

Governance	
G01 - Delegations relating to Strategic governance matters	
Authority, conditions and code	Holder(s) and limits
Govern the University in accordance with relevant legislation and the Investment Plan and Strategic Plan G.01.01.01	Council
Approve the University's long-term strategic direction, Strategic Plan, Mission, Values and Vision G.01.01.02	Council
Approve the Investment Plan G.01.01.03	Council
Approve the budget on the recommendation of the Finance Committee G.01.01.04	Council
Approve the Annual Report on the recommendation of the Audit and Risk Committee G.01.01.05	Council
Appoint, reappoint (and remove) a Vice-Chancellor G.01.01.06	Council
Monitor and evaluate the Vice-Chancellor's performance on the recommendation of the Human Resources (HR) Committee G.01.01.07	Council
Appoint (and remove) an acting Vice-Chancellor G.01.01.08	Council - other than where the appointment is to cover the Vice-Chancellor's temporary absence (in which case the Vice-Chancellor has authority) Vice-Chancellor - where the appointment is to cover the Vice-Chancellor's temporary absence
Authorise other people to execute documents on behalf of the University G.01.01.10	Council
Oversee and monitor the assessment and management of risk across the University and its controlled entities G.01.01.11	Council
Appoint the external auditor and approve external audit fees on the recommendation of the Audit and Risk Committee G.01.01.12	Council
Approve the internal audit charter on the recommendation of the Audit and Risk Committee G.01.01.13	Council
Approve the internal audit plan G.01.01.14	Audit and Risk Committee
Approve statutes G.01.01.15	Council
Agree to the disestablishment of the University and its incorporation in another institution of the same class or a different class G.01.01.17	Council
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 G.01.01.18	Council
Act as spokesperson for the Council and the University on governance issues G.01.01.20	Chancellor
Grant honorary degrees and Hunter Fellowships on the recommendation of the Victoria Honours Committee G.01.01.21	Council
Grant fellowships (other than Hunter Fellowships), scholarships, bursaries or prizes G.01.01.22	Vice-Chancellor
Approve naming rights on the recommendation of the Victoria Honours Committee G.01.01.23	Council
Approve naming rights G.01.01.24	Vice-Chancellor - for naming rights other than for buildings, major spaces within buildings, roads, outdoor spaces and academic entities
Approve the manufacture and distribution of items bearing a mark, symbol or writing associated with the University G.01.01.25	Vice-Chancellor
Approve the provision of goods and services to staff or students (or other persons using or attending the facilities of the University) G.01.01.26	Vice-Chancellor
Make decisions relating to membership and payment of fees relating to any students association in accordance with section 229 of the Education Act 1989 G.01.01.27	Director, Student Academic Services
Approve changes to Delegated Authorities Within SLT Member's own team other than Financial or HR Delegated Authorities or their own Delegated Authority G.01.01.28	Senior Leadership Team (SLT) member
G02 - Delegations relating to Council membership and procedure	

Authority, conditions and code	Holder(s) and limits
Determine objective criteria for consideration of Council members G.02.01.01	Council
Recommend to Council potential candidates for Council membership G.02.01.02	Nominations Panel
Appoint as a member of Council the Vice-Chancellor and up to 7 other people taking into account the recommendations of the Nominations Panel G.02.01.03	Council
Elect (and remove) a Chancellor and Pro-Chancellor G.02.01.04	Council
Determine rates of payment for members of Council (other than the Vice-Chancellor) G.02.01.05	Council
Dismiss or suspend a member of Council or recommend to the Minister that a member be removed from office G.02.01.06	Council
Initiate action against a member of Council for breach of any individual duty G.02.01.07	Council
Recommend to the Minister that the Constitution of the Council be amended G.02.01.08	Council
Determine Council's annual work plan and anything necessary to support the business of Council G.02.01.09	Council
Determine procedures for meetings of Council and Committees of Council G.02.01.10	Council
Manage disclosures of interest from Members of Council G.02.01.11	Council
Assess the performance of Council G.02.01.12	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 G.02.01.13	Council
Delegate or revoke any of Council's powers to the Vice-Chancellor or to a committee (including the Academic Board) G.02.01.14	Council
Sub-delegate (or revoke) powers to member(s) of staff G.02.01.15	Committee of Council - for powers delegated to the Committee Vice-Chancellor - for powers delegated to the Vice-Chancellor Academic Board - for powers delegated to the Academic Board Council - for Council appointees
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 G.02.01.16	Council - for Council appointees

G03 - Delegations relating to Subsidiaries, controlled and other entities

Authority, conditions and code	Holder(s) and limits
Appoint trustees of the Victoria of University of Wellington Foundation G.03.01.01	Council
Appoint directors and trustees of University subsidiaries and controlled entities (other than the Foundation) in consultation with the Chancellor G.03.01.02	Vice-Chancellor
Appoint representatives to the boards of partner Halls (Helen Lowry, Everton and Vic House) and sign related contracts and agreements G.03.01.03	Chief Operating Officer
Approve any new subsidiary or controlled entity of the University or the disestablishment of any existing entity G.03.01.04	Council
Approve any new subsidiary or controlled entity of Victoria Link Limited or the disestablishment of any such existing subsidiary or entity G.03.01.05	Vice-Chancellor - in conjunction with the Chair of the Finance Committee

Academic

A01 - Delegations relating to Academic governance

Authority, conditions and code	Holder(s) and limits
Establish an Academic Board and consider any advice from the Academic Board A.01.01.01	Council
Determine the composition of the Academic Board A.01.01.02	Council
Co-opt members to Academic Board to ensure balance A.01.01.03	Academic Board
Approve regulations, policies and handbooks relating to academic quality assurance A.01.01.05	Academic Board
Grant (and revoke) qualifications and awards A.01.01.06	Council

Advise Council and Vice-Chancellor on matters relating to course of study or training, awards and other academic matters A.01.01.07	Academic Board
Act (on a permanent basis) in place of the Vice-Chancellor in all matters relating to a Faculty Board, including receipt of advice from the Faculty Board A.01.01.08	Dean
Decide on grievance about an action of the Academic Board in accordance with section 4.3(c) of the Academic Board statute A.01.01.09	Council
A02 - Delegations relating to Curriculum approval	
Authority, conditions and code	Holder(s) and limits
Approve preliminary proposal for new qualification or subject internal approval process applies A.02.01.01	Provost
Approve academic quality aspects of qualifications, subjects, courses, majors, specialisations, minors and special topic slots internal approval process applies; CUAP approval may also be required A.02.01.02	Academic Board - non-academic quality aspects must be approved by the Vice-Chancellor
Approve qualifications, subjects, courses, majors, specialisations, minors and special topic slots A.02.01.03	Vice-Chancellor - academic quality aspects must be approved by the Academic Board
Approve academic quality aspects of changes to qualification structure internal approval process applies A.02.01.06	Academic Board - non-academic quality aspects must be approved by the Vice-Chancellor
Approve changes to qualification structure A.02.01.07	Vice-Chancellor - academic quality aspects must be approved by the Academic Board
Approve change to course prerequisites, corequisites, restrictions or significant change to a course (including points value) A.02.01.10	Vice-Provost (Academic and Equity)
Approve significant change to teaching format of a course, e.g. going fully online A.02.01.11	Associate Dean
Approve introduction or removal of examination in a course A.02.01.12	Associate Dean
Approve change to course learning objectives A.02.01.13	Associate Dean
Approve minor course title change A.02.01.14	Associate Dean
Approve minor change to teaching format A.02.01.15	Programme Director
Approve change of course materials, e.g. textbook A.02.01.16	Associate Dean
Approve new Special Topic in existing slot A.02.01.17	Associate Dean
Cancel course offering (with students enrolled) until last Friday before course start date On advice of relevant staff A.02.01.18	Dean
Cancel course offering (with students enrolled) after last Friday before course begins On advice of relevant staff A.02.01.19	Vice-Provost (Academic and Equity)
Delete qualification or subject internal approval process applies; CUAP to be notified A.02.01.21	Academic Board
Approve strategic and financial aspects of significant academic proposals internal approval process applies A.02.01.23	Provost Chief Operating Officer
Approve new code for major, subject, specialisation or course A.02.01.24	Vice-Provost (Academic and Equity)
Approve new proposals for non-credit-bearing courses A.02.01.25	Director, Centre for Lifelong Learning - for CLL courses Manager, Student Learning Support Services - for SLSS courses
Approve compulsory attendance in lectures as a mandatory course requirement A.02.01.26	Associate Dean
Approve ability to award Recognition of Prior Learning (RPL) credit for a course Both Academic Committee and the relevant Faculty Board must approve a RPL proposal A.02.01.27	Academic Committee - in conjunction with the relevant Faculty Board
A03 - Delegations relating to Scheduling and enrolment limits	
Authority, conditions and code	Holder(s) and limits
Determine academic year dates A.03.01.01	Provost
Approve non-standard class time A.03.01.03	Manager, Course Administration and Timetabling
Decide to overrule the (standard) prioritisation of teaching in allocating lecture space In consultation with VicVenues A.03.01.04	Manager, Course Administration and Timetabling
Decide to offer a course in a particular year/trimester (or not) A.03.01.05	Head of School

Determine attributes of a course, e.g. number of streams, number and type of classes per week, equipment, facilities, teaching staff and do-not-clash requirements A.03.01.06	Head of School
Approve timetabling constraints and programme and course enrolment limits On recommendation of Head of School and in consultation with Pro Vice-Chancellor A.03.01.07	Provost
Approve a change to published class times or addition of another stream On recommendation of Head of School A.03.01.08	Pro Vice-Chancellor
Decide outcome of appeal by a Head of School dissatisfied with published timetable A.03.01.09	Vice-Provost (Academic and Equity)
Schedule non-examination assessment event during examination period On recommendation of Head of School and Manager, Student and Academic Services A.03.01.11	Manager, Course Administration and Timetabling
Establish targeted admissions schemes for students from equity groups A.03.01.12	Council
A04 - Delegations relating to Curriculum monitoring and review	
Authority, conditions and code	Holder(s) and limits
Monitor assessment practice in a Faculty A.04.01.01	Associate Dean
Determine appropriate procedures for collection and reporting of student feedback In consultation with Vice-Provost (Academic & Equity) A.04.01.03	Director, Centre for Academic Development
Approve academic programme review panel membership On recommendation of Head of School and Dean A.04.01.04	Vice-Provost (Academic and Equity)
Approve completion of academic programme review implementation plan A.04.01.08	Pro Vice-Chancellor Dean
Appoint assessors for Honours and Master's programmes A.04.01.10	Head of School
Decide outcome of appeal for a student who was refused permission to make a recording A.04.01.16	Head of School
A05 - Delegations relating to Admission, enrolment and credit transfer	
Authority, conditions and code	Holder(s) and limits
Determine minimum entry requirements A.05.01.01	Council
Grant admission to a student under 16 In consultation with Associate Dean A.05.01.02	Associate Director, Student Management and Administration
Enrol student in Special Admission category A.05.01.03	Associate Director, Student Management and Administration
Waive age requirement for Special Admission category student A.05.01.04	Vice-Provost (Academic and Equity)
Approve Personal Interest Admission A.05.01.05	Vice-Provost (Academic and Equity)
Determine interpretation/application of admission eligibility criteria for individual International Students A.05.01.06	Assistant Vice-Chancellor (International)
Determine an equivalent minimum standard of English language for admission to the University for an applicant not meeting the designated IELTS, TOEFL or Pearson standard A.05.01.07	Vice-Provost (Academic and Equity)
Limit number of students enrolled in a programme A.05.01.08	Vice-Chancellor
Determine the process to be followed for admission and enrolment of students A.05.01.09	Director, Student Academic Services - for domestic students Assistant Vice-Chancellor (International) - for international students
Terminate enrolment on grounds of fraudulent admission documentation A.05.01.10	Vice-Provost (Academic and Equity)
Accept late enrolment application A.05.01.11	Associate Dean Associate Director, Student Management and Administration
Deny entry to teaching qualification A.05.01.12	Associate Dean
Disenrol a student from a teaching qualification A.05.01.13	Dean
Deny entry to or disenrol a student who fails to meet internship or placement standards A.05.01.14	Dean
Refuse to enrol a student or cancel enrolment of a student A.05.01.15	Vice-Provost (Academic and Equity)
Approve transfer credit from another institution Head of School must be consulted regarding credit transfer from exchange programmes A.05.01.16	Associate Dean
Decide on the award of Recognition of Prior Informal Learning credit for an individual student A.05.01.17	Associate Dean

Accept a candidate into a qualification, based on capability to proceed with proposed course of study Authority holder is specified in individual qualification statute A.05.01.18	Head of School Associate Dean Programme Director
Waive entry requirements to a qualification Authority holder is specified in individual qualification statute (most often Associate Dean) A.05.01.19	Associate Dean Head of School
Allow enrolment by non-engaged student A.05.01.20	Associate Dean
Restrict a student's enrolment based on concerning or unsatisfactory academic progress A.05.01.21	Associate Dean
Suspend a student due to unsatisfactory academic progress On recommendation of Associate Dean A.05.01.22	Vice-Provost (Academic and Equity)
Impose enrolment conditions on a student returning after suspension A.05.01.23	Associate Dean
Allow student who has failed a course twice to enrol a third time A.05.01.24	Associate Dean
Exclude a student with impairment from a discipline If the discipline is fundamentally incompatible with a particular impairment. NB also subject to Human Rights Act 1993 A.05.01.27	Dean
Decide outcome of appeal by student against exclusion or suspension A.05.01.28	Provost
Decide outcome of appeal by a student refused Discretionary Entrance or Special Admission A.05.01.29	Vice-Provost (Academic and Equity)
Decide outcome of appeal in case of fraudulent admission documentation A.05.01.30	Provost
Decide outcome of appeal in case of denial of entry to teaching qualification A.05.01.31	Dean
Decide outcome of appeal in case of disenrolment from teaching qualification A.05.01.32	Disciplinary Appeals Committee
Decide outcome of appeal in case of denial of entry or disenrolment from internship or placement A.05.01.33	Disciplinary Appeals Committee
Decide outcome of appeal in case of refusal or cancellation of enrolment A.05.01.34	Provost
Decide outcome of appeal by a student dissatisfied with Associate Dean's decision on credit transfer A.05.01.35	Vice-Provost (Academic and Equity)
Decide outcome of appeal by a student refused late withdrawal by Associate Dean A.05.01.36	Vice-Provost (Academic and Equity)
Decide outcome of appeal against refusal of waiver request or restriction override request A.05.01.37	Associate Dean
A06 - Delegations relating to Students' personal courses of study	
Authority, conditions and code	Holder(s) and limits
Approve student's proposed course of study A.06.01.01	Head of School
Award Compensation Pass (where permitted) in consultation with Head of School A.06.01.02	Associate Dean
Approve posthumous award of doctoral or master's degree to postgraduate student on recommendation of Associate Dean and Supervisors A.06.01.03	Dean, Faculty of Graduate Research (FGR)
Approve posthumous award of qualification to undergraduate student on recommendation of Associate Dean and Head of School A.06.01.04	Vice-Provost (Academic and Equity)
Approve course of study for conjoint degree A.06.01.05	Associate Dean
Approve a course of study that does not comply with a qualification statute A.06.01.06	Associate Dean
Approve an exemption from a course A.06.01.07	Associate Dean
Approve enrolment in more than 80 points of courses in Trimesters One or Two and/or more than 40 points in Trimester Three A.06.01.08	Associate Dean
Approve addition of a course after course start date A.06.01.09	Associate Dean
Allow withdrawal from a course beyond three quarters of the way through the course A.06.01.10	Associate Dean
Waive a prerequisite or corequisite course A.06.01.11	Head of School
Allow enrolment in a course with an applicable restriction A.06.01.12	Head of School

Allow a student to enrol in a course already passed or exempted with credit A.06.01.13	Associate Dean
Deny permission to a student to enrol in a lower level version of a course already taken A.06.01.14	Associate Dean
Allow a student to credit points above 100 level from a completed Victoria degree to another Victoria degree A.06.01.15	Associate Dean
Allow a student to credit courses towards a qualification that do not appear in the qualification schedule A.06.01.16	Associate Dean
Allow a student to enrol in a postgraduate Honours or Master's course A.06.01.17	Head of School
Allow a student to credit more than 50% research courses to a postgraduate Honours degree or Part 1 of a 240-point Master's degree A.06.01.18	Associate Dean (PGR) - or Dean
Allow a course credited to another Victoria qualification to be credited to a postgraduate Honours or Master's degree A.06.01.19	Associate Dean (PGR) - or Dean
Allow a substitute course to a postgraduate Honours or Master's degree A.06.01.20	Associate Dean (PGR) - or Dean
Extend the timeframe for a student to complete a postgraduate Honours or Master's degree A.06.01.21	Associate Dean (PGR) - or Dean
Approve substitution of courses in a postgraduate Honours or Master's degree (up to 50%) A.06.01.22	Head of School
Grant a suspension of enrolment in a Master's thesis degree A.06.01.23	Associate Dean (PGR) - or Dean
Extend maximum enrolment period in a Master's thesis degree A.06.01.24	Associate Dean (PGR) - or Dean
Extend maximum enrolment period relating to requirements for the award of Honours, Distinction or Merit In consultation with Head of School A.06.01.25	Associate Dean
Approve course of study for a student transitioning from earlier regulations (up to five years) A.06.01.26	Associate Dean
Allow entry to second and/or subsequent part of a qualification Authority holder is specified in individual qualification statute A.06.01.27	Associate Dean
Extend enrolment period in a postgraduate qualification Authority holder is specified in individual qualification statute (most often Associate Dean) A.06.01.28	Associate Dean (PGR)
A07 - Delegations relating to Assessment	
Authority, conditions and code	Holder(s) and limits
Review and evaluate assessment practice and policy and approve deviation from standard practice A.07.01.01	Vice-Provost (Academic and Equity)
Approve exceptions to some constraints on particular types of assessment A.07.01.02	Associate Dean
Oversee construction and alignment of assessment across each programme A.07.01.04	Head of School
Make final decision on any question concerning marking in a course A.07.01.05	Head of School
Oversee assessment in a course, including design, quality, marking and moderation A.07.01.06	Course Coordinator
Appoint staff other than lecturers (and above) as examiners A.07.01.07	Head of School
Select assessors for law examinations A.07.01.08	Head of School
Appoint an independent authority to settle a disagreement between an examiner and an assessor (Council of Legal Education courses) In collaboration with examiner and assessor A.07.01.09	Head of School
Approve non-standard proportion of group work, group assessment, peer assessment or marks for participation A.07.01.10	Vice-Provost (Academic and Equity)
Schedule an in-class test that is worth more than 25% of the course grade during the examination period A.07.01.11	Head of School
Vary the rules about timing and proportion of tests as percentage of final grade when a course is taught in a non-standard trimester A.07.01.12	Head of School
Approve scheduling of assessment item with compulsory attendance during a weekend or other non-standard period A.07.01.13	Associate Dean

Allow assessment item to be scheduled during study period A.07.01.14	Associate Dean
Allow scheduling of assessment item with compulsory attendance during study period In consultation with Associate Dean A.07.01.15	Vice-Provost (Academic and Equity)
Allow significant changes to assessment scheme more than two weeks after a course has started In consultation with students and VUWSA Education Organiser A.07.01.16	Associate Dean
Approve minor changes to assessment scheme more than two weeks after a course has started In consultation with Class Representative A.07.01.17	Course Coordinator
Moderate course grades A.07.01.18	Head of School
Approve overall grade distribution and report on moderation A.07.01.19	Head of School
Make final decision on any question concerning grades Except for the Faculty of Law A.07.01.20	Head of School
Certify an examination paper A.07.01.22	Course Coordinator - and an academic colleague
Grant student an extension In accordance with the Assessment Handbook, the Student Workload policy and the Meeting the Needs of Students with Impairments policy A.07.01.23	Course Coordinator - for extensions up to the end of a trimester Associate Dean - for extensions beyond the end of a trimester
Allow a student to carry over marks for some items of assessment to a repeated course A.07.01.24	Head of School
Lower a grade already notified on recommendation from Associate Dean A.07.01.25	Vice-Provost (Academic and Equity)
Approve an alternative assessment item for student with exceptional personal circumstances in consultation with Head of School A.07.01.26	Associate Dean
Waive or re-weight up to 30% of course assessment for individual student A.07.01.27	Head of School
Allow a student to re-submit an item of assessment on recommendation of Course Coordinator A.07.01.28	Head of School
Award Special Pass on recommendation of Head of School A.07.01.29	Vice-Provost (Academic and Equity)
Award Aegrotat A.07.01.30	Vice-Provost (Academic and Equity)
Reconsider a student's grade A.07.01.32	Course Coordinator
Determine class of honours A.07.01.33	Committee of Examiners Faculty of Engineering Examination Committee - for BE(Hons) Faculty of Law Research and Postgraduate Committee - for LLB(Hons)
Award Distinction or Merit (in relevant qualifications: Commerce, Education, Science) A.07.01.34	Head of School - for Commerce, Education, and Science Associate Dean - for FHSS, FAD Faculty of Law Research and Postgraduate Committee - for Law
Allow a student to sit an examination at an alternative location A.07.01.36	Faculty Student and Academic Services Manager
Determine suitability of proposed alternative examination arrangements A.07.01.37	Faculty Student and Academic Services Manager
Allow a student to use an English/foreign-language dictionary A.07.01.38	Faculty Student and Academic Services Manager
Grant an extension for assessment item A.07.01.39	Course Coordinator
Approve arrangements to assess or examine work submitted in te reo Maori or to translate it into English A.07.01.40	Faculty Student and Academic Services Manager
Decide whether an examiner is competent to mark a student's work submitted in te reo Maori A.07.01.41	Head of School - in consultation with DVC (Maori)
Authorise special examination arrangements for students with impairment A.07.01.42	Director, Student Academic Services
Decide outcome of appeal against refusal to grant Special Pass or Aegrotat A.07.01.43	Provost
Decide outcome of appeal by a student with impairment or staff dissatisfied with teaching or assessment arrangements made for the student A.07.01.46	Vice-Provost (Academic and Equity)
A08 - Delegations relating to Graduation, transcripts, certificates and recognition Authority, conditions and code	Holder(s) and limits

Determine wording on Qualification Certificate A.08.01.01	Council
Approve amendment of already issued Qualification Certificate Dean must send request to Vice-Provost (Academic and Equity), who, if satisfied, submits request to Council A.08.01.02	Council
Sign academic transcript A.08.01.03	Faculty Student and Academic Services Manager
Vary normal transcript to allow for non-Victoria component in conjunction with the partner institution A.08.01.04	Dean
Include optional elements on academic transcript including any request for specific elements from the student A.08.01.06	Faculty Student and Academic Services Manager
Include on academic transcript grades for courses taken at another institution A.08.01.07	Faculty Student and Academic Services Manager
Include on academic transcript titles of dissertations or research reports worth 60 points or more A.08.01.08	Faculty Student and Academic Services Manager
Include on academic transcript relevant working comments A.08.01.09	Faculty Student and Academic Services Manager
Issue Certificate of Achievement A.08.01.10	Faculty Student and Academic Services Manager
Sign Certificates of Achievement and/or Proficiency A.08.01.11	Dean
Determine wording and format of Certificates of Achievement and/or Proficiency A.08.01.12	Vice-Provost (Academic and Equity)
Include optional information on Certificate of Achievement A.08.01.13	Faculty Student and Academic Services Manager
Approve an entity other than Centre for Lifelong Learning to offer a Certificate of Attendance A.08.01.16	Manager, Graduation Services
Sign Certificate of Attendance A.08.01.17	Programme Director - Programme Manager for CLL
Issue replacement certificate of scholarship or prize A.08.01.18	Manager, Scholarships and PhD Admissions
Approve impaired performance comments for an academic transcript A.08.01.19	Vice-Provost (Academic and Equity)
Include (or remove) a student on the Dean's List A.08.01.20	Dean
Approve the awarding of a qualification in person more than eight months after the scheduled graduation ceremony The opinion of the Chancellor may be sought in certain circumstances A.08.01.21	Director, Student Academic Services
Approve academic dress for individual qualifications A.08.01.24	Vice-Provost (Academic and Equity)

Students

S01 - Delegations relating to Student Conduct

Authority, conditions and code	Holder(s) and limits
Appoint Convenor of Disciplinary Committee Term of appointment is normally one year S.01.01.01	Provost
Investigate and determine serious misconduct S.01.01.02	Disciplinary Committee
Investigate and determine academic misconduct (other than serious misconduct) and apply penalties in the event that student misconduct has occurred S.01.01.03	Head of School Course Coordinator
Investigate and determine misconduct and serious misconduct in a hall of residence and apply penalties in the event that student misconduct has occurred S.01.01.04	Hall Manager
Determine whether further disciplinary action should be taken in respect of a finding of serious misconduct at a hall of residence S.01.01.05	Disciplinary Committee - Convenor
Make final decision in respect of a student conduct complaint investigated using the tikanga Maori process S.01.01.06	Deputy Vice-Chancellor (Māori) - Toiahurei - In conjunction with Tohunga and Ruahine o Te Herenga Waka
Determine outcome of appeal to Disciplinary Appeals Committee Reasons for decision must be provided to appellant, Head of School, Disciplinary Committee and Dean S.01.01.07	Disciplinary Appeals Committee
Appoint Convenor of Academic Grievance Committee S.01.02.01	Provost
Extend academic grievance appeal period S.01.02.02	Grievance Appeal Committee - Convenor

Establish an ad-hoc committee to investigate alleged misconduct in a submitted thesis S.01.03.01	Dean, Faculty of Graduate Research (FGR) Associate Dean (PGR)
Decide that an allegation of academic misconduct by a thesis student would (if established) amount to serious misconduct S.01.03.02	Dean, Faculty of Graduate Research (FGR) - on advice from the ad-hoc committee Associate Dean (PGR) - on advice from the ad-hoc committee
Determine whether urgent interim action in respect of suspected general misconduct is required In consultation with Student Interest and Dispute Resolution Adviser or in-house Solicitor (or, in the case of Halls Misconduct, the Associate Director, Student Accommodation) S.01.04.01	Head of School Associate Dean Dean Director of Central Service Unit Hall Manager
Determine whether an allegation or complaint is established, and if so, whether it should be treated as misconduct or serious misconduct. In consultation with the Student Interest and Dispute Resolution Adviser (or in the case of Halls Misconduct, the Associate Director, Student Accommodation) S.01.04.02	Head of School Associate Dean Dean Director of Central Service Unit Hall Manager
Decide what disciplinary actions to take against a student, as set out in the Student Conduct Statute S.01.04.03	Disciplinary Committee
S02 - Delegations relating to Student Fees and levies	
Authority, conditions and code	
Establish or modify student administration fees S.02.01.01	Holder(s) and limits Vice-Chancellor - for related administration fees (such as official academic record documents)
Approve requests by students to pay their fees by instalments, including the number of instalments, amounts and payment dates S.02.01.02	Director, Student Academic Services
Allocate student fee debts to a debt recovery agency and recover any additional costs associated with the debt recovery S.02.01.03	Director, Student Academic Services
Cancel a student's enrolment in the event of outstanding fees without affecting the student's liability for payment of the outstanding fees S.02.01.04	Vice-Provost (Academic and Equity)
Refuse to re-activate enrolment or to decline an application for enrolment in a subsequent academic year for a student who has been in default of fees even if the outstanding amount has since been paid S.02.01.05	Vice-Provost (Academic and Equity)
Decide to accept a late application for fee reconsideration S.02.01.06	Director, Student Academic Services
Decide the outcome of a fee reconsideration application In consultation with the relevant Manager, Student and Academic Services and other staff as appropriate S.02.01.07	Associate Director, Student Management and Administration
Decide the outcome of a fee reconsideration decision appeal In consultation with the relevant dean S.02.01.08	Director, Student Academic Services
Approve exceptions to the standard refund provisions for international students who withdraw from their programme S.02.01.09	Director, Student Academic Services
Approve continued access to student support services by a student who has withdrawn from study In exceptional circumstances where continuity of care is required S.02.01.10	Director, Student Academic Services

Research**X01 - Delegations relating to Higher Doctorates****Authority, conditions and code**

Approve admission to a Higher Doctorate on the basis that the candidate has a long-standing connection with the University

This is the only discretionary criteria for admission

X.01.01.01

Appoint an ad hoc committee to consider an application for a Higher Doctorate

The ad hoc committee must have a minimum of 3 people, including the relevant Head of School
X.01.01.02

Approve an application for a Higher Doctorate to proceed to examination

X.01.01.03

Approve the examiners for a Higher Doctorate

X.01.01.04

Approve the award of the degree for a Higher Doctorate

On recommendation of Dean FGR

X.01.01.05

X02 - Delegations relating to Doctorates (including named Doctorates)**Authority, conditions and code****Holder(s) and limits**

Determine the suitability of candidates to be admitted to the PhD degree on the basis of adequate training and ability Associate Dean (PGR)

One of three possible criteria for admission to the PhD degree

X.02.01.01

Decide on the basis of available resources (e.g. supervision capability and/or capacity) if, having met the admission criteria, a candidate can be offered a place on a PhD programme Associate Dean (PGR) - in conjunction with Head of School

This is in addition to meeting one of the entry criteria specified for admission to the PhD degree

X.02.01.02

Approve the submission and assessment of a doctoral thesis in te reo Maori

Dean, Faculty of Graduate Research (FGR)

Prior approval is required. The thesis must be written in, not translated into, te reo Maori

X.02.01.03

Approve the submission of a doctoral thesis in a language other than te reo Maori or English

Dean, Faculty of Graduate Research (FGR)

Permission must be sought asap and determined prior to the move to full registration; the language must be an essential element of the research and suitable examiners are available to examine in that language

X.02.01.04

Approve submission of a thesis for PhD examination that exceeds the 100,000 word limit

Dean, Faculty of Graduate Research (FGR)

X.02.01.05

Grant permission to withhold public access to a PhD thesis

Dean, Faculty of Graduate Research (FGR)

X.02.01.06

Approve a suspension of PhD registration, in monthly increments, up to a maximum of 12 months in total Associate Dean (PGR)

X.02.01.07

Approve a suspension of PhD registration which takes the total period of suspension over 12 months

Dean, Faculty of Graduate Research (FGR)

X.02.01.08

Approve all applications made retrospectively for a suspension of registration

Dean, Faculty of Graduate Research (FGR)

X.02.01.09

Approve an extension to the maximum period of registration (due date) prior to submission of a thesis for examination

Dean, Faculty of Graduate Research (FGR)

Extensions shall not usually exceed 12 months. Calculations to the due date exclude periods of suspension of registration. On the advice of the Associate Dean (PGR)

X.02.01.10

Approve a change of status between full-time and half-time enrolment and vice versa

Associate Dean (PGR)

X.02.01.11

Terminate a candidate's PhD enrolment due to not meeting the requirements for full registration

Dean, Faculty of Graduate Research (FGR)

On recommendation of SRC via Associate Dean (PGR)

X.02.01.12

Terminate a candidate's PhD enrolment due to a lack of sustained satisfactory progress

Associate Dean (PGR)

On School recommendation

X.02.01.13

Decide the outcome of an appeal against termination of PhD enrolment

Dean, Faculty of Graduate Research (FGR)

as a result of allowing registration to lapse; failing to attend an oral defence; failing to complete required corrections and amendments to the thesis; or failing to deposit the PhD thesis in the University Library

X.02.01.14

Allow a PhD candidate to work away from the University for research purposes

School Research Committee

X.02.01.15

Approve a PhD candidate completing coursework beyond the period of provisional registration

Associate Dean (PGR)

X.02.01.16

Approve the composition of a doctoral candidate's supervisory team

Dean, Faculty of Graduate Research (FGR)

X.02.01.17

Appoint an alternative administrative supervisor where the Head of School is a member of the supervisory team

Head of School

The role of admin supervisor is normally assumed by Head of School

X.02.01.18

Approve the appointment of an external supervisor as an Honorary Research Associate

Dean, Faculty of Graduate Research (FGR)

On recommendation of Head of School and Associate Dean (PGR)

X.02.01.19

Approve changes to the composition of a PhD candidate's supervisory team

Associate Dean (PGR)

On recommendation of the SRC

X.02.01.20

Determine the outcome of an appeal by a candidate to vary the minimum period of registration immediately prior to submission of a doctoral thesis for examination

Dean, Faculty of Graduate Research (FGR)

Exceptional circumstances must apply

X.02.01.21

Approve the examiners for a doctoral thesis

Dean, Faculty of Graduate Research (FGR)

PG School Committee nominates doctoral examiners. Consultation with Dean FGR required if most suitable examiner is excluded by conditions in Doctoral Policy 4.11 (c)

X.02.01.22

Approve the appointment of a former supervisor to act as an examiner for a doctoral thesis X.02.01.23	Dean, Faculty of Graduate Research (FGR)
Determine whether or not a doctoral candidate may proceed to an oral defence Doctoral theses assessed as substandard will not normally receive the Dean's endorsement, but those candidates retain the right to have an oral X.02.01.24	Dean, Faculty of Graduate Research (FGR)
Approve the appointment of a referee for a doctoral examination X.02.01.25	Dean, Faculty of Graduate Research (FGR)
Appoint an independent chair for each oral examination X.02.01.26	Dean, Faculty of Graduate Research (FGR)
Approve arrangements for a doctoral oral to be conducted via video link or teleconference Must be approved in advance X.02.01.27	Dean, Faculty of Graduate Research (FGR)
Approve the outcome of the doctoral examination process On recommendation of the oral examination committee via the chair X.02.01.28	Dean, Faculty of Graduate Research (FGR)
Determine the outcome of an appeal by a doctoral candidate to submit a thesis for second examination within the required minimum registration period Exceptional circumstances must apply X.02.01.29	Dean, Faculty of Graduate Research (FGR)
Approve corrections and amendments made to a doctoral thesis post examination Note: This is a proposed change as the policy does not reflect current practice X.02.01.30	Internal examiner
Approve exceptions to the internal examiner approving corrections and amendments to a doctoral thesis post examination X.02.01.31	Dean, Faculty of Graduate Research (FGR)
Approve an extension of time for a candidate to complete required corrections and amendments to a doctoral thesis X.02.01.32	Dean, Faculty of Graduate Research (FGR)
Approve the award of the doctoral degree Subject to confirmation that the oral has taken place satisfactorily, written confirmation that all conditions set through the exam process have been satisfied and written confirmation that the thesis has been deposited in the University Library X.02.01.33	Dean, Faculty of Graduate Research (FGR)
Modify doctoral policy or procedures Where an injustice could occur for a candidate and In consultation with appropriate parties X.02.01.34	Dean, Faculty of Graduate Research (FGR)
Declare a doctoral examination null and void Where the examination process is compromised X.02.01.35	Dean, Faculty of Graduate Research (FGR)
Modify the procedures for an oral defence, including the right to waive an oral defence X.02.01.36	Dean, Faculty of Graduate Research (FGR)
Accept a candidate for a Doctor of Musical Arts In addition to meeting other entry requirements X.02.01.37	Director, NZSM Associate Dean (PGR)
Approve the repertoire to be performed and scope of the portfolio for the creative work in a DMA Must be approved in advance X.02.01.38	Director, NZSM
Approve the panel for public presentation of a DMA research proposal X.02.01.39	Director, NZSM
Approve an extension to the maximum period of enrolment for a DMA In special cases X.02.01.40	Dean, Faculty of Graduate Research (FGR)
X03 - Delegations relating to Master's by Thesis	
Authority, conditions and code	Holder(s) and limits
Approve the enrolment in a Master's thesis degree; including enrolment in a Research Portfolio where a school already has approval to offer a Research Portfolio X.03.01.01	Head of School
Determine the outcome of an appeal against "withdrawal" where a Master's thesis student has allowed their registration to lapse X.03.01.02	Associate Dean (PGR)
Approve a variation of Master's thesis registration Student must provide evidence plus a statement from the supervisor. Grounds for variation are specified X.03.01.03	Associate Dean (PGR)
Approve suspension of Master's thesis registration in monthly increments to a total of three months X.03.01.04	Associate Dean (PGR)
Approve Master's thesis suspensions beyond a total of three months or for reasons other than those detailed in the policy 4.2.2 (a) X.03.01.05	Dean, Faculty of Graduate Research (FGR)

Approve retrospective suspensions for Master's thesis students Applications must be made within 2 months of the event which gave rise to the application X.03.01.06	Dean, Faculty of Graduate Research (FGR)
Approve an extension of time to the due date for submission of a Master's thesis Up to 3 months may be granted on grounds specified in 4.2.2 (a) of the Policy; application must be accompanied by a detailed plan for submission X.03.01.07	Associate Dean (PGR)
Approve a change of status from full-time to part-time and vice versa Supporting documentation may be required X.03.01.08	Associate Dean (PGR)
Terminate a candidate's enrolment in a Master's by Thesis degree for failure to have a research proposal approved within three months of registration, failure to make satisfactory progress or satisfy mandatory requirements within a research portfolio, or failure to submit within the specified timeframe. On recommendation of the School Research Committee X.03.01.09	Associate Dean (PGR)
Determine the outcome of an appeal against termination of Master's thesis enrolment on the basis that a student has not submitted for examination within a specified time frame Extraordinary circumstances must apply X.03.01.10	Dean, Faculty of Graduate Research (FGR)
Approve the outline for a Master's Research Portfolio Endorsed by Head of School and Associate Dean PGR X.03.01.11	Dean, Faculty of Graduate Research (FGR)
Approve minor changes to the outline for a Master's Research Portfolio where this has already been distributed to enrolled candidates Changes require consultation with candidates X.03.01.12	Associate Dean (PGR) Dean, Faculty of Graduate Research (FGR) - for significant changes
Approve a variation to the expected minimum length of the research proposal Where this is expected to occur routinely X.03.01.13	Faculty of Graduate Research Board
Determine the outcome of the research proposal On recommendation of the School Research Committee X.03.01.14	Head of School
Approve variations to expected attendance at the University for Master's thesis candidates and where elements of the research project are to be undertaken off-campus At time of enrolment or when circumstances change X.03.01.15	Associate Dean (PGR)
Approve all academic progress reports for Master's thesis candidates X.03.01.16	Head of School
Appoint supervisors for Master's thesis candidates At least one academic supervisor must be a Victoria staff member X.03.01.17	Head of School
Approve as Master's thesis supervisors staff members who hold appointments such as a research fellow or a research associate Appointment is to supervise a specific thesis X.03.01.18	Associate Dean (PGR)
Approve the appointment of external supervisors for Master's thesis candidates as Honorary Research Associates On recommendation of Head of School and Associate Dean (PGR) X.03.01.19	Dean, Faculty of Graduate Research (FGR)
Approve alternative arrangements to the usual 3 month and 8 month progress reporting regime for Master's thesis candidates undertaking a Research Portfolio Arrangements must be detailed in the portfolio outline, provide an equivalent level of monitoring, evaluation and documentation of a Master's thesis candidate's progress and include a requirement for the candidate to provide comment and raise any concerns X.03.01.20	Associate Dean (PGR) - On recommendation of Head of School
Approve a longer word limit for a Master's thesis X.03.01.21	Dean, Faculty of Graduate Research (FGR)
Approve submission of a Master's thesis in te reo Maori Prior approval is required. Theses to be examined in te reo Maori must be written in, not translated into, te reo Maori X.03.01.22	Dean, Faculty of Graduate Research (FGR)
Approve submission of a Master's thesis in a language other than English or Maori Permission must be sought asap and determined within one month of initial registration; the language must be an essential element of the research and suitable examiners are available to examine in that language X.03.01.23	Dean, Faculty of Graduate Research (FGR)
Specify the format of a research portfolio X.03.01.24	Head of School
Approve up to 75% of the work for a Master's research portfolio being undertaken in a group context In exceptional circumstances, where justified by the nature of the discipline X.03.01.25	Dean, Faculty of Graduate Research (FGR)

Approve withholding access to a Master's thesis or a research portfolio For cogent and compelling reasons X.03.01.26	Dean, Faculty of Graduate Research (FGR)
Approve the appointment of Master's thesis examiners who may have an existing relationship with the candidate Where this person is the most qualified prospective examiner X.03.01.27	Dean, Faculty of Graduate Research (FGR)
Approve examiners for Master's thesis After appropriate consultation X.03.01.28	Associate Dean (PGR) - On recommendation of Head of School
Approve grades for Master's thesis examinations Examiners submit reports to Associate Dean (PGR) and recommend a grade; Associate Dean forwards reports to School Research Committee for a recommendation on the outcome X.03.01.29	Associate Dean (PGR)
Determine the final grade of a Master's thesis where grades have been disputed On recommendation of School Research Committee X.03.01.30	Associate Dean (PGR)
Determine whether editorial changes to a Master's thesis or a research portfolio recommended by examiners are a condition for awarding the degree X.03.01.31	School Research Committee
Determine the outcome of an appeal against a final grade for a Master's thesis or a research portfolio Request SRC to reconsider reports and recommendations in light of issues raised by candidate. SRC must request a written report from the supervisor X.03.01.32	Associate Dean (PGR)
Determine the outcome of a further appeal against the grade or award for a Master's thesis or a research portfolio Only matters of procedure can be considered X.03.01.33	Dean, Faculty of Graduate Research (FGR)
Delegate responsibility for management of individual items of assessment in a research portfolio X.03.01.34	Associate Dean (PGR)
Determine the final grade for a research portfolio On recommendation of School Research Committee X.03.01.35	Associate Dean (PGR)
Approve a variation to the requirement to register within three months of being notified of a decision to revise and resubmit a Master's thesis for a second examination X.03.01.36	Dean, Faculty of Graduate Research (FGR)
Approve exceptions to the requirements for a conversion from a Master's thesis to a PhD X.03.01.37	Associate Dean (PGR)
Grant final approval of a conversion from a Master's thesis to a PhD In consultation with the Head of School X.03.01.38	School Research Committee Associate Dean (PGR)
Approve conversion from a Master's research portfolio to a PhD Not normally possible X.03.01.39	Dean, Faculty of Graduate Research (FGR)
Approve variations to Master's Thesis Policy or procedures Where an injustice could occur for a candidate. Must be done in consultation with appropriate parties X.03.01.40	Dean, Faculty of Graduate Research (FGR)
Declare a Master's thesis examination null and void Where the examination process is compromised X.03.01.41	Dean, Faculty of Graduate Research (FGR)
X04 - Delegations relating to Human Ethics	
Authority, conditions and code	Holder(s) and limits
Appoint and remove members of the Human Ethics Committee X.04.01.01	Human Ethics Committee - Convenor
Approve, reject, revoke or suspend applications Consult with committee X.04.01.02	Human Ethics Committee - Convenor
X05 - Delegations relating to Animal Ethics	
Authority, conditions and code	Holder(s) and limits
Appoint and remove members of the Animal Ethics Committee Subject to composition defined in VUW AEC Code 2012 X.05.01.01	Vice-Chancellor Vice-Provost (Research)
Approve, reject, revoke or suspend applications Consult with committee X.05.01.02	Animal Ethics Committee - Convenor or Executive
X06 - Delegations relating to Research processes	
Authority, conditions and code	Holder(s) and limits

Approve an application to withhold access to a research degree thesis

Maximum withholding period is two years from the date of deposit in the University Library. On application, the period of withholding may be extended for a further two years.

X.06.01.01

Dean, Faculty of Graduate Research (FGR)

Approve an application to exceed the maximum word limit for a doctoral thesis or a Master's thesis

Different word limits apply to different theses

X.06.01.02

Dean, Faculty of Graduate Research (FGR)

Resolve disputes over authorship

X.06.01.03

Vice-Provost (Research)

Human Resources**H01 - Delegations relating to Recruitment****Authority, conditions and code****Approve recruitment for a position**

SLT Appointments Committee approves recruitment to a role of 6 months or more, otherwise oversight manager to authorise.

H.01.01.01

Holder(s) and limits

Senior Leadership Team (SLT) member

Decide to not notify a vacancy because it is not "practicable".

Exclusion under s77H of the State Sector Act.

Must consult your HR contact.

H.01.01.02

Level 4

Require an applicant for appointment to undergo a medical examination.

H.01.01.04

Senior Leadership Team (SLT) member

Director, Human Resources

Second a staff member within the University

All secondments - in consultation with your manager and HR contact. If secondment is for 6 months or more, the position may require approval of SLT Appointments Committee.

H.01.02.01

Level 4

Second a staff member into and out of the University

All secondments - in consultation with your manager and HR contact. If secondment is for 6 months or more, the position may require approval of SLT Appointments Committee.

H.01.02.02

Level 3 - For secondments up to 12 months duration

Senior Leadership Team (SLT) member - For extensions of secondments and/or for secondments of more than 12 months duration

Approve adjunct title

H.01.03.01

Pro Vice-Chancellor

Approve visiting scholar title

H.01.03.02

Head of School

Director of Centre or Institute

Approve use of any term other than in policy

H.01.03.03

Pro Vice-Chancellor

H02 - Delegations relating to Appointment (including employment agreements)**Authority, conditions and code****Appoint a family member of a manager in that manager's area of responsibility**

H.02.01.01

Holder(s) and limits

Senior Leadership Team (SLT) member

Director, Human Resources

Approve appointment of applicant where special provisions need to be made (e.g., special equipment due to a disability, has a previous conviction etc)

H.02.02.01

Senior Leadership Team (SLT) member

Refuse an appointment because unable to reasonably accommodate a disability

H.02.02.01

Senior Leadership Team (SLT) member

Approve re-entry after childcare

H.02.03.01

Level 3

Appoint adjuncts

H.02.04.01

Pro Vice-Chancellor

Appoint visiting scholars

H.02.04.02

Head of School

Director of Centre or Institute - for stand-alone Centres and Institutes

Approve appointment expenses where a staff member is appointed from another NZ University

H.02.05.01

Level 3

Approve credit of previous relevant service

In consultation with your HR contact.

H.02.06.01

Level 3

Director, Human Resources

Appoint staff member on a permanent basis or for a period of 6 months or more

Professor: in consultation with the Vice-Chancellor, a Pro Vice-Chancellor must authorise the appointment of Professors.

Head of School or Deputy Dean: in consultation with the Vice-Chancellor.

Must have approval to recruit from the SLT Appointments Committee

H.02.07.01

Senior Leadership Team (SLT) member - for Professor, Head of School, Deputy Dean or other academic staff member

Level 4 - for Professional staff

Appoint a staff member on a fixed term of less than 6 months

H.02.07.02

Level 4 - for Academic staff

Level 5 - for Professional staff

Hire a casual staff member

H.02.07.03

Level 5

Appoint an acting staff member H.02.07.04	Senior Leadership Team (SLT) member - for Head of School Level 4 - for other academic staff Level 5 - for Professional staff
Engage a contractor on a Contract for Services. Subject to the Contract for Services Policy and except when there is a potential conflict of interest. H.02.07.05	Level 4
Approve salary for new staff members. Same as person approving appointment, in consultation with your HR contact. H.02.08.01	Senior Leadership Team (SLT) member - for Professor, Head of School, Deputy Dean or other academic staff member Level 4 - for Professional staff
Approve variation to standard terms and conditions, e.g., to offer letter templates, IEA documents etc. Ordinarily, changes must not be made to the standard terms and conditions contained in employment agreements. Must first consult your HR contact before any changes are approved. H.02.08.02	Level 4 Director, Human Resources
Nullify an appointment where false information has been given by applicant. Person responsible for making the appointment, having consulted with their HR contact. H.02.09.01	Senior Leadership Team (SLT) member - for Professor, Head of School, Deputy Dean or other academic staff member Level 4 - for Professional staff
H03 - Delegations relating to Remuneration, benefits and leave	
Authority, conditions and code	Holder(s) and limits
Approve timesheets, hours of work and overtime. H.03.01.01	Level 5
Approve out of round salary reviews/role re-evaluations for existing staff where salary is to be increased Appointing manager in consultation with your HR contact and oversight manager H.03.02.01	Senior Leadership Team (SLT) member - for Professor, Head of School, Deputy Dean or other academic staff member Level 4 - for Professional staff
Approve Professional Staff Salary Review/IEA Remuneration Review Level 3 for some large CSUs H.03.02.02	Senior Leadership Team (SLT) member
Approve salary reviews and promotions for Research Assistants and Research Fellows H.03.02.03	Senior Leadership Team (SLT) member
Approve salary reviews and promotions for Academic Staff H.03.02.04	Vice-Chancellor
Approve annual leave	
> Approve annual leave H.03.03.01	Level 5
> Approve annual leave in anticipation of entitlement H.03.03.02	Level 5
> Decline to grant annual leave Must consult your HR contact H.03.03.03	Level 5
> Direct staff member to take annual leave at a certain time. H.03.03.04	Level 5
> Approve adjustment to annual leave or long service leave when sickness or bereavement occurs H.03.03.05	Level 5
Approve sick leave	
> Approve accident leave In consultation with your HR contact H.03.04.01	Level 5
> Approve sick leave H.03.04.02	Level 5
> Request a medical certificate In consultation with your HR contact H.03.04.03	Level 5
> Direct staff member to take sick leave In consultation with your HR contact H.03.04.04	Level 5
> Require any staff member to undergo a medical examination at the expense of the CSU/School, by a registered medical practitioner nominated by the University In consultation with your HR contact. H.03.04.05	Level 4 Director, Human Resources
> Make a deduction from the salary of a staff member for lost time through sickness or default In consultation with your HR contact. H.03.04.06	Level 4 Director, Human Resources
> Approve extended leave on reduced pay or without pay on medical grounds In consultation with your HR contact. H.03.04.07	Level 4
Approve parental leave	
> Approve Parental Leave H.03.05.01	Level 4

> Approve (for a female staff member) up to 10 days of special leave without pay for reasons connected with her pregnancy H.03.05.02	Level 4
> Approve (for a male staff member) up to 14 continuous days of special leave without pay in relation to his partner's pregnancy/adoption H.03.05.03	Level 4
> Approve early return from Parental Leave In consultation with your HR contact. H.03.05.04	Level 4
> Authorise to extend parental leave for up to 12 months until the staff member's previous position or a similar position becomes available In consultation with your HR contact H.03.05.05	Level 4
> Authorise replacement of a staff member on Parental Leave with a permanent appointment when the position is key In consultation with your HR contact H.03.05.06	Senior Leadership Team (SLT) member
> Direct a staff member to commence parental leave when unable to undertake the job safely In consultation with your HR contact H.03.05.07	Level 4
Approve leave without pay	
> Approve leave without pay H.03.06.01	Level 3
> Approve leave without pay for more than the maximum period available H.03.06.02	Senior Leadership Team (SLT) member
> Approve an extension of leave without pay H.03.06.03	Senior Leadership Team (SLT) member
Approve Education Leave, Study Leave, Research and Study Leave, Conference Leave	
> Approve leave to attend union education courses In consultation with the Manager, Employment Law and Employment Relations H.03.07.01	Level 5
> Approve study leave and/or associated costs of tuition H.03.07.02	Level 4
> Approve Research and Study leave/Exchange leave (academic staff) On the recommendation of the Leave Committee H.03.07.03	Senior Leadership Team (SLT) member
> Approve overseas conference leave/special overseas leave (academic staff) On the recommendation of the Leave Committee H.03.07.04	Senior Leadership Team (SLT) member
> Approve short period of leave within NZ/overseas for academic purposes during non-teaching time (academic staff) On the recommendation of the Leave Committee H.03.07.05	Senior Leadership Team (SLT) member
> Approve conference leave and funding (professional staff) H.03.07.06	Level 4
Approve other leave	
> Approve Bereavement/Tangihanga Leave, Jury Service, Long Service Leave, Maori Land Court/Waitangi Tribunal Leave, and Special Leave with or without pay In consultation with your HR contact H.03.08.01	Level 5 - for 5 days or less Level 4 - for more than 5 days
Approve allowances, payments and bonuses	
> Approve payment for Tikanga Maori and/or te reo Maori skills In consultation with your HR contact H.03.09.01	Level 4
> Approve a higher or special duties allowance In consultation with your HR contact H.03.09.02	Level 5
> Approve a morning tea, lunch or afternoon tea allowance H.03.09.03	Level 5
> Sign off on payment of fees for Practising Certificates H.03.09.04	Level 4
> Approve payments of sums in lieu of equipment or special clothing for field work H.03.09.05	Level 4
> Reimburse field trip or expedition costs, including accommodation and incidental costs H.03.09.06	Level 4
> Approve a recruitment or retention allowance In consultation with your HR contact H.03.09.07	Senior Leadership Team (SLT) member - for Academic staff Level 3 - for Professional staff
> Reimbursement of an agreed level of course tuition and examination fees (on the production of result-slips and receipts) on successful completion of a section of the course H.03.09.08	Level 4

> Award a non-superable payment additional to an approved salary In consultation with your HR contact H.03.09.09	Level 3
> Approve a performance bonus within policy parameters In consultation with your HR contact H.03.09.10	Level 3
Approve travel and transport expenses H.03.10.01	Level 5
Approve faculty/school bench fee policy H.03.11.01	Pro Vice-Chancellor
Approve paid private work in excess of 36 days H.03.12.01	Senior Leadership Team (SLT) member
Approve use of University's facilities Must be paid for in full except for use of offices, telephones (other than toll calls) and limited use of computers H.03.12.02	Head of School
Intervene where private work is considered to impede teaching and administrative responsibilities H.03.12.03	Head of School
Approve working during Christmas Closedown H.03.13.01	Senior Leadership Team (SLT) member
Approve working on a Public Holiday H.03.13.02	Line manager Head of School
Approve enrolment in a PhD at VUW - academic staff H.03.14.01	Head of School
Approve study assistance for enrolment in a PhD at another institution - academic staff H.03.14.02	Head of School
Approve engagement of contractor where value of contract is \$50K or more annually H.03.15.01	SLT Appointments Committee
Approve changes of substance to the Contract for Services template H.03.15.02	General Counsel
Approve contract extensions where cumulative total \$50K or more H.03.15.03	SLT Appointments Committee Senior Leadership Team (SLT) member
Approve advance payment to a Contractor H.03.15.04	Senior Leadership Team (SLT) member
Reimburse employees for damage caused to clothing while wearing protective clothing H.03.16.01	Level 5
Approve reasonable cost of spectacles for permanent staff This delegation only applies where a staff member's employment agreement provides for this entitlement, and does not apply to the loss or breakage of spectacles H.03.16.02	Level 5 - up to the amounts specified in the relevant employment agreements
Authorise prescription hardened lenses if required for use at work H.03.16.03	Level 5
H04 - Delegations relating to Employment Relations	
Authority, conditions and code	Holder(s) and limits
Issue an instruction that shall be observed by all University staff members H.04.01.01	Vice-Chancellor
Issue warnings and suspensions	
> Issue a formal warning (verbal or written) The Manager of the person concerned is responsible for all actions in this section, after consultation with HR and their manager at least one level higher H.04.02.01	Level 5
> Issue a final written warning The Manager of the person concerned is responsible for all actions in this section, after consultation with HR and their manager at least one level higher H.04.02.02	Level 5
> Suspend on pay The Manager of the person concerned is responsible for all actions in this section, after consultation with HR and their manager at least one level higher H.04.02.03	Senior Leadership Team (SLT) member - for Academic staff Level 4 - for Professional staff
Resolve disputes and personal grievances	
> Respond to a Personal Grievance claim In consultation with Manager, Employment Law and Employment Relations and your HR contact H.04.03.01	Line manager - for Academic staff Level 4 - for Professional staff
> Accept a Personal Grievance after the 90 day period In consultation with Manager, Employment Law and Employment Relations and your HR contact H.04.03.02	Senior Leadership Team (SLT) member - for Academic staff Level 3 - for Professional staff

<p>> Settle a negotiated or mediated grievance or settle a dispute (as defined by the Employment Relations Act) or a dispute with a CA/IEA Academic staff: in consultation with Vice-Chancellor (if payment of \$15,000 or more), Manager, Employment Law and Employment Relations and your HR contact. Professional staff: in consultation with SLT member (if payment of \$15,000 or more), oversight manager, Manager, Employment Law and Employment Relations and your HR contact. H.04.03.03</p>	<p>Senior Leadership Team (SLT) member - for Academic staff where payment is involved Level 3 - for Academic staff where no payment is involved or Professional staff where payment of more than \$5,000 is involved Level 4 - for Professional staff where payment of less than \$5,000 is involved</p>
<p>Authorise action against any staff member who does not comply with the conditions attached to the exercise of delegated authority. H.04.04.01</p>	<p>Line manager</p>
<p>Determine an investigation into a suspected fraud is warranted H.04.04.02</p>	<p>Chancellor Vice-Chancellor</p>
<p>Access all University records and premises, and examine, copy and/or remove any documents or information without individuals' consent H.04.04.03</p>	<p>Fraud investigation team</p>
<p>Determine the disclosure of any part of a report of the investigation team into a suspected fraud H.04.04.04</p>	<p>Chancellor Vice-Chancellor</p>
<p>H05 - Delegations relating to Leaving</p>	
<p>Authority, conditions and code</p>	<p>Holder(s) and limits</p>
<p>Accept a period of notice which is less than the period of notice in the employee's Employment Agreement In consultation with your HR contact H.05.01.01</p>	<p>Level 3 - for Academic staff Level 5 - for Professional staff</p>
<p>Accept withdrawal of resignation H.05.01.02</p>	<p>Level 3</p>
<p>Require an academic staff member who has not completed 3 years' service to refund the travel and establishment costs incurred by the University on their account H.05.01.03</p>	<p>Level 3</p>
<p>Approve Retirement Leave where entitlement exists H.05.01.04</p>	<p>Level 5</p>
<p>Approve action in event of the death of a staff member, e.g. payment of final pay, annual leave due, cash grant in lieu of Retiring Leave to the surviving partner or dependant H.05.01.05</p>	<p>Level 5</p>
<p>Terminate the employment of a staff member who is absent from work for a continuous period of three working days without notification In consultation with Manager, Employment Law and Employment Relations and your HR contact H.05.01.06</p>	<p>Senior Leadership Team (SLT) member - for Academic staff Level 3 - for Professional staff</p>
<p>Terminate employment with three months' notice when a period of extended parental leave expires and there is no position available for the staff member In consultation with Manager, Employment Law and Employment Relations and your HR contact H.05.01.07</p>	<p>Senior Leadership Team (SLT) member - for Academic staff Level 3 - for Professional staff</p>
<p>Approve retirement of a staff member on medical grounds In consultation with Manager, Employment Law and Employment Relations and your HR contact H.05.01.08</p>	<p>Level 3</p>
<p>Notify staff member of potential redundancy H.05.01.09</p>	<p>Level 4</p>
<p>Approve a redundancy payment In consultation with your HR contact H.05.01.10</p>	<p>Line manager</p>
<p>Terminate a staff member's employment with or without notice After consultation with the Director, Human Resources and your HR contact H.05.01.11</p>	<p>Senior Leadership Team (SLT) member - for Academic staff Level 3 - for Professional staff</p>
<p>H06 - Delegations relating to Other HR management delegations</p>	
<p>Authority, conditions and code</p>	<p>Holder(s) and limits</p>
<p>Ratify a collective employment agreement under the Employment Relations Act 2000 H.06.01.01</p>	<p>Vice-Chancellor</p>
<p>Restructure and/or manage change</p>	
<p>> Initiate a restructure within area of responsibility and notify staff members affected by the event or decision and their bargaining agents Must be signed off by the relevant SLT member, following consultation with your HR contact. H.06.02.01</p>	<p>Level 4</p>
<p>> Re-deploy a staff member, by agreement, at the same, higher or lower salary and to a permanent or fixed term position Same as for normal appointments H.06.02.02</p>	<p>Line manager</p>
<p>> Transfer Professorial academic staff from membership of one School to another with no change to employment conditions H.06.02.03</p>	<p>Senior Leadership Team (SLT) member</p>

> Approve reasonable costs associated with supporting a staff member in seeking new employment H.06.02.04	Line manager
Approve sub-delegation of the power to manage a conflict of interest situation H.06.03.01	Vice-Chancellor

Finance and Procurement
F01 - Delegations relating to Financial governance

Authority, conditions and code	Holder(s) and limits
Allocate approved operating/business as usual (BAU) budget to subordinates' cost centres or specific projects in accordance with relevant policy F.01.01.01	Line manager
Approve business cases F.01.01.02	Council Vice-Chancellor - \$5,000,000 Senior Leadership Team (SLT) member - COO - \$3,000,000; other SLT \$1,000,000 Level 3 - \$100,000
Approve fixed and working capital lines for subsidiaries and controlled entities F.01.01.03	Council Vice-Chancellor - \$3,000,000 Chief Operating Officer - \$2,000,000 Chief Financial Officer - \$1,000,000
Determine tuition fees and student services levies taking into account the recommendations of the Finance Committee F.01.01.06	Council
Approve discounts on tuition fees and student services levies F.01.01.07	Council Vice-Chancellor - 25% Deputy Vice-Chancellor (Engagement) - 25% Assistant Vice-Chancellor (International) - 25% Assistant Vice-Chancellor (International Engagement) - 25%
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 F.01.01.08	Council
Open bank accounts and manage all Treasury functions in accordance with the Treasury statute F.01.01.09	Chief Financial Officer
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 F.01.01.10	Council

F02 - Delegations relating to Payments

Authority, conditions and code	Holder(s) and limits
Approve payment controls	
> Approve issue of purchase card F.02.01.02	Line manager - Levels 1-3 only
Approve commitments and payments	
> Approve purchase orders and financial transactions (including purchase card transactions, but excluding sponsorship, gifts and koha) within budget (and contract authority where appropriate) F.02.02.01	Vice-Chancellor - \$10,000,000 Senior Leadership Team (SLT) member - COO \$3,000,000; other SLT \$1,000,000 Level 3 - CFO \$500,000; other Level 3 \$100,000 Level 4 - \$50,000 Level 5 - \$10,000 Level 6 - \$2,000
> Approve tax payments F.02.02.02	Vice-Chancellor - \$10,000,000 Chief Operating Officer - \$5,000,000 Chief Financial Officer - \$5,000,000 Deputy Chief Financial Officer - \$1,000,000
> Approve debt and asset write-offs [over \$50] F.02.02.03	Council Vice-Chancellor - \$500,000 Senior Leadership Team (SLT) member - COO \$200,000; other SLT \$100,000 Level 3 - CFO \$50,000; Director, SAS \$20,000 for student debt only
> Approve payment runs and payroll F.02.02.04	Vice-Chancellor - \$15,000,000 Director, Human Resources - \$10,000,000 Chief Financial Officer - \$10,000,000
Approve Donations, Sponsorship and Koha	
> Approve expenditure on gifts and koha authority is required prior to the purchase of the gift or giving of koha F.02.03.01	Vice-Chancellor - \$2,000 Senior Leadership Team (SLT) member - DVC (Maori) \$2,000; other SLT \$400 Level 3 - \$400 Level 4 - \$400

<p>> Approve donation or sponsorship (excluding koha) to a third-party F.02.03.02</p>	<p>Vice-Chancellor - \$100,000 Senior Leadership Team (SLT) member - DVC (Engagement) \$10,000; other SLT \$5,000 Level 3 - CFO \$5,000; other Level 3 \$2,000 Director, Student and Campus Living - \$20,000 only in relation to student activities</p>
<p>> Approve the acceptance of gifts in excess of \$200 When visiting overseas, hospitality and small gifts can be accepted on behalf of the University without prior approval, or where it arises as part of a staff member's role, where such hospitality or gift is in accordance with local customs. The relevant Senior Leadership Team member, Head of School, Director of Central Service Unit must be informed upon the staff member's return to New Zealand. F.02.03.03</p>	<p>Senior Leadership Team (SLT) member Head of School Director of Central Service Unit</p>
<p>> Approve attendance at functions or events such as, sports or cultural events that involve significant work time Annual leave and travel cost repayment may be required where the approving manager considers these to be significant. F.02.03.04</p>	<p>Senior Leadership Team (SLT) member Head of School Director of Central Service Unit</p>
<p>> Accept (or refuse or disclaim) gifts for the use or enjoyment of staff or for the benefit of the University All offers of gifts to the University with a value of \$1,000 or above, and any gifts with conditions attached, should be referred in the first instance to the Vice Chancellor (or delegate) and the opportunity for including the donation in the Victoria University of Wellington Foundation should be considered before acceptance. F.02.03.05</p>	<p>Vice-Chancellor</p>
<p>> Deem expenditure on donations, sponsorship and koha as unreasonable in accordance with the Gift and Koha policy F.02.03.06</p>	<p>Chief Financial Officer</p>
Approve specified payments	
<p>> Approve travel arrangements and expenses, including alterations to previously agreed plans in accordance with the Travel and Expenses policy. NB specific arrangements apply for members of Council and SLT F.02.04.02</p>	<p>Line manager Chief Financial Officer</p>
<p>> Approve or decline requests for departures from the Travel and Expenses Policy in accordance with the Travel and Expenses policy. F.02.04.03</p>	<p>Chief Financial Officer</p>
<p>> Approve University funding of frequent flyer programmes, airline club memberships or traveller club membership in accordance with the Travel and Expenses policy. F.02.04.04</p>	<p>Vice-Chancellor - for SLT members Senior Leadership Team (SLT) member - for other staff members</p>
<p>> Approve University travel insurance cover for self-funded travel in accordance with the Travel and Expenses policy. F.02.04.05</p>	<p>Line manager</p>
Approve sensitive expenditure	
<p>> Approve social functions, entertainment events, ceremonies, meetings, special events or conferences as official functions in accordance with the Sensitive Expenditure Policy F.02.05.01</p>	<p>Chancellor Vice-Chancellor Senior Leadership Team (SLT) member Head of School Director of Central Service Unit</p>
<p>> Approve team events to recognise achievements or performance beyond once annually subject to all criteria in the Sensitive Expenditure Policy being met, and expenditure being within pre-approved budgets F.02.05.03</p>	<p>Senior Leadership Team (SLT) member</p>
<p>> Approve any other sensitive expenditure subject to all criteria in the Sensitive Expenditure Policy being met, and expenditure being within pre-approved budgets F.02.05.04</p>	<p>Line manager</p>
<p>> Deem sensitive expenditure as unreasonable in accordance with the Sensitive Expenditure Policy F.02.05.05</p>	<p>Chief Financial Officer</p>
Treasury actions - debt management	
<p>> Approve core borrowing - debt management (drawdown and repayment) Requires two approvers F.02.06.01</p>	<p>Council Vice-Chancellor - \$50,000,000 Chief Operating Officer - \$50,000,000 Chief Financial Officer - \$20,000,000 Deputy Chief Financial Officer - \$10,000,000</p>
<p>> Approve inter-bank transfer Requires two approvers F.02.06.02</p>	<p>Council Vice-Chancellor - \$50,000,000 Chief Operating Officer - \$50,000,000 Chief Financial Officer - \$20,000,000 Deputy Chief Financial Officer - \$10,000,000</p>
Treasury actions - hedging	

<p>> Approve interest rate risk management contracts Requires two approvers. Transactions must match identified liabilities F.02.07.01</p>	<p>Council Vice-Chancellor - \$50,000,000 Chief Operating Officer - \$50,000,000 Chief Financial Officer - \$20,000,000 Deputy Chief Financial Officer - \$20,000,000</p>
<p>> Approve foreign exchange risk management contracts Requires two approvers. Transactions must match identified liabilities F.02.07.01</p>	<p>Council Vice-Chancellor - \$2,000,000 Chief Operating Officer - \$2,000,000 Chief Financial Officer - \$1,000,000 Deputy Chief Financial Officer - \$500,000</p>
<p>F03 - Delegations relating to Procurement</p>	
<p>Authority, conditions and code</p>	<p>Holder(s) and limits</p>
<p>Approve written requests for deviations from the Procurement Policy F.03.01.01</p>	<p>Chief Financial Officer</p>
<p>Request documentation pertaining to a procurement decision and the process followed any time within a 7 year period F.03.01.02</p>	<p>Chief Financial Officer</p>
<p>Approve non-standard terms of trade F.03.01.03</p>	<p>Chief Financial Officer Associate Director, Financial Operations</p>
<p>Approve cash advances will only be approved in exceptional circumstances F.03.01.04</p>	<p>Associate Director, Financial Operations</p>
<p>Approve applications for closed tender processes in consultation with the Tender Panel F.03.01.05</p>	<p>Associate Director, Financial Operations</p>
<p>Agree an overarching process for CAPEX construction project tenders in consultation with Director, Property Services F.03.01.06</p>	<p>Chief Financial Officer</p>
<p>Approve or endorse all tenders with an overall, annual or renewal value of over \$100,000 F.03.01.07</p>	<p>Associate Director, Financial Operations - as advised by the Tender panel</p>
<p>Approve selective procurement F.03.01.08</p>	<p>Associate Director, Financial Operations</p>

<p>Contracts</p>	
<p>C01 - Delegations relating to Contracts and agreements (excluding employment agreements)</p>	
<p>Authority, conditions and code</p>	<p>Holder(s) and limits</p>
<p>Enter into, amend and renew expenditure contracts (such as agreements for the provision of goods and services to the University including supplier agreements, significant purchase contracts and construction agreements) In accordance with the Procurement policy, Financial Delegated Authority and within approved budget or business case. Must consult with Legal Services if not using a Victoria standard contract. C.01.01.01</p>	<p>Council Vice-Chancellor - \$25,000,000 Senior Leadership Team (SLT) member - COO \$20,000,000; other SLT \$10,000,000 Level 3 - CFO \$10,000,000; other Level 3 \$1,000,000 Level 4 - \$100,000</p>
<p>Enter into, amend and renew non-research revenue contracts (such as agreements for the provision services by the University, teaching services and consultancy services) with associated unfunded costs C.01.01.02</p>	<p>Council Vice-Chancellor - \$25,000,000 Senior Leadership Team (SLT) member - COO \$20,000,000; other SLT \$10,000,000 Level 3 - CFO \$10,000,000; other Level 3 \$1,000,000 Level 4 - \$100,000</p>
<p>Enter into, amend and renew non-research revenue contracts (such as agreements for the provision services by the University, teaching services and consultancy services) without associated unfunded costs C.01.01.03</p>	<p>Level 4</p>
<p>Enter into, amend and renew research revenue contracts (such as research services, research grants, research subcontracts and research collaborations) C.01.01.04</p>	<p>Associate Director, Research Development</p>
<p>Enter into, amend and renew agreements for the acquisition and disposal of land and buildings (including leases) with the written consent of the Secretary of Education (where required) C.01.01.05</p>	<p>Council Vice-Chancellor - \$5,000,000 Chief Operating Officer - \$1,000,000</p>
<p>Enter into and amend agreements for the sale or disposal of University assets (other than land and buildings) with the written consent of the Secretary of Education (where required) C.01.01.06</p>	<p>Council Vice-Chancellor - \$5,000,000 Senior Leadership Team (SLT) member - \$1,000,000 Level 3 - CFO \$1,000,000; other Level 3 \$500,000 Level 4 - \$200,000</p>
<p>Enter into, amend and renew relationship agreements with other institutions or organisations (including memoranda of understanding (MOUs) and joint ventures) C.01.01.07</p>	<p>Provost Vice-Provost (Research) Vice-Provost (Academic and Equity) Deputy Vice-Chancellor (Engagement) Assistant Vice-Chancellor (International Engagement) Assistant Vice-Chancellor (International) Chief Operating Officer</p>

Enter into, amend and renew collaboration agreements with other institutions or organisations In accordance with authorities to commit resources and establish strategic relationships C.01.01.08	Senior Leadership Team (SLT) member
Enter into, amend and renew agreements for the management and commercialisation of intellectual property (IP) In accordance with IP Policy C.01.01.09	Vice-Provost (Research) Associate Director, Research Development
Enter into, amend and renew enabling agreements (such as material transfer agreements, confidentiality agreements, scholarship and/or supervision agreements and student placement agreements) In accordance with template contracts. C.01.01.10	Level 4
Ensure that adequate insurance coverage is in place C.01.01.11	Council
Authorise the common seal to be affixed to any document Common seal must be countersigned by two people (other than for qualification certificates), one of whom must be a member of Council. C.01.01.12	Council
Enter into agreements which, if made by a private person, must be by deed. Requires common seal to be affixed and countersigned by two people with delegated authority (at least one of whom must be a member of Council). (Any agreement which is not required to be by deed need not be signed under seal) C.01.01.13	Council Senior Leadership Team (SLT) member

Resources and assets

R01 - Delegations relating to Information, records and technology systems

Authority, conditions and code

Holder(s) and limits

Authorise records destruction In accordance with the Records Management policy and General Disposal Authority (GDA) R.01.01.01	Level 3
Approve release of definitive information about the University's Academic Performance R.01.01.02	Director, Planning and Management Information
Approve University-wide surveys R.01.01.03	Director, Planning and Management Information
Authorise access to the Relationship Management Database R.01.01.04	Executive Director, Development Office and the Foundation Deputy Vice-Chancellor (Engagement)
Approve non-standard use of information held in the Relationship Management Database R.01.01.05	Line manager Executive Director, Development Office and the Foundation
Determine the appropriate classification for University information R.01.01.06	Level 3 - as information/system owner
Authorise access to information held within University systems R.01.01.07	Level 3 - as information/system owner
Monitor, access, inspect or disclose any information stored on or transmitted through University information systems Disclosure of personal information requires consultation with the Director, Human Resources and Director, ITS R.01.01.08	Level 3 - as information/system owner
Obtain from any part of the University information requested pursuant to an Official Information Act (OIA) or Privacy Act request R.01.01.09	General Counsel - as Privacy Officer
Review any aspect of any University information system for the purposes of ensuring the security of University information assets R.01.01.10	Director, ITS
Authorise use of Sexually-Explicit Material (SEM) for academic/research purposes in accordance with "Dealing with Sexually Explicit Material" procedure R.01.01.11	Academic Committee University Research Committee (URC)
Investigate any instance of potentially unauthorised use of Sexually-Explicit Material (SEM) in accordance with "Dealing with Sexually Explicit Material" procedure R.01.01.12	Director, ITS
Decide what further action to take in relation to unauthorised use of Sexually-Explicit Material (SEM) in accordance with "Dealing with Sexually Explicit Material" procedure, Conduct policy and Student Conduct statute R.01.01.13	Manager, Employment Law and Employment Relations Director, ITS
Approve staff profile information on University websites R.01.01.14	Pro Vice-Chancellor Head of School Director of Centre or Institute
Remove information that is not relevant to employment from University websites R.01.01.15	Web Manager

Monitor information systems usage R.01.01.16	Level 3 - as information/system owner
Exclude an information systems user, remove offending material and take other immediate action deemed necessary R.01.01.17	Level 3 - as information/system owner
Purchase and arrange installation of software requires consultation with ITS and approval by Information Technology Strategy and Oversight Committee (ITSOC) R.01.01.18	Level 3 - as information/system owner Director, ITS
Set Student obligations for use of University computing facilities R.01.01.20	Director, ITS
Decide to outsource development or maintenance of websites external web developers must comply with the University's technical and security requirements R.01.01.21	Director of Central Service Unit - after consultation with Director, ITS
R02 - Delegations relating to Library and collections	
Authority, conditions and code	Holder(s) and limits
Determine discretionary Library services to be offered to additional users R.02.01.01	University Librarian
Direct the behaviour of Library users as deemed appropriate R.02.01.02	University Librarian
Decide how Library space will be used R.02.01.03	University Librarian
Determine Library opening hours R.02.01.04	University Librarian
Withhold, restrict, limit circulation of, or recall any Library item R.02.01.05	University Librarian
Vary or waive Library fines R.02.01.06	University Librarian
Suspend access to digital resources if there is evidence that there are multiple users on a personal account or if vendor licence restrictions have been infringed R.02.01.07	University Librarian
Authorise disciplinary action under the Library statute or the Student Conduct statute R.02.01.08	University Librarian
Approve purchase of items over the agreed amount, on-going subscriptions and electronic resources R.02.01.09	University Librarian
Decide to make contestable budget available for purchase of resources outside subject allocations R.02.01.10	University Librarian
Decide whether to accept donations to the Library in accordance with the Collection Donations Policy R.02.01.11	University Librarian
Determine Library collection levels R.02.01.12	University Librarian
Decide to digitise or otherwise reformat donated resources where copyright allows, for preservation or access purposes R.02.01.13	University Librarian
R03 - Delegations relating to Campus services and facilities management	
Authority, conditions and code	Holder(s) and limits
Authorise a social gathering on University premises R.03.01.01	Head of School Director of Central Service Unit
Prohibit or cancel a social gathering on University premises R.03.01.02	Director, Property Services Director, Student and Campus Living
Terminate a social gathering on University premises R.03.01.03	Senior Leadership Team (SLT) member - may sub-delegate to Licensed Staff person, Campus care staff or staff of security contractor Head of School Director of Central Service Unit
Set Campus rules R.03.02.01	Director, Property Services Director, Student and Campus Living
Set fees for Halls, Early Childhood Education (ECE) and Recreation facilities R.03.02.02	Director, Student and Campus Living
Allocate (and rescind) places for Halls and Early Childhood Education (ECE) R.03.02.03	Director, Student and Campus Living
Set car parking procedures R.03.02.04	Director, Property Services
Set fees for Parking R.03.02.05	Director, Property Services
Allocate (and rescind) places for Parking R.03.02.06	Director, Property Services
Apply for resource/building consent R.03.03.01	Director, Property Services - for authorised projects
Act as Occupier for University premises R.03.03.02	Senior Leadership Team (SLT) member Director, Property Services

Issue a trespass notice R.03.03.03	Chief Operating Officer
Approve access to Campus facilities R.03.03.04	Director, Property Services Director, Student and Campus Living
R04 - Delegations relating to Health and safety	
Authority, conditions and code	Holder(s) and limits
Authorise executive action to prevent harm to individuals and members of the University community R.04.01.02	Line manager - Any manager in the absence of (or inability to contact) a more senior manager
Make decisions on behalf of the University on health and safety issues and the management of such issues R.04.01.03	Convenor of Health and Safety Committee
Appoint Convenor of the Diving and Boating Committee R.04.01.04	Pro Vice-Chancellor (Science, Engineering, Architecture and Design)
Determine whether intervention in a case of potential suicide is justified (based on risk notification) and take steps to address safety concerns R.04.02.01	Manager, Student Counselling
Require a student or hall resident to attend a clinical assessment in the case of suspected suicidal behaviour R.04.02.02	Manager, Student Counselling