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A meeting of the Academic Board to be held on  
**Tuesday, 20 August 2024 at 1:00 pm**  
Being held in **GBLT 1, Pipitea Campus**, Wellington

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## **AGENDA**

### **PART A**

**1. WELCOME TO NEW MEMBERS and FAREWELLS**

The meeting will begin with a karakia:

Mauri oho	Awaken the spirit
Mauri tū	Engage the spirit
Mauri ora ki a tātou	The spirit of life amongst us
Haumi e, hui e, tāiki e!	Be united in purpose!

New members will be welcomed and those leaving will be farewelled.

**2. PART B OF THE AGENDA**

**To consider:** Requests from members to transfer items from Part B to Part A of the agenda.

*Items for approval that are not transferred to Part A will be considered approved.*

**3. VICE-CHANCELLOR ORAL REPORT**

**To receive:** The Vice-Chancellor's Oral Report.

**4. WRITTEN REPORT**

**To receive:** Report of the DCVs: The Deputy Vice-Chancellor (Academic), Deputy Vice-Chancellor (Māori and Engagement), Deputy Vice-Chancellor (Research), and Deputy Vice Chancellor (Students) reports.

AB24/61

**5. MEDIA & COMMUNICATION AND FILM STUDIES**

**To endorse:** The APR implementation plan presentation and paper AB24/62

**6. ACADEMIC YEAR DATES AND SCHEDULING REGULATIONS**

**To approve:** The new Academic Year Dates and Scheduling Regulations as an update of the existing Course Constraints and Scheduling Policy and Procedures. AB24/63

**7. RESOLUTION CONCERNING EXCLUSION OF NON-MEMBERS**

**To resolve:**

That the public be excluded from the following parts of the proceedings of this meeting, namely agenda item 13.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48(1) for the passing of this resolution</b>
	The public conduct of each item below would be likely to result in the disclosure of information for which good reason for withholding would exist under the sections of the OIA identified below.	
<b>Agenda item 8: Minutes of the previous meeting held on 16 July 2024</b>	s9(2)(a)	LGOIMA s48(1)(d)

This resolution is made in reliance on section 48(1)(a) of the Local Government Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by holding of the whole or the relevant part of the proceedings of the meeting in public are set out above.

**PART B**

**8. AMENDMENTS TO DELEGATIONS STATUTE AND DELEGATIONS SCHEDULE**

AB24/64

**For noting:** Amendments to Delegations Statute and Schedule.

**9. ASSESSMENT HANDBOOK UPDATE**

AB24/65

**For noting:** Minor updates to the Assessment Handbook.

**10. MINUTES OF THE LAST MEETING** AB24/66

**To confirm:** The minutes of the Academic Board meeting held on 16 July 2024 (Numbers 32.24-38.24).

*Note: Excludes Part C for reasons of confidentiality.*

**11. REPORT OF THE ACADEMIC PROGRAMMES COMMITTEE** AB24/67

**To approve:** The 7 non-CUAP proposals

**To note:** The other items discussed and/or approved by the Committee at its 23 July 2024 meeting.

*Note: Items that are included in this report are available from the Academic Office upon request.*

**12. ANY GENERAL BUSINESS**

## **PART C**

**13. MEMBERS ONLY**

The next ordinary meeting will be held at 1:00 pm on Tuesday 24 September 2024, in the Hunter Council Chamber.

## MEMORANDUM

To	Academic Board
From	Professor Robyn Longhurst, Deputy Vice-Chancellor (Academic), Professor Rawinia Higgins, Deputy Vice-Chancellor (Māori and Engagement) Dr Logan Bannister, Deputy Vice-Chancellor (Students), and Professor Margaret Hyland, Deputy Vice-Chancellor (Research)
Date	20 August 2024
Subject	Written Reports to the Academic Board for August 2024

**Executive Summary**

The following report is provided to Academic Board as an update on the portfolios of the Deputy Vice-Chancellor (Academic), Deputy Vice-Chancellor (Māori and Engagement), Deputy Vice-Chancellor (Research) and Deputy Vice-Chancellor (Students).

**It is requested that the Academic Board:**

**Receive:** the August 2024 reports from the Deputy Vice-Chancellor (Academic), Deputy Vice-Chancellor (Māori and Engagement), Deputy Vice-Chancellor (Research) and Deputy Vice-Chancellor (Students).

## **DVC ACADEMIC PORTFOLIO**

The following report is provided to Academic Board as an update on the portfolio of the Deputy Vice-Chancellor Academic.

- Cycle 6 Academic Quality Agency (AQA) Academic Audit One-Year Update Report  
Academic audits are conducted every seven to eight years. The AQA Audit Report—  
Cycle 6: Te Herenga Waka—Victoria University of Wellington was published in March  
2023. In August 2024, we submitted to the AQA Board our one-year update on this  
report. The Board approved the report which is now available [here](#) on the University  
website.
- 2025 Course Outlines are due by the end of August, so APAs and ADs have a chance to  
check and approved them before the opening of the OES.
- Timetable for end-year exams is being drafted.
- Constraints still being entered for 2025's academic timetable.
- WIL Regulation and Procedure documents will shortly be released for consultation. The  
WIL Procedure will replace the incumbent Internship, placements and practicum course  
procedure. The regulation, outlining high-level principles, provides a parent policy for  
the procedure.
- The WIL administration system project has been recommenced. A business case  
recommending a solution approach is planned for completion by end of October.

## **DVC MĀORI AND ENGAGEMENT PORTFOLIO**

The following report is provided to Academic Board as an update on the portfolio of the Deputy Vice-Chancellor Māori and Engagement.

### DVC Māori Portfolio:

- As at 6 August Māori EFTS stand at 1,768, an increase of 32 EFTS compared to the same  
time last year.
- Māori commencing EFTS stand at 546 compared to 528 at the same time last year.
- Āwhina activities include the first study wānanga for trimester 2 and hosting a KPMG  
Kiwa Programme for Māori and Pasifika at Rutherford House in the week commencing  
29 July.

### DVC Engagement Portfolio

- As at 26 July, International EFTS stand at 1523. (no report received since 26 July)
- International commencing EFTS are 780.
- Approximately 70 staff signed up for the various 'Be part of the kaupapa sessions' in  
preparation for Open Day. The sessions covered marketing and recruitment, social  
media and then an online session which recapped the two earlier sessions.

### Media and events summary: 5 July to 6 August 2024

- 6 media releases/advisories issued on research and events
- 15 opinion pieces published on Newsroom and The Conversation
- Media commentary on public interest issues included:
- Associate Professor Martien Lubberink on the risks of partial privatisation of Kiwibank
- Professor Jackie Cumming on the reasons why GPs close their books
- Professor Elizabeth Stanley on the abuse in care report
- Associate Professor Deborah Harris on the role of nurse practitioners in filling healthcare gaps
- Professor James Renwick on increasing CO2 levels and lack of action on climate change
- Professor Robyn Phipps on proposals to wind-back building insulation standards
- Professor David Capie on PM's NATO trip
- Christine McCarthy on shoe-box apartments and government proposals to remove minimum floor area requirements
- Dr Andrew Lensen on the government's light-handed approach to regulating AI
- Dr Mona Krewel on the use of social media in political campaigning.

### **DVC RESEARCH PORTFOLIO**

The following report is provided to Academic Board as an update on the portfolio of the Deputy Vice-Chancellor Research.

#### Research Office:

Health Delivery Activation Grants are small grants-in-aid (max \$30K) to support the development of research evidence needs or opportunities or develop research capacity with the aim of then applying for further funding e.g. the Health Delivery Project which is within the same investment stream (max \$1.4m). Grants awarded to:

- Awanui Te Huia, Te Kawa a Maui: He oranga whānau, he oranga marae: Mangatoatoa marae-based hauora practices \$30,000
- Aliitasi Su'a-Tavila, School of Health: Breaking Barriers: Employing a holistic approach to collaborate with a rural Pacific Organisation in exploring the health needs of the local community \$29,923
- Fiona McKenzie, Health Services Research Centre: Axes of inequity: how should we track the new health targets? \$29,183
- Bailey Yee, Health Services Research Centre: Mapping palliative healthcare data: Identifying gaps in Aotearoa New Zealand \$29,999

Health Delivery Career Development Award was awarded to Julia Milne, Health Services Research Centre: Kai Sovereign Communities \$123,948

### Wellington UniVentures:

UniVentures is offering interested academics the opportunity to participate in the Campus Plus programme. The series of one-hour live webinars are tailored to assist University personnel achieve better industry engagement and commercialisation outcomes. Presenters represent the very top talent in their sectors of expertise and the hour-long sessions are designed to give participants a strong understanding of a range of engagement and commercialisation skills, and practical tips for applying their learnings in practice.

Webinars are available to anyone, including undergraduate students. Anyone with a [vuw.ac.nz](mailto:vuw.ac.nz) email address can join and learn about research

**commercialisation. <https://www.wellingtonuniventures.nz/our-services/campus-plus/> .**

### University Research Committee

At the latest URC meeting Wednesday 24 July discussion included:

- Digital Roadmap – The URC provided input into the refresh of the Digital Roadmap. We identified research-specific needs training capability for high performance computing, data management and curation, use of AI tools for research.
- Growing of Research Momentum - work is underway with a cross-area group on a Researcher Development Framework. The project will develop an easy-to-use web interface to identify training that is on offer; identify and develop further training and support needs. Other Research Momentum initiatives include the new Research Mobilisation Fund, a Research Mobilisation panel discussion (28 August), the revised Research Excellence Awards and the upcoming Research Showcase on 4 September.
- The Research Office replacement of Research Master — the new system for Human and Animal Ethics management, Hōkai, was successfully launched on 8 July.
- Dr Ye Mei, Associated Dean, Research, Faculty of Engineering Update – with research funding received from the Royal Society Catalyst Leader Funds, the Faculty successfully hosted a Workshop on Evolutionary Machine Learning and Optimisation in mid-July. The Workshop featured speakers from the US, Austria, South Africa, Japan, New Zealand, and China, including Fellows from IEEE and NZ Royal Society. It included two keynote speeches, eight presentations and two panels' sessions. It attracted over 50 participants from both academia and industry.

## DVC STUDENT PORTFOLIO

The following report is provided to Academic Board as an update on the portfolio of the Deputy Vice-Chancellor Students.

### Future Students

**Year 12 Day**, 4 July – we hosted 1,000 Year 12 students from the Wellington region, who engaged with our student ambassadors, attended taster lectures and heard about scholarships and STAR courses.

Other key recruitment activities included the **Pasifika Leadership Programme Hokule'a**, where we hosted 120 Pasifika students on campus for the second of three Pasifika leadership days for Year 13 students, several **scholarship workshops** in secondary schools across the Wellington region to support new students with their applications, and attendance at **career expos and school events** across the motu, with engagement with thousands of students at events like the Hutt Valley and Kapiti Careers Expos, the joint Wellington Girls' and College Careers Evening (hosted at Rutherford House) and many **on-campus school visits**.

**Open Day**, Friday 23 August – preparations are underway across the whole university for the largest recruitment event of the year, including a staff briefing on 5 August. We are expecting 4-5,000 people to attend open day.

**Course planning visits to high schools** across the motu in Term 3 (July through September) - the Future Students team are visiting all Wellington schools and around 230 additional schools across the country to help thousands of students plan their first-year programmes.

### Student Finance

Student Finance Advisers collaborated with VUWSA to run a well-received **winter clothing drive**. Students were able to access warm winter clothing generously donated by staff.

Student Finance have collaborated with the Foundation to facilitate donations from alumni and university suppliers to run a **winter energy payment initiative**. The initiative closes on 9 August and the team have already received a couple of hundred applications from student households.

160 students were awarded a **Hardship Fund Equity Grant** for Trimester 2. The total awarded was \$80,250. These grants are designed to support students struggling financially due to an ongoing shortfall over the upcoming trimester.

In response to feedback from staff and students, the requirement (and additional step) to accept an Offer of Place for admission has been removed. Applicants will no longer need to accept their Offer before they continue to enrolment for course selection. Note this is not applicable for PhD students who currently use a different system for admission.

### Scholarships

**School Leaver Scholarships** close 2 September. Our application numbers are strong this year up 7% on the same time last year. Current school leaver recipients attended their



Trimester 2 engagement event this week to network and hear about our internship courses, bespoke leadership opportunities, and benefits of the Ambassador programme. This is a popular event with students that helps develop the cohort and promote our distinctive opportunities.

**Summer Research Scholarships** closed Friday 26 July. Thank you to staff who contributed to the programme. A massive shout out to Academics in the Science Faculty who often engaged with funders to submit 26 of the 43 projects.

**T2 Public Sector scholarships** closed end June with a total of 31 new students enrolled in mostly postgraduate programmes, that included 11 Masters enrolments.

**T3 Teacher Development Grant:** A new initiative to encourage Secondary Teachers in the Wellington region with professional development opportunities by enrolling in a funded course in T3. This is a further contribution to our support in the Wellington region.

**Promotion** of our current student scholarships is important. Please see our new staff intranet page to access a range of dynamic posters that advertise what's on offer to support students financially. Or check the scholarships [webpage](#).

Te Pūrengi / Titoko

**The Student Voice – Have Your Say** survey went out to all enrolled students on 26 July and will conclude on 18 August. It is Te Herenga Waka—Victoria University of Wellington's vision that the services provided for students are integrated, accessible, and responsive to students' needs and that they enhance learning and enrich the student experience. To achieve this vision, it is necessary to understand students' perception of services and to use this knowledge to develop a coordinated approach to continuous improvement. One of the tools used to gain this understanding is the Student Voice—Have Your Say survey, which is conducted annually in Trimester 2. This survey sets out to capture our students' impressions of their university experience so far this year, as well as asking about various aspects related to student life—academic and social experiences, learning within and outside the classroom, interaction with peers, managing time, services and spaces, technology, sustainability, pastoral care, and overall student wellbeing. Results from the survey will be shared to Faculties and CSUs when available, and discussions will take place on how we want to respond to the results with action plans, which will include work that's already underway.

## MEMORANDUM

To	Academic Board
From	Robert Stratford
Date	7 August 2024
Subject	<b>Two Academic Programme Reviews for Endorsement</b> - Media & Communication and Film Studies

**Executive Summary**

In line with the University's Academic Monitoring and Reviews Policy and Procedures, this paper seeks Academic Board's endorsement for two Academic Programme Reviews and their Implementation plans in response to these reviews.

**It is requested that the Academic Board:****Endorse:**

- a. The Media and Communication Academic Programme Review and its draft Implementation Plan
- b. The Film Academic Programme Review and its draft Implementation Plan.

## **Background**

The University's [Academic Reviews and Monitoring Policy](#) and Procedure provides a framework for our quality assurance approaches to academic programmes.

As part of our approach, finalised Academic Programme Review reports and the 'implementation plans' are presented to Academic Board for 'endorsement'. Implementation plans reflect the actions a programme is planning to take in response to the recommendations of the programme review panels.

Following an update to our procedures earlier this year, Academic Review Reports and their Implementation Plans are presented to the Learning and Teaching Committee on their way to Academic Board. This provides an additional – University wide – opportunity for feedback, especially in relation to the key learning and teaching issues surfaced by Academic Programme Reviews. The Learning and Teaching Committee have replaced a role previously undertaken by the Academic Committee (which no longer operates).

### **Key feedback on Implementation Plans from the Learning and Teaching Committee**

Following the presentation of these review reports and implementation plans to the Learning and Teaching Committee, the key piece of feedback has been that the Implementation Plans for both Film and Media/Communication reflect some familiar, and potentially limited, strategies in relation to their responsiveness to Māori students.

A question was asked if the Implementation Plans could go through the Centre for Academic Development before being presented to Academic Board. This is also a potential amendment to the Academic Review Procedures in the future.

Following this feedback, the Acting Head of School, along with members of the Academic Office, met with a member of the CAD team, specifically in relation to how the Implementation Plans could further enhance their responsiveness to Māori students. This was a very productive meeting and underlined the importance of CAD's role in supporting programmes to develop the best possible responses to recommendations from Academic Programme Reviews.

Subject to further discussions with the key stakeholders, such a pathway for the development of Implementation Plans will indeed be considered as an addition to the procedures.

The key feedback provided by CAD included the need for programme staff to consider a range of approaches which would support, rather than replace, the existing recommendations set by the panel. In this regard, CAD's feedback provided more detail how these programmes could continue to develop their responsiveness to Māori. Significantly, while the focus of this discussion was on Māori responsiveness, CAD's suggestions would

potentially improve the engagement of all students, especially those 'target' student cohorts such as: Pasifika Students, Students with Disabilities and 'First in Family'.

The key aspects of the CAD feedback included the programme potentially having a focus on the importance of relational pedagogical approaches – for example having a single point of contact for 100 level courses and more consciously building a relational 'manaakitanga' into staff-student connections. A range of other strategies and approaches were also discussed, and it was decided that each of these need to be more closely considered by programme staff and then integrated as part of the overall approach taken to the development of the programmes.

As a result, how the programme staff will realise some of the specifics within their Implementation Plans is still to be finalised. That said, as the intended work with CAD complements, rather than replaces, the contents of the Implementation plans, the Dean of FHSS is keen to progress these review reports and implementation plans to Academic Board with only minor high-level amendments.

The programmes' progress in responding to their respective Academic Review Reports will be provided in a one-year update to Academic Board.

### **Programme Review Reports and Implementation Plans**

**Media and Communications Academic Programme Review report -  [FINAL Report for Media and Communication 2023.docx](#)**

The programme staff have worked especially hard on this programme review and Implementation plan and I commend their efforts in developing an implementation plan. It should be noted that all the recommendations made by the review panel have been accepted by the relevant programme and Faculty staff. A special thanks also goes to Professor Karen Smith as the Convenor of this review.

A range of commendations were identified through this programme review. These included commendations related to:

- Overall programme quality, critical orientation and success of the programme – including the new Communications qualifications;
- The staff dedication to the programme delivery;
- The variety of assessment approaches used by staff; and
- The opportunities for post-graduate students.

The key learning and teaching issues that emerged from this review included:

- The focus on developing Māori and Pasifika curriculum components as part of the programme's ongoing responsiveness (rec 3);

- The priority given to a graduate profile specific to 'Media Studies' (recs 5, 6 and 7);
- Questions around the management of staff workload through changes to more traditional modes of curriculum delivery (rec 8); and
- The need to develop stronger self-review systems in relation to a range of data forms and especially in relation to Māori and Pasifika learners (recs 9 and 11).

**Media and Communications Academic Programme Review – Implementation Plan - [Media and Communication Implementation Plan Jun2024.docx](#)**

The Implementation Plan the programme staff/Faculty have developed from this review details much of the work that is already underway in response to the Academic Programme Review report. In responding to the feedback from the Learning and Teaching Committee and CAD, Recommendation 10 in the Implementation plan has been amended to specify planned engagement with University support services, and better signal the programme's intention to work with CAD in building staff capacity to and implement specific pedagogical practices targeted at improving outcomes for both Māori and Pasifika students.

**Film - Academic Programme Review report - [Film Programme Review Report Mar2024.docx](#)**

The Film programme staff are acknowledged for their glowingly positive Academic Programme Review report. A special thanks also goes to Professor Graeme Austin as the Convenor of this review. Graeme has also provided his own views on the formatting of the programme review and the Kaupapa of programme reviews, which will be more closely considered when the Academic Office staff prepare their reflection on recent programme reviews for the DVCA.

There were several significant commendations identified by the review panel. These included commendations related to:

- The level of collaboration and collegiality in the programme;
- The overall quality, structure and approach of the programme;
- The staff and student relationships;
- The level of commitment shown to a diverse range of Māori and Pasifika education outcomes; and
- The quality of the tutors in the programme.

The Panel did not identify any recommendations for the programme as part of their overall commendation of the Film programme's quality. They did however, make several suggestions for the programme to consider, including:

- Exploring the potential for a 180pt Masters qualification;

- More closely considering grade distributions as part of moderation processes
- Continuing to develop their responsiveness to Māori and Te Tiriti by further engaging with Mai I te Iho ki te Pae - Strategic Outcomes Framework, Āwhina and the Office of the DVC Māori;
- Building their responsiveness to Pasifika students through continuing their work with the Pasifika Student Success Team (PSST) and the Office of the Assistant Vice-Chancellor (Pasifika); and
- How best to balance in the medium term the theoretical, creative and practical curriculum approaches across the offerings.

**Film - Academic Programme Review report – Implementation Plan - [Film Programme Implementation Plan Jun2024.docx](#)**

All of the suggestions made by the review panel have been accepted by the programme. The Implementation Plan for the Film programme also reflects a high level of engagement from the Faculty and programme staff in this review process.

In response to the feedback from the Learning and Teaching Committee and CAD, the Implementation plan has had a minor update in plans for Recommendations 6 and 7. These changes reflect the programme's enthusiasm to work with CAD in further developing staff capacity to identify and implement specific pedagogical practices targeted at improving outcomes for both Māori and Pasifika students.



TO	Academic Board
FROM	Robyn Longhurst, DVC(A)
AUTHOR	Rob Stratford, Elena Louverdis
DATE	05 August 2024
SUBJECT	<b>Academic Year Dates and Scheduling Regulations</b>

### Summary

This paper requests that Academic Board accept and approve the attached Academic Year Dates and Scheduling Regulations. These regulations have recently been out for a final consultation as the Academic Year Dates and Scheduling Policy and Procedures.

These regulations do not seek to set the academic year dates for 2026 and beyond. In line with the attached regulations and the current Course Scheduling and Constraints Policy, the academic year dates are approved by the DVC(A). Based on the feedback received during the consultation for the attached regulations, there are some important issues to work through on Grade Entry (especially at the end of T1) and on the structure of T3 that need to be considered in finalising future academic year dates.

### Recommendations

**It is recommended that Academic Board:**

**Approve** the Academic Year Dates and Scheduling Regulations.

## Background

The Course Scheduling and Constraints Policy has undergone concerted reconstruction and editing since the end of 2023.

On 20 May this year the DVC(A) agreed to the updated Course Constraints and Scheduling Policy and Procedures going to wider consultation.

## Results of Consultation

The wider consultation period for the Course Constraints and Scheduling Policy and Procedures closed on June 17.

There were seven submissions made in response to the wider consultation. Two of these were from faculties which had collected feedback through various meetings and faculty-wide processes. One other was from Titoko, and another from the University's policy office, while the remainder were from individual academics. One of the submissions was via Teams conversation.

### ***Changes made as a result of consultation:***

In general, the points raised did not substantially change the structure and content of the policy document.

- On advice from the policy office this policy/procedure has been changed into a regulation. This has better alignment with the [University's Policy Framework](#). As an academic policy it therefore connects Academic Board to the approval process, with the DVC(A) as sponsor and responsible for minor changes.
- There were some minor wording and numbering changes.

### ***Changes not made despite the points raised in consultation:***

- One submission requested that 25 days be specified in each of the two five-week periods for trimester 3. This is not possible due to the structure of the University closedown and public holidays.  
It is noted however, that the first part of Trimester 3 (AD) is forecast to be 25 days from 2025 through to at least 2027. It is also noted that the second part of Trimester 3 (AF) in 2028 will be impacted with 22 days due to the structure of the University closedown period.  
In order to mitigate this impact, a note has been added in section 4.4(d)(ii) to reiterate that scheduled teaching can be rescheduled around public and university holidays. This is to allow courses to move scheduled teaching that would otherwise be impacted by public holidays and the University closedown.
- Some feedback suggested that some points be added that already exist in the Assessment Handbook. For ease of updating both documents, the Academic Office have suggested only a minimum of such repetition occurs.



## **Key sticking points raised by consultation**

There were two key points raised in consultation that I will continue to consider as I set academic year dates for 2026 and beyond. Both of these sticking points are crucial to note for the scheduling of future academic year dates, and do not affect the approval of the above regulations.

### **1. Grade Entry Deadlines**

Grade entry deadline is a key issue emerging from the consultation process. Oral feedback, backed by one other piece of written feedback, has emphasized that three days is not enough time between the end of examinations and the grade entry deadline – as we have seen in T1 2024.

Conversations with a range of academic staff have confirmed, unsurprisingly, that five working days are needed between the end of exams and the Grade Entry Deadline.

That said, the Grade Entry Deadline is also a vital milestone for a range of systems to operate effectively across the University, including the graduation process, academic progress processes and pre-requisite analysis processes. It is not so easy to simply delay grade entry and not face consequences in other University processes, including those related to pre-requisite reports and the academic progress of some students.

Though the 2025 academic year dates have already been approved by Academic Board, it has been noted that only a three-day grade entry period has been allocated at the end of Trimester 1. The Academic Office is currently exploring how to ensure that there are five working days for grade entry at the end of Trimester 1 in 2025 and academic years in the future.

### **2. Impact of the University Closedown Period and Public Holidays on Trimester 3**

One submission was made in relation to the mandating of 25 days for each half of Trimester 3 (AD and AF). This was made because public holidays and the University closedown period often reduce the 'five weeks' of nominated time for these two periods in Trimester 3.

Based on our current planning, the first half of Trimester 3, 2025 (AD) is unaffected with five full teaching weeks. The second half of Trimester 3 (AF) at the beginning of 2026, however, is lessened by Wellington Anniversary and Waitangi Day, to 23 teaching days. It is projected that the University closedown period and resumption of teaching will similarly affect the second half of Trimester 3 (AF) at the beginning of 2028 resulting in 22 teaching days.

It is acknowledged that this is not ideal for staff teaching into these trimester allocations, especially for those offering intense 5-week courses in either half of Trimester 3. It is also the case that some compromise will be required in relation to the structure of public holidays and the structure of the University closedown period.

The above regulations reiterate a mitigation is available to courses impacted by public holidays (at any time of the year). This mitigation allows staff to reschedule to an alternative day in the affected teaching week where a teaching day falls on a public holiday.

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## Academic Year Dates and Scheduling Regulation

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### 1. Purpose

This policy document sets out the principles used by Te Herenga Waka–Victoria University of Wellington to schedule: the academic year, the University timetable and the timetabling of examinations. A set of procedures details the specific approaches used by staff to schedule these activities across the University.

### 2. Application of Regulations

These regulations apply to all staff members.

## Regulation

### 3. Principles

Academic year dates and the scheduling of classes and examinations is a core aspect of university life. The structure of the Academic year, including the timetabling of learning, teaching and assessment activities impacts staff and students across the University.

The University’s approach to scheduling the Academic year is structured by the need to balance many different and competing considerations within a limited set of resources. We recognise the need to be fair to staff and students, and to prioritise their wellbeing in our decision-making. We also recognise that there are limits or constraints that also need to be carefully taken in to account including: the size and number of teaching spaces available and the potential for timetable clashes.

As a result, in developing and implementing the procedures below, we seek to find an efficient and reasonable balance that is also manageable and transparent.

### 4. Academic Year Dates

4.1 Academic year dates will be approved by the DVC(A) approximately two years prior to the commencement of any given year.

- (a) In setting the dates the impact on teaching, learning and assessment, and provision for adequate time for examinations and study are taken into consideration.

4.2 Trimesters

- (a) At Te Herenga Waka – Victoria University of Wellington, the academic year is divided into three main teaching periods known as “trimesters”.
- (b) Trimester One and Two include:
  - (i) twelve teaching weeks;
  - (ii) at least 57 teaching days;

- (iii) a mid-trimester break of two weeks;
  - (iv) an assessment period (including a study period of at least four days).
- (c) Summer Trimester provides:
- (i) three different teaching periods. These are November-December (Banner code AD), January-February (Banner code A) and November-February (Banner code AF). Courses may run in any of these periods.

#### 4.3 Post-Trimester Breaks

- (a) Post-trimester breaks are used for course administration activities including enrolment, orientation, course add/drop, advising, academic progress, suspensions, aegrotats etc.
- (b) The break after Trimester One is usually at least two weeks, the break after Trimester Two is usually one week, and the break after Summer Trimester is usually at least two weeks.

#### 4.4 Grade Entry Deadlines

- (a) Grade Entry Deadlines are approved by the DVC(A) as part of the Academic Year Date approval process and are normally set as follows:
  - (i) Trimester One courses: Wednesday after the end of the assessment period or as approved by the DVC(A).
  - (ii) Trimester Two and full-year courses:
    - (A) Second Thursday after the end of the assessment period (all except LAWS 100-300 courses).
    - (B) Third Tuesday after the end of the assessment period (LAWS 100-300 only).
  - (iii) Summer trimester courses:
    - (A) First teaching Friday in January (courses run in November-December).
    - (B) First Friday after the end of summer trimester (all other courses).

Note: For some Postgraduate students Grade Entry Deadlines will also include information on the level of award achieved for those students completing a qualification, for example merit, distinction.

Note: There is also a need to enter Grades for some students as early as possible – before the Grade Entry Deadlines, for example for International Students. See also the Graduation Procedures – link to follow

- (d) Public, University holidays
  - (i) The University is closed for all public holidays and for University holidays, as defined by Universities New Zealand.

*Note: University holidays are Christmas Eve; the three weekdays between Boxing Day and New Year's Day; and the Tuesday after Easter.*

(ii) Teaching does not normally take place on public or University holidays.

*Note: This provision does not necessarily apply to study tours, field trips and block courses.*

*Note: Where a teaching day falls on a public holiday, staff can reschedule to an alternative day in the affected teaching week.*

## **5. Courses**

### **5.1 Offerings**

(a) Offering of courses, including the trimester and number of streams, is determined by the delegated Faculty staff, in consultation with their Faculty Operations Manager and relayed to Course Administration and Timetabling.

### **5.2 Cancellations**

*Note: Any cancellation must be considered alongside the effect it will have on a student's ability to complete their studies in a given year.*

- (a) Cancellation of courses prior to the academic timetable being published is approved by the relevant Head of School.
- (b) Cancellation of courses post the academic timetable being published is approved by the relevant Dean.

### **5.3 Limits on class sizes**

*Note: New courses coming through academic proposals should have any size limitations advised and approved within that process.*

- (a) Limiting the number of students permitted to enrol in a course offering may only be requested where it:
  - (i) Involves external activity with limited capacity (such as field trips, or professional placements);
  - (ii) Requires access to specialist equipment, facilities, qualified staff or other resources that are limited; or
  - (iii) Involves an intensive teaching format or has other pedagogical requirements that are essential in the context of the discipline and cannot be adequately supported beyond a specified class size.
- (b) Requests for new limitations on existing courses must provide a reason for the request related to Section (a) (i-iii).
- (c) Existing (ongoing) limitations should be reviewed each year for relevancy but do not require annual re-approval unless there is a change.
- (d) Limitations are approved by the relevant Dean.

#### 5.4 Changes to Assessment Involving Exams

- (a) Course Administration and Timetabling must be advised by the relevant Faculty staff whenever an amendment is made to add or remove the requirement for any examination (see the [Academic Approvals Handbook](#)).

#### 5.5 Requesting Changes to Published Timetable

- (a) Once the timetable is published any requests for changes to the day, time, trimester, teaching weeks, number of lectures or duration must be approved by the relevant Dean.
- (b) Any change requests are subject to the constraints of the timetable.

#### 5.6 Academic Staff

- (a) The availability of an academic staff member may be constrained because:
  - (i) They are part-time;
  - (ii) It is required by the provisions in their employment agreement or in a research contract;
  - (iii) They are members of a University committee or represent the University on an external body, and are regularly required to attend meetings on specific days;
  - (iv) They are required to undertake teaching during evening teaching periods;
  - (v) There are exceptional circumstances which are beyond the control of the staff member and would result in hardship if a constraint was not imposed.
- (b) Constraints under Section (a) are approved by the relevant Head of School, in consultation with the Dean.
- (c) Constraints that do not fall under Section (a) are generally approved by the relevant Dean in consultation with the Head of School.
- (d) Normally, no staff member's teaching will be spread over more than an eight-hour period in a single day.
- (e) Where possible, each academic staff member will be provided with one day a week free from teaching.

*Note: Specific teaching-free days may only be requested under s4.6(c).*

- (f) Where possible, the times for school and faculty meetings will be kept free of scheduled teaching for relevant staff.

#### 5.7 Teaching Hours

- (a) The standard teaching period shall extend from 8am–6.30pm Monday to Friday.
- (b) The evening teaching period shall extend from 4pm-10pm Monday to Friday, although evening classes will run after 9pm (Kelburn campus) or 9.30pm (other campuses) only in exceptional cases.

- (c) Except as provided in s4.6, it is expected that all full-time academic staff will be available to teach during the standard teaching period.

## **6. Assessment Period Settings**

### **6.1 Examinations and centrally scheduled assessments are:**

- (a) held Monday – Saturday during the official assessment periods, in either two or three sessions per day;
- (b) not scheduled on Sundays or public holidays;
- (c) scheduled with start times of 09:30 and 14:30. Examinations or centrally scheduled assessments may be scheduled outside of these times with the approval of the Manager Course Administration and Timetabling.

### **6.2 Examination Timetable**

- (a) Student enrolments provide the priority constraint on scheduling, including the clash-free nature of the timetable.
- (b) No student is required to sit more than two examinations in a single day or more than three examinations on two consecutive days.
  - (i) Where a student has scheduled exams that do not fit (b) they may request a reschedule

*(Note: Refer to the Assessment Handbook)*

- (c) Constraints on specific times or dates for courses must be requested based on:
  - (i) External influences on the course (such as religious observances, external accreditation processes);
  - (ii) Medical circumstances of the course co-ordinator (as related to marking the exam).
- (d) Exceptional circumstances will be considered at the discretion of the Manager Course Administration and Timetabling.
- (e) Course and academic-related constraints are considered by the relevant Faculty Operations Manager in consultation with the Head of School and approved by the Manager Course Administration and Timetabling.

*Note: Constraints will be waived if required to ensure a viable timetable.*

- (f) Where a non-examination assessment event has been approved to run during the assessment period under the provisions in the [Assessment Handbook](#), it may, at the discretion of the Manager Course Administration and Timetabling, be scheduled using the examination timetabling system.

*Note: See the [Assessment Handbook](#) for further details on the requirements for, and management of, examinations.*

## 7. **Scheduling Conferences and other Events in Teaching Spaces**

The University hosts externally and internally run conferences and public events. Events should be aligned with the University's objectives of undertaking teaching and research to maintain, disseminate and advance knowledge.

The operational guidelines in relation to the scheduling of conferences, public, and ad hoc events are outlined below.

### 7.1 Conferences, Public, and Ad Hoc Events

- (a) Priority is given to internally run events.

### 7.2 Availability of space

- (a) During Trimester One and Trimester Two, priority on all campuses is given to the requirements of the teaching programme. Conferences and other events may be booked in teaching rooms after the teaching and examination timetables are set each trimester.
- (b) During the Summer Trimester, conferences and events are given priority in Rutherford House (November-December) and in Alan MacDiarmid (November-February). Teaching remains the highest priority in other buildings.
- (c) Conferences and other events may be scheduled during the trimester breaks or at other times free of teaching or examining activities.
- (d) The ongoing maintenance of the University's buildings and systems retains priority over events and may result in certain spaces being unavailable for a period of time.

### 7.3 Booking Events

- (a) Conferences and other external events should be booked through University Clubs via [clubbusinesssupport@vuw.ac.nz](mailto:clubbusinesssupport@vuw.ac.nz).
- (b) Bookings for events to be held outside the teaching periods, or in Rutherford House or Alan MacDiarmid during the Summer Trimester may be confirmed at any time.
- (c) Confirmation of other bookings will generally be delayed until teaching requirements are finalised.
- (d) Events are booked on a first come, first served basis.

## **Related Documents and Information**

### 8. **Related Documents**

[Education and Training Act 2020](#)

[Victoria University of Wellington Act 1961](#)

[Academic Approvals Handbook](#)

[Assessment Handbook](#)

Appendix A – Guidelines for Creating the Academic Year Dates

## 9. Document Management and Control

### *Essential Record*

Approver	Academic Board
Approval Date	Date 20 August, 2024 TBC <i>Note: This procedure replaces the Course Scheduling and Constraints Policy.</i>
Effective Date	20 August, 2024 TBC
Next Review Date	August, 2027
Policy Sponsor	Deputy Vice Chancellor (Academic)
Policy Owner	Manager, Course Administration and Timetabling
Policy Contact	Manager, Quality & Policy 3880

### *Modification History*

Date	Approval Agency	Details
1 January 2023	Academic Board	Major Update



## **Appendix A – Guidelines for Creating the Academic Year Dates**

### **Purpose**

1. This document provides guidance to the DVC(A) for scheduling the academic year and should be read in conjunction with the Academic Year Dates and Course Constraints and Scheduling Procedures.

### **Definitions**

2. “Full week”: When used in these guidelines, the term ‘full week’ refers to a teaching week that starts on a Monday or a Tuesday.  
“T1, T2, T3”: are commonly used abbreviations for Trimester One, Two, Three. T3 is also known as the Summer Trimester.  
“Teaching days”, “teaching weeks”: refer to face-to-face or online teaching that requires synchronous participation of students and lecturers.  
“Week”: Weeks in all University timetables start on Monday and end on Sunday.  
Numbering of weeks: When it is necessary to refer to the academic year in terms of ‘Week X’ the convention is that Week 1 is the first week of the year that contains a Thursday.

### **Length of trimesters**

3. At Victoria University of Wellington, the academic year is divided into three main teaching periods known as “trimesters”. Trimesters One and Two are of approximately equal length. Whenever possible, trimesters should provide for:
  - a. Twelve teaching weeks
  - b. At least 57 teaching days
  - c. A mid-trimester break of two weeks
  - d. A study period of up to one week after the end of the teaching weeks, before the start of any assessment period. The T1 and T2 study periods will be at least four days long.

### **Start of Trimester One**

4. T1 usually starts within the last week of February.

### **Start of Trimester Two**

5. T2 starts on a date that allows for sufficient time, after the T1 teaching period ends, for study, assessments and a mid-year break that allows time for academic administration processes.

*Note 1: T2 will usually start in early July.*

### **Trimester Three**

6. The Summer Trimester (T3) has three distinct parts. These are the 5-week November-December period (Banner code AD), the 5-week January-February

**Academic Year Dates and Course Constraints and Scheduling Procedures Academic Procedure**

7. period (Banner code A) and the 10-week November-February period (Banner code AF). Courses may run in any of these periods.

**Public, University and School Holidays**

8. The University is closed for all public holidays and for University holidays, as defined by Universities New Zealand.

*Note: University holidays are Christmas Eve; the three weekdays between Boxing Day and New Year's Day; and the Tuesday after Easter.*

9. Teaching does not normally take place on public or University holidays.

*Note: This provision does not necessarily apply to study tours, field trips and block courses.*

**Document Management and Control**

Approver	Deputy Vice Chancellor (Academic)
Originally approved	4 August 2015 within Course Scheduling and Constraints Policy <i>Note: This procedure replaces the Course Scheduling and Constraints Policy.</i>
This version approved	
Effective date for this version	
Review date	
Contact person	Manager, Course Administration and Timetabling



## MEMORANDUM

TO	Academic Board
FROM	Tumu Whakarae – Vice Chancellor
DATE	20 August 2024
SUBJECT	Amendments to the Delegations Statute and Delegations Schedule

### Executive Summary

This paper concerns amendments to delegated authorities outlined in Appendix 1 and the attached Delegations Statute. It has been approved by Te Hiwa, and is being forwarded to the Academic Board for noting purposes before final approval by the Tumu Whakarae – the Vice-Chancellor.

The change process that took place in 2023 prompted a review of the University's delegations setting.

Legal Services and the Operational Effectiveness team have engaged with Te Hiwa to consider how they wish to work together as a team, realign delegations, simplify decision making and empower their teams.

The proposed changes flow from that work.

The proposed delegations amendments in this memorandum are intended to:

- Realign portfolio responsibilities, including new roles (Provost and Deputy Vice-Chancellors);
- Revoke or transfer delegated authorities held by Pro Vice-Chancellors to Deans;
- Reassign delegations from disestablished positions;
- Update the delegations for operating in exceptional circumstances;
- Update role titles;
- Reduce the number of entries through improved categorisation; and
- Match delegations with relevant policies.

As summarised in the table below, they were designed to reduce unnecessary bureaucracy, freeing up time, and resolving matters at the lowest and reasonably practical level.

Tier 3 and Tier 4 delegations will be reviewed more closely in the coming months.

Update type	Total
Amendments to current Delegations	51
Delegations merged	22
Delegations moved a level down	11
Delegations to be revoked	34

According to clause 13.1 of the Delegations Statute, the Vice-Chancellor is authorised to amend any Delegated Authority or Delegated Authority level except for those held by Council, a Committee of Council, the Academic Board, or the Vice-Chancellor. Any amendments requiring Council approval have been excluded from this memorandum and will be considered during the formal review of the Delegations Statute in 2025.

**Recommendation**

That Academic Board notes the amendments to delegated authorities outlined in Appendix 1 and the attached Delegations Statute before approval by the Tumu Whakarae – the Vice-Chancellor.

## Appendix 1 – Updates to the Delegations Schedule

### 1. Amendments to current Delegations

Reference code	Authority description	Authority holder	Conditions	Limits	Reason for change
PAR0072975	Approve <u>commencing the development of proposals</u> for new qualifications or <u>courses</u>	▼ <u>Deputy Vice-Chancellor (Academic)</u>	<u>In accordance with the Academic Approvals Handbook</u>		Minor adjustment to reflect policy wording.
PAR0072997	Determine academic year dates	▼ <u>Deputy Vice-Chancellor (Academic)</u>	<u>In accordance with the Course Scheduling and Constraints Policy</u>		To realign portfolio responsibilities. Requires an editorial correction to the relevant policy.
PAR0073002	Approve timetabling constraints and programme and course enrolment limits	▼ <u>Dean</u>	<u>In accordance with the Course Scheduling and Constraints Policy</u> . On recommendation of Head of School and in consultation with <u>Provost</u>		To realign portfolio responsibilities. To move a level down. Requires an editorial correction to the relevant policy.
PAR0073003	Approve a change to published class times or addition of another stream	▼ <u>Dean</u>	▼ <u>In accordance with the Course Scheduling and Constraints Policy</u>		Role does not exist. To move a level down. Requires an editorial correction to the relevant policy.
PAR0073047	Decide outcome of appeal in case of fraudulent admission documentation	▼ <u>Deputy Vice Chancellor (Students)</u>	<u>In accordance with the Admission and Enrolment Regulations</u>		To realign portfolio responsibilities. Requires an editorial correction to the relevant policy.
PAR0073051	Decide outcome of appeal by student against exclusion or suspension <u>on the grounds of academic progress</u>	▼ <u>Deputy Vice-Chancellor (Academic)</u>	<u>In accordance with the Admission and Enrolment Regulations and in consultation with Deputy Vice Chancellor (Students)</u>		To realign portfolio responsibilities. Requires an editorial correction to the relevant policy.
PAR0073126	Decide outcome of appeal against refusal to grant <u>or</u> Aegrotat	▼ <u>Deputy Vice-Chancellor (Academic)</u>	<u>In accordance with the Assessment Handbook</u>		To realign portfolio responsibilities. Requires an editorial correction to the relevant policy.

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PAR0073650	Appoint Convenor of Disciplinary Committee	▼ <a href="#">Deputy Vice-Chancellor (Students)</a>	<a href="#">In accordance with the Student Conduct Statute</a>	<a href="#">For General Misconduct</a>	To realign portfolio responsibilities. Requires an editorial correction to the relevant policy.
TBC	<a href="#">Appoint Convenor of Disciplinary Committee</a>	▼ <a href="#">Deputy Vice-Chancellor (Academic)</a>	<a href="#">In accordance with the Student Conduct Statute</a>	<a href="#">For Academic Misconduct</a>	To realign portfolio responsibilities. Requires an editorial correction to the relevant policy.
PAR0073651	Convenor of Disciplinary Appeals Committee	▼ <a href="#">Deputy Vice-Chancellor (Students)</a>	<a href="#">In accordance with the Student Conduct Statute</a>	<a href="#">For General Misconduct</a>	To realign portfolio responsibilities. Requires an editorial correction to the relevant policy.
TBC	Convenor of Disciplinary Appeals Committee	▼ <a href="#">Deputy Vice-Chancellor (Academic)</a>	<a href="#">In accordance with the Student Conduct Statute</a>	<a href="#">For Academic Misconduct</a>	Role does not exist. To move a level down. Requires an editorial correction to the relevant policy.
TBC	Convenor of Disciplinary Appeals Committee	▼ <a href="#">Deputy Vice-Chancellor (Research)</a>	<a href="#">In accordance with the Student Conduct Statute</a>	<a href="#">For Academic Misconduct</a>	Role does not exist. To move a level down. Requires an editorial correction to the relevant policy.
PAR0073693	Appoint Convenor of Academic Grievance Committee	▼ <a href="#">Deputy Vice-Chancellor (Academic)</a>	<a href="#">In accordance with the Academic Grievance Policy</a>	<a href="#">For Academic Grievance</a>	To realign portfolio responsibilities. Requires an editorial correction to the relevant policy.
PAR0073694	Extend academic grievance appeal period	▼ <a href="#">Deputy Vice-Chancellor (Academic)</a>	<a href="#">In accordance with the Academic Grievance Policy</a>	▼	To realign portfolio responsibilities. Requires an editorial correction to the relevant policy.
PAR0075373	Approve minor amendments to Policy Documents	▼ <a href="#">Deputy Vice-Chancellor (Academic)</a>	In accordance with the Policy Framework	<a href="#">Academic policies and Regulations</a>	To realign portfolio responsibilities and simplify records. Requires an editorial correction to the relevant policy.
PAR0073351	Appoint adjuncts	▼ <a href="#">Dean</a>	<a href="#">In accordance with the Adjunct and Visiting Scholar Policy</a>		Role does not exist. To move a level down. Requires an

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Authority to amend Policy Documents that are approved by the Academic Board is subject to the Academic Board approving a sub-delegation of its authority to approve regulations, policies and handbooks relating to academic quality assurance.

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PAR0073358	Appoint staff member on a permanent basis or to a newly established position, or an additional permanent externally funded position (currently in budget resulting from resignation/retirement), or a replacement permanent position, or for a period of 6 months or more.	▼ <a href="#">Te Hiwa member</a>	Professor, <a href="#">Dean or Head of School</a> , in consultation with the Vice-Chancellor, <a href="#">Provost</a> must authorise the appointment of Professors. ▼	For Professor, Head of School, Deputy Dean or other academic or professional staff member	To realign portfolio responsibilities.
PAR0073426	Approve faculty/school bench fee policy	▼ <a href="#">Dean</a>			To realign portfolio responsibilities and move a level down.
PAR0073644	Resource and operate the University's Transitional and Containment facilities	▼ <a href="#">Dean</a>	In accordance with the requirements of the Biosecurity Act 1993, <a href="#">Hazardous Substances and New Organisms Act 1996</a> and all applicable Facility standards	<a href="#">Dean of Science only.</a>	To realign portfolio responsibilities and move a level down.
PAR0073647	Appoint Convenor of the Diving and Boating Committee	▼ <a href="#">Dean</a>	<a href="#">In accordance with the Diving and Boating Procedure</a>	<a href="#">Dean of Science only.</a>	Role does not exist. To move a level down. Requires an editorial correction to the relevant policy.
PAR0075374	Approve minor amendments to Policy Documents	Policy Sponsor	In accordance with the Policy Framework	<a href="#">Statutes: VC only.</a> <a href="#">Policies: Sponsor or GC only.</a> <a href="#">Regulations: DVCA only.</a>	Minor adjustment to reflect policy wording.
PAR0075370	Approve Local Requirements	▼ <a href="#">Dean</a>	In accordance with the Policy Framework	▼	Role does not exist. To move a level down. Requires an editorial correction to the relevant policy.
PAR0073408	Approve Research and Study leave/Exchange leave (academic staff)	▼ <a href="#">Dean</a>	On the recommendation of the <a href="#">Provost</a>		Leave Committee is chaired by the Dean and they make the recommendation to Provost

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PAR0073336	Decide to not notify a vacancy because it is not 'practicable'.	<a href="#">Director, People &amp; Capability</a>	Exclusion under s.604 of the Education and Training Act 2020. Must consult with your HR Manager and Manager, Employment Law and Employment Relations.		To move a level down.
PAR0073337	Require an applicant for appointment to undergo a medical examination.	<a href="#">Hiring Manager</a>			Change requested by Director, People & Capability. To move a level down.
PAR0073457	Determine an investigation into a suspected fraud is warranted	Vice-Chancellor	<a href="#">In accordance with the Fraud Policy</a>		Minor wording adjustment to reflect policy wording.
PAR0073460	Determine the disclosure of any part of a report of the investigation into a suspected fraud	Vice-Chancellor	<a href="#">In accordance with the Fraud Policy</a>		Minor wording adjustment to reflect policy wording.
PAR0073374	Approve out of round salary reviews/role re-evaluations for existing staff where salary is to be increased	<a href="#">Director, People &amp; Capability</a>	Appointing manager in consultation with your HR contact and oversight manager	<a href="#">For all staff</a>	Change requested by Director, People & Capability.
PAR0073375	Approve Professional Staff Salary Review/IEA Remuneration Review	<a href="#">Vice-Chancellor</a>	<a href="#">Te Hiwa member and Level 3 for some large CSUs to be consulted</a>		Change requested by Director, People & Capability.
PAR0073145	Approve the awarding of a qualification in person more than eight months after the scheduled graduation ceremony	<a href="#">Deputy Vice-Chancellor (Students)</a>	The opinion of the Chancellor may be sought in certain circumstances	<a href="#">On recommendation of Director, Titoko</a>	Change requested by DVCS
PAR0073698	Cancel a student's enrolment in the event of outstanding fees without affecting the student's liability for payment of the outstanding fees	Deputy Vice-Chancellor <a href="#">(Students)</a>			Change requested by DVCA and agreed by DVCS
PAR0073699	Refuse to re-activate enrolment or to decline an application for enrolment in a	Deputy Vice-Chancellor <a href="#">(Students)</a>			Change requested by DVCA and agreed by DVCS

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	subsequent academic year for a student who has been in default of fees even if the outstanding amount has since been paid				
PAR0073196	Approve discounts on tuition fees and student services levies	Director, International		15%	Change requested by DVCE. Requires an editorial correction to the Delegations Statute.
PAR0073572	Appoint and remove members of the Human Ethics Committee	<a href="#">Deputy Vice-Chancellor (Research)</a>			Change requested by DVCR.
PAR0073579	Resolve disputes over authorship	Deputy Vice-Chancellor (Research)	<a href="#">In accordance with the Recognition of Authorship Policy</a>		DVCR requested if this can be removed. It is recommended that this issue is considered more closely when policy is formally reviewed.
PAR0073594	Authorise use of Sexually-Explicit Material (SEM) for academic/research purposes	<a href="#">Human Ethics Committee</a>	in accordance with 'Dealing with Sexually Explicit Material' procedure		Change requested by DVCR.
PAR0073449	Respond to a Personal Grievance claim ( <a href="#">including accepting a Personal Grievance after the 90-day period</a> )	Line Manager	In consultation with Manager, Employment Law and Employment Relations and your HR contact	<a href="#">Approved by Director, People &amp; Capability and where applicable by the respective Te Hiwa member</a>	To simplify records as requested by Manager, Employment Law and Employment Relations.
PAR0073467	Terminate the employment of a staff member who is absent from work for a continuous period of three working days without notification	<a href="#">Line Manager</a>	In consultation with Manager, Employment Law and Employment Relations and your HR contact	<a href="#">Approved by Director, People &amp; Capability and where applicable by the respective Te Hiwa member</a>	To simplify records as requested by Manager, Employment Law and Employment Relations.
PAR0073474	Terminate a staff member's employment with or without notice	<a href="#">Line Manager</a>	In consultation with Manager, Employment Law and Employment Relations and your HR contact	<a href="#">Approved by Director, People &amp; Capability and where applicable by the respective Te Hiwa member</a>	To simplify records as requested by Manager, Employment Law and Employment Relations.

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PAR0073216	Approve debt and asset write-offs [over \$50]	<a href="#">Te Hiwa member</a>		CFO \$200,000; other <a href="#">Level 2b Te Hiwa</a> \$100,000	Change requested by the Chief Operating Officer.
PAR0073215	Approve debt and asset write-offs [over \$50]	Level 3		\$20,000 (Director, Titoko and Director, <a href="#">Campus Operations</a> for student debt only)	New role title. Requires an editorial correction to the Delegations Statute.
PAR0073196	Approve discounts on tuition fees and student services <a href="#">fees</a> .	Director, International		<a href="#">15%</a>	Change requested by the DVCE. Requires an editorial correction to the Delegations Statute.
PAR0073168	<a href="#">Sign, amend, renew, or terminate MOUs, joint ventures, collaboration agreements or other relationship agreements with other institutions or organisations.</a>	<a href="#">Dean</a>	<a href="#">In consultation with the DVC Engagement</a>	<a href="#">Where the documents relate to only one Faculty.</a>	Requires minor amendment to the Delegations Statute. Please note Council and Te Hiwa members already have the authority for approval.
TBC	Suspend normal lines of authority and make executive decisions as the situation requires in exceptional circumstances such as a major incident or civil emergency	Chief Operating Officer	In accordance with the Delegations Statute	If the Vice-Chancellor is not available	Change requested by the Chief Operating Officer. Requires a minor amendment to clause 12.1 of the Delegations Statute.
PAR0073500	Decide the outcome of an appeal against termination of PhD enrolment	<a href="#">Deputy Vice-Chancellor (Research)</a>	<a href="#">In accordance with the Doctoral Regulations</a>		Change requested by DVCR. Requires editorial corrections to the Regulation.
PAR0073538	<a href="#">Decide</a> the outcome of an appeal against termination of Master's thesis enrolment	<a href="#">Deputy Vice-Chancellor (Research)</a>	<a href="#">In accordance with the Master's Thesis Regulations</a>		Change requested by DVCR. Requires editorial corrections to the Regulation.
PAR0073499	Terminate a candidate's PhD enrolment	<a href="#">Dean, Faculty of Graduate Research</a>	<a href="#">In accordance with the Doctoral Regulations</a>		For consistency with the Doctoral Regulations.
PAR0073537	Terminate a candidate's a Master's by Thesis <a href="#">enrolment</a>	<a href="#">Dean, Faculty of Graduate Research</a>	<a href="#">In accordance with the Master's Thesis Regulations</a>		Change requested by DVCR. Requires editorial corrections to the Regulation.

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PAR0073530	Decide the outcome of an appeal against 'withdrawal' where a Master's thesis student has allowed their registration to lapse	Dean, Faculty of Graduate Research	In accordance with the Master's Thesis Regulations	To align with the Master's Thesis Regulations.
PAR0073176	Sign, amend, renew or terminate agreements for the management and commercialisation of research intellectual property.	Deputy Vice-Chancellor (Research)	In accordance with IP Policy	To specify that this delegation is for research IP and align wording with the Delegations Statute.
PAR0073175	Sign, amend, renew or terminate agreements for the management and commercialisation of research intellectual property.	Director, Research Office	In accordance with IP Policy	To specify that this delegation is for research IP and align wording with the Delegations Statute.

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## 2. Delegations to be revoked

Reference code	Authority description	Authority holder	Conditions	Limits	Reason for change
PAR0072994	Approve new proposals for non-credit-bearing courses	Provost		VUW courses only. Non-credit bearing courses should usually be delivered, and approved, through Wellington Uni-Professional Limited.	No longer relevant. Clause 14.1 of the Academic Approvals Handbook contains detailed information.
PAR0072992	Approve strategic and financial aspects of significant academic proposals	Provost	internal approval process applies		No need for a separate entry in the Delegations Schedule. Authority held by the Vice-Chancellor in the form of business case approvals.
PAR0073011	Approve completion of academic programme review implementation plan	Pro Vice-Chancellor			Role does not exist.
PAR0075443	Enter into, amend and renew research revenue contracts (such as research services, research grants, research	Provost			Already listed under Te Hiwa category. No need for a separate entry in the Delegations Schedule.

	subcontracts and research collaborations)				
PAR0073171	Enter into, amend and renew relationship agreements with other institutions or organisations (including memoranda of understanding (MOUs) and joint ventures)	Provost			Already listed under Te Hiwa category. No need for a separate entry in the Delegations Schedule.
PAR0073169	Enter into, amend and renew relationship agreements with other institutions or organisations (including memoranda of understanding (MOUs) and joint ventures)	Chief Operating Officer			Already listed under Te Hiwa category. No need for a separate entry in the Delegations Schedule.
PAR0073172	Enter into, amend and renew relationship agreements with other institutions or organisations (including memoranda of understanding (MOUs) and joint ventures)	Deputy Vice-Chancellor (Academic)			Already listed under Te Hiwa category. No need for a separate entry in the Delegations Schedule.
PAR0073173	Enter into, amend and renew relationship agreements with other institutions or organisations (including memoranda of understanding (MOUs) and joint ventures)	Deputy Vice-Chancellor (Research)			Already listed under Te Hiwa category. No need for a separate entry in the Delegations Schedule.
PAR0073170	Enter into, amend and renew relationship agreements with other institutions or organisations (including memoranda of understanding (MOUs) and joint ventures)	Deputy Vice-Chancellor (Engagement)			Already listed under Te Hiwa category. No need for a separate entry in the Delegations Schedule.
PAR0073345	Approve use of any term other than in policy	Pro Vice-Chancellor			No longer relevant. Role does not exist.

PAR0073600	Approve staff profile information on University websites	Pro Vice-Chancellor			Role does not exist.
PAR0073173	Enter into, amend and renew relationship agreements with other institutions or organisations (including memoranda of understanding (MOUs) and joint ventures)	Deputy Vice-Chancellor (Research)			Already listed under Te Hiwa category with correct wording. No need for a separate entry in the Delegations Schedule.
PAR0075376	Approve minor amendments to Policy Documents	Deputy Vice-Chancellor (Research)	In accordance with the Policy Framework	Statutes: VC only. Regulations: Provost only. DVCA: Academic only. DVCR: Research only. CI 4.5 of the Policy Framework.  Authority to amend Policy Documents that are approved by the Academic Board is subject to the Academic Board approving a sub-delegation of its authority to approve regulations, policies and handbooks relating to academic quality assurance.	No need for a separate entry in the Delegations Schedule. DA held by Principal Advisor, Research Policy and Strategy who reports to DVCR.
PAR0073574	Appoint and remove members of the Animal Ethics Committee	Vice-Chancellor	Subject to composition defined in VUW AEC Code 2012		DVCR already recorded as the delegated authority holder.
PAR0073342	Approve adjunct title	Dean	In accordance with the Adjunct and Visiting Scholar Policy		Already recorded in the Delegations Schedule under another code.
PAR0073448	Respond to a Personal Grievance claim	Level 4	In consultation with Manager, Employment Law and Employment Relations and your HR contact	for Professional staff	To simplify records. Will be recorded in the Delegations Schedule under another code.

PAR0073450	Respond to a Personal Grievance claim after the 90 day period	Level 3	In consultation with Manager, Employment Law and Employment Relations and your HR contact	for Professional staff	To simplify records. Will be recorded in the Delegations Schedule under another code.
PAR0073470	Terminate employment with three months' notice when a period of extended parental leave expires and there is no position available for the staff member	Senior Leadership Team (SLT) member	In consultation with Manager, Employment Law and Employment Relations and your HR contact	for Academic staff	To simplify records as requested by Manager, Employment Law and Employment Relations.
PAR0073451	Accept a Personal Grievance after the 90 day period	Senior Leadership Team (SLT) member	In consultation with Manager, Employment Law and Employment Relations and your HR contact	for Academic staff	To simplify records. Will be recorded in the Delegations Schedule under another code.
PAR0073468	Terminate the employment of a staff member who is absent from work for a continuous period of three working days without notification	Senior Leadership Team (SLT) member	In consultation with Manager, Employment Law and Employment Relations and your HR contact	for Academic staff	To simplify records. Will be recorded in the Delegations Schedule under another code.
PAR0073475	Terminate a staff member's employment with or without notice	Senior Leadership Team (SLT) member	After consultation with the Director, People & Capability and your HR contact	for Academic staff	To simplify records. Will be recorded in the Delegations Schedule under another code.
PAR0073167	Enter into, amend and renew relationship agreements with other institutions or organisations (including memoranda of understanding (MOUs) and joint ventures)	Director, Strategic Partnerships and Engagement			No longer relevant. Role does not exist.
PAR0073169	Enter into, amend and renew relationship agreements with other institutions or organisations (including memoranda of understanding (MOUs) and joint ventures)	Chief Operating Officer			To simplify records. Will be recorded in the Delegations Schedule under Te Hiwa category.
PAR0073170	Enter into, amend and renew relationship agreements with	Deputy Vice-Chancellor (Engagement)			To simplify records. Will be recorded in the Delegations

	other institutions or organisations (including memoranda of understanding (MOUs) and joint ventures)				Schedule under Te Hiwa category.
PAR0073171	Enter into, amend and renew relationship agreements with other institutions or organisations (including memoranda of understanding (MOUs) and joint ventures)	Provost			To simplify records. Will be recorded in the Delegations Schedule under Te Hiwa category.
PAR0073172	Enter into, amend and renew relationship agreements with other institutions or organisations (including memoranda of understanding (MOUs) and joint ventures)	Deputy Vice-Chancellor (Academic)			To simplify records. Will be recorded in the Delegations Schedule under Te Hiwa category.
PAR0073173	Enter into, amend and renew relationship agreements with other institutions or organisations (including memoranda of understanding (MOUs) and joint ventures)	Deputy Vice-Chancellor (Research)			To simplify records. Will be recorded in the Delegations Schedule under Te Hiwa category.
PAR0073045	Decide outcome of appeal by student against suspension	Provost			To simplify records. Already recorded in the Delegations Schedule under another code.
PAR0075447	Approve payment runs and payroll	Chief Operating Officer		\$15,000,000	Change requested by the Chief Operating Officer. Requires an editorial correction to the Delegations Statute.
PAR0073252	Approve core borrowing - debt management (drawdown and repayment)	Chief Operating Officer		\$50,000,000	Change requested by the Chief Operating Officer. Requires an editorial correction to the Delegations Statute.
PAR0073257	Approve inter-bank transfer	Chief Operating Officer	Requires two approvers	\$50,000,000	Change requested by the Chief Operating Officer. Requires an

					editorial correction to the Delegations Statute.
PAR0073263	Approve interest rate risk management contracts	Chief Operating Officer	Requires two approvers. Transactions must match identified liabilities	\$50,000,000	Change requested by the Chief Operating Officer. Requires an editorial correction to the Delegations Statute.
PAR0073264	Approve foreign exchange risk management contracts	Chief Operating Officer	Requires two approvers. Transactions must match identified liabilities	\$2,000,000	Change requested by the Chief Operating Officer. Requires an editorial correction to the Delegations Statute.
PAR0073191	Approve fixed and working capital lines for subsidiaries and controlled entities	Chief Operating Officer		\$5,000,000	Change requested by the Chief Operating Officer and the Chief Financial Officer. Requires an editorial correction to the Delegations Statute.



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## Delegations Statute

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### 1. Purpose

The University Council is the governing body of the University. It delegates much of its responsibility to the Vice-Chancellor, the Academic Board and Committees of Council. In turn, the Vice-Chancellor is authorised to, and does, delegate responsibilities to members of Staff and the Academic Board.

This Statute sets out these delegations and provides the basis for, and the limits on, the exercise of all Delegated Authority at [Te Herenga Waka – Victoria University of Wellington](#).

### 2. Application of Statute

This Statute applies to Staff Members.

### Statute Content

### 3. Definitive Source

3.1 This Statute is the definitive source of all formally approved Delegated Authority. Where there is any conflict between this Statute and any other University statute, policy, procedure, guideline or document, this Statute will take priority unless determined otherwise by:

- (a) Council, in the case of a conflict affecting the Delegated Authority of Council, the Academic Board, a Committee of Council or the Vice-Chancellor; or
- (b) the Vice-Chancellor, in the case of any other conflict.

3.2 Where a Delegated Authority is not contained in this Statute, the matter must be referred to the Vice-Chancellor. The Vice-Chancellor must obtain Council approval if the matter falls outside the Vice-Chancellor's Delegated Authority or if the Vice-Chancellor considers it appropriate to do so.

### 4. Principles

The exercise of Delegated Authority at the University is subject to the following principles:

#### *Granting and holding Delegated Authority*

- (a) Delegated Authority may only be held by, or granted to, Council, Committees of Council, the Academic Board, the Vice-Chancellor, or a member of Staff.
- (b) Delegated Authority is granted through this Statute and may be granted through specific delegations given to specific roles (as listed in Appendix 4) or through Delegated Authority levels. The Delegated Authority levels (and the roles within each level) are set out in Appendix 1.

#### *Use of Delegated Authority*

- (c) Delegated Authority holders have the authority to use their Delegated Authority and commit the University in accordance with this Statute.

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- (d) Delegated Authority may be used only in the best interests of the University and towards achieving the University's mission and strategic goals.
- (e) Delegated Authority holders are accountable for their use of Delegated Authority. In using Delegated Authority, Delegated Authority holders must:
  - (i) comply with this Statute, Te Tiriti o Waitangi Statute, any other relevant Policy Document, and any relevant legislation.
  - (ii) have proper regard to any standards, generally accepted practice and the potential risks to the University as a result of each exercise of Delegated Authority (including the possibility of setting an undesirable precedent); and
  - (iii) seek appropriate advice where necessary and prior to using or committing Delegated Authority (including HR, legal and/or financial advice).
- (f) Managers of Staff may use the Delegated Authority held by those members of Staff within that manager's reporting line.
- (g) A Delegated Authority holder may not use their Delegated Authority in a situation where the Delegated Authority holder has a Conflict of Interest. In such a situation, the Conflict of Interest must be disclosed and managed in accordance with the Conflict of Interest Statute and any use of Delegated Authority must be exercised by an appropriate higher-level manager.
- (h) Delegated Authority holders are not compelled to exercise delegations. Holding a delegation does not oblige the holder to exercise the delegation if, in the holder's opinion, some special or unusual circumstances are involved which make it sensible or desirable to not commit the University and/or that the issue be escalated for consideration at a more senior level.
- (i) A Delegated Authority holder may appoint a person or group, such as a committee, to advise about the exercise of Delegated Authority, but the Delegated Authority holder remains responsible and accountable for exercising that Delegated Authority.

#### *Sub-delegation*

- (j) Delegated Authority cannot be sub-delegated to other members of Staff except as specifically provided in this Statute. Any sub-delegation remains in force until it expires or is revoked in writing.
- (k) A Delegated Authority holder may sub-delegate Delegated Authority to another member of Staff by:
  - (i) formally appointing that member of Staff in an acting or relieving role; or
  - (ii) giving a specific sub-delegation of a particular Delegated Authority (other than FDA or HRDA which cannot be sub-delegated under this paragraph without the written approval of a [Te Hiwa](#) member
- (l) A person who is sub-delegated authority may exercise that authority, subject to any conditions or limits imposed by this Statute or the original Delegated Authority holder.
- (m) Sub-delegations must be in writing ([notified via the online form or email if the form is not available](#)), specify the duration of the sub-delegation, and specify any limits on the sub-delegation.
- (n) When Delegated Authority is sub-delegated under this Statute, the original Delegated Authority holder and the holder of the sub-delegation are both responsible and accountable for the exercise of that Delegated Authority.

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- (o) Sub-delegated Authority may not be further sub-delegated without the prior written approval of the Vice-Chancellor.

## 5. Reserved Powers of the Council

- 5.1 The matters set out in Appendix 3 (the Reserved Powers of Council) require specific approval from Council and cannot be delegated without an express delegation from Council.

## 6. Delegated Authority Rules – General

- 6.1 The detailed rules for exercising specific individual Delegated Authorities are contained in Appendix 4. General rules relating to financial, HR, contract, and communications and external relations delegations are set out in clauses 7 to 10 below.
- 6.2 A Delegated Authority Holder must inform their manager as soon as possible if an exercise or potential exercise of Delegated Authority is in relation to an issue that is potentially contentious or controversial or may have reputational or political implications. Where necessary, the Vice-Chancellor must advise the Council.
- 6.3 All Delegated Authorities in this Statute refer to a position and not to the individual holder of that position.
- 6.4 If there is any uncertainty as to whether a particular Delegated Authority is applicable to a particular matter, the Delegated Authority holder should refer the matter to their line manager (in the first instance) or the General Counsel.

## 7. FDA rules

- 7.1 FDA must be exercised in accordance with the approved budget and any applicable approved business case.

### *Budget*

- 7.2 The budget is prepared in advance of each financial year and must be approved by Council. Once approved:
  - (a) the Vice-Chancellor has authority to act within the budget;
  - (b) Subsequent to approval by Council of the budget, Council may approve an alternative spending authority and revised target surplus for the financial year and, if so, the Vice-Chancellor has authority to act within the revised authority;
  - (c) Delegated Authority holders have authority to commit and spend money (including entering into the necessary contracts and financial transactions):
    - (i) up to their FDA; and
    - (ii) within an approved budget,however, a Delegated Authority holder has no authority to commit and spend money on Projects (even if the Project is contained in the budget) until a business case for that Project is approved (see 7.3 below).

### *Business Case*

- 7.3 A Business Case must be prepared for any Project and must be approved by a person holding appropriate FDA. Once approved, Delegated Authority holders have authority to commit and spend money on the Project (including entering into the necessary contracts and financial transactions):
  - (a) up to their FDA; and

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- (b) within the approved business case.

*Note: A Business Case (or another approval) does not need approval from Te Hīwa as a whole if it already falls under the Delegated Authority of an individual Te Hīwa member.*

*FDA generally*

- 7.4 Any member of Staff who anticipates overspending their approved budget or approved business case must obtain approval from their line manager. Equally, a line manager will have to seek higher approval from a person with the appropriate FDA if the overspend would cause that line manager to exceed their approved budget or approved business case.

*Note: This applies at a total rather than an individual line level unless the CFO determines otherwise (for example, where exceeding budget would require lines for special items (e.g. scholarships) to be used for a different purpose).*

- 7.5 Any use of FDA must relate to the whole of a transaction or project rather than individual components. (For example, it is not permissible to approve:
- (a) the payment of instalments for the acquisition of an item where the aggregate cost is above the FDA held; or
  - (b) incremental budget increases to a project business case where the new aggregate project budget is above the FDA held; or
  - (c) a transaction that has been structured in such a way to avoid or circumvent the FDA limits).
- 7.6 Before committing to any expenditure beyond the current financial year or approved budget, the Delegated Authority Holder must have reasonable grounds to believe that adequate provision will be made in future budgets to meet that commitment.

## 8. Contract and Transaction Delegated Authority Rules

- 8.1 All contracts must be approved and signed:
- (a) in the case of an expenditure contract, by a person holding the appropriate FDA for the total contract value (which may span over multiple financial years);
  - (b) in the case of an employment contract, by a person holding the appropriate HRDA and FDA; and
  - (c) in the case of any other contract (including memoranda of understanding), by a person holding the appropriate Delegated Authority as set out in the Delegations Schedule,
- however, in all cases and to avoid doubt, a Delegated Authority holder must not approve or sign a contract where they have a conflict of interest (as defined in the Conflicts of Interest Statute).
- 8.2 The approver of the contract must ensure that the terms and conditions are acceptable to the University and that contractual commitments are covered by an approved budget or business case, and are in accordance with all applicable policy requirements (including, in the case of procurement contracts, the Procurement Policy).
- 8.3 Where available, a University approved template must be used. Any variations to such templates must be approved by Legal Services prior to the contract being approved.
- 8.4 Where there is no University template (or, for any reason, the University template cannot be used) the approver must ensure the contract is reviewed by Legal Services.

*Common Seal*

- 8.5 The University must have a common seal in the format approved from time to time by the Council.

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- 8.6 The common seal:
- (a) must be affixed to qualification certificates;
  - (b) may be affixed to other documents at the discretion of the Vice-Chancellor (with such affixing reported to Council in a timely manner); and
  - (c) is not required to be affixed to contracts or other enforceable obligations (including deeds) governed by section 274 of the Education and Training Act 2020.

8.7 The common seal must be countersigned (either electronically or in writing) by:

- (a) *Qualification Certificates:* two members of the Council (usually the Chancellor and the Vice-Chancellor); and
- (b) *Other Documents:* two members of Staff.

## 9. HRDA Rules

9.1 Delegated Authority holders hold and may exercise HRDA only in relation to roles within that holder's team. In addition, but without limiting the powers of other HRDA holders:

- (a) the Vice-Chancellor and the Director, People and Capability hold HRDA and may exercise that HRDA in relation to all roles of the University; and
- (b) the Provost holds and may exercise HRDA in relation to all academic roles of the University.

9.2 Where any person holding HRDA of level 2 or below is appointing a direct report, the HRDA in relation to that appointment lifts one level to the 'oversight manager'. For example, a direct report to a 'Level 4' manager is approved by a 'Level 3 manager' or above.

9.3 Before exercising any HRDA, and in particular any Delegated Authority relating to entitlements and obligations under an employment agreement, the holder must review the relevant employment agreement and, if necessary, seek advice from the relevant HR manager/advisor.

## 10. Miscellaneous Delegated Authority Rules

### *Media*

10.1 All media releases and media interviews must comply with the University's Media Management Guidelines and Social Media Guidelines. In accordance with these Guidelines, Academic Staff may comment to the media on relevant matters within their disciplines and fields of expertise, and as envisaged under the Education and Training Act 2020.

### *Legal proceedings*

10.2 Initiation and defence of any significant potential or actual legal proceedings (including arbitration or litigation in any court, tribunal or authority) must be:

- (a) approved by the Vice-Chancellor in consultation with the General Counsel or the Manager, Employment Law and Employment Relations; and
- (b) reported to Council in a timely manner.

### *Legal/Financial/Tax advice*

10.3 Any instruction of external legal advice must be given or approved by the General Counsel or the Manager, Employment Law and Employment Relations (within FDA).

10.4 Any instruction of external tax or finance advice must be given or approved by the Chief Financial Officer or Group Financial Controller (within FDA).

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*Director and Trustee fees*

- 10.5 The setting or agreement of directors' or trustees' fees for University subsidiaries (other than the Foundation) must be approved by the Vice-Chancellor. Trustees' fees for the Foundation must be approved by Council.

**11. Roles and Responsibilities***Delegating managers*

- 11.1 Delegating managers are responsible for implementing and operating this Statute within their teams. They are accountable for:

- (a) oversight of this Statute within their team;
- (b) ensuring that any Delegated Authorities within their team reflect the requirements of the roles and responsibilities within the team and that suggested amendments are submitted to the General Counsel in writing;
- (c) ensuring that any sub-delegations are in writing; and
- (d) ensuring that members of Staff in their team (including acting Staff) are aware of, and comply with, this Statute.

*Delegated Authority holders*

- 11.2 Delegated Authority holders are accountable for ensuring that they:
- (a) are aware of their current Delegated Authority;
  - (b) actually hold Delegated Authority for any power or authority that they intend to use;
  - (c) comply with this Statute in exercising Delegated Authority; and
  - (d) do not misrepresent their authority to third parties.
- 11.3 Delegated Authority holders who act outside their Delegated Authority may be subject to disciplinary action, up to and including dismissal.

*General Counsel*

- 11.4 The General Counsel is responsible for:
- (a) maintaining and overseeing this Statute and the delegations process;
  - (b) ensuring that records of all delegations and sub-delegations are maintained;
  - (c) managing the regular review of this Statute;

*Senior Managers*

- 11.5 The following senior managers are responsible for ensuring that appropriate controls are in effect to monitor compliance and for reporting material breaches of this Statute to the Vice-Chancellor and the chair of the Audit and Risk Committee as soon as practicable:
- (a) Chief Financial Officer, in relation to Financial Delegated Authority;
  - (b) Director, People and Capability, in relation to HR Delegated Authority;
  - (c) [Relevant Deputy Vice-Chancellors](#), in relation to academic and research Delegated Authority;
  - (d) General Counsel, in relation to contract Delegated Authority.

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**12. Exceptions**

- 12.1 In exceptional circumstances (such as a major incident or civil emergency), the Vice-Chancellor (or [delegate](#) if the Vice-Chancellor is not available) may suspend normal lines of authority and make executive decisions as the situation requires, until such time as the Council resolves otherwise. Where practicable, the exercise of any power under this clause which is ordinarily reserved for Council should be made in consultation with the Chancellor (or other most senior member of Council available if the Chancellor is not available).

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**13. Amendments and Review**

- 13.1 The Vice-Chancellor is authorised to amend any Delegated Authority or Delegated Authority level contained in this Statute except for any Delegated Authority or Delegated Authority level expressed as being held by Council, a Committee of Council, the Academic Board, or the Vice-Chancellor.
- 13.2 The Audit and Risk Committee of Council will review this Statute on a regular basis.

**14. Definitions**

In this Statute, unless otherwise stated, the following definitions shall apply:

Business Case	a business case prepared in accordance with the Investment Framework Guidelines
Conflict of Interest	has the meaning given in the <a href="#">Conflicts of Interest Statute</a>
Delegated Authority	the granting of power to a member of Staff to act on behalf of the University in accordance with this Statute
Delegations Schedule	the schedule of all formally approved Delegated Authority contained in Appendix 4
FDA	Financial Delegated Authority
HR	Human Resources
HRDA	Human Resources Delegated Authority
Policy Document	has the meaning given in the <a href="#">Policy Framework</a>
Project	any project as defined in the Investment Framework Guidelines
Staff	an employee of the University
Statute	this Delegations Statute, including its appendices

**15. Related Documents**

[Education and Training Act 2020](#)  
[Crown Entities Act 2004](#)  
[Public Finance Act 1989](#)  
[Victoria University of Wellington Act 1961](#)

[Conflicts of Interest Statute](#)  
[Fees Policy](#)  
[Gift and Koha Policy](#)  
[Investment Framework Guidelines](#)  
[Policy Framework](#)  
[Procurement Policy](#)  
[Sensitive Expenditure Policy](#)  
[Staff Conduct Policy](#)  
[Te Tiriti o Waitangi Statute](#)

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[Travel and Expenses Policy](#)  
[Treasury Statute](#)

**16. Document Management and Control**

*Essential Record*

Approver	Te Rūnanga – Council
Approval Date	13 June 2022
Effective Date	13 June 2022
Next Review Date	13 June 2025
Policy Sponsor	Tumu Whakarae – Vice-Chancellor
Policy Owner	General Counsel
Policy Contact	Manager, Legal Operations

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*Modification History*

Date	Approval Agency	Details
6 April 2023	<a href="#">Tumu Whakarae – Vice-Chancellor</a>	<a href="#">Minor amendments to the appendices</a> . New note under clause 7.3.
<a href="#">TBC</a>	<a href="#">TBC</a>	<a href="#">Minor amendments to the appendices</a> .

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**Appendix 1: Delegated Authority Levels**

Level	Description	Includes (but not limited to)
0	Council	
1	Vice-Chancellor	
2	<a href="#">Te Hiwa</a>	<ul style="list-style-type: none"> <li>• Chief Financial Officer</li> <li>• Chief Operating Officer</li> <li>• Deputy Vice-Chancellors</li> <li>• Director, People and Capability</li> <li>• Provost</li> </ul>
3	Tier 3 Heads and Directors	<ul style="list-style-type: none"> <li>• Assistant Vice-Chancellors</li> <li>• Deans</li> <li>• Directors of central service units (including the Chief Information Officer, Executive Director, Development Office, General Counsel, and the University Librarian)</li> <li>• Directors of standalone Institutes or Centres that report to a DVC</li> <li>• Heads of School</li> <li>• Faculty Operations Managers</li> </ul>
4	Tier 4 Managers	<ul style="list-style-type: none"> <li>• Deputy and Associate Directors</li> <li>• Deputy and Associate Deans</li> <li>• Deputy Heads of School</li> <li>• Group Financial Controller</li> <li>• Managers of an Institute, Centre or significant group that is a sub-unit of a Faculty Office, School or CSU, or a stand-alone group that is not itself a CSU</li> </ul>
5	Other Managers	Managers of small groups which are sub-units of Schools, CSUs, Institutes, Centres, significant groups or standalone groups. Includes School Managers, Team Leaders and other roles which have HR delegations (i.e. some management responsibilities for Staff)
6	Supervisors and Administrators	Staff who supervise other Staff. They have day-to-day operational responsibility for a Staff member or group of Staff (and may be delegated some HR responsibility for those Staff)
7	Staff with no Financial or HR delegated authority	

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**Appendix 2: Financial Delegated Authority Limits (GST exclusive)**

Note: a ✓ means that the relevant Authority may be exercised by Staff holding the relevant level

Authority	Level 0 Council	Level 1 Vice-Chancellor	Level 2a COO and CFO	Level 2b <del>2b</del> other than COO and CFO	Level 3 Tier 3 Heads and Directors	Level 4 Tier 4 Managers	Level 5 Other managers	Level 6 Supervisors and Administrators
<b>Approve budget</b>								
Approve budget	Unlimited	-	-	-	-	-	-	-
<b>Approve business case as per Investment Framework Guidelines</b>								
Approve business cases	Unlimited	\$5,000,000	\$3,000,000	\$1,000,000	\$250,000	-	-	-
Approve fixed and working capital lines for subsidiaries and controlled entities	Unlimited	\$5,000,000	\$5,000,000 (CFO only)	-	-	-	-	-
<b>Sign, amend, renew or terminate contracts</b>								
Expenditure contracts <sup>1</sup>	Unlimited	\$25,000,000	\$20,000,000	\$10,000,000	\$5,000,000	\$1,000,000	-	-
Revenue Contracts <sup>2</sup>	✓	✓	✓	✓	✓	✓	-	-
Research Contracts <sup>3</sup>	✓	✓	-	Provost DVCa	Director Research Office	-	-	-
Acquisition of land or buildings <sup>4</sup>	Unlimited	\$5,000,000	\$1,000,000	-	\$250,000 (Director Property Services only)	-	-	-
Disposal of land, buildings or other assets <sup>5</sup> Note, \$ limits relate to market value	Unlimited	\$5,000,000	\$1,000,000	\$1,000,000	\$500,000 (Assets other than land or buildings only)	\$200,000 (Assets other than land or buildings only)	-	-
MOUs, joint ventures, collaboration agreements or other relationship agreements with other institutions or organisations	✓	✓	✓	✓	Dean (in consultation with the DVC Engagement) where the documents relate to only one Faculty. DVC Engagement in all other instances.	-	-	-
Management and commercialisation of research intellectual property	✓	✓	-	DVCc	Director, Research Office	-	-	-
Enabling agreements (including material transfer, confidentiality, scholarship, supervision, VUE agreements)	✓	✓	✓	✓	✓	✓	-	-
Deeds <sup>6</sup>	✓	-	-	-	-	-	-	-
Approve employment agreements	For VC only	In accordance with the HR authorities set out in the Delegations Schedule						
<b>Approve financial transactions</b>								
Approve purchase orders and financial transactions (including purchase card transactions but excluding sponsorship, gifts and koha)	Unlimited	\$10,000,000	\$3,000,000	\$3,000,000	\$250,000	\$100,000	\$20,000	\$2,000
Approve sponsorships (where University provides funding)	Unlimited	\$100,000	\$10,000	\$10,000	\$5,000 \$20,000 (Director, Campus Operations only in relation to student activities)	-	-	-

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<sup>1</sup> Includes procurement of goods or services, construction contracts. Must be within an approved budget or business case and in accordance with the Procurement Policy.

<sup>2</sup> Includes provision of goods or services (other than research) by the University. Must be treated as an Expenditure Contract if the contract involves unfunded costs.

<sup>3</sup> Includes provision of research services, research grants, research subcontracts and research collaborations.

<sup>4</sup> Includes agreements for sale and purchase, leases, licences and occupancy agreements.

<sup>5</sup> Includes agreements for sale and purchase, leases, licences and occupancy agreements (with the written consent of the Secretary for Education, if required).

<sup>6</sup> Deed = a document which, if entered into by an individual is required to be entered into by deed. Under section 274 of the Education and Training Act 2020, these documents must be signed by 2 or more members of the Council.

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Delegations Statute

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Authority	Level 0 Council	Level 1 Vice-Chancellor	Level 2a COO and CFO	Level 2b <del>Other than COO and CFO</del> <sup>Māori only</sup>	Level 3 Tier 3 Heads and Directors	Level 4 Tier 4 Managers	Level 5 Other managers	Level 6 Supervisors and Administrators
Approve gifts and koha	Unlimited	\$2,000	\$1000	\$1000 (\$2,000 DVC-Māori only)	\$500	\$400	-	-
Tax payments	Unlimited	\$20,000,000	\$20,000,000 (CFO only)	-	-	-	-	-
Debt and asset write-offs (over \$50)	Unlimited	\$500,000	\$200,000 (CFO only)	\$100,000	\$20,000 (Director, Titoko and Operations - for student debt only)	-	-	-
Approve payroll payment	Unlimited	\$Unlimited	\$15,000,000 (CFO only)	\$15,000,000 (Director, People and Capability only)	-	-	-	-
Approve discounts on tuition fees and student services levies	Unlimited	80%	-	25% (DVC Engagement only)	5% Director Internationally	-	-	-
<b>Approve Treasury actions (limited to specified roles). All transactions require 2 approvers and must be in accordance with the Treasury Statute</b>								
<b>Debt management</b>								
Core borrowing - debt management (drawdown and repayment)	Unlimited (Finance Committee Chair - with notification to full Council)	\$50,000,000	\$50,000,000 (CFO only)	-	-	\$10,000,000 (Group Financial Controller only, within debt facility limits)	-	-
Inter-bank transfer	Unlimited (Finance Committee Chair - with notification to full Council)	\$50,000,000	\$50,000,000 (CFO only)	-	-	\$10,000,000 (Group Financial Controller only, within debt facility limits)	-	-
<b>Hedging</b>								
Interest rate risk management contracts (Transactions must match identified liabilities)	Unlimited (Finance Committee Chair - with notification to full Council)	\$50,000,000	\$50,000,000 (CFO only)	-	-	\$20,000,000 (Group Financial Controller only, within debt facility limits)	-	-
Foreign exchange risk management contracts (Transactions must match identified liabilities)	Unlimited (Finance Committee Chair - with notification to full Council)	\$2,000,000	\$2,000,000 (CFO only)	-	-	\$500,000 (Group Financial Controller only)	-	-

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## Appendix 3: Reserved Powers of Council

Authority	Conditions
<b>Governance</b>	
Govern the University	in accordance with relevant legislation and the Investment Plan and Strategic Plan
Approve the University's long-term strategic direction, Strategic Plan, Mission, Values and Vision	
Approve the budget	on the recommendation of the Finance Committee
Approve the Annual Report	on the recommendation of the Audit and Risk Committee
Appoint, reappoint (and remove) a Vice-Chancellor	
Monitor and evaluate the Vice-Chancellor's performance	on the recommendation of the HR Committee
Appoint (and remove) an acting Vice-Chancellor	
Authorise other people to execute documents on behalf of the University	
Oversee and monitor the assessment and management of risk across the University and its controlled entities	
Approve the internal audit charter	on the recommendation of the Audit and Risk Committee
Approve statutes	
Agree to the disestablishment of the University and its incorporation in another institution of the same class or a different class	
Agree to the incorporation in the University of another institution or other institutions, whether of the same class as itself or a different class from itself	
Grant honorary degrees and Hunter Fellowships	on the recommendation of the Victoria Honours Committee
Approve naming rights	on the recommendation of the Victoria Honours Committee
Determine objective criteria for consideration of Council members	
Appoint as a member of Council the Vice-Chancellor and up to 7 other people	taking into account the recommendations of the Nominations Panel
Elect (and remove) a Chancellor and Pro-Chancellor	
Determine rates of payment for members of Council (other than the Vice-Chancellor)	
Dismiss or suspend a member of Council or recommend to the Minister that a member be removed from office	
Initiate action against a member of Council for breach of any individual duty	
Recommend to the Minister that the Constitution of the Council be amended	
Determine Council's annual work plan and anything necessary to support the business of Council	
Determine procedures for meetings of Council and Committees of Council	
Manage disclosures of interest from Members of Council	
Assess the performance of Council	
Appoint, alter, discharge and reconstitute committees of Council, other committees to exercise delegated powers and boards or other bodies within the University to give advice to Council	
Delegate or revoke any of Council's powers to the Vice-Chancellor or to a committee (including the Academic Board)	
Decide how to fill casual vacancies on Council	Includes deciding not to fill a vacancy that occurs within 3 months of the end of Council member's term of office
Appoint trustees of the Victoria University of Wellington Foundation	
Approve any new subsidiary or controlled entity of the University or the disestablishment of any existing entity	
<b>Academic</b>	
Establish an Academic Board and consider any advice from the Academic Board	
Determine the composition of the Academic Board	
Grant (and rescind) qualifications and awards	
Decide on grievance about an action of the Academic Board	in accordance with section 4.3(c) of the Academic Board statute
Determine wording on Qualification Certificate	
Approve amendment of already issued Qualification Certificate	Other than editorial corrections (such as a misspelling or formatting errors) which can be approved by the Graduation Office
<b>Finance and Contracts</b>	
Approve any matter requiring a "Level 0" approval in the Financial Delegated Authority Limits set out in Appendix 2	
Set tuition fees, fees for the provision of student services (known as the Student Services Levy), fees to assist students suffering exceptional financial hardship (known as the Student Assistance Levy), and any other fees prescribed by the Council	
Approve limits on treasury financial transactions and financial authorities (as set out in the Treasury Statute)	taking into account the recommendations of the Finance Committee
Authorise grants or loans to the Vice-Chancellor, members of staff, students, or to any association of staff or students, and guarantee loans to the Vice-Chancellor or members of staff for housing purposes	
Approve the level of insurance coverage	taking into account the recommendations of the Audit and Risk Committee
Approve format of the common seal	
Countersigning the affixing of the common seal onto qualification certificates	Common seal must be countersigned on qualification certificates by two members of Council (usually the Chancellor and the Vice-Chancellor).
Enter into agreements which, if made by a private person, must be by deed.	Requires signature of at least 2 members of Council

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### Appendix 4: Delegations Schedule

The Delegations Schedule is available at  
<http://www.wgtn.ac.nz/about/governance/delegations/delegations-schedule-search-tool>

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TO	Academic Board
FROM	Robyn Longhurst – DVC(A)
AUTHOR	Rob Stratford – Manager, Quality and Policy Elena Louverdis – Academic Adviser, Quality and Policy
DATE	5 August 2024
SUBJECT	<b>Assessment Handbook</b>

### Summary

This paper is to notify the board that updates have been made to the Assessment Handbook. <https://www.wgtn.ac.nz/documents/policy/staff-policy/assessment-handbook.pdf>

Under the University's Policy Framework these changes are procedural and, therefore, able to be approved by the policy sponsor – the Deputy Vice-Chancellor (Academic).

### **It is requested that Academic Board:**

**Note:** The updates to the Assessment Handbook.

### Background

The Assessment Handbook at Te Herenga Waka is something of an institution. It is probably our most commonly used Academic policy/regulation and has been well understood by many staff, especially by the Associate Deans leading assessment practice in their Faculties.

The Assessment Handbook remains a core reference for academic staff, though given its complexity, it might be no surprise that the 2022 update of the 2014 Assessment Handbook took a considerable amount of work from staff across the University. This update also saw the principles section of the Assessment Handbook take on a more significant role as an arbiter of assessment complexities as we lean away from writing regulations for every possible scenario.

More work is to be done over time to make the Handbook clearer and more usable. In a context that includes the changes brought on by AI, as well as the development of curriculum software and curriculum policy, there will be a range of regular updates needed, and potentially a more thorough rewrite at some point. While the previous iteration of the Assessment Handbook took several years to update, we now have an Issues Register which



allows staff across the University to identify potential Handbook updates as they arise. We also have a standing Assessment sub-committee who consider these issues and other potential changes to the Handbook.

These updates have been worked through the Assessment Sub-Committee and have gone on to Learning and Teaching Committee for consideration.

## Changes

The key updates and changes in the Assessment Handbook are:

- A section directing staff to the AI guidelines we have developed across the University (section 1.2)
- Some minor rewording of the principles section
- A return to the use of the term 'examinations' as opposed to the phrase centrally managed tests
- A minor change to the scheduling section to be fairer for students offshore
- A range of edits across section 5 to clarify the definition of tests and examinations
- An updated Section 15 which sets out more accurately our responsibilities for retaining and disposing of student work/documentation
- A few changes to section cross-references and occasional typographical corrections and clarifications
- Updated Appendix A procedures for assessment in Te Reo Māori (previously approved by the acting DVCA in consultation with the DVCM)
- Updated Appendix C Aegrotat procedures (previously approved by the previous DVCA).

In total, apart from the procedures sections, these updates can be considered minor in the language of the University's policy framework.

**Te Herenga Waka – Victoria University of Wellington  
Academic Board  
Minutes of the meeting held at 1.00 pm on 16 July 2024**

The meeting was held face-to-face in the Kelburn Council Chamber and was convened by the Vice-Chancellor Professor Nic Smith. The meeting was opened with a karakia and everyone was welcomed to the meeting.

It was requested that people specify their name before they comment for minute taking and clarity for new attendees.

**PART A**

**32.24 Apologies, acknowledgements and welcomes**

The apologies were taken as read (see appendix 1).

The Convenor advised there were no new members or welcomes.

To ensure a diverse discussion and for everyone to embrace the full diversity of Te Herenga Waka, it was requested that people who participate in discussions regularly give the opportunity for underrepresented groups to be encouraged to speak first.

**33.24 Part B of the agenda – items brought forward**

An item was brought forward to Part A from Part B by Bryony James who gave an overview and presentation on Faculty Realignment 2024.

**34.24 Vice-Chancellor Oral Report**

The Vice-Chancellor's oral report was noted.

Sir Peter Gluckman is leading a review into universities and will visit Te Herenga Waka, with the aim being to showcase the exciting, sometimes challenging and extraordinary things that happen at the university.

There has been a lot of discussion around collaboration between institutions of infrastructure and resource distinction. It is evident that the joint funding model works for some aspects but isn't a solution for the sector as a whole. Ideas are going to continue to develop and everyone is encouraged to look at what that group are doing and participate in ways where they think they can add constructive input. It is hoped we are close to finalising the strategy.

The next step is the strategy priorities going to the Council meeting on 29 July based on feedback which it is hoped can start to link what those priorities mean in terms of actions. This was discussed at Te Hiwa in relation to going forward.



Priorities are being carried out but we need to look at what we are going to add over a three-year period for the strategy to go forward. People are welcomed to come and be part of the forums in August.

Council discussions were had in relation to the National Music Centre. We have signed an agreement with the City Council for spaces in the Town Hall, although this venue is not big enough to accommodate the whole music school. It was decided not to go forward with the library.

Continued good news on domestic and international recruitment front, and appreciation was given to all staff and the university for their ongoing mahi. There is potential learning in this space and to give life to projects that will bring the strategy forward.

The findings of the Siouxsie Wiles' case with Auckland University came out last week. This is fundamental in many contexts, but most notably for the role of a university for protecting staff who are doing important things in terms of engagement and public activity in good faith. This is core to our business to both protect, get behind and provide a place where we can bring evidence and discourse to important issues of our time.

The floor was opened for comment.

- Nicola Nelson advised there are 17 questions from the University Advisory Group out for comment and asked whether the university is contributing on behalf of us.
- Margaret Hyland advised that UNZ is putting in a submission on behalf of all of the universities so we will contribute and support that and others are welcome to put in a submission.
- Simon Keller agreed with what was said about the Siouxsie Wiles' case, and wanted to hear more about what we as a university should have been done differently to avoid that situation.
- It was suggested that it is an opportunity to look at all our systems and ask that question.

Nic advised he would like to be able to say that this would never happen here but ultimately it's about the people and the conversations we have, and how we listen to each other.

Anne-Marie reminded people that we have a trolling protocol on our website: [Trolling and online harassment](#). If you're concerned about being trolled you can write to [trolling@vw.ac.nz](mailto:trolling@vw.ac.nz) for support. This is an effective way of keeping us safe.

Re the Siouxsie Wiles' case, it was queried that when commenting as an academic, are we commenting as a university and speaking on behalf of the institution. There are no simple answers in this space, but collegiality and mutual support is a part of the solution.

Nic thanked everyone for their contributions, and advised it's a question that he hopes we can approach across the university and is open to learnings and continuing to ensure we go the right way.

## 35.24 Written Reports

AB24/42

The June 2024 reports from the Deputy Vice-Chancellor (Academic), Deputy Vice-Chancellor (Māori and Engagement), Deputy Vice-Chancellor (Research), and Deputy Vice-Chancellor, Students were **received**.

### **Deputy Vice-Chancellor, Academic Report**

Professor Robyn Longhurst spoke to her report taking it as read.

Robyn is attending Thursday's CUAP meeting with all Te Herenga Waka proposals approved (approvals being *Amended entry requirements for Master of Applied Linguistics and Master of TESOL*; and *Bachelor of Popular Music*) and thanked everyone involved. Carol was the liaison person with the universities for round two comments and facilitated the CUAP correspondence that went between members of other universities and our university.

Thursday is also the day the university is celebrating success through the *Te Arawai Ako* programme where another 29 staff are being awarded their fellowships which will add to the approximately 180,000 staff around the world who have such fellowships. This is testimony to the excellent teaching and learning that goes on at *Te Herenga Waka*.

The floor was opened for any comments.

- Linda asked if resourcing is going to be put into supporting course coordinators and any other relevant team member in order to have the time for that strategic thinking space.
- CAD is putting a lot of resource into supporting staff who have committed to making courses more effective, and success of those courses is important in helping our students succeed. There is a significant level of commitment and it is felt that this is an important priority.
- Robyn's understanding is that there is no additional academic office central resource, and feels this is an untenable position which Te Hiwa will need to rethink.
- Stephen Marshall advised it is currently being wound-up and is about courses being prioritised so might be valued in a lift in student success, and achieving that must be an important priority but competes with others. CAD is about how things are prioritised. This is about a partnership, and conversation with faculties and what we can do to move together.

Robyn thanked Linda for bringing the subject up and for the responses, and advised she will talk to the Head of School.

Logan advised she is moving to a commitment in 2025 for the May graduation to get all students across but that this will require a commitment from the academic group to get results on time. Moving forward to 2026 and 2027, we will look at the number of graduations and try to ease timelines on academic staff but in the meantime are committed for this and next year.

### **Deputy Vice-Chancellor, Research Report**

Professor Margaret Hyland spoke to her report taking it as read.

An addition to the report is a final point around the *Smart Ideas Programme*. MBIE have decided to put a cap on total application numbers and applied caps to the institutions this

year. Our cap is 11 and when compared to 62 in 2023, we are in a position of having to potentially cull applications going to MBIE. We rallied other DVCs' research to write to MBIE and this has gone to the Minister for approval.

Unsure whether the first report drafted by the University Research Advisory Group is going to be released publicly. It is going to Cabinet and Sir Peter advised there is strong support for maintaining strength across all our disciplines.

### **Deputy Vice-Chancellor, Students Report**

The report was taken as read.

Logan gave an update on the enrolment situation advising that in 2023, we were 203 IFs above our number last year, with 20 up on domestic, and are heading into census next Wednesday where we get our final figures at the end of T1. For domestic we were 48 under so to have us 20 over in the domestic space in T2 is great work from everyone involved in future students and the academic staff. We are 197 up in international full fee, making a total of 203.

Census is next Wednesday, so everyone can assist in retaining our students. This is important so anything that people can do would be appreciated.

We have a number of groups on campus, some of which are detailed in the report. Year 12s were on campus last week with about 1,100 lively students in the hub which gave a good vibe. The day before we had the *Pasifika Leadership Programme* who was smaller in number, but equally as voluminous.

Appreciation was given for the outreach work, and it was asked that this continue and to also encourage your graduating students to transition into postgraduate to move from year-to-year.

In relation to public sector scholarships, we had 160 interested applications. Not all of those met the criteria so we processed 41. We have some interesting initiatives coming for T3 which will be talked about after the T2 census.

### **Deputy Vice-Chancellor, Māori and Engagement Report**

The report was taken as read.

There is a new exhibition for all staff in the gallery. We want to promote this as a way to connect academic staff to using the space as a place to do seminars so everyone is encouraged to look at the new exhibition.

We are working on the build-up to the open day with two lunchtime sessions with BYO lunch. The first session is around our marketing campaigns and how we utilise them as part of our recruitment tool. There will be elements around merchandise and other marketing, and the second session is on how to use social media to promote yourself, the university, and your colleagues to contribute to raising our profile and awareness. Appreciation was given to digital solutions in the library for submitting the Matariki competition.

John Haywood expressed more academic advice is needed concerning international students facing fees to do programmes in addition to foundation studies, and would like to see if we

could find a way to strengthen that for the future.

Logan added that in the future student space in the second half of year, we are looking at who is advising and how that's linking up. This is being fed into our enrolments' project, and it is important that students are getting accurate and timely advice that leads them to the pathway they are after.

Nic advised kaupapa started last year and encouraged colleagues and staff to come to one or both sessions.

### **Moved from Part B to Part A**

Bryony James advised the *Faculty Realignment proposal* consultation opens on 8 July 2024 and will be presenting to each faculty in the coming weeks. An oral update and a short presentation was given.

The project went live in April with the University news column, and the consultation process started last Monday. This is being complemented with a faculty meeting across each of the faculties, and a meeting with CSU staff and students is being held today, with conversation to follow with smaller groups. It was thought it is worthwhile in bringing this information to the Academic Board for those people who might not have attended any of the meetings.

A summary of the presentation was given with the floor being opened for comment.

- We are looking at the alignment of faculties as we have got big and small faculties and a variety of structures and that brings some diseconomies that come from this variation in scale across the university. The aim of this piece of work is to try to reduce the administrative load for academic and professional staff.
- This is in line with a lot of what we are trying to do across projects being worked on at present, which is about creating time, space and clarity.
- We are going to take this opportunity to rebuild some of our structures in a more rational sense that puts this time back into people's days and makes more sense.

### **36.24 CUAP ROUND THREE PROPOSALS (1 AUGUST) 2024**

The following six proposals were approved for submission to CUAP by the Board.

<u>FADI</u>	<u>FADI/24/3- MUXD/1- Amend the MUXD Programme (APC24/30)</u>	<u>AB24/43</u>
<u>FOH</u>	<u>FOH/24/2- BHIth/2 -Amend the name of the PHSD major (APC24/31)</u>	<u>AB24/44</u>
<u>WSBG</u>	<u>BCom/2, BA/10, BSc/4, BHIth/2 -BCom -programme amendment (APC24/32)</u>	<u>AB24/45</u>
<u>WSBG</u>	<u>WSBG/1 MIS/1 -MIS Programme Amendment (APC24/33)</u>	<u>AB24/46</u>

<u>EDUC</u>	<u>MEdPsych/1, PGDipEdPsych/1 – Amend general requirements for the Master of Educational Psychology, introducing a New Postgraduate Diploma in Educational Psychology (APC24/34)</u>	<u>AB24/47</u>
<u>FHSS</u>	<u>BA/17 - Amend the Modern Languages major in Bachelor of Arts (APC24/35)</u>	<u>AB24/48</u>

The following two proposals were endorsed by the Board for submission for CUAP approval.

<u>FHSS</u>	<u>Introduction of a new major, Language Sciences, to the Bachelor of Arts (APC/36)</u>	<u>AB24/49</u>
<u>FOS</u>	<u>BSc/4, BEnvSoc/2 – GISC Minor (APC24/37)</u>	<u>AB24/50</u>

The following six programme amendments were endorsed by the Board.

<u>WSBG</u>	<u>WSBG/4 BCom/3 - BCom and BC programme amendment (APC24/38)</u>	<u>AB24/51</u>
<u>EDU</u>	<u>EDUC GDipTchg(ECE)/1 – Amend the Graduate Diploma of Teaching (Early Childhood Education) (APC24/39)</u>	<u>AB24/52</u>
<u>FHSS</u>	<u>BA/8, BA(Hons)/2, BC/1 - Introduce new course ENGL 436 and LCCM 373 and delete ENGL courses (APC24/40)</u>	<u>AB24/53</u>
<u>FHSS</u>	<u>FHSS BA/14, BC/2 – Amend the major requirements for the Political Science and International Relations (APC24/41)</u>	<u>AB24/54</u>
<u>FHSS</u>	<u>FHSS BA/13 – Amend the major requirements for the Theatre (THEA) major in the BA (APC24/42)</u>	<u>AB24/55</u>
<u>FOS</u>	<u>Amend the PGDipMet (APC24/43)</u>	<u>AB24/56</u>

### **Part C of the agenda**

*Resolution concerning exclusion of non-members (standing item).*

It was resolved that non-members be excluded from this meeting for consideration of agenda items 14, 15, and 16 in accordance with s9(2)(a), s9(2)(b)(ii) and s9(2)(i) of the Official Information Act.

The Resolution concerning exclusion of non-members was resolved.

### **PART B OF THE AGENDA**

The following items, not having been brought forward, were confirmed.

The minutes of the Academic Board meeting held 11 June 2024 (Numbers 24.24 to 31.24) were confirmed. AB24/57

*Note: Part C of meetings are excluded for reasons of confidentiality where applicable.*

### **37.24 Report of the Academic Programmes Committee**

The Academic Programmes Committee report was noted.

AB24/58

Nic thanked everyone for work in this space and opened the floor for comments on any of the proposals.

Re the Modern Languages majors in the Bachelor of Arts, the Board endorsed the proposal with an additional amendment of a short clarification added after the list of deleted courses in the final paragraph of the justification, specifying that a note will be added to the student's record indicating the language of study.

### **38.24 Part C members only**

At 2.48pm, non-staff members left the meeting to allow members to discuss confidential items.

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## Appendix 1: Academic Board attendance 16 July 2024

Professor Nic Smith (Convener)

Dr Barbara Allen	Professor Margaret Hyland
Professor Richard Arnold	Dr Nigel Isaacs
Dr Logan Bannister	Professor Bryony James
Professor Jane Bryson	Professor Annemarie Jutel
Associate Professor Diana Burton	Professor Simon Keller
Sacha Calhoun	Professor Sarah Leggott
Dr Luke Chu	Associate Professor Spencer Lilley
Dr Tim Corballis	Dr Jian Liu
Professor Alberto Costi	Professor Karl Lofgren
Professor Averil Coxhead	Professor Robyn Longhurst
Professor Stephen Cummings	Professor Stephen Marshall
Professor Carmen Dalli	Christine McCarthy
Professor Neil Dodgson	Stella McIntosh
Eli Elinoff	Professor Geoff McLay
Dr Nicola Gilmour	Professor Nicola Nelson
Professor Lee Godden	Pierson Palmer
Professor Nicholas Golledge	Marcail Parkinson
Professor Anne Goulding	Professor Robyn Phipps
Dr Monica Handler	Associate Professor Janet Pitman
Professor Dave Harper	Professor John Randal
Dr John Haywood	Professor James Renwick
Professor Nikki Hessell	Dr Helen Rook
Professor Rawinia Higgins	Professor Marco Sonzogni
Professor Sally Hill	Professor Paul Teesdale-Spittle
Dr Linda Hogg	Amandie Weerasundara
Associate Professor Kathy Holloway	Professor Marc Wilson

**19 Non-members present**

Karen Davis

Porita Fruean

Natalie Lindsay

Yang Liu

Kirsty McClure

Reece Moors

Carol Morris

Varsha Narasimhan

Dr. Robert Stratford

Louise Starkey

Kate Witt

Anita Brady

Diane Ormsby

Craigie Sinclair

Sterling Maxwell

Te Waikamihī Lambert

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### **30 Apologies**

Professor Siah Hwee Ang  
Professor Susan Ballard  
Professor Brigitte Bönisch-Brednich  
Averil Coxhead  
Professor Daniel Brown  
Sue Cherrington  
Professor Claire Freeman  
Professor Alejandro Frery Orgambide  
Dr Caz Hales  
Professor Sara Kindon  
Professor Dean Knight  
Winnie Laban  
Dr Andrew Lensen  
Professor Hai Lin  
Catherine Iorns Magallanes  
Professor Joanna Merwood-Salisbury  
Jim McAloon  
Professor Sally-Jane Norman  
Cathy Powley  
Associate Professor Jenny Ritchie  
Professor Sarah Ross  
Professor Karen Smith  
Professor John Townend  
Trish Wilson  
Professor Michael Winikoff  
Matauranga <matauranga@nt.org.nz?



**VICTORIA UNIVERSITY OF WELLINGTON  
ACADEMIC BOARD**

**AGENDA ITEM 11**

<b>Date</b>	<b>20 August 2024</b>
<b>Proposer</b>	<b>Professor Robyn Longhurst, Deputy Vice-Chancellor (Academic)</b>

**DOCUMENT RECORD**

<b>Reference</b>	<b>AB24/67</b>
<b>Title</b>	<b>Report of the Academic Programmes Committee</b>
<b>Author (memorandum)</b>	<b>Carol Morris, Secretary Academic Governance</b>

**The Academic Board is asked to:**

**To approve:** the 7 proposals below endorsed by the Academic Programmes Committee.

**Note:** the other items discussed and/or approved by the Academic Programmes Committee at its 16 July 2024 meeting.

*Note: Items that are included in this report are available from the Academic Office upon request.*



## Memorandum

<b>To</b>	<b>Academic Board</b>
<b>From</b>	<b>Carol Morris, Academic Governance Secretary</b>
<b>Date</b>	<b>20 August 2024</b>
<b>Subject</b>	<b>Report of the Academic Programmes Committee (APC)</b>

This section of the report covers the 23 July 2024 meeting of the Academic Programmes Committee.

### A. Academic proposals for Academic Board approval (non-CUAP)

The proposals below were endorsed by the Academic Committee for submission to the Academic Board. **Academic Board approval is required** for the following:

<b>Faculty</b>	<b>Faculty Reference No.</b>	<b>Proposal Title</b>	<b>AB Reference</b>
FADI	FADI 24/5 - BDI/1	Amend the BDI regulations (APC24/46)	AB24/67a
FHSS	MFA(CP)/1	Amend the General and Subject requirements for Design in the Master of Fine Arts (Creative Practice) (APC24/47)	AB24/67b
FHSS	BA/19	Make Special Topic ANTH 215 permanent as ANTH 216 (APC24/48)	AB24/67c
FENG		Amend the Data Science major (APC24/49)	AB24/67d
FENG		Update of AIML courses (APC24/50)	AB24/67e
FOS		Amend the PGDip ClinPsyc (APC24/51)	AB24/67f
FOH	FOH/24/1-BHlth/1	Amend the BHlth Regulations (APC24/52)	AB24/67g

**B. Course amendments (Academic Programmes Committee approval required)**

The following new courses were approved by APC. **For noting.**

<b>Faculty</b>	<b>Faculty Reference No.</b>	<b>Proposal Title</b>	<b>APC Reference</b>
FHSS	BA/15	Make CLAS 214 permanent as CLAS 201 Death, Dying and Disposal in Ancient Greece	APC24/53
FENG		New MATH courses	APC24/54

**C. Course Amendments (Academic Programmes Committee approval required)**

The following course amendments were approved by APC. **For noting.**

<b>Faculty</b>	<b>Faculty Reference No.</b>	<b>Proposal Title</b>	<b>APC Reference</b>
FHSS	BA/18, BSc/6, BPsych/2	Amend prerequisites for PHIL 265, 331, 373	APC24/55
FOS		Amend ENVI 528	APC24/56