

Delegation Schedule 6 - Other Activities

(1) In this table:

- a. A ✓ means the individual in the role has the relevant authority to do or approve the action in accordance with any other conditions listed. If a second role is identified (+) then both roles must approve or undertake the relevant action.
- b. "External Communications" are any communication that will be published in external media either print or online, any formal submissions to government on behalf of RMIT, including controlled entities, or any interviews that will be broadcast or printed in mainstream media.

(2) Other specific activities for controlled entities may be set out in a local or specific schedule and must be approved in accordance with clause (14) of the DOA Policy.

- a. For RMIT Vietnam, activities and delegations in the predecessor **Schedule 2.5 (b) – Other Specific Activities for Vietnam Operation**, effective 1 December 2019, are treated as transitioned and form part of this Schedule 6.

	VC	CFO	COO	DVCs and Heads of Department reporting to COO/CFO	CEOs - RMIT Entities and PVC Vietnam	DOA 2 and DOA 3
Approve Opening New Bank Accounts	✓+ CFO	✓+ VC	✓+ CFO	✓+ CFO	✓+ CFO	-
Approve Closure of Bank Accounts	✓ + CFO	✓+ VC	✓+ CFO	✓+ CFO	✓+ CFO	-
Approve External Communications	✓	✓ + ED University Communications	✓	✓ + ED University Communications	✓ + ED University Communications	-
Approve Initiation of Legal Proceedings	✓+ General Counsel	✓ + General Counsel	✓ + General Counsel	✓ + General Counsel	✓ + General Counsel	-
Approve disclosure of a Regulatory Breach / make a Material Change Report	✓+ CFO	✓+ CFO	✓+ CFO	✓+ CFO	✓ + CFO	✓ + CFO

Business names, trading names and trademarks

- (3) Business names and trading names are managed via the University Secretariat. If a School, Institute, Centre, controlled entity or other group wishes to register a business name, it must first seek advice and approval from the Legal Services Group, and then obtain approval to make the application by the VCE team, including in relation to which cost centre will pay for the registration and renewal of the business name. The application process must only be facilitated by the University Secretariat.
- (4) Registered trademarks are managed via the Legal Services Group. If a School, Institute, Centre, controlled entity or other group wishes to seek registration of a trademark, it must first seek advice and approval from the Legal Services Group and then obtain approval to make the application by the VCE team, including in relation to which cost centre will pay for the costs associated with the application, registration and renewal of the trademark. The application process must only be facilitated by the Legal Services Group, with the support of any external firms or agents.
- (5) The Pro-Vice Chancellor Vietnam must be consulted for RMIT Vietnam.

Schedule 2.5 (b) - Other Specific Activities for Vietnam Operation¹

This schedule is transitioned in accordance with Delegation Schedule 6 clause (2) a.

Delegation transaction	Delegated Authority	Time Limits
Approve annual schedule of tuition fees, discount / promotion, pricing for new programs and adjust pricing for existing programs	DVC I&E + CFO	1 year
Approve scholarship/ discount / promotion / waiver of student fees or other charges	DVC I&E + DFL	1 year
Approve fees and charges other than tuition fee	DVC I&E + DFL	1 year
Certify true copy of University paper (Paper issued by University for business purpose only)	Band 8 (Department that issued managed the original paper) It is responsibility of School/ Division to register the detailed paper list with DFL	N/A
Acknowledgement of receipt of tuition fee for student	Registrar	N/A

Band	Title/s
Band 8	Executives and equivalent PS level 9 and 10's <ul style="list-style-type: none"> • Director • Head of campus • Head of Department • Senior Manager

¹ All transactions valued above A\$1m require RMIT Vietnam Members' Council approval resolution.