Flowchart of the Process for General Approvals under Delegation

Staff member makes request with appropriate documentation to Unit Manager or Head of School.

- **Manager or Head** approves or rejects under delegated authority.
- If approved, paperwork returned.

If rejected, Manager or Head refers to Executive Dean or Director with recommendation - endorsed or not.

Executive Dean or Director approves or rejects under delegated authority.

If approved, paperwork returned.

If rejected, Executive Dean or Director refers to Division Head with recommendation - endorsed or not.

Division Head approves or rejects under delegated authority.

If approved, paperwork returned.

If rejected, Division Head refers to Vice-Chancellor with recommendation - endorsed or not.

Vice-Chancellor approves or rejects under delegated authority.

If approved, paperwork returned.

If rejected, Manager or Head refers to Executive Dean or Director with recommendation - endorsed or not.