

Online Faculty System

HOW TO COMPLETE THE CHANCELLOR'S DETERMINATION
FORM

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Filling in the Chancellor's Determination form


















We developed an online form in order to enable you to tell the Registry of your decision on a specific Faculty application. This is not a legal document; it is simply a delivery mechanism.

I need to review all the information before I make my determination

The online system contains a lot of information about a Faculty application for you to review.

If you wish to open a specific form – the Registrar's comments to you, for example:

1. Click the view button

Standard Information	 
Petition	 
Statement of Significance	 
Statement of Needs	 
Notification of Advice	 
Public Notice	 
Registrar's remarks to Chancellor	 
Chancellor's determination and judgment	  

If you wish to download all the information at once

1. Click Download All forms & documents

Submit	Return to Applications dashboard	Delete the application	Invite Consultees
Download all forms & documents			


I have looked at all the documents, but I need more information before I make my determination

You can return the online application to the Registry with comments before making your final decision on its outcome.

1. Click the edit button on the Chancellor's Determination form

Chancellor's determination and judgment	  
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2. Select Return Application to Registrar

Action  Edit	<input type="radio"/> Issue Faculty (subject to public notice)
	<input type="radio"/> Faculty Refused
	<input checked="" type="radio"/> Return Application to Registrar

3. Insert your comments to the Registrar

Your Directions or other observations
🔗 Edit

Please write your comments to the Registrar here

4. Scroll to the bottom of the page and click Finish Form

Save & come back later Cancel **Finish Form**

5. Click submit to send the application back to the Registrar

Submit Return to Applications dashboard Delete the application Invite Consultees
Download all forms & documents

I want to approve a Faculty

You have reviewed all the documents and wish to grant a Faculty (subject or not to public notice; with or without conditions).

The process below “unlocks” the Faculty form for the Registry to complete.

1. Click the edit button

Chancellor's determination and judgment   

2. Click Issue Faculty

Action 🔗 Edit

Issue Faculty (subject to public notice)
 Faculty Refused
 Return Application to Registrar

3. Use the drop-down menu to select the number of months for which you are granting the Faculty.
**The default is 12 months. If you require more time than is provided, please contact the system administrator.*

Tick "Issue Faculty" or "Faculty Refused" to provide information about this petition or further action.

Insert your comments in the appropriate box.

You can upload your judgment as a separate document.

This is confidential to the Chancellor and the Registrar.

Don't forget to click **Submit** to send your decision.

Action Edit

The works must be completed within the number of months selected (or such longer period as the court will allow)

Edit

4. Complete all or none of the questions below. You can leave them blank if required.

Your Directions or other observations Edit

Your directions here

Summary reasons for granting the faculty (if applicable) Edit

What are your summary reasons for granting the Faculty?

Conditions of Faculty (if any) Edit

Any conditions?

5. Click Finish form

Save & come back later Cancel **Finish Form**

6. Click Submit to send to the Registry

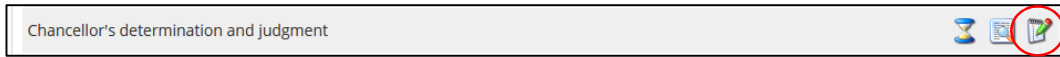
Submit Return to Applications dashboard Delete the application Invite Consultees

Download all forms & documents

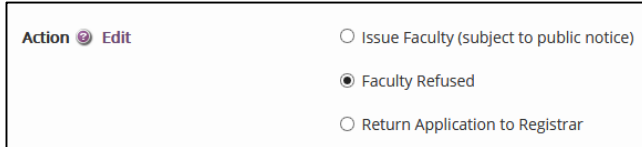
I want to refuse an application

You have reviewed all the documents and wish to refuse a Faculty application.

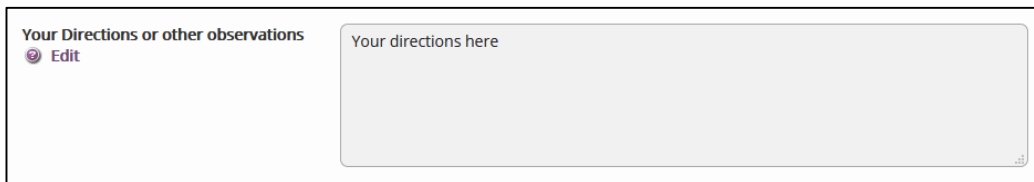
1. Click the edit button



2. Click Refuse Faculty

A screenshot of a form titled "Action" with an "Edit" button. It contains three radio button options: "Issue Faculty (subject to public notice)", "Faculty Refused" (which is selected), and "Return Application to Registrar".

3. Write any directions or observations here

A screenshot of a form titled "Your Directions or other observations" with an "Edit" button. To the right is a large, empty text area labeled "Your directions here".

4. Click Finish Form



5. Click Submit to send to the Registry

