
Academic Board Statute

Academic Policy

1 Purpose

The Academic Board of the Victoria University of Wellington is established under Sections 182(2), 193 and 194 of the [Education Act 1989](#). This Statute defines the membership, functions and powers of the Board. It repeals the Academic Board Statute 1997 and the Faculties Statute.

2 Organisational Scope

This is a University-wide statute.

3 Definitions

Postgraduate student: A student who has completed a Bachelor's degree and is enrolled in a higher qualification.

Student Forum: The student representative body formally recognised by the University.

4 Statute Content and Guidelines

4.1 *Membership of the Board*

(a) The Board shall consist of:

- (i) the Vice-Chancellor;
- (ii) the Deputy Vice-Chancellors;
- (iii) the Assistant Vice-Chancellors;
- (iv) the Deans of the Faculties;
- (v) the Pro Vice-Chancellors;
- (vi) the Heads of Schools;
- (vii) the Professors;
- (viii) the Conveners of the Committees of the Board;
- (ix) the Directors of the Centre for Lifelong Learning and the Centre for Academic Development;
- (x) the Librarian;
- (xi) the Director, Student Academic Services;
- (xii) the Director, Foundation Studies;

- (xiii) the members of staff elected by the staff as members of the Council;
 - (xiv) members of the non-professorial academic staff elected by the non-professorial academic staff of each faculty, the numbers to be determined by the Council from time to time;
 - (xv) two members of Toihuarewa elected by the members of Toihuarewa;
 - (xvi) two members of the general staff of the University elected by the general staff;
 - (xvii) six students, appointed by the Council on the recommendation of the Student Forum, who at the time of appointment are enrolled in a course for a degree or diploma of the University. At least one will be a Māori student and at least one will be a postgraduate student; and
 - (xviii) other members of the academic staff of the University who may be co-opted by the Board at its discretion to ensure an appropriate gender and ethnic balance of membership.
- (b) Members of the Board under 4.1(a)(i) to (a)(xiii) are members ex-officio. Elected members under 4.1(a)(xiv) to (a)(xvi) shall be elected for such period not exceeding two years as the Board approves. Such members may be re-elected to serve subsequent terms. Members of the Board appointed under 4.1(a)(xvii) to (a)(xviii) shall serve for such period not exceeding two years as the Board approves. Such members may be re-appointed to serve subsequent terms.

Note: with respect to 4.1(a)(xiv), the University Council has determined that a faculty of up to 50 members will elect two members to the Board and each additional 75 members of a faculty will lead to one further elected member. Thus, a faculty with 51-125 members will elect three members to the Board, a faculty with 126-200 members will elect four members etc.

4.2 Procedures for the Election of Board Members

- (a) The Dean is responsible for the election of Board members under 4.1(a)(xiv), Toiahurei/Pro Vice-Chancellor (Māori) is responsible for the election of Board members under 4.1(a)(xv) and the Convener of the Board is responsible for the election of Board members under 4.1(a)(xvi).
- (b) The election of non-professorial academic staff as Board members under 4.1(a)(xiv) shall take place by secret ballot, either at a faculty meeting called for that purpose and for which at least two weeks' notice has been given to faculty members or through postal voting by faculty members.

4.3 Functions and Powers of the Board

- (a) The purpose of the Board is to advise the Council on matters relating to courses of study, awards, and other academic matters, and to exercise powers delegated by the Council and the Vice-Chancellor. In so doing, the Board shall honour and promote the University's purpose, roles and responsibilities as specified in the Education Act:
 - (i) to meet international standards of research and teaching, and to maintain, advance, disseminate and assist the application of knowledge in a wide range of areas of study;
 - (ii) to preserve and enhance academic freedom, develop intellectual independence, and promote academic autonomy;
 - (iii) to act as the critic and conscience of society;
 - (iv) to acknowledge the principles of the Treaty of Waitangi;

- (v) to promote an environment of advanced learning, accountability and the proper use of resources;
 - (vi) to maximise the educational potential of members of the communities served by the University; and
 - (vii) to maintain the highest ethical standards.
- (b) In particular the Board shall, without limiting its general power:
- (i) advise the Council on matters relating to courses of study, training or awards, including the introduction and deletion of academic programmes, the prescription of any course for any degree or other academic qualification or certificate, entrance to the University or to any course of study, the admission and attendance of students, limitations on enrolment, examinations and other academic assessment, the appointment of examiners, assessors or moderators, any fellowship, scholarship, bursary, prize or award, or the examination or qualification for it, honorary degrees and other academic distinctions;
 - (ii) advise the Council on other academic matters, which are deemed to be: the academic consequences of the University's strategic goals; its academic purposes and academic quality assurance provisions; the academic consequences of changes to academic structures; proposals for qualifications to be jointly awarded with another institution; and the amalgamation with the University of any institution or branch or department of any institution;
 - (iii) exercise the powers delegated by the Council or the Vice-Chancellor and all other powers delegated to it;
 - (iv) receive reports from its Committees and bring to the attention of the Council any issues arising from those reports on which the Council should be advised; and
 - (v) advise the Vice-Chancellor on academic matters.
- (c) Any person aggrieved by any action of the Board, in the exercise of its powers of discipline conferred by statute, may appeal to the Council. The decision of the Council cannot be appealed further within the University.

4.4 Relationship of the Board to the Council

- (a) The Council shall consult with the Board before it determines any matter of policy for which the Board has the responsibility for giving advice to the Council or for giving effect to that policy. The Convener of the Board shall be responsible for reporting to the Council on the matters considered by the Board.
- (b) Subject to Section 182(5) of the Education Act 1989, the Council shall not make any decision or statute in respect of any academic matter unless it has requested the advice of the Board and considered any advice given by the Board.

4.5 Delegation of Powers

- (a) Pursuant to Section 222 of the Education Act 1989, the Council may, either generally or particularly, by resolution transmitted in writing signed by at least two members of the Council, delegate functions or powers of the Council to the Board.
- (b) Pursuant to Section 197 of the Education Act 1989, the Vice-Chancellor may, either generally or particularly, by writing, delegate functions or powers of the Vice-Chancellor to the Board.

- (c) The functions and powers delegated to the Board by the Council and the Vice-Chancellor from time to time shall be notified to the Board and are available from the Convener of the Board and published on the University's website.
- (d) A delegation to the Board is deemed to be a delegation to the persons from time to time constituting the Board.
- (e) Where the Council or the Vice-Chancellor has delegated functions or powers to the Board, the Board may, with the prior written approval of the delegator, by writing signed by at least two of the members of the Board, delegate such of those functions or powers as the delegator approves to a member of the staff of the University.
- (f) A delegation under this section 4.5 to a member of staff may be made to a specified person or to persons of a specified class, or to the holder or holders for the time being of a specified office or specified class of offices.
- (g) Subject to any general or special directions given or conditions imposed by the Council or the Vice-Chancellor, the person to whom any functions or powers are delegated may perform those functions or exercise those powers in the same manner and with the same effect as if they had been conferred on that person directly and not by delegation.
- (h) A person purporting to act pursuant to a delegation to which this section 4.5 refers shall, in the absence of proof to the contrary, be presumed to be acting in accordance with the terms of the delegation.
- (i) A delegation to which this section 4.5 refers does not affect or prevent the performance of any function or the exercise of any power by the delegator, or affect the responsibility of the delegator, for the action of any person acting under this delegation.

4.6 Committees of the Board

- (a) The Board shall have Permanent Committees – Toihuarewa and the Faculties.
- (b) The Board may establish other committees.
- (c) The Permanent Committees and any other committees of the Board and their terms of reference form the First Schedule to this Statute and are available from the Convener of the Board and published on the University's website.
- (d) The Convenors of the Committees shall be members of the Board and shall report at least annually to the Board and advise the Board on any matters referred to them.
- (e) The Board shall consult Toihuarewa about any matter under consideration that has significant implications for Māori or any matter referred to faculties by the Board or any of its committees.
- (f) The Board may call for reports from schools and other entities of the University.

4.7 Conduct of Business of the Board

- (a) The Vice-Chancellor shall be the Convener of the Board.
- (b) In the absence of the Convener from a meeting of the Board, the members present shall elect one of their number to be the Convener for the purposes of that meeting.
- (c) No question shall be decided in a meeting of the Board unless a quorum is present. A quorum of the Board shall be 25 members.
- (d) Every question before the Board shall be decided by a majority of the votes recorded.
- (e) At any meeting of the Board the Convener has a deliberative vote and, in the case of an equality of votes, also has a casting vote.

- (f) The Board may make rules as to the time and place of its meetings and the procedure at its meetings.
- (g) No act or proceeding of the Board, or of any committee of it, or of any person acting as a member of the Board, shall be invalidated in consequence of there being a vacancy in the number of the Board at the time of that act or proceeding, or of the subsequent discovery that there was some defect in the appointment of any person so acting, or that that person was incapable of being or had ceased to be a member of the Board.
- (h) In academic matters relating to the Board, the Academic Committee will act as the Executive Committee of the Board.

5 Legislative Compliance

The University is required to manage its policy documentation within a legislative framework. The legislation directing this statute is the:

[Education Act 1989](#)

[Victoria University of Wellington Act 1961](#)

6 References

Previous Version: [Academic Board Statute](#)

7 Appendices

[Appendix A: Victoria University of Wellington – Delegation by Council](#)

[Appendix B: First Schedule – Committees of the Academic Board](#)

8 Approval Agency

University Council

9 Approval Dates

This statute was originally approved on: 25 June 2001

This version was approved on: 1 December 2011

This version takes effect from: 1 January 2012

10 Statute Sponsor

Assistant Vice-Chancellor (Academic)

11 Contact Person

The following person may be approached in relation to this Statute:

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