

Schedule 1

Policies and procedures categorised as governance or academic must be considered by the responsible Committee (and Sub-Committee if relevant) and endorsed by Academic Board.

Policies and procedures categorised as operational may be referred to the identified Committee (and Sub-Committee if relevant) and Academic Board when appropriate, as determined by the Custodian/Owner

Policy/Procedure	Category	Responsible Committee	Custodian/ Owner	Approval Authority
Academic Administrative Appeals by Students (Academic) Procedure	Academic	TLSEC	Academic Registrar	Vice-Chancellor
Academic Calendar Procedure	Operational	CAPP	Academic Registrar	Academic Registrar
Academic Program Review Procedure	Academic	CAPP	PVCTL	DVC(A)
Academic Progression Procedure	Academic	CAPP	Academic Registrar	DVC(A)
Academic Records Policy	Operational	CAPP	Academic Registrar	Vice-Chancellor
Academic Records Procedure	Operational	CAPP	Academic Registrar	Academic Registrar
Access to Student Photograph Images Policy	Operational	TLSEC	Academic Registrar	Vice-Chancellor
Access to Student Photograph Images Procedure	Operational	TLSEC	Academic Registrar	Academic Registrar
Annual Programs, Plans and Courses Quality Assurance Procedure	Academic	CAPP	PVCTL	DVC(A)
Assessment Policy	Academic	ASC / TLSEC	Academic Registrar	Vice-Chancellor
Assessment Procedure	Academic	TLSEC	Academic Registrar	DVC(A)

Policy/Procedure	Category	Responsible Committee	Custodian/ Owner	Approval Authority
Award of University Medals Policy	Operational	CAPP	Academic Registrar	Vice-Chancellor
Award of University Medals Procedure	Operational	CAPP	Academic Registrar	Academic Registrar
Awards Policy	Governance	CAPP	Academic Registrar	Senate
Awards Procedure	Academic	CAPP	Academic Registrar	DVC(A)
Bachelor Honours Degree Procedure	Academic	CAPP	Academic Registrar	DVC(A)
Collaborative Academic Program Arrangements Policy	Operational	CAPP	Academic Registrar	Vice-Chancellor
Collaborative Academic Program Arrangements Procedure	Academic	CAPP	Academic Registrar	DVC(A)
Collaborative Service Teaching Policy	Academic	CAPP	Academic Registrar	Vice-Chancellor
Collaborative Service Teaching Procedure	Academic	CAPP	Academic Registrar	DVC(A)
Communication of Book Chapters Online (Copyright) Policy	Operational	N/A	University Librarian	Vice-Chancellor
Course and Teacher Surveys Policy (<i>Note – proposed for rescission from 2024</i>)	Operational	TLSEC	Academic Registrar	Vice-Chancellor
Course and Teacher Surveys Procedure	Operational	TLSEC	Academic Registrar	Academic Registrar
Course Design Policy	Academic	CAPP	Academic Registrar	Vice-Chancellor
Coursework Admission and Enrolment Policy	Academic	CASSC / CAPP	Academic Registrar	Vice-Chancellor
Dean's Commendations for Academic Excellence Procedure	Operational	CAPP	Academic Registrar	Academic Registrar

Policy/Procedure	Category	Responsible Committee	Custodian/ Owner	Approval Authority
eLearning Procedure	Operational	TIC	PVCTL	DVC(A)
Electronic Documents Submitted by Students Procedure	Operational	TLSEC	Academic Registrar	DVC(A)
English Language Proficiency Admission Policy	Academic	CASSC / CAPP	Academic Registrar	Vice-Chancellor
English Language Proficiency Admission Procedure	Academic	CAPP	Academic Registrar	DVC(A)
English Language Proficiency Development and Concurrent Support Policy	Academic	TLSEC	Academic Registrar	Vice-Chancellor
English Language Proficiency Development and Concurrent Support Procedure	Academic	TLSEC	Academic Registrar	DVC(A)
Enrolment Procedure	Academic	CAPP	Academic Registrar	DVC(A)
ESOS Compliance Commitment Policy	Operational	CAPP	Academic Registrar	Vice-Chancellor
ESOS Compliance Commitment Procedure	Operational	CAPP	Academic Registrar	Academic Registrar
Examinations Procedure	Academic	TLSEC	Academic Registrar	DVC(A)
Financial Management of Sponsored Students Procedure	Operational	N/A	Academic Registrar	Academic Registrar
Fitness to Practise Policy	Operational	TLSEC	Academic Registrar	Vice-Chancellor
Fitness to Practise Procedure	Operational	TLSEC	Academic Registrar	Academic Registrar
Incidental Student Fees and Charges Procedure	Operational	N/A	Academic Registrar	Academic Registrar
International Agreements Policy	Operational	N/A	PVC (GP)	Vice-Chancellor



Policy/Procedure	Category	Responsible Committee	Custodian/ Owner	Approval Authority
International Agreements Procedure	Operational	N/A	Pro-Vice-Chancellor (Global Partnerships)	Pro-Vice-Chancellor (Global Partnerships)
International Student Supervision Program Policy	Operational	N/A	Director, Student Services	Vice-Chancellor
International Student Supervision Program Procedure	Operational	N/A	Director, Student Services	Director, Student Services
Management of Class Timetabling and Room Bookings Policy	Operational	TLSEC	Academic Registrar	Vice-Chancellor
Management of Class Timetabling and Room Bookings Procedure	Operational	TLSEC	Academic Registrar	Academic Registrar
Postgraduate Coursework Admissions Procedure	Academic	CAPP	Academic Registrar	DVC(A)
Program Approval Procedure	Academic	CAPP	Academic Registrar	DVC(A)
Program Design Policy	Academic	CAPP	Academic Registrar	Vice-Chancellor
Program Design Procedure	Academic	CAPP	Academic Registrar	DVC(A)
Programs, Plans and Courses Quality Assurance Policy	Academic	CAPP	PVC (TL)	Vice-Chancellor
Reasonable Adjustments – Students Policy	Operational	TLSEC	Director, Student Affairs	Vice-Chancellor
Reasonable Adjustments – Students Procedure	Operational	TLSEC	Director, Student Affairs	DVC(A)

Policy/Procedure	Category	Responsible Committee	Custodian/ Owner	Approval Authority
Recognition of Prior Learning Policy	Academic	CAPP	Academic Registrar	Vice-Chancellor
Recognition of Prior Learning Procedure	Academic	CAPP	Academic Registrar	DVC(A)
Recording of Teaching at UQ Policy	Operational	TLSEC	Academic Registrar	Vice-Chancellor
Recording of Teaching at UQ Procedure	Operational	TLSEC	Academic Registrar	Academic Registrar
Removal of Courses Due to Special Circumstances Procedure	Operational	N/A	Academic Registrar	Academic Registrar
Sexual Misconduct Prevention and Response Policy	Operational	N/A	Academic Registrar Chief Human Resources Officer Director, Student Affairs	Vice-Chancellor
Shorter Form Credential Policy	Academic	CAPP	DVC(A)	Vice-Chancellor
Shorter Form Credentials Admission, Enrolment, Fees and Assessment Procedure	Academic	CAPP	Academic Registrar	DVC(A)
Student Code of Conduct Policy	Academic	TLSEC	Academic Registrar	Vice-Chancellor
Student Fees Policy	Operational	N/A	Academic Registrar	Vice-Chancellor
Student Grievance Resolution Policy	Operational	TLSEC	Academic Registrar	Vice-Chancellor
Student Grievance Resolution Procedure	Operational	TLSEC	Academic Registrar	Academic Registrar
Student Identification Cards Policy	Operational	TLSEC	Academic Registrar	Vice-Chancellor

Policy/Procedure	Category	Responsible Committee	Custodian/ Owner	Approval Authority
Student Identification Cards Procedure	Operational	TLSEC	Academic Registrar	Academic Registrar
Student Integrity and Misconduct Policy	Governance	TLSEC	Academic Registrar	Senate
Student Integrity and Misconduct Procedure	Academic	TLSEC	Academic Registrar	Vice-Chancellor
Student Refunds Procedure	Operational	N/A	Academic Registrar	Academic Registrar
Teaching and Learning Awards Policy	Academic	TLSEC	Academic Registrar	Vice-Chancellor
Teaching and Learning Awards Procedure	Academic	TLSEC	Academic Registrar	DVC(A)
Teaching and Learning Roles and Responsibilities Policy	Academic	TLSEC	Academic Registrar	Vice-Chancellor
Transfer of Provider – Overseas Students Procedure	Operational	CAPP	Academic Registrar	DVC(A)
Undergraduate, Doctor of Medicine, Non-Award & CSP Admissions Procedure	Academic	CAPP	Academic Registrar	DVC(A)
UQ Graduate Statement and Graduate Attributes Policy	Academic	TLSEC	Academic Registrar	Vice-Chancellor
Work Integrated Learning and Work Experience Policy	Academic	TLSEC	Academic Registrar	Vice-Chancellor
Work Integrated Learning and Work Experience Procedure	Academic	TLSEC	Academic Registrar	Vice-Chancellor
Academic Administrative Appeals by Students (Academic) Procedure	Academic	TLSEC	Academic Registrar	Vice-Chancellor