authority to make patent applications on behalf of the University with regard to any patentable invention or discovery in which the University has a right or interest.	<ul style="list-style-type: none">• Subject to conditions that may be prescribed by the Deputy Vice-Chancellor (Research).	<ul style="list-style-type: none">• Intellectual Property Policy	1	
					2	
					3	
UTS Foundation Studies	1.19.1	Approve all agreements and execute any documents necessary to give effect to agreement between the University and Insearch Limited on the UTS Foundation Studies program, and approve all payments specified in those agreements.			1	
Vehicle Leases and Equipment Leases	1.20.1	Authority to enter into agreements and commit funds via a master lease agreement.	<ul style="list-style-type: none">• Approval within their relevant area	<ul style="list-style-type: none">• Procurement Policy	3	
	1.20.2	Approval of the business case for budget expenditure at faculty or divisional level to enter into vehicle leases and equipment leases.	<ul style="list-style-type: none">• Approval within their relevant area	<ul style="list-style-type: none">• Procurement Policy	2	
					3	
Financial Assistance	1.21.1	Approve limits in the distribution of equipment and disbursal to students of equity grants, emergency funds and interest-free student loans.			2	
	1.21.2	Approve distribution of equipment and disbursal to students of equity grants, emergency funds and interest-free student loans within limits set by DVC (E&S) see 1.21.1	<ul style="list-style-type: none">• Student circumstances are required to be assessed and justified by the Manager, Accessibility and Financial Assistance (or nominee) in accordance with the Guidelines and Procedures of the Financial Assistance Service.		4	
Commonwealth Prac Payments	1.22.1	Approve Commonwealth Prac Payment Applications.	<ul style="list-style-type: none">• The authority is for verifying that students meet the criteria for the Commonwealth Prac Placement Payment and are eligible to proceed and receive payments.	<ul style="list-style-type: none">• Commonwealth Prac Payment Guidelines	0	
	1.22.2	Approve Commonwealth Prac Payment payments be made.	<ul style="list-style-type: none">• Delegation covers the authority to approve all Commonwealth Prac Placement payments be released, be they in a batch payment run or individual payment.	<ul style="list-style-type: none">• Commonwealth Prac Payment Guidelines	4	
	1.22.3	Make a determination on student appeals against Commonwealth Prac Payment decisions.	<ul style="list-style-type: none">• In accordance with the UTS appeal mechanism, which aligns with the grievance provisions in HESA (i.e. students may request a review if they are assessed as ineligible for the Commonwealth Prac Payment).	<ul style="list-style-type: none">• Commonwealth Prac Payment Guidelines	4	
					8	

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Extract from UTS Delegations

Delegations Name	Authority	Instructions	Policies	^Band	Amount
Human Resources					
Staff recruitment and appointment	2.1.1	Approves recruitment activities and/or appointment and remuneration for Provost.	<ul style="list-style-type: none"> Remuneration Committee sets the remuneration. Only Vice-Chancellor can recruit and appoint position. Appointment by invitation not applicable. In line with relevant Enterprise agreements and HR instruments. 	Recruitment and Appointment Policy	0
				1	
	2.1.2	Approves recruitment activities and/or appointment and remuneration for Deputy Vice-Chancellors, Chief Operating Officer, University Secretary, Pro Vice-Chancellors, Assistant Deputy Vice-Chancellors.	<ul style="list-style-type: none"> Appointment by invitation not applicable. 	Recruitment and Appointment Policy	1
	2.1.3	Approves recruitment and/or appointment and remuneration for Deans.	<ul style="list-style-type: none"> Only Vice-Chancellor can approve remuneration and appoint position. Provost can recruit. Appointment includes by invitation or competitive recruitment process. 	<ul style="list-style-type: none"> Recruitment and Appointment Policy Appointment of Distinguished Professors Procedure 	1
				2	
	2.1.4	Approves recruitment action and/or appointment and remuneration for Directors of Research Institutes or Centres and Directors of Academic Units or any academic positions in Band 3.	<ul style="list-style-type: none"> Only Vice-Chancellor approves appointment by invitation. Only Vice-Chancellor sets remuneration. Within budget and staff profile in approved budget Within area of responsibility 	<ul style="list-style-type: none"> Recruitment and Appointment Policy Appointment of Distinguished Professors Procedure 	1
				2	
				3	
	2.1.5	Approves recruitment, appointment and remuneration for Professional positions in Band 3.	<ul style="list-style-type: none"> Only Vice-Chancellor approves appointment by invitation. Only Vice-Chancellor sets remuneration. Within budget. Within approved FTE in approved budget. Within area of responsibility. 	Recruitment and Appointment Policy	1
				2	
	2.1.6	Approves the naming of Professors at Level E (including approval of title).	<ul style="list-style-type: none"> Council to approve the title "Professor of the University". 	<ul style="list-style-type: none"> Enterprise agreements Recruitment and Appointment Policy Appointment of Distinguished Professors Procedure Academic Promotion Policy 	1
	2.1.7	Approves the appointment of Distinguished Professors by invitation or promotion (including approval of title).	<ul style="list-style-type: none"> Vice-Chancellor approves appointment by promotion. Provost approves appointments by invitation. 	<ul style="list-style-type: none"> Recruitment and Appointment Policy Appointment of Distinguished Professors Procedure 	1
				2	
	2.1.8	Approves recruitment, appointment and remuneration of Academic Managers, excluding those named above (e.g. Associate Deans, Schools, Discipline, Groups and Centres (ISF and IPPG)).	<ul style="list-style-type: none"> Only Provost approves professorial positions. Only Provost approves appointments by nomination or invitation. Provost for approval of remuneration if outside UTS HR Remuneration Benchmarks for the role. Within budget. Within approved FTE in approved budget Within area of responsibility. 	Recruitment and Appointment Policy	2
				3	
				4	
	2.1.9	Approves recruitment, appointment, appointment by invitation and remuneration of Professors (Level E).		<ul style="list-style-type: none"> Enterprise agreements Recruitment and Appointment Policy Appointment of Distinguished Professors Procedure Academic Promotion Policy 	2

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Extract from UTS Delegations

Delegations Name	Authority	Instructions	Policies	^Band	Amount
	2.1.10	Approves recruitment, appointment and remuneration of Associate Professors (Level D), Senior Lecturers (Level C), Lecturers (Level B), Associate Lecturers (Level A) (continuing and fixed-term).	<ul style="list-style-type: none"> • Only Provost approves appointments by nomination or invitation. • Provost for approval of Remuneration if outside UTS HR Remuneration Benchmarks for the role. • Within budget. • Within approved FTE in approved budget. • Within area of responsibility. 	<ul style="list-style-type: none"> • Enterprise agreements • Recruitment and Appointment Policy • Appointment of Distinguished Professors Procedure • Academic Promotion Policy 	2
				3	
	2.1.11	Approves recruitment, appointment and remuneration of Chancellor's Research Fellow (Level A or B).	<ul style="list-style-type: none"> • Within budget and staff profile in approved budget. • Within area of responsibility. • Includes appoint whether by invitation or competitive recruitment. 	<ul style="list-style-type: none"> • Enterprise agreements • Recruitment and Appointment Policy 	2
	2.1.12	Approves recruitment, appointment and remuneration of non-academic members or the Senior Staff Group excluding those positions named in Delegations 2.1.2 and 2.1.4.	<ul style="list-style-type: none"> • Executive Director, People and Culture for approval of Remuneration if outside UTS HR Remuneration Benchmarks for the role. • Within budget. • Within approved FTE in approved budget. • Within area of responsibility. 	<ul style="list-style-type: none"> • Enterprise agreements • Recruitment and Appointment Policy 	2
				3	
				4	
	2.1.13	Approves recruitment, appointment and remuneration of Professional staff (continuing, fixed-term and casual).	<ul style="list-style-type: none"> • Only Executive Director, People and Culture approves appointments by invitation. • Only Executive Director, People and Culture approves remuneration if outside Enterprise agreements remuneration for the role. • Within budget. • Within approved FTE in approved budget. • Within area of responsibility. 	<ul style="list-style-type: none"> • Enterprise agreements • Recruitment and Appointment Policy 	2
				3	
				4	
	2.1.14	Approves recruitment, appointment and remuneration of casual academic staff.	<ul style="list-style-type: none"> • Provost for approval of Remuneration if outside Enterprise agreements remuneration for the role. • All delegates can authorise a member of their staff to exercise this delegation under Principle 9b (Schedule 1 of the General Rules). • Within budget. • Within approved FTE in approved budget. • Within area of responsibility. 	<ul style="list-style-type: none"> • Enterprise agreements • Recruitment and Appointment Policy 	3
				4	
	2.1.15	Approves recruitment, appointment and remuneration of casual Indigenous tutors.	<ul style="list-style-type: none"> • Within budget and staff profile in approved budget. • Within area of responsibility. 	<ul style="list-style-type: none"> • Enterprise agreements • Recruitment and Appointment Policy • Wingara Indigenous Employment Strategy 	6
Letter of Acceptance	2.1.16	Approves letters of appointment.	<ul style="list-style-type: none"> • Prepares and signs all (except those mentioned in Delegation 2.1.17) letters in line with relevant Enterprise agreements, policies and HR instruments. 	<ul style="list-style-type: none"> • Recruitment and Appointment Policy 	3
	2.1.17	Approves and signs letters of appointment for the Senior Executive and Executive Director, People and Culture.	<ul style="list-style-type: none"> • Only the Chancellor signs for the Vice-Chancellor. • Only the Vice-Chancellor signs for the DVC's, Provost and Chief Operating Officer. • Only Chief Operating Officer signs for the Executive Director, People and Culture. • In line with relevant Enterprise agreements, policies and HR instruments. 	<ul style="list-style-type: none"> • Enterprise agreements • Recruitment and Appointment Policy 	0
				1	
Remuneration	2.2.1	Approves remuneration for the Vice-Chancellor and Provost.	<ul style="list-style-type: none"> • In line with relevant Enterprise agreements and HR instruments. 	<ul style="list-style-type: none"> • Enterprise agreements • Recruitment and Appointment Policy 	0
	2.2.2	Approves performance pay outcomes for members of the Senior Staff Group, and the remuneration structures applicable to all other staff members.	<ul style="list-style-type: none"> • In line with relevant Enterprise agreements and HR instruments. 	<ul style="list-style-type: none"> • Enterprise agreements • Recruitment and Appointment Policy 	0
	2.2.3	Approves remuneration for the Deputy Vice-Chancellors and the Chief Operating Officer.	<ul style="list-style-type: none"> • Authority to be used in consultation with the Chancellor and Provost. • In line with relevant Enterprise agreements and HR instruments. 	<ul style="list-style-type: none"> • Enterprise agreements • Recruitment and Appointment Policy 	1
Remuneration - Salary supplementation	2.2.4	Approves introduction, variation of or discontinuation of a salary supplementation scheme within a faculty.	<ul style="list-style-type: none"> • In line with relevant Enterprise agreements and HR instruments. 	<ul style="list-style-type: none"> • Enterprise agreements 	1

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Extract from UTS Delegations

Delegations Name	Authority	Instructions	Policies	^Band	Amount
Performance review	2.3.1	Authority to review performance.	<ul style="list-style-type: none"> Enterprise agreements 	0	
Claim for payment	2.4.1	Approves claims for payments (e.g. overtime, shift loadings, mileage) from staff members located in their areas of responsibility.	<ul style="list-style-type: none"> Enterprise agreements 	0	
Relieving appointments	2.5.1	Approves Vice-Chancellor relieving appointments and payment of allowances.	<ul style="list-style-type: none"> General Rules, G1 13 	0	
				1	
	2.5.2	Approves relieving appointments and payment of allowances for the Provost, Deputy Vice-Chancellors, Chief Operating Officer and University Secretary.	<ul style="list-style-type: none"> Enterprise agreements 	1	
	2.5.3	Approves relieving appointments and payment of allowances for Deans and Directors of Research Institutes.	<ul style="list-style-type: none"> Enterprise agreements 	2	
	2.5.4	Approves relieving appointments and payment of allowances for positions in Band 3 (not referenced in the preceding delegations).	<ul style="list-style-type: none"> Executive Director, People and Culture for approval of remuneration if outside UTS HR Remuneration Benchmarks for the role. Within area of responsibility. In line with appointment approvals provided under Delegation 2.1. In line with relevant Enterprise agreements and HR instruments. 	2	
	2.5.5	Approves relieving appointments and payment of allowances for Academic Managers (e.g. Deputy Deans, Associate Deans, Heads of School/ Discipline/ Department/ Centres).	<ul style="list-style-type: none"> Within area of responsibility. In line with appointment approvals provided under Delegation 2.1. In line with relevant Enterprise agreements and HR instruments. 	3	
	2.5.6	Approves relieving appointments and payment of allowances for Professional members of Senior Staff Group (excluding positions mentioned in Delegations 2.5.1 to 2.5.5).	<ul style="list-style-type: none"> Within area of responsibility. In line with appointment approvals provided under Delegation 2.1. In line with relevant Enterprise agreements and HR instruments. 	3	
				4	
	2.5.7	Approves relieving appointments and payment of allowances for Professional staff (excluding positions mentioned in Delegations 2.5.1 to 2.5.6)	<ul style="list-style-type: none"> Within area of responsibility. In line with appointment approvals provided under Delegation 2.1. In line with relevant Enterprise agreements and HR instruments. 	3	
				4	
Leave	2.6.1	Approves applications for leave from staff in their areas of responsibility	<ul style="list-style-type: none"> Includes Leave Without Pay approvals In line with relevant Enterprise agreements and HR instruments. 	0	
Secondments	2.7.1	Approves secondment of staff to another area of the University.	<ul style="list-style-type: none"> Supervisors approval only for originating area. Deans and Directors approval required for receiving area. Within area of responsibility. In line with relevant Enterprise agreements and HR instruments. 	0	
				3	
				4	
	2.7.2	Approves secondment of academic staff to an external host organisation.	<ul style="list-style-type: none"> Within area of responsibility. In line with relevant Enterprise agreements and HR instruments. 	2	
				3	
	2.7.3	Approves secondment of professional staff to an external host organisation.	<ul style="list-style-type: none"> Within area of responsibility. In line with relevant Enterprise agreements and HR instruments. 	1	
				2	
Outside Work				3	
	2.8.1	Approves DVC's, Chief Operating Officer or Provost undertaking directorships or partnerships (not representing UTS)	<ul style="list-style-type: none"> Outside Work Policy (noting the University Consulting Procedure and Delegation 3.3 (Corporations)) 	1	
	2.8.2	Approves staff undertaking directorships or partnerships (not representing UTS)	<ul style="list-style-type: none"> Outside Work Policy (noting the University Consulting Procedure and Delegation 3.3 (Corporations)) 	2	
	2.8.3	Approves staff (other than mentioned in 2.8.1 and 2.8.2) undertaking non-directorship/ partnership outside work.	<ul style="list-style-type: none"> Outside Work Policy (noting the University Consulting Procedure and Delegation 3.3 (Corporations)) 	3	
				4	

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Extract from UTS Delegations

Delegations Name	Authority	Instructions	Policies	^Band	Amount
Academic Promotion/ Progression	2.9.1	Authority to approve promotion to Professor, Associate Professor and Senior Lecturer based on the recommendation of a promotions panel.	• Academic Promotions Policy	1	
	2.9.2	Approve progression from Associate Lecturer to Lecturer based on recommendation made in accordance with the human resources instrument governing progressions.		2	
Disciplinary Action - Unsatisfactory performance	2.10.1	Authority to take disciplinary action, including termination of employment, for unsatisfactory performance of Members of the Senior Staff Group.	• Enterprise agreements • Code of Conduct	1	
	2.10.2	Authority to take disciplinary action, including termination of employment, for unsatisfactory performance of Academic Staff.	• Enterprise agreements • Code of Conduct	2	
	2.10.3	Authority to take disciplinary action, including termination of employment, for unsatisfactory performance of Professional Staff.	• Enterprise agreements • Code of Conduct	2	
Disciplinary Action - Misconduct	2.10.4	Authority to take disciplinary action, including termination of employment, for misconduct of Members of the Senior Staff Group.	• Enterprise agreements • Code of Conduct	1	
	2.10.5	Authority to take disciplinary action, including termination of employment, for misconduct of Academic Staff.	• Enterprise agreements • Code of Conduct	2	
	2.10.6	Authority to take disciplinary action, including termination of employment, for misconduct of Professional Staff.	• Enterprise agreements • Code of Conduct	2	
Termination - Resignation and retirement	2.11.1	Authority to accept resignations and retirements.	• Enterprise agreements	0	
	2.11.2	Authority to accept a resignation from a member of the Senior Executive.	• Enterprise agreements	1	
Termination - Separation from employment on medical grounds	2.11.3	Authority to terminate the employment of staff on medical grounds of Members of the Senior Staff Group.	• Enterprise agreements	1	
	2.11.4	Authority to terminate the employment of staff on medical grounds of Academic staff.	• Enterprise agreements	2	
	2.11.5	Authority to terminate the employment of staff on medical grounds of Professional staff.	• Enterprise agreements	2	
Termination - Voluntary separation	2.11.6	Authority to approve applications for voluntary separation and to retrench Members of the Senior Staff Group.	• Enterprise agreements	1	
	2.11.7	Authority to approve applications for voluntary separation and to retrench Academic staff.	• Enterprise agreements	2	
	2.11.8	Authority to approve applications for voluntary separation and to retrench Professional staff	• Enterprise agreements	2	
Termination - Probation	2.11.9	Authority to terminate a staff member's employment before the end of a period of probation of continuing academic staff or Members of the Senior Staff Group.	• Enterprise agreements	1	
	2.11.10	Authority to terminate a staff member's employment before the end of a period of probation of fixed-term academic staff.	• Enterprise agreements	2	
	2.11.11	Authority to terminate a staff member's employment before the end of a period of probation of Professional staff.	• Enterprise agreements	2	
Termination - Termination of employment of Senior Executive staff	2.11.12	Approves termination of employment of a member of the Senior Executive.	• Enterprise agreements	3	
				1	

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Extract from UTS Delegations

Delegations Name	Authority	Instructions	Policies	Band	Amount
Governance					
Council's powers in urgent and unforeseen circumstances	3.1.1	Authority to approve an Executive Action on Council's behalf during the period between Council meetings in case of emergencies or in circumstances where delaying a decision until the next meeting of Council would cause disadvantage to the University.	<ul style="list-style-type: none"> The Chancellor, Vice-Chancellor and University Secretary acting jointly make the Executive of Council. The exercise of this delegation shall be reported to the next meeting of Council. 	0	
Corporations	3.3.1	Authority to approve the establishment, winding-up, acquisition and disposal of shares or membership in, and variations to the composition of, a company, except in relation to research commercialisation see delegation 3.3.1.1, Cooperative Research Centres see delegation 3.3.2 or a Student-related Start-up see delegation 3.3.7.	<ul style="list-style-type: none"> A Council resolution to approve the acquisition or disposal of shares or membership in a company, or a variation in its composition, should include a specific delegation for the execution of relevant documents. In the case of UTS controlled entities, research commercialisation companies and start-up companies, the Commercial Activities Policy applies. 	0	
	3.3.1.1	Authority to approve the establishment of (or participation in), or the composition, winding-up or variations of, a company established for the purpose of research commercialisation.	<ul style="list-style-type: none"> Any exercise of this delegation must be reported by the Vice-Chancellor to the next meeting of Council. All actions in accordance with the Commercial Activities Policy. 	1	
	3.3.2	Authority to approve the establishment, composition, winding-up or variations of a company in relation to Cooperative Research Centres. This authority includes any acquisition or disposal of shares, memberships, and appointment of any person to hold a position on behalf of the University on those companies.	<ul style="list-style-type: none"> In accordance with applicable policies. 	2	
	3.3.3	Authority to exercise all of the other powers that the Council may exercise in relation to a company of which the University is a member or a shareholder (including a company that is a controlled entity of the University) at meetings of its members or of its creditors and debenture holders and in respect of resolutions to be passed without meetings.	<ul style="list-style-type: none"> Authority to the Vice-Chancellor or nominee The Vice-Chancellor (or nominee) must report on the exercise of such powers, including a decision not to exercise such powers, to the following meeting of Council. In the case of UTS controlled entities and start-up companies, the Commercial Activities Policy applies. 	1	
	3.3.4	Authority to appoint a person to hold a position on behalf of the University as director of a company.	<ul style="list-style-type: none"> Vice-Chancellor only has authority to appoint Directors of research commercialisation companies (in line with Delegation 3.3.1.1). DVC (Research) only has authority to appoint Directors of Cooperative Research Centres (in line with Delegation 3.3.2). In accordance with applicable policies. 	0	
				1	
				2	
	3.3.5	Authority to approve the provision of, and execute, an indemnity by the University to a staff member, member of Council or external person who takes a position on behalf of the University as director of a company that is either: a) wholly owned by UTS, or b) a company of which all the members are either universities and/or Australian state or federal government organisations.	<ul style="list-style-type: none"> In accordance with guidance from the Office of General Counsel. 	1	
	3.3.6	Authority to approve the provision of, and executes, an indemnity by the University to a staff member, member of Council or external person who takes a position on behalf of the University as director of any "other" company.	<ul style="list-style-type: none"> "Other" refers to any company which isn't either: a) wholly owned by UTS, or b) a company of which all the members are either universities and/or Australian state or federal government organisations. 	1	
	3.3.7	Establishment of a student-related start-up company.	<ul style="list-style-type: none"> In accordance with Commercial Activities Policy 	0	
Establishment of student-related start-up company				2	\$ 100,000
Commercial joint venture projects	3.4.1	Approves any action related to commercial joint venture projects (and not involving a UTS interest in a company, in which case Delegation 3.3.1 applies).	<ul style="list-style-type: none"> Commercial joint ventures with a specific commercial purpose that are undertaken by UTS in collaboration with another university and/or entity, conducted either offshore or in Australia, where both parties remain otherwise independent. Exclusions are contained in s2.3 of the Commercial Activities Policy and the notes below. All activities valued over \$5m annual UTS income or expenditure or involving a UTS interest in a non-research commercialisation or CRC company, Council to approve. All activities valued between \$2m to \$5m annual UTS income or expenditure and not involving a UTS interest in a company the Vice-Chancellor to approve. All activities valued between \$1m to \$2m annual UTS income or expenditure and not involving a UTS interest in a company the Chief Operating Officer to approve. All activities valued below \$1m annual UTS income or expenditure and not involving a UTS interest authority to approve is in line with financial delegation 1.2 or 1.7. 	0	
				1	\$ 5,000,000
				2	\$ 2,000,000
				2	\$ 1,000,000
				3	\$ 750,000
				4	\$ 250,000
				5	\$ 50,000
				6	\$ 20,000
				7	\$ 10,000
				8	\$ 5,000

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Extract from UTS Delegations

Delegations Name		Authority	Instructions	Policies	^Band	Amount
Establishment of academic units	3.5.1	Authority to approve the establishment, change and disestablishment of centres, institutes and academic units (including schools) within or across faculties.	<ul style="list-style-type: none">• The relevant details are required to be included in the Vice-Chancellor’s report to Council in due course.• Centres are governed by the Centres Policy and associated documents.• Any changes must be included on the UTS Centres Register as maintained by the office of the Provost.	• Centres Policy	1	
					2	
UTS corporate symbols, name and testamurs	3.6.1	Authority to approve changes to the University corporate symbols, including the seal, emblem, logo and stamp.		• The UTS Act	0	
	3.6.2	Authority to approve the form of testamurs, including diplomas and other certificates awarded by the University (except as detailed in delegation 3.6.2.1).		• Academic Records Policy	1	
	3.6.2.1	Authority to approve the form of microcredential and short course certificates and digital badges.		• Short Forms of Learning Policy	2	
	3.6.3	Authority to approve the use of the corporate symbols and the name of the University.	<ul style="list-style-type: none">• The delegate exercises this delegation in accordance with Use the UTS logo and the Protocol for use of the UTS Stamp.		5	
Engagement of external lawyers	3.7.1	Authority to engage external lawyers.	<ul style="list-style-type: none">• within the approved Annual Budget.• The Deputy Vice-Chancellor (Research), Director, Research Office, and Executive Manager Business Research Engagement (upon endorsement of the Commercialisation Advisory Panel) have the authority to engage with external lawyers and IP advisory firms limited to patent advisory and patent registration services for research matters.	•Research Intellectual Property Procedure	2	
					3	
Proper officer	3.8.1	The University Secretary is the University’s Proper Officer for court processes and corporate matters other than matters related to the Income Tax Assessment Act 1936 (Cwlth) and other legislation related to taxation.			3	
Public officer	3.9.1	The Chief Financial Officer is the University’s Public Officer for purposes of the Income Tax Assessment Act 1936 (Cwlth) and other legislation related to taxation.			3	
Litigation	3.10.1	Has authority to: - initiate and provide instructions in respect of legal or statutory proceedings on behalf of the University; - defend or respond to and provide instructions in respect of legal or statutory proceedings brought against or involving the University; - settle or withdraw from legal or statutory proceedings brought by or against or involving the University, or disputes involving the University, unless the settlement involves the payment of a sum in excess of their general expenditure delegation (Delegation 1.2), in which case the matter must be referred to Council for decision.	<ul style="list-style-type: none">• Council authority (for amounts outside general expenditure delegations)• Chief Operating Officer authority (in relation to UTS employees)• Provost authority (in relation to student matters)• In exercising their delegation, the Vice-Chancellor, the Chief Operating Officer and the Provost shall consult the relevant members of the senior executive, deans and directors as is appropriate to the subject matter of the litigation. This authority includes the authority to execute documents and to nominate legal representatives to execute documents on the University’s behalf.		0	
					1	
					2	
	3.10.2	Authority to execute documents in relation to litigation authorised in delegation 3.10.1.			3	
	3.10.3	Authority to initiate and pursue proceedings for the recovery of debts owing to the University.	<ul style="list-style-type: none">• The writing off of debts is governed by Delegation 1.15.	• Treasury and Investment Procedure	3	\$ 40,000
Business names, domain names and trademarks	3.11.1	Approve and register business names and trademarks.		<ul style="list-style-type: none">• Intellectual Property Policy• Commercial Activities Policy	3	
	3.11.2	Approve the registration of UTS domain names.		• Website Policy	3	
Public clinics	3.12.1	Approve the establishment of public clinics within faculties and institutes.	<ul style="list-style-type: none">• In accordance with applicable policies	• Commercial Activities Policy	2	
UTS Health Service	3.13.1	Enter into contracts with medical practitioners and allied health professionals for the provision of health services to the UTS Health Service and UTS Counselling Service.	<ul style="list-style-type: none">• These authorities will be exercised within financial delegations and in accordance with the Request for Contract Signing.	• Request for Contract Signing	2	
	3.13.2	Authority to: - Approve and execute Medicare Australia - Practice Incentives Payment (PIP) forms, enabling the receipt of payments by the UTS Health Service; - Approve and execute Overseas Student Health Cover (OSHC) forms, enabling the receipt of Practice Incentives Payments by the UTS Health Service and UTS Counselling Service; - Execute Medicare Australia and OSHC documents, including online documents , relevant to the operation and management of the UTS Health Service; and - Enter into agreements with service providers or recipients or product providers (such as software providers, pathology services providers, vaccine companies) to enable the operation and management of the UTS Health Service.	<ul style="list-style-type: none">• These authorities will be exercised within each delegate’s relevant financial delegations and in accordance with the Request for Contract Signing.	• Request for Contract Signing	2	
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					4	
	3.13.3	a) Approve the purchase of medical supplies and any other supplies necessary for the operation and management of the UTS Health Service; and b) approve and execute all documents relevant to the accreditation of the UTS Health Service.	These authorities will be exercised within each delegate’s relevant financial delegations and in accordance with the Request for Contract Signing.	• Request for Contract Signing	4	
				6		

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Extract from UTS Delegations

Delegations Name	Authority		Instructions	Policies	^Band	Amount
Administrative Changes to UTS Governance Instruments	3.14.1	Approve managerial and operational changes to Rules, Delegations, Policies, and similar instruments, where such changes do not change the prescribed approval authorities, or general intent.		<ul style="list-style-type: none">• Policy Framework• Policy Management Procedure	3	
	3.14.2	Authority to approve administrative amendments to UTS Delegations, Rules, Policies, Directives or similar instruments are by authorised officers in the Governance Support Unit through the Deputy Director, Corporate Governance. See Instructions for list of administrative amendments.	Examples of administrative amendments include: <ul style="list-style-type: none">• hyperlinks and other web references• titles of university staff positions and units• references to legislative, regulatory and governance instruments• names, locations and telephone numbers• cross referencing of section numbers and titles• application of the style guide, and• general formatting.	<ul style="list-style-type: none">• Policy Framework• Policy Management Procedure	0	
					4	
Collaborative research degree programs	3.15.1	Authority to enter into collaborative research degree programs with established international partners.	<ul style="list-style-type: none">• This authority will be exercised in accordance with UTS International’s Standing Operating Principles and Procedures for International Memoranda of Understanding and Agreements.	<ul style="list-style-type: none">• Offshore Activities Policy• Offshore Teaching and Learning Activities Policy• Offshore Teaching and Learning Activities in Modern Standard Chinese Policy• UTS International’s Standing Operating Principles and Procedures for International Memoranda of Understanding and Agreements	3	
Access to email and IT Facilities	3.16.1	Authority to authorise access to any University records or block any University email addresses without consent of any holder of the email when: <ul style="list-style-type: none">- required by and consistent with law;- the Chief Information Officer has substantiated reason to believe that violations of law or University policy have taken place; or- in exceptional cases, to meet time-dependent, critical operational needs.	<ul style="list-style-type: none">• University email services are University facilities• All University email addresses are owned by the University• All email which is in support of University business, whether or not the equipment, software, or facilities used to create or store the email record are owned by the University, are University records.	<ul style="list-style-type: none">• Records Management Policy• Acceptable Use of Information Technology Resources Policy• Information Security Policy• Privacy Policy• Data Governance Policy	3	
Memoranda of Understanding and Heads of Agreement	3.17.1	Authority to enter into memoranda of understanding with local partners.	<ul style="list-style-type: none">• Subject to any relevant requirements outlined in the Commercial Activities Policy.• Excludes memoranda of understanding as described in delegations 3.17.2.1, 3.17.2.2, 3.17.3 and 5.1.2.	<ul style="list-style-type: none">• Request for Contract Signing	3	
					4	
	3.17.2.1	Authority to enter into research related memoranda of understanding with local partners.	<ul style="list-style-type: none">• For international partners see delegation 3.17.2.2.• This authority excludes MOUs for Joint Research Centres, for these see delegation 5.1.2.• For high risk research partnerships see delegations 5.1.2.	<ul style="list-style-type: none">• Request for Contract Signing• Research Policy• Research Risk Framework	1	
					2	
					3	
	3.17.2.2	Authority to enter into research related memoranda of understanding with international partners.	For international partners these authorities will be exercised in accordance with the Research Policy, International Memoranda of Understanding and Agreements Protocols and Procedures. <ul style="list-style-type: none">• This authority excludes MOUs for Joint Research Centres, for these see delegation 5.1.2.• For high risk research partnerships see delegations 5.1.2. Pro Vice-Chancellor (Higher Degree Research) has delegation in relation to international MOU specifically related to Higher Degree by Research Students.	<ul style="list-style-type: none">• Request for Contract Signing• Offshore Activities Policy• International Memoranda of Understanding and Agreements Protocols and Procedures• Research Policy• Research Risk Framework	2	
					3	
	3.17.3	Authority to enter into memoranda of understanding with international partners	<ul style="list-style-type: none">• These authorities will be exercised in accordance with UTS International’s Standing Operating Principles and Procedures for International Memoranda of Understanding and Agreements.	<ul style="list-style-type: none">• UTS International’s Standing Operating Principles and Procedures for International Memoranda of Understanding and Agreements.• Request for Contract Signing• Offshore Activities Policy	2	
				3		

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Extract from UTS Delegations

Delegations Name	Authority		Instructions	Policies	^Band	Amount
	3.17.4	Authority to enter into Heads of Agreement with local partners.		<ul style="list-style-type: none">Request for Contract SigningCommercial Activities Policy	3	
				4		
	3.17.5	Authority to enter into Heads of Agreement with international partners.		<ul style="list-style-type: none">Request for Contract SigningOffshore Activities PolicyUTS International's Standing Operating Principles and Procedures for International Memoranda of Understanding and Agreements	2	
				3		
Confidentiality agreements	3.18.1	Authority to approve and execute Confidentiality Agreements for Research purposes, including but not limited to collaboration, engagement, or potential funding.	<ul style="list-style-type: none">In accordance with applicable policies.Heads of School (or equivalent) only have authority when using UTS standard templates (as approved by General Counsel and Executive Director, Risk and Compliance).	<ul style="list-style-type: none">Research PolicyResearch Management ProcedureIntellectual Property PolicyResearch Intellectual Property ProcedureGraduate Research and Supervision PolicyRequest for Contract Signing	0	
					3	
					4	
					7	
	3.18.2	Authority to execute confidentiality agreements, other than confidentiality agreements relating to research-generated intellectual property, within their area of responsibility.	<ul style="list-style-type: none">In accordance with applicable policies.	<ul style="list-style-type: none">Request for Contract SigningIntellectual Property Policy	1	
					2	
					3	
					4	
Funding agreements	3.19.1	Authority to approve (unless specified in other Delegations) all agreements and execute any documents necessary to give effect to agreements between the University and government on funding arrangements, and approve all payments specified in those agreements.		<ul style="list-style-type: none">Request for Contract SigningUTS International's Standing Operating Principles and Procedures for International Memoranda of Understanding and Agreements	2	
Agreements with UTS student recruitment representatives	3.20.1	Authority to approve and sign agreements with UTS student recruitment representatives.	This authority will be exercised in compliance with the relevant protocols, including the Student Recruitment Representative Protocol.	<ul style="list-style-type: none">Request for Contract SigningOffshore Activities PolicyOffshore Teaching and Learning Activities Policy	2	
					3	
General agreements	3.21.1	Approval of Contracts, Agreements and similar instruments of general projects (not mentioned elsewhere in the Delegations).	<ul style="list-style-type: none">Where there is a financial component - approval must be by delegates (other than the proponent) who have the appropriate financial delegation in accordance with these Delegations of Authority.Where there is no financial contribution (and not elsewhere provided in these Delegations), approval is by the supervisor of the proponent of the general project.	<ul style="list-style-type: none">Request for Contract Signing	1	
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Extract from UTS Delegations

Delegations Name	Authority	Instructions	Policies	^Band	Amount
Academic and student matters					
Academic Policy	4.1.1	Authority to determine academic policies.	• Policy Framework • General Rules, Division 3	0	
Designation of organisational unit, position or body	4.2.1	Authority to make a written designation that an organisational unit, position or body is equivalent to a Faculty, Dean or Faculty Board for the purposes of the application of the Rules of the University.	• General Rules, Division 3	1	
Curriculum, teaching and learning - Accreditation of award courses	4.3.1	Authority to approve accreditation or discontinuation of accreditation, or extension of accreditation of award courses and programs. Authority to approve LOTE in which coursework programs may be delivered.	• Discontinuation must be considered in the context of the funding agreement between UTS and the Department of Education. • Student Rules, Section 3 • Course Approval Policy • Admissions and Recognition of Prior Learning Policy	0	
Curriculum, teaching and learning - External articulation arrangements	4.3.2	Authority to approve articulation arrangements as appropriate.	• Articulation arrangement is defined in the Admissions and Recognition of Prior Learning Policy. • Admissions and Recognition of Prior Learning Policy • Course Approval Policy • Course Approval and Publication Procedure	0	
				2	
				3	
Curriculum, teaching and learning - Changes to existing courses.	4.3.3	Authority to approve changes to the funding cluster and/or ASCED code of a course.	• Via the Curriculum Management System • Course Approval and Publication Procedure	2	
Rescinded	4.3.4	Rescinded		0	
Curriculum, teaching and learning - Course and award nomenclature	4.3.5	Authority to approve course names, testamur award titles, award abbreviations and classifications and changes to such nomenclature.	• Award Course Nomenclature and Issuance Policy • Academic Records Policy	2	
Curriculum, teaching and learning - Short Courses	4.3.6	Authority to approve a stage two business case (academic design and financial viability) to conduct an onshore short course.	• Approval is sought in line with the approval process detailed in the Short Forms of Learning Policy (including the completion of the relevant forms). • Short Forms of Learning Policy • Request for Contract Signing	3	
				4	
	4.3.7	Authority to approve a stage two business case (academic design and financial viability) to conduct a short course offshore. This authority includes the execution of related documents.	• Approval is sought in line with the approval process detailed in the Short Forms of Learning Policy (including the completion of the relevant forms) and the Offshore Activities Policy. • For offshore short courses that require establishment of an entity or Joint Venture to conduct courses see the Commercial Activities Committee. • Short Forms of Learning Policy • Commercial Activities Policy • Request for Contract Signing	2	
				3	\$ 1,000,000
				4	\$ 1,000,000
Curriculum, teaching and learning - Clinical affiliation agreements	4.3.8	Authority to execute clinical affiliation agreements.	• In accordance with the relevant policies • Within area of responsibility. • Request for Contract Signing	4	
Curriculum, teaching and learning - Appointment of specific academic and assessment staff	4.3.9	Authority to appoint Responsible Academic Officers or their temporary replacements.	• In accordance with faculty management guidance published by the Governance Support Unit. • Student Rules, Schedule 1	3	
				4	
	4.3.10	Authority to appoint subject coordinators, examiners and assessors for each course offered.	• Approved upon nomination by the RAO (refer Schedule 1, Student Rules) • Process for approval of subject coordinators to be included in faculty procedures relating to subject information. • Student Rules, Schedule 1	3	
	4.3.11	Authority to appoint Academic Liaison Officers and appoints academic advisers for students on academic caution.	• In accordance with faculty management guidance published by the Governance Support Unit. • Student Rules, Schedule 1	0	
Curriculum, teaching and learning - Micro-credentials	4.3.12	Authority to approve a stage two (academic design and financial viability business case form) to conduct onshore micro-credentials.	• All micro-credentials are reported annually to the Short Forms of Learning Committee and/or Enterprise Learning Committee • Approval is sought in line with the Short Forms of Learning Policy. • Short Forms of Learning Policy • Request for Contract Signing	3	
				4	
	4.3.13	Authority to approve a stage two (academic design and financial viability business case form) to conduct an offshore micro-credential course.	• All micro-credentials are reported annually to the Short Forms of Learning Committee and/or Enterprise Learning Committee • Approval is sought in line with the Short Forms of Learning Policy. • Short Forms of Learning Policy	3	
				4	

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Extract from UTS Delegations

Delegations Name	Authority	Instructions	Policies	^Band	Amount
Admissions - Selection criteria and entry levels	4.4.1	Authority to set admissions standards, selection criteria and entry levels to UTS award courses and, courses that prepare students for entry to higher (including any special course and subject requirements in individual cases).	<ul style="list-style-type: none"> On the advice of faculty boards via the Courses Accreditation Committee (CAC) or the Graduate Research School Board (GRSB). 	<ul style="list-style-type: none"> Admissions and Recognition of Prior Learning Policy Student Rules, Section 3 and Section 5 	0
	4.4.2	Authority to approve the specific selection algorithms to be used for admission to undergraduate and postgraduate courses coordinated by the Universities Admissions Centre.	<ul style="list-style-type: none"> Selection algorithms form part of the admissions standard. Admissions standard is defined in the Admissions and Recognition of Prior Learning Policy. 	<ul style="list-style-type: none"> Admissions and Recognition of Prior Learning Policy 	0
	4.4.3	Authority to approve changes to the admission selection criteria and/or the funding cluster of a course, including special admissions schemes and UTS courses that prepare students for entry to higher education.	<ul style="list-style-type: none"> Outside the Academic Board annual review process. Changes must be reported to Academic Board as part of the annual approval process. Changes to funding cluster in line with the Course Approval Policy and the Course Approval and Publication Procedure. 	<ul style="list-style-type: none"> Admissions and Recognition of Prior Learning Policy Course Approval Policy Course Approval and Publication Procedure 	2
	4.4.4	Authority to approve, in exceptional circumstances, variations to the minimum English language requirements for individual applicants from a language background other than English.	<ul style="list-style-type: none"> Admissions and Recognition of Prior Learning Policy Admissions Procedure 	0	
				3	
	4.4.5	Authority to approve, in exceptional circumstances, variations to the minimum language requirements of graduate research degrees for applicants from a language background other than English.	<ul style="list-style-type: none"> Admissions and Recognition of Prior Learning Policy Admissions Procedure 	3	
	4.4.6	Authority to determine which language tests, and equivalent measures of English language proficiency for these tests, are accepted by UTS for applicants from a language background other than English.	<ul style="list-style-type: none"> Admissions and Recognition of Prior Learning Policy Admissions Procedure 	0	
Admissions - Offers of admission	4.4.7	Authority to make offers of admission to award courses, UTS courses that prepare students for entry to higher education offered by the University, and offers of admission for cross institutional enrolment.	<ul style="list-style-type: none"> For the purpose of this delegation 'admission' includes students' initial admission to the University, readmission after an absence, and admission to a different course via course transfer. 	<ul style="list-style-type: none"> Student Rules, Section 5 Admissions and Recognition of Prior Learning Policy 	2
	4.4.8	Authority to approve non-award subject enrolment.	<ul style="list-style-type: none"> For the purpose of this delegation 'admission' includes students' initial admission to the University, readmission after an absence, and admission to a different course via course transfer. 	<ul style="list-style-type: none"> Admissions and Recognition of Prior Learning Policy Student Rules, Section 7 	4
	4.4.9	Authority to make offers of admission to international students applying for all award courses, non-award, Exchange, Study Abroad and visiting Research studies, UTS courses that prepare students for entry to higher education, and to make offers of admission to offshore students.	<ul style="list-style-type: none"> Authority to DVC (International) or nominee. For the purpose of this delegation 'admission' includes students' initial admission to the University, readmission after an absence, and admission to a different course via course transfer. 	<ul style="list-style-type: none"> Admissions and Recognition of Prior Learning Policy Student Rules, Section 5 	2
	4.4.10	Authority to make offers of admission to special admission schemes or other forms of special admission.	<ul style="list-style-type: none"> Approving officer to students for admission to special admissions schemes. For the purpose of this delegation 'admission' includes students' initial admission to the University, readmission after an absence, and admission to a different course via course transfer. 	<ul style="list-style-type: none"> Admissions and Recognition of Prior Learning Policy Admissions Procedure Student Rules, Section 5 	0
				2	
	4.4.11	Authority to approve the process for admission to graduate research degrees in English and languages other than English (LOTE), and may determine maximum duration of candidature permitted and specify other evidence of general and professional qualifications generally required for candidates.	<ul style="list-style-type: none"> For the purpose of this delegation 'admission' includes students' initial admission to the University, readmission after an absence, and admission to a different course via course transfer. 	<ul style="list-style-type: none"> Admissions and Recognition of Prior Learning Policy Student Rules, Section 5 	0
	4.4.12	Authority to admit candidates where an applicant for admission is considered qualified by reason of eminence in learning or creative achievement.	<ul style="list-style-type: none"> For the purpose of this delegation 'admission' includes students' initial admission to the University, readmission after an absence, and admission to a different course via course transfer. 	<ul style="list-style-type: none"> Admissions and Recognition of Prior Learning Policy Student Rules, Section 5 	3
	4.4.13	Authority to determine exceptions to the requirement that applicants for course transfer must apply through the Universities Admissions Centre.	<ul style="list-style-type: none"> For the purpose of this delegation 'admission' includes students' initial admission to the University, readmission after an absence, and admission to a different course via course transfer. 	<ul style="list-style-type: none"> Admissions and Recognition of Prior Learning Policy Admissions Procedure 	4

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Extract from UTS Delegations

Delegations Name	Authority	Instructions	Policies	^Band	Amount
Admissions - Readmissions	4.4.14	Authority to determine cases involving a former student where an application for readmission has been declined.	<ul style="list-style-type: none"> This refers to cases where a former student may have had enrolment discontinued under the provisions of the Student Rules and seeks readmission to the University. It also refers to cases where a student who is excluded from one course of the University applies to transfer to another course of the University. 	<ul style="list-style-type: none"> Admissions and Recognition of Prior Learning Policy Admissions Procedure Student Rules, Section 5 	2
	4.4.15	Authority to determine the maximum period of time in which a student readmitted to a course following discontinuation shall be permitted to complete the course.	<ul style="list-style-type: none"> In accordance with the Student Rules. 	<ul style="list-style-type: none"> Admissions and Recognition of Prior Learning Policy Student Rules, Section 5 	0
	4.4.16	Authority to determine the maximum period of time in which a research degree student readmitted to a course following discontinuation shall be permitted to complete the course.	<ul style="list-style-type: none"> In accordance with the Student Rules. 	<ul style="list-style-type: none"> Admissions and Recognition of Prior Learning Policy Student Rules, Section 5 	3
	4.4.17	Authority to approve the readmission of an applicant who has been excluded for failure to maintain the required academic progress on more than two occasions.		<ul style="list-style-type: none"> Admissions and Recognition of Prior Learning Policy Student Rules, Section 5 Student Rules, Section 10 	0
	4.4.18	Authority to prescribe conditions relating to future conduct in cases where students have been readmitted following a period of exclusion.		<ul style="list-style-type: none"> Admissions and Recognition of Prior Learning Policy 	1
Admissions - Course transfers	4.4.19	Authority to approve applications for admission or transfer to one-year full-time or equivalent bachelor honours programs.		<ul style="list-style-type: none"> Admissions and Recognition of Prior Learning Policy Student Rules, Schedule 1 	0
Admissions - Deferral of commencement	4.4.20	Authority to approve applications for deferral from an undergraduate course (except honours and non-award courses) for a period greater than 12 months, in exceptional circumstances.		<ul style="list-style-type: none"> Admissions and Recognition of Prior Learning Policy Student Rules, Section 5 	0
	4.4.21	Authority to approve applications for deferral from graduate research courses.	<ul style="list-style-type: none"> Authority to approve the process with Director, Student Administration. Requires endorsement by the faculty. 	<ul style="list-style-type: none"> Admissions and Recognition of Prior Learning Policy Student Rules, Section 5.5.3 	3
Admissions - Withdrawal of offer and	4.4.22	Authority to refuse an application, withdraw an offer of admission or cancel admission or enrolment where the applicant provides untrue or incomplete information that results in an advantage to the applicant and/or inequitable treatment of other applicants or an incorrect assessment of the applicant's claims against the admissions criteria, or where the offer must be withdrawn in order for the University to comply with its obligations under State or Commonwealth legislation.		<ul style="list-style-type: none"> Admissions and Recognition of Prior Learning Policy Student Rules, Section 5 	4
	4.4.23	Authority to determine if an appeal against a decision of the Director, Student Administration is to be upheld (but not dismissed).		<ul style="list-style-type: none"> Admissions and Recognition of Prior Learning Policy Student Rules, Section 5 	0
	4.4.24	Authority to determine the final outcome of an appeal against withdrawal of offer and cancellation of enrolment.		<ul style="list-style-type: none"> Admissions and Recognition of Prior Learning Policy Student Rules, Section 5 Student Rules, Section 17 	0
Admissions - Late enrolments	4.4.25	Authority to approve late enrolments with or without financial penalty.		<ul style="list-style-type: none"> Admissions and Recognition of Prior Learning Policy Student Rules, Section 7 	4
Recognition of Prior Learning	4.5.1	Authority to set recognition of prior learning limits and requirements for currency of prior learning		<ul style="list-style-type: none"> Admissions and Recognition of Prior Learning Policy Recognition of Prior Learning Procedure Student Rules, Section 6 	0
	4.5.2	Authority to set requirements for the recognition of prior learning beyond the limits set by the Recognition of Prior Learning Policy in cases where the applicant was previously a UTS student and is enrolling in a new version of that course or its equivalent.		<ul style="list-style-type: none"> Admissions and Recognition of Prior Learning Policy Recognition of Prior Learning Procedure 	0

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Extract from UTS Delegations

Delegations Name	Authority	Instructions	Policies	^Band	Amount
	4.5.3	Authority to designate staff with authority to determine recognition of prior learning applications within specific requirements set by the Faculty Board, including formal recognition of prior learning arrangements and recognition of prior learning precedents.	<ul style="list-style-type: none"> • Faculty Managers have the authority to designate faculty administrative staff; • Pro-Vice Chancellor (Global Partnerships) has authority to designate UTS International staff; • Head, Current Learner Services has authority to designate UTS Student Centre staff • The delegate must maintain a register of such designations. 	4	
				6	
	4.5.4	Authority to approve the recognition of prior learning of subjects from undergraduate courses for subjects in graduate courses as part of an accredited course.	<ul style="list-style-type: none"> • Admissions and Recognition of Prior Learning Policy • Recognition of Prior Learning Procedure • Student Rules, Section 6 	0	
	4.5.5	Authority to approve, in exceptional circumstances, credit recognition of subjects from undergraduate courses for subjects in graduate courses.	<ul style="list-style-type: none"> • Admissions and Recognition of Prior Learning Policy • Recognition of Prior Learning Procedure • Student Rules, Section 6 	3	
				4	
Progression	4.6.1	Authority to waive progress requirements or place a student on academic caution.	• Student Rules, Section 10	0	
	4.6.2	Authority to vary minimum and maximum periods of time for completion of course requirements.	• Student Rules, Section 10	0	
	4.6.3	Authority to determine appeals against exclusion of coursework students.	• Student Rules, Section 10	0	
	4.6.4	Authority to determine appeals against exclusion in cases where a Responsible Academic Officer believes that their involvement in the appeal would lead to a conflict of interest.	• Deans (or Nominee)	3	
	4.6.5	Authority to determine or prescribe prerequisites or concurrent coursework and participation in colloquia, research seminars and other work as considered appropriate.	• Student Rules, Section 11	0	
	4.6.6	Authority to determine the process for permitting completion of study: in less than the normal minimum time for graduate research candidates; or for granting an extension of candidature; and may also determine the process for approving concurrent studies for graduate research candidates.	<ul style="list-style-type: none"> • Student Rules, Section 10 • Student Rules, Section 11 	3	
	4.6.7	Authority to determine the criteria for discontinuing the candidature of students in the event of unsatisfactory progress or an unsatisfactory examination.	• Student Rules, Section 11	0	
	4.6.8	Authority to determine appeals against discontinuing the candidature of graduate research students.	• Student Rules, Section 11	0	
Assessment - Subject grading and criteria	4.7.1	Authority to determine a set of grades appropriate for each subject, and the criteria for awarding the grades.	• In accordance with Schedule 3 of the Student Rules.	0	
	4.7.2	Authority to approve the grading of students in each subject.	<ul style="list-style-type: none"> • Coursework Assessment Policy • Student Rules, Section 8 	3	
	4.7.3	Authority to approve that the Director, Student Administration release and publish the final assessment results for subjects.	<ul style="list-style-type: none"> • Coursework Assessment Policy • Coursework Assessment Procedure • Student Rules, Section 8 	3	
Assessment - Assessment items and methods	4.7.4	Authority to determine cases where students who do not satisfy the prescribed attendance requirements for a subject may be refused permission for assessment including attempting an assessment task or sitting for an examination.	<ul style="list-style-type: none"> • Coursework Assessment Policy • Student Rules, Section 8 	0	
Assessment - Withholding results	4.7.5	Authority to approve the withholding of individual student results in exceptional circumstances, such as alleged misconduct or failure to pay fees.	<ul style="list-style-type: none"> • Coursework Assessment Policy • Coursework Assessment Procedure • Student Rules, Section 4 • Student Rules, Section 16 	0	
				4	

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Extract from UTS Delegations

Delegations Name	Authority	Instructions	Policies	^Band	Amount
Student professional experience	4.8.1	Authority to approve a mandatory deferral or rescheduling of student participation in an internship or professional experience (including a practicum) in cases where a student is not suitable to participate.	<ul style="list-style-type: none"> • Internships Management Policy • AHPRA Procedure • Student Rules, Section 3 	0	
	4.8.2	Authority to enter into agreements with suitable partners for the provision of internships or professional experience to UTS students.	<ul style="list-style-type: none"> • Internships Management Policy • AHPRA Procedure • Student Rules, Section 3 	0	
	4.8.3	Authority to make determinations that a student is unsuited for further internships or professional experience and makes a decision to withdraw that student from a course.	<ul style="list-style-type: none"> • Internships Management Policy • AHPRA Procedure • Student Rules, Section 16 	2	
	4.8.4	Makes determinations on appeals against the decision of the Deputy Vice-Chancellor (Education and Students) in respect of internships and professional experience matters.	<ul style="list-style-type: none"> • Internships Management Policy • AHPRA Procedure • Student Rules, Section 17 • Student Rules, Section 3 	0	
	4.8.5	Authority to report students' non-compliance with matters related to internships or student professional experience to professional and regulatory bodies, as appropriate.	<ul style="list-style-type: none"> • Internships Management Policy • AHPRA Procedure • Student Rules, Section 3 	3	
Confidential information in student theses	4.9.1	Authority to approve the circumstances under which restricted access to a thesis is granted or where conditions on the disclosure of related information are imposed.	<ul style="list-style-type: none"> • Open Access Policy • Student Rules, Section 11 	3	
Course completion	4.10.1	Authority to determine that a candidate for an award has met all requirements for course completion and the conferral of degrees and awards.	<ul style="list-style-type: none"> • Authority to Chair, Academic Board. • On the recommendation of Chair of Faculty Board (acting on behalf of a Faculty Board) for coursework, or Chair of Graduate Research School Board (acting on behalf of Graduate Research School Board) for graduate research, upon advice of the Director, Student Administration. • In accordance with the Statement of Assurance - Conferral of Awards. 	0	
Course completion - Conferral of awards	4.10.2	Authority to confer awards.	<ul style="list-style-type: none"> • On the recommendation of the Chair of Faculty Board (acting on behalf of a Faculty Board) for coursework, or Chair of Graduate Research School Board for graduate research, upon advice of the Director, Student Administration. • In accordance with the Statement of Assurance - Conferral of Awards. 	0	
	4.10.3	Authority to approve, in exceptional circumstances, any additional students who become eligible to graduate and confer awards after the semester conferral deadline, and before or during the semester graduation ceremonies.	<ul style="list-style-type: none"> • The Director, Student Administration must provide a report each half year on these awards to Council via the Academic Board. 	0	
	4.10.4	Authority to correct an award in instances where an administrative error has occurred.	<ul style="list-style-type: none"> • The Director, Student Administration must provide a report each half year on these awards to Council via the Academic Board. 	2	
	4.10.5	Authority to confer the award of University medals.	<ul style="list-style-type: none"> • In accordance with the Award of UTS Medal Guidelines. 	0	
	4.10.6	Authority to approve the conferring of an honorary award.	<ul style="list-style-type: none"> • In accordance with the Honorary Titles and Awards Policy. 	0	
	4.10.6.1	Authority to approve the conferring of a microcredential or short course certificate and digital badge.	<ul style="list-style-type: none"> • In accordance with the Short Forms of Learning Policy • Deans (or nominees as detailed in the policy) • Certificates and badges issued by the UTS Open Customer Service Team 	3	
Course completion - Award of degrees in special circumstances	4.10.7	Authority to confer, in special circumstances, a degree or diploma award in instances where a student has not completed the usual prescribed requirements (such as aegrotat and posthumous awards).	<ul style="list-style-type: none"> • On the recommendation of the Chair of Faculty Board (acting on behalf of a Faculty Board) shall make such recommendation to Academic Board upon advice of Director, Student Administration (for coursework), and Chair of Graduate Research School Board for graduate research. • In accordance with the Statement of Assurance - Conferral of Awards 	0	
Course completion - Rescission of award	4.10.8	Authority to rescind an award in instances where an administrative error has occurred or where the person has an outstanding debt to the University.	<ul style="list-style-type: none"> • The Director, Student Administration must provide a report to Council via the Academic Board every half year on awards rescinded. 	2	
	4.10.9	Authority to rescind the conferral of an award in cases not covered by 4.10.8.	<ul style="list-style-type: none"> • Student Rules, Section 13 	0	

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Extract from UTS Delegations

Delegations Name	Authority	Instructions	Policies	^Band	Amount
University Medal	4.11.1.1	Authority to approve award conditions for the awarding of University medals.	<ul style="list-style-type: none"> Academic Board has authority to approve requirements for the awarding of University medals (meaning the published requirements for the University Medal made in accordance with the Award of UTS Medals Guidelines including the name and criteria for the award. 	0	
	4.11.1.2	Authority to approve recipients of University medals.	<ul style="list-style-type: none"> Award of UTS Medals Guidelines 	0	
Scholarships and prizes	4.11.2	Authority to approve conditions of award and prize recipients of internally funded prizes and donor funded awards.	<ul style="list-style-type: none"> Scholarships and Prizes Policy 	2	
				3	
	4.11.3	Authority to approve conditions of award or award recipients for faculty-based coursework scholarships, cross-faculty research scholarships, coursework prizes, research prizes, including cross-faculty research prizes.	<ul style="list-style-type: none"> Scholarships and Prizes Policy 	0	
				3	
	4.11.4	Authority to approve conditions of award or award recipients for cross-faculty coursework scholarships and cross-faculty coursework prizes.	<ul style="list-style-type: none"> Scholarships and Prizes Policy 	3	
				4	
				6	
	4.11.5	Authority to approve conditions of award and award recipients for graduate research scholarships.	<ul style="list-style-type: none"> Scholarships and Prizes Policy 	0	
				3	
	4.11.6	Authority to approve the conditions of award and award recipients for scholarships and prizes below the minimum value specified in the Scholarships and Prizes Policy.	<ul style="list-style-type: none"> Scholarships and Prizes Policy 	2	
	4.11.7	Authority to terminate a recipient's scholarship in instances where the recipient does not continue to meet the Conditions of Award requirements.	<ul style="list-style-type: none"> Scholarships and Prizes Policy 	3	
				4	
	4.11.8	Authority to phase out or disestablish a scholarship or prize.	<ul style="list-style-type: none"> Scholarships and Prizes Policy Scholarships and Prizes Procedure 	2	
				3	
				4	
	4.11.9	Authority to approve the award of any prizes, awards or scholarships to recipients who are members or recent members of Council or its committees.	<ul style="list-style-type: none"> Scholarships and Prizes Policy Scholarships and Prizes Procedure 	1	
Student misconduct	4.12.1	Authority to make determinations on cases of alleged misconduct and to impose a range of penalties.	<ul style="list-style-type: none"> As set out in Section 16 of the Student Rules. 	1	
	4.12.2	Authority to make determinations on specific matters in respect of alleged misconduct including misconduct in centrally conducted examinations.	<ul style="list-style-type: none"> Section 16 of the Student Rules. 	3	
	4.12.3	Authority to issue formal warnings.	<ul style="list-style-type: none"> As set out in Section 16 of the Student Rules. 	3	
	4.12.4	Makes determinations on cases involving alleged plagiarism and to impose a range of penalties.	<ul style="list-style-type: none"> As set out in Section 16 of the Student Rules. 	0	
	4.12.5	Authority to determine appeals against the decision of a Responsible Academic Officer or Vice-Chancellor (or nominee) on matters of student misconduct.	<ul style="list-style-type: none"> Section 16 of the Student Rules. 	0	

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Extract from UTS Delegations

Delegations Name	Authority	Instructions	Policies	^Band	Amount
Rescinded	4.13.1 4.13.2	Rescinded Rescinded		0 0	
UTS Student Housing	4.14.1 4.14.2 4.14.3 4.14.4 4.14.5	<p>Authority to approve entry into student housing agreements (without limit)</p> <p>Authority to approve the UTS: Student Residences Handbook and Housing Rules and any amendments to the UTS: Student Residences Handbook and Housing Rules.</p> <p>Authority to authorise implementation of the UTS: Student Residences Handbook and Housing Rules.</p> <p>Authority to approve a waiver of annually approved standard fees and charges, amend duration of licence agreements, approve payment by instalments and apply concessional reductions in UTS Housing Licence fees and apply fees, fines and charges.</p> <p>Authority to determine and apply charges for sundry goods and services made available to residents, resident life events, cost recovery for damages caused by residents or guests.</p>	<p>• Within approved pricing, guidelines and the requirements outlined in Student Rules and policies. • Director, Student Services Unit to provide an annual report including a summary of the schedule of student housing licence agreements approved by Director, Student Services Unit to DVC (Education and Students).</p> <p>• Subject to Review by the Office of General Counsel. • In line with the behavioural requirements outlined in Student Rules and policies.</p> <p>• Within limits and guidelines approved by the DVC (Education and Students). • Manager, University Housing Services, to provide an annual report of concessions, fees, fines and charges to the DVC (Education and Students).</p> <p>• Manager, University Housing Services, to provide an annual report of concessions, fees, fines and charges to the DVC (Education and Students).</p>	4 5 5 5 5	 \$ 10,000
ActivateUTS and UTS Students' Association Funding Agreements	4.15.1	Authority to approve funding agreements (without financial limit) with the ActivateUTS and the UTS Students' Association, consistent with Student Services and Amenities Fee legislation and the UTS Budget.	• Commercial Activities Policy • Commercial Activities Procedure	2	
Student Records	4.16.1 4.16.2 4.16.3	<p>Authority to approve the issue and verification of student records including: Statement of Proof of Previous Payment or Liability; Statement of Enrolment; Statement of Course Completion; Academic Transcript; Australian Higher Education Graduation Statement; Replacement Testamur Certificate.</p> <p>Authority to issue and verify, for international students; Statement of Enrolment; Statement of Course Completion.</p> <p>Authority to approve the issue and verification of Statement of Completion of Clinical/Professional Placements or Experience.</p>	• Student Rules, Section 13 • Academic Records Policy	4 2 3	
Academic year calendar and academic year dates	4.17.1 4.17.2 4.17.3	<p>Authority to approve the principles for setting the academic year calendar, including the use of an alternative academic year calendar for certain courses in exceptional circumstances.</p> <p>Authority to approve variations to the application of academic year calendar principles (for example academic year calendar activity limitations or requirements) in exceptional circumstances.</p> <p>Authority to approve academic year dates, and any required changes to academic year dates.</p>	<p>• The Provost must provide an annual report to Academic Board on authority exercised under this delegation. The report should detail any variations to the application of academic year calendar principles, and approval of, or variations to, academic year dates.</p> <p>• The Provost must provide an annual report to Academic Board on authority exercised under this delegation. The report should detail any variations to the application of academic year calendar principles, and approval of, or variations to, academic year dates.</p>	0 2 2	

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Extract from UTS Delegations

Delegations Name	Authority	Instructions	Policies	^Band	Amount	
Research and Consulting						
External Research Grants and Agreements - Proposals and Submissions	5.1.1	Authority to approve research proposals and tender submissions for funding programs requiring: i) central research office submission (e.g. ARC, NHMRC, US Air Force, EU, US National Institute of Health, etc.); or ii) central research office co-ordination as determined by the Research Office (such as multi-faculty proposals, bids and schemes that are relevant across multiple faculties or require UTS to control the number of bids or manage the bids strategically or where the sponsor limits the number of submissions) or as otherwise advised by the Research Office.	<ul style="list-style-type: none">• In accordance with the applicable policies and procedures.	<ul style="list-style-type: none">• Research Policy• Research Management Procedure• Commercial Activities Policy• Graduate Research and Supervision Policy• Request for Contract Signing• Conflicts of Interest Disclosure Policy	0	\$ 750,000
					0	\$ 500,000
					2	
					3	\$ 2,000,000
					7	\$ 500,000
	5.1.2	Authority to approve higher risk (medium, high, or critical as defined in the Research Project and Engagement Risk Guidelines (RPERG)) research proposals and tender submissions, for example (but not limited to) international proposals requiring additional due diligence where the partner is from a country <50 on the "Corruption Perception Index" or meets other high risk criteria.	<ul style="list-style-type: none">• In accordance with the applicable policies• Higher risk countries and other risk indicators as identified under the criteria of the Research Project and Engagement Risk Guidelines (RPERG)	<ul style="list-style-type: none">• Research Policy• Research Project and Engagement Risk Guidelines (RPERG)• Commercial Activities Policy• Graduate Research and Supervision Policy• Request for Contract Signing• Defence Trade Controls Compliance Procedure• Conflicts of Interest Disclosure Policy	0	\$ 750,000
					2	
					3	\$ 2,000,000
	5.1.3	Authority to approve research proposals and tender submissions (excluding those identified in 5.1.1 or 5.1.2)	<ul style="list-style-type: none">• Deans and Associate Dean (Research) can approve "Low Risk" proposals and submissions only. Low risk contracts are defined as: <ul style="list-style-type: none">• Standard UTS contract (as approved by General Counsel and Executive Director, Risk and Compliance), Australian funder, work carried out in Australia.• Standard Australian or State government contracts.• Australian funder or company/organisation with headquarters in Australia where pre-submission financial checks have indicated no concern; and work is carried out in Australia.• Travel only grants (as approved in accordance with the UTS Staff Travel, Expenses and Credit Card Policy).• Projects that do not trigger requirements for significant space commitments (are not outside of Faculty capex budget) or IT improvements (are not required to go through an IT approval process); or• As otherwise not defined as medium, high or critical risk in accordance with the Research Project and Engagement Risk Guidelines (RPERG) <ul style="list-style-type: none">• In accordance with applicable policies	<ul style="list-style-type: none">• Research Policy• Graduate Research and Supervision Policy• Request for Contract Signing• Staff Travel, Expenses and Credit Card Policy• Conflicts of Interest Disclosure Policy• Research Project and Engagement Risk Guidelines (RPERG)	0	\$ 750,000
					0	\$ 500,000
					2	
					3	\$ 2,000,000
					3	\$ 250,000
					4	\$ 250,000
					5	\$ 250,000
					6	\$ 250,000
					7	\$ 500,000

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Extract from UTS Delegations

Delegations Name		Authority	Instructions	Policies	^Band	Amount
External Research Grants and Agreements - Contracts and Agreements	5.2.1	Authority to approve research contracts and other research agreements: i) central research office completion (e.g. ARC, NHMRC, US Air Force, EU, US National Institute of Health, etc.) ii) central research office co-ordination as determined by the Research Office (such as multi-faculty proposals, bids and schemes that are relevant across multiple faculties or require UTS to control the number of bids or manage the bids strategically or where the sponsor limits the number of submissions) or as otherwise advised by the Research Office iii) Clinical Trial Agreements iv) Non-standard material transfer agreements.	• In accordance with the applicable policies	• Research Policy • Research Management Procedure • Graduate Research and Supervision Policy • Request for Contract Signing • Conflicts of Interest Disclosure Policy	0	\$ 750,000
					0	\$ 500,000
					2	
					3	\$ 2,000,000
					7	\$ 500,000
	5.2.2	Authority to approve higher risk (medium, high, or critical as defined in the Research Project and Engagement Risk Guidelines (RPERG)) research contracts and other agreements, for example (but not limited to) international proposals requiring additional due diligence where the partner is from a country <50 on the "Corruption Perception Index" or meets other high risk criteria.	• Higher risk countries and other risk indicators as identified under the criteria of the Research Project and Engagement Risk Guidelines (RPERG) • In accordance with applicable policies	• Research Policy • Graduate Research and Supervision Policy • Request for Contract Signing • Defence Trade Controls Compliance Procedure • Research Project and Engagement Risk Guidelines (RPERG)	0	\$ 750,000
					2	
					3	\$ 2,000,000
	5.2.3	Authority to approve research contracts and other research agreements (excluding those covered in 5.2.1 and 5.2.2)	• Deans and Associate Dean (Research) can approve "Low Risk" contract and agreements only. Low risk contracts are defined as: • Standard UTS contract (as approved by General Counsel and Executive Director, Risk and Compliance), Australian funder, work carried out in Australia. • Standard Australian or State government contracts. • Australian funder or company/organisation with headquarters in Australia where pre-submission financial checks have indicated no concern; and work is carried out in Australia. • Travel only grants (as approved in accordance with the UTS Staff Travel, Expenses and Credit Card Policy). • Projects that do not trigger requirements for significant space commitments (are not outside of Faculty capex budget) or IT improvements (are not required to go through an IT approval process); or • As otherwise not defined as medium, high or critical risk in accordance with the Research Project and Engagement Risk Guidelines (RPERG) • In accordance with applicable policies	• Research Policy • Graduate Research and Supervision Policy • Request for Contract Signing • Research Project and Engagement Risk Guidelines (RPERG) • Staff Travel, Expenses and Credit Card Policy	0	\$ 750,000
					0	\$ 500,000
					2	
					3	\$ 2,000,000
					3	\$ 250,000
					4	\$ 250,000
					5	\$ 250,000
					6	\$ 250,000
					7	\$ 500,000
	5.2.4	Authority to execute other types of agreements to facilitate the conduct of the University's research program that are not otherwise identified in delegations 5.2.1 to 5.2.3, and so as to comply with any other University policy.	• In accordance with the applicable policies	• Research Policy • Research Management Procedure • University Consulting Procedure • Graduate Research and Supervision Policy • Request for Contract Signing	0	
					2	
					3	
					4	
7						

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Extract from UTS Delegations

Delegations Name	Authority		Instructions	Policies	^Band	Amount
External Research Grants and Agreements - Commitment of expenditure and funds	5.3.1	Authority to enter into subcontracts to commit the expenditure of funds to support research activities for which the funding has been awarded and has been contracted.	<ul style="list-style-type: none">• Includes delegation to execute agreements for the funding of research (including contract research).• In accordance with applicable policies.	<ul style="list-style-type: none">• Research Policy• Research Management Procedure• Research Finance Procedure• Request for Contract Signing• Procurement Policy	5	\$ 50,000
University Consulting	5.4.1	Authority to approve low-risk revenue-generating consulting activities where risk is not defined as high risk in delegation 5.4.2.	<ul style="list-style-type: none">• Consulting Activities requiring multiple faculties is to be approved in accordance with delegation 5.4.2.• Approval is to be sought in accordance with the consulting approval guide.	<ul style="list-style-type: none">• Research Policy• University Consulting Procedure• Commercial Activities Policy• Research Project and Engagement Risk Guidelines (RPERG)	0	\$ 250,000
	5.4.2	Authority to approve high-risk revenue-generating consulting activities where risk is not defined as low in accordance with delegation 5.1.3, or where a consulting activity requires a Certificate of Performance in accordance with Australian Standards.	Approval is to be sought in accordance with the consulting approval guide.	<ul style="list-style-type: none">• Research Policy• University Consulting Procedure• Commercial Activities Policy• Research Project and Engagement Risk Guidelines (RPERG)	0	
					3	

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