

Approving Authorities for University Policies

Approving authority	University Council
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TRIM document	2018/0000145
Description	This document provides a consolidated list of University policies and their approving authorities.

Related documents

Nil

Policy	Approving Authority
Academic Awards, Programs, Nomenclature and Abbreviations	Council
Academic Dress	Council
Academic Misconduct Policy – Higher Degree Research Candidates	Council
Academic Titles Policy & Guidelines for the Award of Academic Status to Externally Funded Health and Medical Professionals	Council
Administration and Reporting of University Shareholdings	Council
Appointment of Academic Managers	Council
Approval of Absences Policy – Deputy Vice Chancellors and Pro Vice Chancellors	Council
Approval of Acting Appointments Policy – Deputy Vice Chancellors and Pro Vice Chancellors	Council
Asset Disposal (Built Infrastructure) Policy	Council
Authority to Sign Contracts and Agreements - Schedule of Delegations	Council
Closed Circuit Television and Surveillance Policy	Council
Compliance Management Framework	Council
Conditions and Procedures for Conferring of the Title "Professor Emeritus"	Council
Conflict of Interest Policy	Council
Consultancy and Commercial Research	Council
Controlled Entities	Council
Council Meeting Procedures	Council

Policy	Approving Authority
Degree for Service	Council
Delegated Responsibilities of Group Pro-Vice Chancellors, Deans and Heads of Schools	Council
Deputy Vice Chancellors	Council
Election of Members to Council Policy	Council
Election of Members to University Committees Policy	Council
Fees and Charges Policy	Council
Fraud Control Policy	Council
Fraud Control Procedure	Council
Guidelines for Prevention and Control of Communicable and Notifiable Diseases	Council
Griffith University Foundation Board Policy	Council
Health and Safety Policy	Council
Information Markers	Council
Institutional Framework for Promoting Academic Integrity Among Students	Council
Intellectual Property Policy	Council
Internationalisation Policy	Council
Medal for Outstanding Service	Council
Naming of Buildings, Physical Features, Organisational Units and Programs Policy	Council
Non-Smoking Policy	Council
Philanthropy and Fundraising Policy	Council
Placement of Memorials on Site	Council
Policy Framework	Council
Policy on Election of Members to University Committees	Council
Private Practice Policy	Council
Recruitment and Selection Policy	Council
Risk Management	Council
Sanctions Compliance Policy	Council
Staff Members as Directors of External Entities	Council
Staffing Delegations: Academic Groups	Council
Staffing Delegations: Administrative Divisions	Council
Statement Regarding Integrity of Student Admissions, Scholarships and Prizes Processes and Decision Making at the University	Council
Structure and Governance of Academic Groups of the University	Council
Student Academic Misconduct Policy	Council

Policy	Approving Authority
Student Complaints Policy	Council
Student Complaints Procedures	Council
Student Misconduct Policy	Council
Student Review and Appeals Policy	Council
Student Review and Appeals Procedures	Council
Student Wellbeing and Safety Policy	Council
Student Wellbeing and Safety Procedures	Council
Sustainability Policy	Council
Use of University Coat of Arms	Council
Use of University Name	Council
Use of University Seal Policy	Council
University Campus Access and Use Policy	Council
University Committee Meeting Procedures	Council
University Reviews Policy	Council
Academic Centres Policy	Academic Committee
Academic Standing, Progression and Exclusion Policy	Academic Committee
Academic Transcripts Policy	Academic Committee
Assessment Policy	Academic Committee
Bachelor Degree (AQF Level 7) Policy	Academic Committee
Bachelors Honours Degree (AQF Level 8) Policy	Academic Committee
End of Trimester Centrally Administered Examinations Policy and Procedure	Academic Committee
Griffith Global Mobility Policy	Academic Committee
The Responsible Conduct of Research	Academic Committee
Guidelines for Developing Cotutelle and Joint Doctoral Degree Programs	Academic Committee
Higher Degree Research Graduate Attributes	Academic Committee
Higher Degree Research Policy	Academic Committee
Higher Degree Research Supervisor Accreditation Policy	Academic Committee
Higher Doctorates by Publication Policy	Academic Committee
Inability to Complete Required Components of Professional Qualification	Academic Committee
Overseas Student Extension of Study (CoE) Policy and Procedure	Academic Committee
International Student Provider Transfer Request Policy and Procedure	Academic Committee
Postgraduate Programs Admission Policy	Academic Committee

Policy	Approving Authority
Postgraduate Qualifications (AQF Level 8 & 9) Policy	Academic Committee
Professional Behaviour for Medical Students and the Professional Behaviour Committee	Academic Committee
Program Approval and Review	Academic Committee
SMS Guidelines for Current Students	Academic Committee
Structure and Requirements of Qualifications Awarded by Griffith University	Academic Committee
Student Administration Policy	Academic Committee
Student Charter	Academic Committee
Student Communication Policy	Academic Committee
Student Representation Protocol	Academic Committee
Students with Disabilities Policy	Academic Committee
The Griffith Graduate	Academic Committee
Under 18 International Student Policy and Procedures	Academic Committee
Undergraduate Programs Admissions Policy	Academic Committee
University Medal Policy	Academic Committee
Aboriginal and Torres Strait Islander Scholarships Policy	Deputy Vice Chancellor (Academic)
Academic Excellence Scholarships Policy	Deputy Vice Chancellor (Academic)
Elite Athlete Support Policy	Deputy Vice Chancellor (Academic)
Equity Scholarships Policy	Deputy Vice Chancellor (Academic)
Fees and Charges Policy - Schedule I - Administrative and Miscellaneous Charges	Deputy Vice Chancellor (Academic)
Framework for Quality Assurance	Deputy Vice Chancellor (Academic)
Griffith Award for Academic Excellence	Deputy Vice Chancellor (Academic)
Information for Griffith University Students undertaking Professional Practice and Other Activities which may come within the ambit of the <i>Working with Children (Risk Management and Screening) Act 2000 (Qld)</i>	Deputy Vice Chancellor (Academic)
Procedures for Reporting and Responding to Student Sexual Assault, Harassment, Bullying and Discrimination	Deputy Vice Chancellor (Academic)
Scholarships and Prizes Policy	Deputy Vice Chancellor (Academic)
Sports Excellence Scholarship Policy and Conditions	Deputy Vice Chancellor (Academic)
Schedule A: English Language Qualifications accepted by Griffith University for Undergraduate, Postgraduate and Higher Degree Research Admission	Deputy Vice Chancellor (Academic)
Schedule B: Programs for which the Pearson Test of English (Academic) does not satisfy English Language Entry Requirements	Deputy Vice Chancellor (Academic)

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Student Sexual Assault, Harassment, Bullying & Discrimination Policy	Deputy Vice Chancellor (Academic)
Undergraduate Programs Admissions Policy Schedule C: Griffith Academic Entry Requirements by Country	Deputy Vice Chancellor (Academic)
University Student Loans Scheme Guidelines	Deputy Vice Chancellor (Academic)
University Student Loans Scheme Policy	Deputy Vice Chancellor (Academic)
The Griffith Honours College	Deputy Vice Chancellor (Academic)
Vice Chancellor's Teaching Bursaries	Deputy Vice Chancellor (Academic)
Deans' Sir Samuel Griffith Scholarship, Sir Samuel Griffith Scholarship, Sir Samuel Griffith Advantage Scholarship and Griffith Connect Academic Bursary Policy and Conditions	Deputy Vice Chancellor (Engagement)
Guidelines for Aboriginal and Torres Strait Islander Terminology	Deputy Vice Chancellor (Engagement)
Social Media Guidelines	Deputy Vice Chancellor (Engagement)
Welcome to Country and Acknowledgement of Country Policy	Deputy Vice Chancellor (Engagement)
Assets Policy	Finance, Resources & Risk Committee
Donations Received - Deductible Gift Recipient Requirements	Finance, Resources & Risk Committee
Endowment Distribution and Investment Policy	Finance, Resources & Risk Committee
Financial Delegations Schedule	Finance, Resources & Risk Committee
Hospitality Provided by the University Policy	Finance, Resources & Risk Committee
Losses Policy	Finance, Resources & Risk Committee
Motor Vehicle Policy	Finance, Resources & Risk Committee
Personal Gifts Policy	Finance, Resources & Risk Committee
Purchasing Policy	Finance, Resources & Risk Committee
Special Payments Policy	Finance, Resources & Risk Committee
Travel Policy	Finance, Resources & Risk Committee
Treasury Policy	Finance, Resources & Risk Committee
University Credit Card Policy	Finance, Resources & Risk Committee
Code of Practice for the Supervision of Higher Degree Research Candidates	Board of Graduate Research
Higher Degree Research Scholarship Policy	Board of Graduate Research
Aboriginal and Torres Strait Islander Tutorial Assistance Program	Learning and Teaching Committee
Casual Academic Staff Professional Development Teaching and Learning Program	Learning and Teaching Committee
Class Timetabling Policy	Learning and Teaching Committee

Policy	Approving Authority
Class Timetabling Procedures	Learning and Teaching Committee
Data Retention for Learning@Griffith	Learning and Teaching Committee
Definition of Aboriginal and Torres Strait Islander Course Content	Learning and Teaching Committee
Definition of Work-Integrated Learning	Learning and Teaching Committee
Griffith Grants for Learning & Teaching - Group Projects Scheme Guidelines	Learning and Teaching Committee
Guidelines for Staff Engagement with Learning@Griffith	Learning and Teaching Committee
Learning Resources and Reading Lists	Learning and Teaching Committee
Lecture Capture Policy	Learning and Teaching Committee
Policy on Student Evaluation of Courses	Learning and Teaching Committee
Policy on Student Evaluation of Teaching	Learning and Teaching Committee
Policy on Student Recording of Lectures and Other Classes	Learning and Teaching Committee
Role of the First Year/Commencing Student Coordinator	Learning and Teaching Committee
Role Statement Course Convenor	Learning and Teaching Committee
Role Statement Honours Program Director	Learning and Teaching Committee
Role Statement Program Director	Learning and Teaching Committee
Student Centred Education	Learning and Teaching Committee
Student Experiences of Courses (SEC) and Teaching (SET)	Learning and Teaching Committee
Griffith Awards and Citations for Excellence in Learning and Teaching Guidelines	Learning and Teaching Committee
Academic Awards, Programs, Nomenclature and Abbreviations – Schedule of Abbreviations for University Awards policy	Programs Committee
Academic Calendar	Programs Committee
Cancellation and Withdrawal of Courses Policy	Programs Committee
Conscientious Objections to the Use of Animals or Animal Products in Teaching and Assessment Policy	Programs Committee
Course Approval and Review Process	Programs Committee
Credit and Recognition of Prior Learning Policy	Programs Committee
Cross Campus Consistency Guidelines	Programs Committee
Guidelines for Preparing a Statement of Resources	Programs Committee
Undergraduate Programs Admissions Policy Schedule D: Undergraduate Programs with requisites that are an exception to the Policy	Programs Committee
Research Centres and Institutes Policy	Research Committee

Policy	Approving Authority
Assessment Submission and Return Procedures	University Assessment Committee
Assessment Types in Use at Griffith University – Schedule A: Assessment Policy	University Assessment Committee
Governance of Assessment and Academic Achievement Standards	University Assessment Committee
Group Assessment, Self Assessment and Peer Assessment Marking Guidelines	University Assessment Committee
Guidelines for Undertaking a Dissertation in Bachelor (Honours), Graduate Diploma and Masters Degree Programs	University Assessment Committee
Reasonable Adjustments for Assessment – Students with Disabilities Policy	University Assessment Committee
Absence on Official University Business	Executive Group
Academic Staff Career Development Framework	Executive Group
Academic Staff Career Development Plan	Executive Group
Academic Staff Career Development Procedures	Executive Group
Academic Staff Reimbursement of Course Fees Policy	Executive Group
Academic Studies Program Policy and Procedures	Executive Group
Academic Work @ Griffith	Executive Group
Adjunct, Honorary and Visiting Appointments Policy and Procedures	Executive Group
Anti-Racial Discrimination Policy	Executive Group
Appeals on Non-Promotion of Academic Staff Procedures	Executive Group
Associate Lecturers Appointed as Course Convenors	Executive Group
Crisis Management Plan	Executive Group
Domestic and Family Violence Support Policy	Executive Group
Emergency Management Plan	Executive Group
Energy or Water Supply Failure on Griffith University Campuses	Executive Group
Equity, Diversity and Inclusion Policy	Executive Group
Frequent Flyer Membership	Executive Group
General Staff Educational Assistance Scheme Policy	Executive Group
General Staff Performance Management Scheme	Executive Group
General Staff Salary Loading Scheme	Executive Group
Griffith Health Intramural Professional Practice Policy	Executive Group
Griffith University Code of Conduct	Executive Group
Griffith University Payments to Consultants	Executive Group

Policy	Approving Authority
Higher Duties - Academic Staff	Executive Group
Higher Duties and Course Convenorship - Academic Staff Policy	Executive Group
Industry Exchange Fellowships	Executive Group
Information Security Policy	Executive Group
International Experience Incentive Scheme (IEIS) Policy	Executive Group
Leave Provisions and Public Holidays	Executive Group
Long Service Medal	Executive Group
Management of Space in the University	Executive Group
Non-Discriminatory Language	Executive Group
OS-HELP Policy	Executive Group
OS-HELP Procedure	Executive Group
Performance Management for Academic Managers	Executive Group
Preserving Professional Relationships	Executive Group
Private Practice Guidelines to Conduct Clinical Practice within the Griffith Health Clinics	Executive Group
Procedures for Awarding a Long Service Medal	Executive Group
Process for Managing Assessment of HDR and other Research Program Applications in Conformity with International Sanctions and Controls	Executive Group
Promotion of Academic Staff Policy and Procedures	Executive Group
Relocation Policy	Executive Group
Reporting and Resolution of Staff Sexual Assault, Harassment, Bullying and Discrimination Procedures	Executive Group
Research Leave Policy	Executive Group
Salary Loading for Academic Staff	Executive Group
Salary Packaging Policy	Executive Group
Secondment of General Staff within the University	Executive Group
Secondment of Staff to Other Institutions	Executive Group
Staff Counselling Services Policy	Executive Group
Staff Harassment, Bullying and Discrimination Policy	Executive Group
Staff Sexual Assault and Sexual Harassment Policy	Executive Group
Student Critical Incident Management Policy	Executive Group
Student Critical Incident Management Procedures	Executive Group
Surveying of Griffith Students and Staff Policy	Executive Group

Policy	Approving Authority
Traffic Management Plan	Executive Group
Variable Hours Arrangements for General Staff	Executive Group
Alumni Benefits Policy	Vice Chancellor
Approval of Absences - Deputy Vice Chancellors and Pro-Vice Chancellors	Vice Chancellor
Chief Digital Officer Authority – Digital Assets	Vice Chancellor
Enterprise Information Systems Policy	Vice Chancellor
Fees and Charges Policy – Schedule A – Student Services and Amenities Fee	Vice Chancellor
Fees and Charges Policy - Schedule B - Fees for International Students	Vice Chancellor
Fees and Charges Policy - Schedule C - Fees for International Study Abroad Students	Vice Chancellor
Fees and Charges Policy - Schedule D - Student Contribution Charges	Vice Chancellor
Fees and Charges Policy - Schedule E - Fees for Undergraduate Students (Non-international)	Vice Chancellor
Fees and Charges Policy - Schedule F - Fees for Postgraduate Students (Non-International)	Vice Chancellor
Fees and Charges Policy - Schedule G - Fees for Non-award and Continuing Education Students	Vice Chancellor
Fees and Charges Policy - Schedule H - Census Dates for Charges Liability and Refund Eligibility	Vice Chancellor
Griffith University Art Collection Acquisition Policy 2017-21	Vice Chancellor
Griffith University Art Collection Deaccession Policy	Vice Chancellor
Head of School/Department Position Statement	Vice Chancellor
Information Technology Code of Practice	Vice Chancellor
Position Statement Dean (Academic)	Vice Chancellor
Position Statement Dean (Engagement) Griffith Business School	Vice Chancellor
Position Statement Dean, Griffith Graduate Research School	Vice Chancellor
Position Statement Dean (Indigenous Strategy and Education)	Vice Chancellor
Position Statement Dean (Learning and Student Outcomes)	Vice Chancellor
Position Statement Dean (Learning and Teaching)	Vice Chancellor
Position Statement Dean (Research)	Vice Chancellor
Position Statement Dean (Research Infrastructure)	Vice Chancellor
Position Statement Deputy Vice Chancellor (Academic)	Vice Chancellor

Policy	Approving Authority
Position Statement Deputy Vice Chancellor (Engagement)	Vice Chancellor
Position Statement Group Pro Vice Chancellor	Vice Chancellor
Position Statement Pro Vice Chancellor	Vice Chancellor
Position Statement Senior Deputy Vice Chancellor	Vice Chancellor
Position Statement Vice President (Corporate Services)	Vice Chancellor
Position Statement Vice President (Global)	Vice Chancellor
Public Interest Disclosure Policy	Vice Chancellor
Removal Assistance Policy	Vice Chancellor
Research Centre / Institute Director Position Statement	Vice Chancellor
Vice Chancellor's Awards for Excellence in General Staff Service	Vice Chancellor
Accessing Staff Files Policy	Vice President (Corporate Services)
Children in the Workplace Policy	Vice President (Corporate Services)
Construction Work Policy	Vice President (Corporate Services)
Electrical Safety Policy	Vice President (Corporate Services)
General Staff On-Call Policy and Procedures	Vice President (Corporate Services)
Griffith Health Clinic Fee Charging Policy	Vice President (Corporate Services)
Guidelines for Chemical Management	Vice President (Corporate Services)
Homestay Policy	Vice President (Corporate Services)
Internal Charges Policy	Vice President (Corporate Services)
Key and Access Card Control Policy	Vice President (Corporate Services)
Overpayments Recovery Procedure	Vice President (Corporate Services)
Reporting and Recording Procedures for Incidents, Injuries, Illness, Hazards or Near Misses	Vice President (Corporate Services)
Resolution of Breaches of Residential Community Standards and Other Grievances within the Griffith University Residential Colleges	Vice President (Corporate Services)
Special Approver Guidelines	Vice President (Corporate Services)
Vaccine Preventable Diseases Policy for Griffith Health Clinics	Vice President (Corporate Services)
Workers Compensation	Vice President (Corporate Services)
Workplace Rehabilitation Policy	Vice President (Corporate Services)
Library Lending Policy	Pro Vice Chancellor
Satisfactory Academic Progress (SAP) for USA Direct Loan Program Loan Recipients	Vice President (Global)
Satisfactory Academic Progress (SAP) for USA FFEL Program Loan Recipients	Vice President (Global)

Policy	Approving Authority
Destruction of Digitised Records Policy	Chief Digital Officer
Griffith University Information Security Policy	Chief Digital Officer
Provision of Computer Resources and Software within the Common Use Environment	Chief Digital Officer
Records Management Policy	Chief Digital Officer
Standard Operating Environment for Staff Desktop Computers	Chief Digital Officer
Aboriginal and Torres Strait Islander: First Peoples Selection and Admissions Guidelines for Griffith Health Programs	Academic Registrar
Calculation of Grade Point Average	Academic Registrar
Certificates and Non-Award Students Guidelines	Academic Registrar
Charges for Learning Resources and Other Items for Students	Academic Registrar
Course Catalogue, Coding and other Course Attributes Policy	Academic Registrar
Course Outline Requirements	Academic Registrar
Certificates and Non-Award Students Guidelines	Academic Registrar
Digital Badges Policy	Academic Registrar
Digital Badges Policy – Schedule A: Digital Badge Planning Tool	Academic Registrar
Digital Badges Policy – Schedule B: Digital Badges Taxonomy	Academic Registrar
Invigilation of Examinations	Academic Registrar
Micro Credentials	Academic Registrar
Program Coding Methodology	Academic Registrar
Program Planning and Approval Timelines	Academic Registrar
Staff Guidelines on Decision-Making in Student Cases	Academic Registrar
Student Misconduct Procedures	Academic Registrar
Parental Leave Supplementation	Director, HRM
Framework for Program Review	Director, Learning Futures
Take Down Notice Procedure	Director, Library and Learning Services