

**Academic Board****G02 - Delegations relating to Council membership and procedure****Authority, conditions and code****Sub-delegate (or revoke) powers to member(s) of staff**

G.02.01.15

**Limits**

for powers delegated to the Academic Board

**A01 - Delegations relating to Academic governance****Authority, conditions and code****Co-opt members to Academic Board to ensure balance**

A.01.01.03

**Limits****Approve regulations, policies and handbooks relating to academic quality assurance**

A.01.01.05

**Advise Council and Vice-Chancellor on matters relating to course of study or training, awards and other academic matters**

A.01.01.07

**A02 - Delegations relating to Curriculum approval****Authority, conditions and code****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

**Limits**

non-academic quality aspects must be approved by the Vice-Chancellor

**Approve academic quality aspects of changes to qualification structure**

internal approval process applies

A.02.01.06

non-academic quality aspects must be approved by the Vice-Chancellor

**Delete qualification or subject**

internal approval process applies; CUAP to be notified

A.02.01.21

**Academic Committee****A02 - Delegations relating to Curriculum approval****Authority, conditions and code****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

**Limits**

in conjunction with the relevant Faculty Board

**R01 - Delegations relating to Information, records and technology systems****Authority, conditions and code****Authorise use of Sexually-Explicit Material (SEM) for academic/research purposes**

in accordance with "Dealing with Sexually Explicit Material" procedure

R.01.01.11

**Limits****Animal Ethics Committee****X05 - Delegations relating to Animal Ethics****Authority, conditions and code****Approve, reject, revoke or suspend applications**

Consult with committee

X.05.01.02

**Limits**

Convener or Executive

**Assistant Vice-Chancellor (International Engagement)****F01 - Delegations relating to Financial governance****Authority, conditions and code****Approve discounts on tuition fees and student services levies**

F.01.01.07

**Limits**

25%

**C01 - Delegations relating to Contracts and agreements (excluding employment agreements)****Authority, conditions and code****Enter into, amend and renew relationship agreements with other institutions or organisations (including memoranda of understanding (MOUs) and joint ventures)**

C.01.01.07

**Limits****Assistant Vice-Chancellor (International)****A05 - Delegations relating to Admission, enrolment and credit transfer****Authority, conditions and code****Determine interpretation/application of admission eligibility criteria for individual International Students**

A.05.01.06

**Limits**

Determine the process to be followed for admission and enrolment of students A.05.01.09	for international students
<b>F01 - Delegations relating to Financial governance</b>	
Authority, conditions and code	Limits
Approve discounts on tuition fees and student services levies F.01.01.07	25%
<b>C01 - Delegations relating to Contracts and agreements (excluding employment agreements)</b>	
Authority, conditions and code	Limits
Enter into, amend and renew relationship agreements with other institutions or organisations (including memoranda of understanding (MOUs) and joint ventures) C.01.01.07	
<b>Associate Dean</b>	
<b>A02 - Delegations relating to Curriculum approval</b>	
Authority, conditions and code	Limits
Approve significant change to teaching format of a course, e.g. going fully online A.02.01.11	
Approve introduction or removal of examination in a course A.02.01.12	
Approve change to course learning objectives A.02.01.13	
Approve minor course title change A.02.01.14	
Approve change of course materials, e.g. textbook A.02.01.16	
Approve new Special Topic in existing slot A.02.01.17	
Approve compulsory attendance in lectures as a mandatory course requirement A.02.01.26	
<b>A04 - Delegations relating to Curriculum monitoring and review</b>	
Authority, conditions and code	Limits
Monitor assessment practice in a Faculty A.04.01.01	
<b>A05 - Delegations relating to Admission, enrolment and credit transfer</b>	
Authority, conditions and code	Limits
Accept late enrolment application A.05.01.11	
Deny entry to teaching qualification A.05.01.12	
Approve transfer credit from another institution Head of School must be consulted regarding credit transfer from exchange programmes A.05.01.16	
Decide on the award of Recognition of Prior Informal Learning credit for an individual student A.05.01.17	
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	
Waive entry requirements to a qualification Authority holder is specified in individual qualification statute (most often Associate Dean) A.05.01.19	
Allow enrolment by non-engaged student A.05.01.20	
Restrict a student's enrolment based on concerning or unsatisfactory academic progress A.05.01.21	
Impose enrolment conditions on a student returning after suspension A.05.01.23	
Allow student who has failed a course twice to enrol a third time A.05.01.24	
Decide outcome of appeal against refusal of waiver request or restriction override request A.05.01.37	
<b>A06 - Delegations relating to Students' personal courses of study</b>	
Authority, conditions and code	Limits
Award Compensation Pass (where permitted) in consultation with Head of School A.06.01.02	
Approve course of study for conjoint degree A.06.01.05	
Approve a course of study that does not comply with a qualification statute A.06.01.06	
Approve an exemption from a course A.06.01.07	

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

Approve addition of a course after course start date

A.06.01.09

Allow withdrawal from a course beyond three quarters of the way through the course

A.06.01.10

Allow a student to enrol in a course already passed or exempted with credit

A.06.01.13

Deny permission to a student to enrol in a lower level version of a course already taken

A.06.01.14

Allow a student to credit points above 100 level from a completed Victoria degree to another Victoria degree

A.06.01.15

Allow a student to credit courses towards a qualification that do not appear in the qualification schedule

A.06.01.16

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

Approve course of study for a student transitioning from earlier regulations (up to five years)

A.06.01.26

Allow entry to second and/or subsequent part of a qualification

Authority holder is specified in individual qualification statute

A.06.01.27

### A07 - Delegations relating to Assessment

#### Authority, conditions and code

#### Limits

Approve exceptions to some constraints on particular types of assessment

A.07.01.02

Approve scheduling of assessment item with compulsory attendance during a weekend or other non-standard period

A.07.01.13

Allow assessment item to be scheduled during study period

A.07.01.14

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

Grant student an extension

for extensions beyond the end of a trimester

In accordance with the Assessment Handbook, the Student Workload policy and the Meeting the Needs of Students with Impairments policy

A.07.01.23

Approve an alternative assessment item for student with exceptional personal circumstances

in consultation with Head of School

A.07.01.26

Award Distinction or Merit (in relevant qualifications: Commerce, Education, Science)

for FHSS, FAD

A.07.01.34

### S01 - Delegations relating to Student Conduct

#### Authority, conditions and code

#### Limits

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

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

## Associate Dean (PGR)

### A06 - Delegations relating to Students' personal courses of study

#### Authority, conditions and code

#### Limits

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

or Dean

A.06.01.18

Allow a course credited to another Victoria qualification to be credited to a postgraduate Honours or Master's degree

or Dean

A.06.01.19

Allow a substitute course to a postgraduate Honours or Master's degree

or Dean

A.06.01.20

Extend the timeframe for a student to complete a postgraduate Honours or Master's degree

or Dean

A.06.01.21

Grant a suspension of enrolment in a Master's thesis degree A.06.01.23	or Dean
Extend maximum enrolment period in a Master's thesis degree A.06.01.24	or Dean
Extend enrolment period in a postgraduate qualification Authority holder is specified in individual qualification statute (most often Associate Dean) A.06.01.28	
<b>S01 - Delegations relating to Student Conduct</b>	
<b>Authority, conditions and code</b>	<b>Limits</b>
Establish an ad-hoc committee to investigate alleged misconduct in a submitted thesis S.01.03.01	
Decide that an allegation of academic misconduct by a thesis student would (if established) amount to serious misconduct S.01.03.02	on advice from the ad-hoc committee
<b>X02 - Delegations relating to Doctorates (including named Doctorates)</b>	
<b>Authority, conditions and code</b>	<b>Limits</b>
Determine the suitability of candidates to be admitted to the PhD degree on the basis of adequate training and ability 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 This is in addition to meeting one of the entry criteria specified for admission to the PhD degree X.02.01.02	in conjunction with Head of School
Approve a suspension of PhD registration, in monthly increments, up to a maximum of 12 months in total X.02.01.07	
Approve a change of status between full-time and half-time enrolment and vice versa X.02.01.11	
Terminate a candidate's PhD enrolment due to a lack of sustained satisfactory progress On School recommendation X.02.01.13	
Allow a PhD candidate to work away from the University for research purposes X.02.01.15	
Approve changes to the composition of a PhD candidate's supervisory team On recommendation of the SRC X.02.01.20	
Accept a candidate for a Doctor of Musical Arts In addition to meeting other entry requirements X.02.01.37	
<b>X03 - Delegations relating to Master's by Thesis</b>	
<b>Authority, conditions and code</b>	<b>Limits</b>
Determine the outcome of an appeal against "withdrawal" where a Master's thesis student has allowed their registration to lapse X.03.01.02	
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	
Approve suspension of Master's thesis registration in monthly increments to a total of three months X.03.01.04	
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	
Approve a change of status from full-time to part-time and vice versa Supporting documentation may be required X.03.01.08	
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	
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	
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	
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	

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**Approve alternative arrangements to the usual 3 month and 8 month progress reporting regime for Master's thesis candidates undertaking a Research Portfolio**

On recommendation of Head of School  
 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

**Approve examiners for Master's thesis**

On recommendation of Head of School

After appropriate consultation

X.03.01.28

**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

**Determine the final grade of a Master's thesis where grades have been disputed**

On recommendation of School Research Committee

X.03.01.30

**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

**Delegate responsibility for management of individual items of assessment in a research portfolio**

X.03.01.34

**Determine the final grade for a research portfolio**

On recommendation of School Research Committee

X.03.01.35

**Approve exceptions to the requirements for a conversion from a Master's thesis to a PhD**

X.03.01.37

**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

## Associate Director, Financial Operations

### F03 - Delegations relating to Procurement

#### Authority, conditions and code

#### Limits

**Approve non-standard terms of trade**

F.03.01.03

**Approve cash advances**

will only be approved in exceptional circumstances

F.03.01.04

**Approve applications for closed tender processes**

in consultation with the Tender Panel

F.03.01.05

**Approve or endorse all tenders with an overall, annual or renewal value of over \$100,000**

as advised by the Tender panel

F.03.01.07

**Approve selective procurement**

F.03.01.08

## Associate Director, Research Development

### C01 - Delegations relating to Contracts and agreements (excluding employment agreements)

#### Authority, conditions and code

#### Limits

**Enter into, amend and renew research revenue contracts (such as research services, research grants, research subcontracts and research collaborations)**

C.01.01.04

**Enter into, amend and renew agreements for the management and commercialisation of intellectual property (IP)**

In accordance with IP Policy

C.01.01.09

## Associate Director, Student Management and Administration

### A05 - Delegations relating to Admission, enrolment and credit transfer

#### Authority, conditions and code

#### Limits

**Grant admission to a student under 16**

In consultation with Associate Dean

A.05.01.02

**Enrol student in Special Admission category**

A.05.01.03

**Accept late enrolment application**

A.05.01.11

### S02 - Delegations relating to Student Fees and levies

## Authority, conditions and code

## Limits

**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

**Audit and Risk Committee**

## G01 - Delegations relating to Strategic governance matters

## Authority, conditions and code

## Limits

**Approve the internal audit plan**

G.01.01.14

**Chancellor**

## G01 - Delegations relating to Strategic governance matters

## Authority, conditions and code

## Limits

**Act as spokesperson for the Council and the University on governance issues**

G.01.01.20

## H04 - Delegations relating to Employment Relations

## Authority, conditions and code

## Limits

**Determine an investigation into a suspected fraud is warranted**

H.04.04.02

**Determine the disclosure of any part of a report of the investigation team into a suspected fraud**

H.04.04.04

## F02 - Delegations relating to Payments

## Authority, conditions and code

## Limits

**Approve sensitive expenditure: 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

**Chief Financial Officer**

## F01 - Delegations relating to Financial governance

## Authority, conditions and code

## Limits

**Approve fixed and working capital lines for subsidiaries and controlled entities**

\$1,000,000

F.01.01.03

**Open bank accounts and manage all Treasury functions**

in accordance with the Treasury statute

F.01.01.09

## F02 - Delegations relating to Payments

## Authority, conditions and code

## Limits

**Approve commitments and payments: Approve tax payments**

\$5,000,000

F.02.02.02

**Approve payment runs and payroll**

\$10,000,000

F.02.02.04

**Approve Donations, Sponsorship and Koha: Deem expenditure on donations, sponsorship and koha as unreasonable**

in accordance with the Gift and Koha policy

F.02.03.06

**Approve specified payments: 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

**Approve or decline requests for departures from the Travel and Expenses Policy**

in accordance with the Travel and Expenses policy.

F.02.04.03

**Approve sensitive expenditure: Deem sensitive expenditure as unreasonable**

in accordance with the Sensitive Expenditure Policy

F.02.05.05

**Treasury actions - debt management: Approve core borrowing - debt management (drawdown and repayment)** \$20,000,000

Requires two approvers

F.02.06.01

**Approve inter-bank transfer** \$20,000,000

Requires two approvers

F.02.06.02

<b>Treasury actions - hedging: Approve interest rate risk management contracts</b> Requires two approvers. Transactions must match identified liabilities F.02.07.01	\$20,000,000
<b>Approve foreign exchange risk management contracts</b> Requires two approvers. Transactions must match identified liabilities F.02.07.01	\$1,000,000
<b>F03 - Delegations relating to Procurement</b>	
<b>Authority, conditions and code</b>	Limits
<b>Approve written requests for deviations from the Procurement Policy</b> F.03.01.01	
<b>Request documentation pertaining to a procurement decision and the process followed</b> any time within a 7 year period F.03.01.02	
<b>Approve non-standard terms of trade</b> F.03.01.03	
<b>Agree an overarching process for CAPEX construction project tenders</b> in consultation with Director, Property Services F.03.01.06	

## Chief Operating Officer

<b>G03 - Delegations relating to Subsidiaries, controlled and other entities</b>	
<b>Authority, conditions and code</b>	Limits
<b>Appoint representatives to the boards of partner Halls (Helen Lowry, Everton and Vic House) and sign related contracts and agreements</b> G.03.01.03	
<b>A02 - Delegations relating to Curriculum approval</b>	
<b>Authority, conditions and code</b>	Limits
<b>Approve strategic and financial aspects of significant academic proposals</b> internal approval process applies A.02.01.23	
<b>F01 - Delegations relating to Financial governance</b>	
<b>Authority, conditions and code</b>	Limits
<b>Approve fixed and working capital lines for subsidiaries and controlled entities</b> F.01.01.03	\$2,000,000
<b>F02 - Delegations relating to Payments</b>	
<b>Authority, conditions and code</b>	Limits
<b>Approve commitments and payments: Approve tax payments</b> F.02.02.02	\$5,000,000
<b>Treasury actions - debt management: Approve core borrowing - debt management (drawdown and repayment)</b> Requires two approvers F.02.06.01	\$50,000,000
<b>Approve inter-bank transfer</b> Requires two approvers F.02.06.02	\$50,000,000
<b>Treasury actions - hedging: Approve interest rate risk management contracts</b> Requires two approvers. Transactions must match identified liabilities F.02.07.01	\$50,000,000
<b>Approve foreign exchange risk management contracts</b> Requires two approvers. Transactions must match identified liabilities F.02.07.01	\$2,000,000
<b>C01 - Delegations relating to Contracts and agreements (excluding employment agreements)</b>	
<b>Authority, conditions and code</b>	Limits
<b>Enter into, amend and renew agreements for the acquisition and disposal of land and buildings (including leases)</b> with the written consent of the Secretary of Education (where required) C.01.01.05	\$1,000,000
<b>Enter into, amend and renew relationship agreements with other institutions or organisations (including memoranda of understanding (MOUs) and joint ventures)</b> C.01.01.07	
<b>R03 - Delegations relating to Campus services and facilities management</b>	
<b>Authority, conditions and code</b>	Limits
<b>Issue a trespass notice</b> R.03.03.03	

## Committee of Council

<b>G02 - Delegations relating to Council membership and procedure</b>	
<b>Authority, conditions and code</b>	Limits

Sub-delegate (or revoke) powers to member(s) of staff  
G.02.01.15

for powers delegated to the Committee

## Committee of Examiners

A07 - Delegations relating to Assessment

Authority, conditions and code

Limits

Determine class of honours

A.07.01.33

## Convenor of Health and Safety Committee

R04 - Delegations relating to Health and safety

Authority, conditions and code

Limits

Make decisions on behalf of the University on health and safety issues and the management of such issues

R.04.01.03

## Council

G01 - Delegations relating to Strategic governance matters

Authority, conditions and code

Limits

Govern the University

in accordance with relevant legislation and the Investment Plan and Strategic Plan

G.01.01.01

Approve the University's long-term strategic direction, Strategic Plan, Mission, Values and Vision

G.01.01.02

Approve the Investment Plan

G.01.01.03

Approve the budget

on the recommendation of the Finance Committee

G.01.01.04

Approve the Annual Report

on the recommendation of the Audit and Risk Committee

G.01.01.05

Appoint, reappoint (and remove) a Vice-Chancellor

G.01.01.06

Monitor and evaluate the Vice-Chancellor's performance

on the recommendation of the Human Resources (HR) Committee

G.01.01.07

Appoint (and remove) an acting Vice-Chancellor

G.01.01.08

other than where the appointment is to cover the Vice-Chancellor's temporary absence (in which case the Vice-Chancellor has authority)

Authorise other people to execute documents on behalf of the University

G.01.01.10

Oversee and monitor the assessment and management of risk across the University and its controlled entities

G.01.01.11

Appoint the external auditor and approve external audit fees

on the recommendation of the Audit and Risk Committee

G.01.01.12

Approve the internal audit charter

on the recommendation of the Audit and Risk Committee

G.01.01.13

Approve statutes

G.01.01.15

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

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

Grant honorary degrees and Hunter Fellowships

on the recommendation of the Victoria Honours Committee

G.01.01.21

Approve naming rights

on the recommendation of the Victoria Honours Committee

G.01.01.23

G02 - Delegations relating to Council membership and procedure

Authority, conditions and code

Limits

Determine objective criteria for consideration of Council members

G.02.01.01

<b>Appoint as a member of Council the Vice-Chancellor and up to 7 other people</b> taking into account the recommendations of the Nominations Panel G.02.01.03	
<b>Elect (and remove) a Chancellor and Pro-Chancellor</b> G.02.01.04	
<b>Determine rates of payment for members of Council (other than the Vice-Chancellor)</b> G.02.01.05	
<b>Dismiss or suspend a member of Council or recommend to the Minister that a member be removed from office</b> G.02.01.06	
<b>Initiate action against a member of Council for breach of any individual duty</b> G.02.01.07	
<b>Recommend to the Minister that the Constitution of the Council be amended</b> G.02.01.08	
<b>Determine Council's annual work plan and anything necessary to support the business of Council</b> G.02.01.09	
<b>Determine procedures for meetings of Council and Committees of Council</b> G.02.01.10	
<b>Manage disclosures of interest from Members of Council</b> G.02.01.11	
<b>Assess the performance of Council</b> G.02.01.12	
<b>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</b> G.02.01.13	
<b>Delegate or revoke any of Council's powers to the Vice-Chancellor or to a committee (including the Academic Board)</b> G.02.01.14	
<b>Decide how to fill casual vacancies on Council</b> 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	for Council appointees
<b>G03 - Delegations relating to Subsidiaries, controlled and other entities</b>	
<b>Authority, conditions and code</b>	<b>Limits</b>
<b>Appoint trustees of the Victoria University of Wellington Foundation</b> G.03.01.01	
<b>Approve any new subsidiary or controlled entity of the University or the disestablishment of any existing entity</b> G.03.01.04	
<b>A01 - Delegations relating to Academic governance</b>	
<b>Authority, conditions and code</b>	<b>Limits</b>
<b>Establish an Academic Board and consider any advice from the Academic Board</b> A.01.01.01	
<b>Determine the composition of the Academic Board</b> A.01.01.02	
<b>Grant (and revoke) qualifications and awards</b> A.01.01.06	
<b>Decide on grievance about an action of the Academic Board</b> in accordance with section 4.3(c) of the Academic Board statute A.01.01.09	
<b>A03 - Delegations relating to Scheduling and enrolment limits</b>	
<b>Authority, conditions and code</b>	<b>Limits</b>
<b>Establish targeted admissions schemes for students from equity groups</b> A.03.01.12	
<b>A05 - Delegations relating to Admission, enrolment and credit transfer</b>	
<b>Authority, conditions and code</b>	<b>Limits</b>
<b>Determine minimum entry requirements</b> A.05.01.01	
<b>A08 - Delegations relating to Graduation, transcripts, certificates and recognition</b>	
<b>Authority, conditions and code</b>	<b>Limits</b>
<b>Determine wording on Qualification Certificate</b> A.08.01.01	
<b>Approve amendment of already issued Qualification Certificate</b> Dean must send request to Vice-Provost (Academic and Equity), who, if satisfied, submits request to Council A.08.01.02	
<b>F01 - Delegations relating to Financial governance</b>	
<b>Authority, conditions and code</b>	<b>Limits</b>
<b>Approve business cases</b> F.01.01.02	
<b>Approve fixed and working capital lines for subsidiaries and controlled entities</b> F.01.01.03	

**Determine tuition fees and student services levies**

taking into account the recommendations of the Finance Committee

F.01.01.06

**Approve discounts on tuition fees and student services levies**

F.01.01.07

**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

**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

**F02 - Delegations relating to Payments****Authority, conditions and code****Limits****Approve commitments and payments: Approve debt and asset write-offs [over \$50]**

F.02.02.03

**Treasury actions - debt management: Approve core borrowing - debt management (drawdown and repayment)**

Requires two approvers

F.02.06.01

**Approve inter-bank transfer**

Requires two approvers

F.02.06.02

**Treasury actions - hedging: Approve interest rate risk management contracts**

Requires two approvers. Transactions must match identified liabilities

F.02.07.01

**Approve foreign exchange risk management contracts**

Requires two approvers. Transactions must match identified liabilities

F.02.07.01

**C01 - Delegations relating to Contracts and agreements (excluding employment agreements)****Authority, conditions and code****Limits****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

**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

**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

**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

**Ensure that adequate insurance coverage is in place**

C.01.01.11

**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

**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

**Course Coordinator****A07 - Delegations relating to Assessment****Authority, conditions and code****Limits****Oversee assessment in a course, including design, quality, marking and moderation**

A.07.01.06

**Approve minor changes to assessment scheme more than two weeks after a course has started**

In consultation with Class Representative

A.07.01.17

**Certify an examination paper**

and an academic colleague

A.07.01.22

**Grant student an extension** for extensions up to the end of a trimester  
 In accordance with the Assessment Handbook, the Student Workload policy and the Meeting the Needs of Students with Impairments policy

[A.07.01.23](#)

**Reconsider a student's grade**

[A.07.01.32](#)

**Grant an extension for assessment item**

[A.07.01.39](#)

### S01 - Delegations relating to Student Conduct

**Authority, conditions and code**

Limits

**Investigate and determine academic misconduct (other than serious misconduct) and apply penalties in the event that student misconduct has occurred**

[S.01.01.03](#)

## Dean

### A01 - Delegations relating to Academic governance

**Authority, conditions and code**

Limits

**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](#)

### A02 - Delegations relating to Curriculum approval

**Authority, conditions and code**

Limits

**Cancel course offering (with students enrolled) until last Friday before course start date**  
 On advice of relevant staff

[A.02.01.18](#)

### A04 - Delegations relating to Curriculum monitoring and review

**Authority, conditions and code**

Limits

**Approve completion of academic programme review implementation plan**

[A.04.01.08](#)

### A05 - Delegations relating to Admission, enrolment and credit transfer

**Authority, conditions and code**

Limits

**Disenrol a student from a teaching qualification**

[A.05.01.13](#)

**Deny entry to or disenrol a student who fails to meet internship or placement standards**

[A.05.01.14](#)

**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](#)

**Decide outcome of appeal in case of denial of entry to teaching qualification**

[A.05.01.31](#)

### A08 - Delegations relating to Graduation, transcripts, certificates and recognition

**Authority, conditions and code**

Limits

**Vary normal transcript to allow for non-Victoria component**  
 in conjunction with the partner institution

[A.08.01.04](#)

**Sign Certificates of Achievement and/or Proficiency**

[A.08.01.11](#)

**Include (or remove) a student on the Dean's List**

[A.08.01.20](#)

### S01 - Delegations relating to Student Conduct

**Authority, conditions and code**

Limits

**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](#)

**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](#)

## Dean, Faculty of Graduate Research (FGR)

### A06 - Delegations relating to Students' personal courses of study

**Authority, conditions and code**

Limits

**Approve posthumous award of doctoral or master's degree to postgraduate student**

on recommendation of Associate Dean and Supervisors

[A.06.01.03](#)

**S01 - Delegations relating to Student Conduct****Authority, conditions and code****Limits**

**Establish an ad-hoc committee to investigate alleged misconduct in a submitted thesis**

S.01.03.01

**Decide that an allegation of academic misconduct by a thesis student would (if established) amount to serious misconduct** on advice from the ad-hoc committee

S.01.03.02

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

**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

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

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

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**

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**

X.02.01.05

**Grant permission to withhold public access to a PhD thesis**

X.02.01.06

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

X.02.01.08

**Approve all applications made retrospectively for a suspension of registration**

X.02.01.09

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

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

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

On recommendation of SRC via Associate Dean (PGR)

X.02.01.12

**Decide the outcome of an appeal against termination of PhD enrolment**

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

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

X.02.01.16

**Approve the composition of a doctoral candidate's supervisory team**

X.02.01.17

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

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

X.02.01.19

**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**

Exceptional circumstances must apply

X.02.01.21

**Approve the examiners for a doctoral thesis**

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

**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

**Approve the appointment of a referee for a doctoral examination**

X.02.01.25

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**Appoint an independent chair for each oral examination**

X.02.01.26

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**Approve arrangements for a doctoral oral to be conducted via video link or teleconference**

Must be approved in advance

X.02.01.27

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**Approve the outcome of the doctoral examination process**

On recommendation of the oral examination committee via the chair

X.02.01.28

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**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

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**Approve exceptions to the internal examiner approving corrections and amendments to a doctoral thesis post examination**

X.02.01.31

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**Approve an extension of time for a candidate to complete required corrections and amendments to a doctoral thesis**

X.02.01.32

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**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

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**Modify doctoral policy or procedures**

Where an injustice could occur for a candidate and In consultation with appropriate parties

X.02.01.34

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**Declare a doctoral examination null and void**

Where the examination process is compromised

X.02.01.35

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**Modify the procedures for an oral defence, including the right to waive an oral defence**

X.02.01.36

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**Approve an extension to the maximum period of enrolment for a DMA**

In special cases

X.02.01.40

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**X03 - Delegations relating to Master's by Thesis****Authority, conditions and code****Limits**

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**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

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**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

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**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

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**Approve the outline for a Master's Research Portfolio**

Endorsed by Head of School and Associate Dean PGR

X.03.01.11

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**Approve minor changes to the outline for a Master's Research Portfolio where this has already been distributed to enrolled candidates for significant changes**

Changes require consultation with candidates

X.03.01.12

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**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

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**Approve a longer word limit for a Master's thesis**

X.03.01.21

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**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

---

**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

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**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

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**Approve withholding access to a Master's thesis or a research portfolio**

For cogent and compelling reasons

X.03.01.26

**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

**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

**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

**Approve conversion from a Master's research portfolio to a PhD**

Not normally possible

X.03.01.39

**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

**Declare a Master's thesis examination null and void**

Where the examination process is compromised

X.03.01.41

**X06 - Delegations relating to Research processes****Authority, conditions and code****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

**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

**Deputy Chief Financial Officer****F02 - Delegations relating to Payments****Authority, conditions and code****Limits****Approve commitments and payments: Approve tax payments**

\$1,000,000

F.02.02.02

**Treasury actions - debt management: Approve core borrowing - debt management (drawdown and repayment)**

\$10,000,000

Requires two approvers

F.02.06.01

**Approve inter-bank transfer**

\$10,000,000

Requires two approvers

F.02.06.02

**Treasury actions - hedging: Approve interest rate risk management contracts**

\$20,000,000

Requires two approvers. Transactions must match identified liabilities

F.02.07.01

**Approve foreign exchange risk management contracts**

\$500,000

Requires two approvers. Transactions must match identified liabilities

F.02.07.01

**Deputy Vice-Chancellor (Engagement)****F01 - Delegations relating to Financial governance****Authority, conditions and code****Limits****Approve discounts on tuition fees and student services levies**

25%

F.01.01.07

**C01 - Delegations relating to Contracts and agreements (excluding employment agreements)****Authority, conditions and code****Limits****Enter into, amend and renew relationship agreements with other institutions or organisations (including memoranda of understanding (MOUs) and joint ventures)**

C.01.01.07

**R01 - Delegations relating to Information, records and technology systems****Authority, conditions and code****Limits****Authorise access to the Relationship Management Database**

R.01.01.04

**Deputy Vice-Chancellor (Māori) - Toiahurei****S01 - Delegations relating to Student Conduct**

## Authority, conditions and code

**Make final decision in respect of a student conduct complaint investigated using the tikanga Maori process**  
S.01.01.06

## Limits

In conjunction with Tohunga and Ruahine o Te Herenga Waka

**Director of Central Service Unit**

## S01 - Delegations relating to Student Conduct

## Authority, conditions and code

**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

**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

## Limits

## F02 - Delegations relating to Payments

## Authority, conditions and code

**Approve Donations, Sponsorship and Koha: 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

## Limits

**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

**Approve sensitive expenditure: 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

## R01 - Delegations relating to Information, records and technology systems

## Authority, conditions and code

**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

## Limits

after consultation with Director, ITS

## R03 - Delegations relating to Campus services and facilities management

## Authority, conditions and code

**Authorise a social gathering on University premises**

R.03.01.01

**Terminate a social gathering on University premises**

R.03.01.03

## Limits

**Director of Centre or Institute**

## H01 - Delegations relating to Recruitment

## Authority, conditions and code

**Approve visiting scholar title**

H.01.03.02

## Limits

## H02 - Delegations relating to Appointment (including employment agreements)

## Authority, conditions and code

**Appoint visiting scholars**

H.02.04.02

## Limits

for stand-alone Centres and Institutes

## R01 - Delegations relating to Information, records and technology systems

## Authority, conditions and code

**Approve staff profile information on University websites**

R.01.01.14

## Limits

**Director, Centre for Academic Development**

## A04 - Delegations relating to Curriculum monitoring and review

## Authority, conditions and code

## Limits

**Determine appropriate procedures for collection and reporting of student feedback**

In consultation with Vice-Provost (Academic &amp; Equity)

A.04.01.03

**Director, Centre for Lifelong Learning**

## A02 - Delegations relating to Curriculum approval

## Authority, conditions and code

Limits

**Approve new proposals for non-credit-bearing courses**

for CLL courses

A.02.01.25

**Director, Human Resources**

## H01 - Delegations relating to Recruitment

## Authority, conditions and code

Limits

**Require an applicant for appointment to undergo a medical examination.**

H.01.01.04

## H02 - Delegations relating to Appointment (including employment agreements)

## Authority, conditions and code

Limits

**Appoint a family member of a manager in that manager's area of responsibility**

H.02.01.01

**Approve credit of previous relevant service**

In consultation with your HR contact.

H.02.06.01

**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

## H03 - Delegations relating to Remuneration, benefits and leave

## Authority, conditions and code

Limits

**Approve sick leave: 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

**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

## F02 - Delegations relating to Payments

## Authority, conditions and code

Limits

**Approve commitments and payments: Approve payment runs and payroll**

\$10,000,000

F.02.02.04

**Director, ITS**

## R01 - Delegations relating to Information, records and technology systems

## Authority, conditions and code

Limits

**Review any aspect of any University information system**

for the purposes of ensuring the security of University information assets

R.01.01.10

**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

**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

**Purchase and arrange installation of software**

requires consultation with ITS and approval by Information Technology Strategy and Oversight Committee (ITSOC)

R.01.01.18

**Set Student obligations for use of University computing facilities**

R.01.01.20

**Director, NZSM**

## X02 - Delegations relating to Doctorates (including named Doctorates)

## Authority, conditions and code

Limits

**Accept a candidate for a Doctor of Musical Arts**

In addition to meeting other entry requirements

X.02.01.37

**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

**Approve the panel for public presentation of a DMA research proposal**

X.02.01.39

**Director, Planning and Management Information****R01 - Delegations relating to Information, records and technology systems****Authority, conditions and code**

Limits

**Approve release of definitive information about the University's Academic Performance**

R.01.01.02

**Approve University-wide surveys**

R.01.01.03

**Director, Property Services****R03 - Delegations relating to Campus services and facilities management****Authority, conditions and code**

Limits

**Prohibit or cancel a social gathering on University premises**

R.03.01.02

**Set Campus rules**

R.03.02.01

**Set car parking procedures**

R.03.02.04

**Set fees for Parking**

R.03.02.05

**Allocate (and rescind) places for Parking**

R.03.02.06

**Apply for resource/building consent**

for authorised projects

R.03.03.01

**Act as Occupier for University premises**

R.03.03.02

**Approve access to Campus facilities**

R.03.03.04

**Director, Student Academic Services****G01 - Delegations relating to Strategic governance matters****Authority, conditions and code**

Limits

**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

**A05 - Delegations relating to Admission, enrolment and credit transfer****Authority, conditions and code**

Limits

**Determine the process to be followed for admission and enrolment of students**

for domestic students

A.05.01.09

**A07 - Delegations relating to Assessment****Authority, conditions and code**

Limits

**Authorise special examination arrangements for students with impairment**

A.07.01.42

**A08 - Delegations relating to Graduation, transcripts, certificates and recognition****Authority, conditions and code**

Limits

**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

**S02 - Delegations relating to Student Fees and levies****Authority, conditions and code**

Limits

**Approve requests by students to pay their fees by instalments, including the number of instalments, amounts and payment dates**

S.02.01.02

**Allocate student fee debts to a debt recovery agency and recover any additional costs associated with the debt recovery**

S.02.01.03

**Decide to accept a late application for fee reconsideration**

S.02.01.06

**Decide the outcome of a fee reconsideration decision appeal**

In consultation with the relevant dean

S.02.01.08

**Approve exceptions to the standard refund provisions for international students who withdraw from their programme**

S.02.01.09

**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 and Campus Living****F02 - Delegations relating to Payments****Authority, conditions and code****Limits****Approve Donations, Sponsorship and Koha: Approve donation or sponsorship (excluding koha) to a third-party**

\$20,000 only in relation to student activities

F.02.03.02

**R03 - Delegations relating to Campus services and facilities management****Authority, conditions and code****Limits****Prohibit or cancel a social gathering on University premises**

R.03.01.02

**Set Campus rules**

R.03.02.01

**Set fees for Halls, Early Childhood Education (ECE) and Recreation facilities**

R.03.02.02

**Allocate (and rescind) places for Halls and Early Childhood Education (ECE)**

R.03.02.03

**Approve access to Campus facilities**

R.03.03.04

**Disciplinary Appeals Committee****A05 - Delegations relating to Admission, enrolment and credit transfer****Authority, conditions and code****Limits****Decide outcome of appeal in case of disenrolment from teaching qualification**

A.05.01.32

**Decide outcome of appeal in case of denial of entry or disenrolment from internship or placement**

A.05.01.33

**S01 - Delegations relating to Student Conduct****Authority, conditions and code****Limits****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 Committee****S01 - Delegations relating to Student Conduct****Authority, conditions and code****Limits****Investigate and determine serious misconduct**

S.01.01.02

**Determine whether further disciplinary action should be taken in respect of a finding of serious misconduct at a hall of residence**

Convenor

S.01.01.05

**Decide what disciplinary actions to take against a student, as set out in the Student Conduct Statute**

S.01.04.03

**Executive Director, Development Office and the Foundation****R01 - Delegations relating to Information, records and technology systems****Authority, conditions and code****Limits****Authorise access to the Relationship Management Database**

R.01.01.04

**Approve non-standard use of information held in the Relationship Management Database**

R.01.01.05

**Faculty of Engineering Examination Committee**

**A07 - Delegations relating to Assessment****Authority, conditions and code**

Determine class of honours

A.07.01.33

**Limits**

for BE(Hons)

**Faculty of Graduate Research Board****X03 - Delegations relating to Master's by Thesis****Authority, conditions and code**

Approve a variation to the expected minimum length of the research proposal

Where this is expected to occur routinely

X.03.01.13

**Limits****Faculty of Law Research and Postgraduate Committee****A07 - Delegations relating to Assessment****Authority, conditions and code**

Determine class of honours

A.07.01.33

Award Distinction or Merit (in relevant qualifications: Commerce, Education, Science)

A.07.01.34

**Limits**

for LLB(Hons)

for Law

**Faculty Student and Academic Services Manager****A07 - Delegations relating to Assessment****Authority, conditions and code**

Allow a student to sit an examination at an alternative location

A.07.01.36

Determine suitability of proposed alternative examination arrangements

A.07.01.37

Allow a student to use an English/foreign-language dictionary

A.07.01.38

Approve arrangements to assess or examine work submitted in te reo Maori or to translate it into English

A.07.01.40

**Limits****A08 - Delegations relating to Graduation, transcripts, certificates and recognition****Authority, conditions and code**

Sign academic transcript

A.08.01.03

Include optional elements on academic transcript

including any request for specific elements from the student

A.08.01.06

Include on academic transcript grades for courses taken at another institution

A.08.01.07

Include on academic transcript titles of dissertations or research reports worth 60 points or more

A.08.01.08

Include on academic transcript relevant working comments

A.08.01.09

Issue Certificate of Achievement

A.08.01.10

Include optional information on Certificate of Achievement

A.08.01.13

**Limits****Fraud investigation team****H04 - Delegations relating to Employment Relations****Authority, conditions and code**

Access all University records and premises, and examine, copy and/or remove any documents or information without individuals' consent

H.04.04.03

**Limits****General Counsel****H03 - Delegations relating to Remuneration, benefits and leave****Authority, conditions and code**

Approve changes of substance to the Contract for Services template

H.03.15.02

**Limits**

**R01 - Delegations relating to Information, records and technology systems****Authority, conditions and code**

Obtain from any part of the University information requested pursuant to an Official Information Act (OIA) or Privacy Act request

R.01.01.09

**Limits**

as Privacy Officer

**Grievance Appeal Committee****S01 - Delegations relating to Student Conduct****Authority, conditions and code**

Extend academic grievance appeal period

S.01.02.02

**Limits**

Convenor

**Hall Manager****S01 - Delegations relating to Student Conduct****Authority, conditions and code**

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

**Limits**

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

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****A03 - Delegations relating to Scheduling and enrolment limits****Authority, conditions and code**

Decide to offer a course in a particular year/trimester (or not)

A.03.01.05

**Limits**

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

**A04 - Delegations relating to Curriculum monitoring and review****Authority, conditions and code**

Appoint assessors for Honours and Master's programmes

A.04.01.10

Decide outcome of appeal for a student who was refused permission to make a recording

A.04.01.16

**Limits****A05 - Delegations relating to Admission, enrolment and credit transfer****Authority, conditions and code**

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

Waive entry requirements to a qualification

Authority holder is specified in individual qualification statute (most often Associate Dean)

A.05.01.19

**Limits****A06 - Delegations relating to Students' personal courses of study****Authority, conditions and code**

Approve student's proposed course of study

A.06.01.01

Waive a prerequisite or corequisite course

A.06.01.11

Allow enrolment in a course with an applicable restriction

A.06.01.12

Allow a student to enrol in a postgraduate Honours or Master's course

A.06.01.17

Approve substitution of courses in a postgraduate Honours or Master's degree (up to 50%)

A.06.01.22

**Limits****A07 - Delegations relating to Assessment****Authority, conditions and code**

Oversee construction and alignment of assessment across each programme

A.07.01.04

**Limits**

Make final decision on any question concerning marking in a course

A.07.01.05

Appoint staff other than lecturers (and above) as examiners

A.07.01.07

Select assessors for law examinations

A.07.01.08

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

Schedule an in-class test that is worth more than 25% of the course grade during the examination period

A.07.01.11

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

Moderate course grades

A.07.01.18

Approve overall grade distribution and report on moderation

A.07.01.19

Make final decision on any question concerning grades

Except for the Faculty of Law

A.07.01.20

Allow a student to carry over marks for some items of assessment to a repeated course

A.07.01.24

Waive or re-weight up to 30% of course assessment for individual student

A.07.01.27

Allow a student to re-submit an item of assessment

on recommendation of Course Coordinator

A.07.01.28

Award Distinction or Merit (in relevant qualifications: Commerce, Education, Science)

for Commerce, Education, and Science

A.07.01.34

Decide whether an examiner is competent to mark a student's work submitted in te reo Maori

in consultation with DVC (Maori)

A.07.01.41

### S01 - Delegations relating to Student Conduct

Authority, conditions and code

Limits

Investigate and determine academic misconduct (other than serious misconduct) and apply penalties in the event that student misconduct has occurred

S.01.01.03

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

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

### X02 - Delegations relating to Doctorates (including named Doctorates)

Authority, conditions and code

Limits

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

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

X.02.01.18

### X03 - Delegations relating to Master's by Thesis

Authority, conditions and code

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

Determine the outcome of the research proposal

On recommendation of the School Research Committee

X.03.01.14

Approve all academic progress reports for Master's thesis candidates

X.03.01.16

Appoint supervisors for Master's thesis candidates

At least one academic supervisor must be a Victoria staff member

X.03.01.17

Specify the format of a research portfolio

X.03.01.24

### H01 - Delegations relating to Recruitment

Authority, conditions and code

Limits

Approve visiting scholar title

H.01.03.02

### H02 - Delegations relating to Appointment (including employment agreements)

## Authority, conditions and code

Limits

## Appoint visiting scholars

H.02.04.02

## H03 - Delegations relating to Remuneration, benefits and leave

## Authority, conditions and code

Limits

## 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

## Intervene where private work is considered to impede teaching and administrative responsibilities

H.03.12.03

## Approve working on a Public Holiday

H.03.13.02

## Approve enrolment in a PhD at VUW - academic staff

H.03.14.01

## Approve study assistance for enrolment in a PhD at another institution - academic staff

H.03.14.02

## F02 - Delegations relating to Payments

## Authority, conditions and code

Limits

## Approve Donations, Sponsorship and Koha: 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

## 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

## Approve sensitive expenditure: 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

## R01 - Delegations relating to Information, records and technology systems

## Authority, conditions and code

Limits

## Approve staff profile information on University websites

R.01.01.14

## R03 - Delegations relating to Campus services and facilities management

## Authority, conditions and code

Limits

## Authorise a social gathering on University premises

R.03.01.01

## Terminate a social gathering on University premises

R.03.01.03

## Human Ethics Committee

## X04 - Delegations relating to Human Ethics

## Authority, conditions and code

Limits

## Appoint and remove members of the Human Ethics Committee

X.04.01.01

## Approve, reject, revoke or suspend applications

Consult with committee

X.04.01.02

## Internal examiner

## X02 - Delegations relating to Doctorates (including named Doctorates)

## Authority, conditions and code

Limits

## 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

## Level 3

## H01 - Delegations relating to Recruitment

## Authority, conditions and code

Limits

**Second a staff member into and out of the University**

For secondments up to 12 months duration

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

**H02 - Delegations relating to Appointment (including employment agreements)****Authority, conditions and code**

Limits

**Approve re-entry after childcare**

H.02.03.01

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

H.02.05.01

**Approve credit of previous relevant service**

In consultation with your HR contact.

H.02.06.01

**H03 - Delegations relating to Remuneration, benefits and leave****Authority, conditions and code**

Limits

**Approve leave without pay: Approve leave without pay**

H.03.06.01

**Approve allowances, payments and bonuses: Approve a recruitment or retention allowance**

for Professional staff

In consultation with your HR contact

H.03.09.07

**Award a non-superable payment additional to an approved salary**

In consultation with your HR contact

H.03.09.09

**Approve a performance bonus within policy parameters**

In consultation with your HR contact

H.03.09.10

**H04 - Delegations relating to Employment Relations****Authority, conditions and code**

Limits

**Resolve disputes and personal grievances: 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

**Settle a negotiated or mediated grievance or settle a dispute (as defined by the Employment Relations Act) or a dispute with a CA/IEA**

for Academic staff where no payment is involved or Professional staff where payment of more than \$5,000 is

Academic staff: in consultation with Vice-Chancellor (if payment of \$15,000 or more), Manager, Employment Law and involved 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

**H05 - Delegations relating to Leaving****Authority, conditions and code**

Limits

**Accept a period of notice which is less than the period of notice in the employee's Employment Agreement**

for Academic staff

In consultation with your HR contact

H.05.01.01

**Accept withdrawal of resignation**

H.05.01.02

**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

**Terminate the employment of a staff member who is absent from work for a continuous period of three working days without notification**

for Professional staff

In consultation with Manager, Employment Law and Employment Relations and your HR contact

H.05.01.06

**Terminate employment with three months' notice when a period of extended parental leave expires and there is no position available for the staff member**

for Professional staff

In consultation with Manager, Employment Law and Employment Relations and your HR contact

H.05.01.07

**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

**Terminate a staff member's employment with or without notice**

for Professional staff

After consultation with the Director, Human Resources and your HR contact

H.05.01.11

**F01 - Delegations relating to Financial governance****Authority, conditions and code**

Limits

**Approve business cases**

\$100,000

F.01.01.02

**F02 - Delegations relating to Payments****Authority, conditions and code**

Limits

**Approve commitments and payments: Approve purchase orders and financial transactions (including purchase card transactions, but excluding sponsorship, gifts and koha)**

CFO \$500,000; other Level 3 \$100,000

within budget (and contract authority where appropriate)

F.02.02.01

<b>Approve debt and asset write-offs [over \$50]</b> F.02.02.03	CFO \$50,000; Director, SAS \$20,000 for student debt only
<b>Approve Donations, Sponsorship and Koha: Approve expenditure on gifts and koha</b> authority is required prior to the purchase of the gift or giving of koha F.02.03.01	\$400
<b>Approve donation or sponsorship (excluding koha) to a third-party</b> F.02.03.02	CFO \$5,000; other Level 3 \$2,000
<b>C01 - Delegations relating to Contracts and agreements (excluding employment agreements)</b>	
<b>Authority, conditions and code</b>	<b>Limits</b>
<b>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)</b> 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	CFO \$10,000,000; other Level 3 \$1,000,000
<b>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</b> C.01.01.02	CFO \$10,000,000; other Level 3 \$1,000,000
<b>Enter into and amend agreements for the sale or disposal of University assets (other than land and buildings)</b> with the written consent of the Secretary of Education (where required) C.01.01.06	CFO \$1,000,000; other Level 3 \$500,000
<b>R01 - Delegations relating to Information, records and technology systems</b>	
<b>Authority, conditions and code</b>	<b>Limits</b>
<b>Authorise records destruction</b> In accordance with the Records Management policy and General Disposal Authority (GDA) R.01.01.01	
<b>Determine the appropriate classification for University information</b> R.01.01.06	as information/system owner
<b>Authorise access to information held within University systems</b> R.01.01.07	as information/system owner
<b>Monitor, access, inspect or disclose any information stored on or transmitted through University information systems</b> Disclosure of personal information requires consultation with the Director, Human Resources and Director, ITS R.01.01.08	as information/system owner
<b>Monitor information systems usage</b> R.01.01.16	as information/system owner
<b>Exclude an information systems user, remove offending material and take other immediate action deemed necessary</b> R.01.01.17	as information/system owner
<b>Purchase and arrange installation of software</b> requires consultation with ITS and approval by Information Technology Strategy and Oversight Committee (ITSOC) R.01.01.18	as information/system owner
<b>Level 4</b>	
<b>H01 - Delegations relating to Recruitment</b>	
<b>Authority, conditions and code</b>	<b>Limits</b>
<b>Decide to not notify a vacancy because it is not "practicable".</b> Exclusion under s77H of the State Sector Act. Must consult your HR contact. H.01.01.02	
<b>Second a staff member within the University</b> 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	
<b>H02 - Delegations relating to Appointment (including employment agreements)</b>	
<b>Authority, conditions and code</b>	<b>Limits</b>
<b>Appoint staff member on a permanent basis or for a period of 6 months or more</b> 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	for Professional staff
<b>Appoint a staff member on a fixed term of less than 6 months</b> H.02.07.02	for Academic staff
<b>Appoint an acting staff member</b> H.02.07.04	for other academic staff
<b>Engage a contractor on a Contract for Services.</b> Subject to the Contract for Services Policy and except when there is a potential conflict of interest. H.02.07.05	

<b>Approve salary for new staff members.</b> Same as person approving appointment, in consultation with your HR contact. H.02.08.01	for Professional staff
<b>Approve variation to standard terms and conditions, e.g., to offer letter templates, IEA documents etc.</b> 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	
<b>Nullify an appointment where false information has been given by applicant.</b> Person responsible for making the appointment, having consulted with their HR contact. H.02.09.01	for Professional staff
<b>H03 - Delegations relating to Remuneration, benefits and leave</b>	
<b>Authority, conditions and code</b>	<b>Limits</b>
<b>Approve out of round salary reviews/role re-evaluations for existing staff where salary is to be increased</b> Appointing manager in consultation with your HR contact and oversight manager H.03.02.01	for Professional staff
<b>Approve sick leave: 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</b> In consultation with your HR contact. H.03.04.05	
<b>Make a deduction from the salary of a staff member for lost time through sickness or default</b> In consultation with your HR contact. H.03.04.06	
<b>Approve extended leave on reduced pay or without pay on medical grounds</b> In consultation with your HR contact. H.03.04.07	
<b>Approve parental leave: Approve Parental Leave</b> H.03.05.01	
<b>Approve (for a female staff member) up to 10 days of special leave without pay for reasons connected with her pregnancy</b> H.03.05.02	
<b>Approve (for a male staff member) up to 14 continuous days of special leave without pay in relation to his partner's pregnancy/adoption</b> H.03.05.03	
<b>Approve early return from Parental Leave</b> In consultation with your HR contact. H.03.05.04	
<b>Authorise to extend parental leave for up to 12 months until the staff member's previous position or a similar position becomes available</b> In consultation with your HR contact H.03.05.05	
<b>Direct a staff member to commence parental leave when unable to undertake the job safely</b> In consultation with your HR contact H.03.05.07	
<b>Approve Education Leave, Study Leave, Research and Study Leave, Conference Leave: Approve study leave and/or associated costs of tuition</b> H.03.07.02	
<b>Approve conference leave and funding (professional staff)</b> H.03.07.06	
<b>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</b> In consultation with your HR contact H.03.08.01	for more than 5 days
<b>Approve allowances, payments and bonuses: Approve payment for Tikanga Maori and/or te reo Maori skills</b> In consultation with your HR contact H.03.09.01	
<b>Sign off on payment of fees for Practising Certificates</b> H.03.09.04	
<b>Approve payments of sums in lieu of equipment or special clothing for field work</b> H.03.09.05	
<b>Reimburse field trip or expedition costs, including accommodation and incidental costs</b> H.03.09.06	
<b>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</b> H.03.09.08	
<b>H04 - Delegations relating to Employment Relations</b>	
<b>Authority, conditions and code</b>	<b>Limits</b>
<b>Issue warnings and suspensions: Suspend on pay</b> 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	for Professional staff
<b>Resolve disputes and personal grievances: Respond to a Personal Grievance claim</b> In consultation with Manager, Employment Law and Employment Relations and your HR contact H.04.03.01	for Professional staff

<b>Settle a negotiated or mediated grievance or settle a dispute (as defined by the Employment Relations Act) or a dispute with a CA/IEA</b>	for Professional staff where payment of less than \$5,000 is involved
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	
<b>H05 - Delegations relating to Leaving</b>	
<b>Authority, conditions and code</b>	<b>Limits</b>
<b>Notify staff member of potential redundancy</b>	
H.05.01.09	
<b>H06 - Delegations relating to Other HR management delegations</b>	
<b>Authority, conditions and code</b>	<b>Limits</b>
<b>Restructure and/or manage change: Initiate a restructure within area of responsibility and notify staff members affected by the event or decision and their bargaining agents</b>	
Must be signed off by the relevant SLT member, following consultation with your HR contact.	
H.06.02.01	
<b>F02 - Delegations relating to Payments</b>	
<b>Authority, conditions and code</b>	<b>Limits</b>
<b>Approve commitments and payments: Approve purchase orders and financial transactions (including purchase card transactions, but excluding sponsorship, gifts and koha)</b>	\$50,000
within budget (and contract authority where appropriate)	
F.02.02.01	
<b>Approve Donations, Sponsorship and Koha: Approve expenditure on gifts and koha</b>	\$400
authority is required prior to the purchase of the gift or giving of koha	
F.02.03.01	
<b>C01 - Delegations relating to Contracts and agreements (excluding employment agreements)</b>	
<b>Authority, conditions and code</b>	<b>Limits</b>
<b>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)</b>	\$100,000
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	
<b>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</b>	\$100,000
C.01.01.02	
<b>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</b>	
C.01.01.03	
<b>Enter into and amend agreements for the sale or disposal of University assets (other than land and buildings)</b>	\$200,000
with the written consent of the Secretary of Education (where required)	
C.01.01.06	
<b>Enter into, amend and renew enabling agreements (such as material transfer agreements, confidentiality agreements, scholarship and/or supervision agreements and student placement agreements)</b>	
In accordance with template contracts.	
C.01.01.10	
<b>Level 5</b>	
<b>H02 - Delegations relating to Appointment (including employment agreements)</b>	
<b>Authority, conditions and code</b>	<b>Limits</b>
<b>Appoint a staff member on a fixed term of less than 6 months</b>	for Professional staff
H.02.07.02	
<b>Hire a casual staff member</b>	
H.02.07.03	
<b>Appoint an acting staff member</b>	for Professional staff
H.02.07.04	
<b>H03 - Delegations relating to Remuneration, benefits and leave</b>	
<b>Authority, conditions and code</b>	<b>Limits</b>
<b>Approve timesheets, hours of work and overtime.</b>	
H.03.01.01	
<b>Approve annual leave: Approve annual leave</b>	
H.03.03.01	
<b>Approve annual leave in anticipation of entitlement</b>	
H.03.03.02	
<b>Decline to grant annual leave</b>	
Must consult your HR contact	
H.03.03.03	

Direct staff member to take annual leave at a certain time.

H.03.03.04

Approve adjustment to annual leave or long service leave when sickness or bereavement occurs

H.03.03.05

Approve sick leave: Approve accident leave

In consultation with your HR contact

H.03.04.01

Approve sick leave

H.03.04.02

Request a medical certificate

In consultation with your HR contact

H.03.04.03

Direct staff member to take sick leave

In consultation with your HR contact

H.03.04.04

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

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 for 5 days or less

In consultation with your HR contact

H.03.08.01

Approve allowances, payments and bonuses: Approve a higher or special duties allowance

In consultation with your HR contact

H.03.09.02

Approve a morning tea, lunch or afternoon tea allowance

H.03.09.03

Approve travel and transport expenses

H.03.10.01

Reimburse employees for damage caused to clothing while wearing protective clothing

H.03.16.01

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 up to the amounts specified in the relevant employment agreements

H.03.16.02

Authorise prescription hardened lenses if required for use at work

H.03.16.03

#### H04 - Delegations relating to Employment Relations

##### Authority, conditions and code

##### Limits

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

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

#### H05 - Delegations relating to Leaving

##### Authority, conditions and code

##### Limits

Accept a period of notice which is less than the period of notice in the employee's Employment Agreement

for Professional staff

In consultation with your HR contact

H.05.01.01

Approve Retirement Leave where entitlement exists

H.05.01.04

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

#### F02 - Delegations relating to Payments

##### Authority, conditions and code

##### Limits

Approve commitments and payments: Approve purchase orders and financial transactions (including purchase card transactions, but excluding sponsorship, gifts and koha)

\$10,000

within budget (and contract authority where appropriate)

F.02.02.01

## Level 6

#### F02 - Delegations relating to Payments

##### Authority, conditions and code

##### Limits

Approve commitments and payments: Approve purchase orders and financial transactions (including purchase card transactions, but excluding sponsorship, gifts and koha)

\$2,000

within budget (and contract authority where appropriate)

F.02.02.01

**Line manager****H03 - Delegations relating to Remuneration, benefits and leave****Authority, conditions and code**

Limits

**Approve working on a Public Holiday**

H.03.13.02

**H04 - Delegations relating to Employment Relations****Authority, conditions and code**

Limits

**Resolve disputes and personal grievances: Respond to a Personal Grievance claim**

for Academic staff

In consultation with Manager, Employment Law and Employment Relations and your HR contact

H.04.03.01

**Authorise action against any staff member who does not comply with the conditions attached to the exercise of delegated authority.**

H.04.04.01

**H05 - Delegations relating to Leaving****Authority, conditions and code**

Limits

**Approve a redundancy payment**

In consultation with your HR contact

H.05.01.10

**H06 - Delegations relating to Other HR management delegations****Authority, conditions and code**

Limits

**Restructure and/or manage change: 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

**Approve reasonable costs associated with supporting a staff member in seeking new employment**

H.06.02.04

**F01 - Delegations relating to Financial governance****Authority, conditions and code**

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

**F02 - Delegations relating to Payments****Authority, conditions and code**

Limits

**Approve payment controls: Approve issue of purchase card**

Levels 1-3 only

F.02.01.02

**Approve specified payments: 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

**Approve University travel insurance cover for self-funded travel**

in accordance with the Travel and Expenses policy.

F.02.04.05

**Approve sensitive expenditure: 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

**R01 - Delegations relating to Information, records and technology systems****Authority, conditions and code**

Limits

**Approve non-standard use of information held in the Relationship Management Database**

R.01.01.05

**R04 - Delegations relating to Health and safety****Authority, conditions and code**

Limits

**Authorise executive action to prevent harm to individuals and members of the University community**

Any manager in the absence of (or inability to contact) a more senior manager

R.04.01.02

**Manager, Course Administration and Timetabling****A03 - Delegations relating to Scheduling and enrolment limits****Authority, conditions and code**

Limits

**Approve non-standard class time**

A.03.01.03

**Decide to overrule the (standard) prioritisation of teaching in allocating lecture space**

In consultation with VicVenues

A.03.01.04

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Schedule non-examination assessment event during examination period  
On recommendation of Head of School and Manager, Student and Academic Services  
A.03.01.11

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### Manager, Employment Law and Employment Relations

R01 - Delegations relating to Information, records and technology systems

Authority, conditions and code

Limits

**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

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### Manager, Graduation Services

A08 - Delegations relating to Graduation, transcripts, certificates and recognition

Authority, conditions and code

Limits

**Approve an entity other than Centre for Lifelong Learning to offer a Certificate of Attendance**

A.08.01.16

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### Manager, Scholarships and PhD Admissions

A08 - Delegations relating to Graduation, transcripts, certificates and recognition

Authority, conditions and code

Limits

**Issue replacement certificate of scholarship or prize**

A.08.01.18

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### Manager, Student Counselling

R04 - Delegations relating to Health and safety

Authority, conditions and code

Limits

**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

**Require a student or hall resident to attend a clinical assessment in the case of suspected suicidal behaviour**

R.04.02.02

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### Manager, Student Learning Support Services

A02 - Delegations relating to Curriculum approval

Authority, conditions and code

Limits

**Approve new proposals for non-credit-bearing courses**

for SLSS courses

A.02.01.25

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### Nominations Panel

G02 - Delegations relating to Council membership and procedure

Authority, conditions and code

Limits

**Recommend to Council potential candidates for Council membership**

G.02.01.02

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### Pro Vice-Chancellor

A03 - Delegations relating to Scheduling and enrolment limits

Authority, conditions and code

Limits

**Approve a change to published class times or addition of another stream**

On recommendation of Head of School

A.03.01.08

A04 - Delegations relating to Curriculum monitoring and review

Authority, conditions and code

Limits

**Approve completion of academic programme review implementation plan**

A.04.01.08

H01 - Delegations relating to Recruitment

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<b>Authority, conditions and code</b>	<b>Limits</b>
Approve adjunct title H.01.03.01	
Approve use of any term other than in policy H.01.03.03	
<b>H02 - Delegations relating to Appointment (including employment agreements)</b>	
<b>Authority, conditions and code</b>	<b>Limits</b>
Appoint adjuncts H.02.04.01	
<b>H03 - Delegations relating to Remuneration, benefits and leave</b>	
<b>Authority, conditions and code</b>	<b>Limits</b>
Approve faculty/school bench fee policy H.03.11.01	
<b>R01 - Delegations relating to Information, records and technology systems</b>	
<b>Authority, conditions and code</b>	<b>Limits</b>
Approve staff profile information on University websites R.01.01.14	

<b>Pro Vice-Chancellor (Science, Engineering, Architecture and Design)</b>	
<b>R04 - Delegations relating to Health and safety</b>	
<b>Authority, conditions and code</b>	<b>Limits</b>
Appoint Convenor of the Diving and Boating Committee R.04.01.04	

<b>Programme Director</b>	
<b>A02 - Delegations relating to Curriculum approval</b>	
<b>Authority, conditions and code</b>	<b>Limits</b>
Approve minor change to teaching format A.02.01.15	
<b>A05 - Delegations relating to Admission, enrolment and credit transfer</b>	
<b>Authority, conditions and code</b>	<b>Limits</b>
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	
<b>A08 - Delegations relating to Graduation, transcripts, certificates and recognition</b>	
<b>Authority, conditions and code</b>	<b>Limits</b>
Sign Certificate of Attendance A.08.01.17	Programme Manager for CLL

<b>Provost</b>	
<b>A02 - Delegations relating to Curriculum approval</b>	
<b>Authority, conditions and code</b>	<b>Limits</b>
Approve preliminary proposal for new qualification or subject internal approval process applies A.02.01.01	
Approve strategic and financial aspects of significant academic proposals internal approval process applies A.02.01.23	
<b>A03 - Delegations relating to Scheduling and enrolment limits</b>	
<b>Authority, conditions and code</b>	<b>Limits</b>
Determine academic year dates A.03.01.01	
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	
<b>A05 - Delegations relating to Admission, enrolment and credit transfer</b>	
<b>Authority, conditions and code</b>	<b>Limits</b>
Decide outcome of appeal by student against exclusion or suspension A.05.01.28	
Decide outcome of appeal in case of fraudulent admission documentation A.05.01.30	
Decide outcome of appeal in case of refusal or cancellation of enrolment A.05.01.34	
<b>A07 - Delegations relating to Assessment</b>	

<b>Authority, conditions and code</b>	<b>Limits</b>
Decide outcome of appeal against refusal to grant Special Pass or Aegrotat A.07.01.43	
<b>S01 - Delegations relating to Student Conduct</b>	
<b>Authority, conditions and code</b>	<b>Limits</b>
<b>Appoint Convenor of Disciplinary Committee</b> Term of appointment is normally one year S.01.01.01	
<b>Appoint Convenor of Academic Grievance Committee</b> S.01.02.01	
<b>C01 - Delegations relating to Contracts and agreements (excluding employment agreements)</b>	
<b>Authority, conditions and code</b>	<b>Limits</b>
Enter into, amend and renew relationship agreements with other institutions or organisations (including memoranda of understanding (MOUs) and joint ventures) C.01.01.07	
<b>School Research Committee</b>	
<b>X02 - Delegations relating to Doctorates (including named Doctorates)</b>	
<b>Authority, conditions and code</b>	<b>Limits</b>
Allow a PhD candidate to work away from the University for research purposes X.02.01.15	
<b>X03 - Delegations relating to Master's by Thesis</b>	
<b>Authority, conditions and code</b>	<b>Limits</b>
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	
<b>Grant final approval of a conversion from a Master's thesis to a PhD</b> In consultation with the Head of School X.03.01.38	
<b>Senior Leadership Team (SLT) member</b>	
<b>G01 - Delegations relating to Strategic governance matters</b>	
<b>Authority, conditions and code</b>	<b>Limits</b>
<b>Approve changes to Delegated Authorities</b> Within SLT Member's own team other than Financial or HR Delegated Authorities or their own Delegated Authority G.01.01.28	
<b>H01 - Delegations relating to Recruitment</b>	
<b>Authority, conditions and code</b>	<b>Limits</b>
<b>Approve recruitment for a position</b> SLT Appointments Committee approves recruitment to a role of 6 months or more, otherwise oversight manager to authorise. H.01.01.01	
<b>Require an applicant for appointment to undergo a medical examination.</b> H.01.01.04	
<b>Second a staff member into and out of the University</b> 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	For extensions of secondments and/or for secondments of more than 12 months duration
<b>H02 - Delegations relating to Appointment (including employment agreements)</b>	
<b>Authority, conditions and code</b>	<b>Limits</b>
<b>Appoint a family member of a manager in that manager's area of responsibility</b> H.02.01.01	
<b>Approve appointment of applicant where special provisions need to be made (e.g., special equipment due to a disability, has a previous conviction etc)</b> H.02.02.01	
<b>Refuse an appointment because unable to reasonably accommodate a disability</b> H.02.02.01	
<b>Appoint staff member on a permanent basis or for a period of 6 months or more</b> 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	for Professor, Head of School, Deputy Dean or other academic staff member
<b>Appoint an acting staff member</b> H.02.07.04	for Head of School

<b>Approve salary for new staff members.</b> Same as person approving appointment, in consultation with your HR contact. H.02.08.01	for Professor, Head of School, Deputy Dean or other academic staff member
<b>Nullify an appointment where false information has been given by applicant.</b> Person responsible for making the appointment, having consulted with their HR contact. H.02.09.01	for Professor, Head of School, Deputy Dean or other academic staff member
<b>H03 - Delegations relating to Remuneration, benefits and leave</b>	
<b>Authority, conditions and code</b>	<b>Limits</b>
<b>Approve out of round salary reviews/role re-evaluations for existing staff where salary is to be increased</b> Appointing manager in consultation with your HR contact and oversight manager H.03.02.01	for Professor, Head of School, Deputy Dean or other academic staff member
<b>Approve Professional Staff Salary Review/IEA Remuneration Review</b> Level 3 for some large CSUs H.03.02.02	
<b>Approve salary reviews and promotions for Research Assistants and Research Fellows</b> H.03.02.03	
<b>Approve parental leave: Authorise replacement of a staff member on Parental Leave with a permanent appointment when the position is key</b> In consultation with your HR contact H.03.05.06	
<b>Approve leave without pay: Approve leave without pay for more than the maximum period available</b> H.03.06.02	
<b>Approve an extension of leave without pay</b> H.03.06.03	
<b>Approve Education Leave, Study Leave, Research and Study Leave, Conference Leave: Approve Research and Study leave/Exchange leave (academic staff)</b> On the recommendation of the Leave Committee H.03.07.03	
<b>Approve overseas conference leave/special overseas leave (academic staff)</b> On the recommendation of the Leave Committee H.03.07.04	
<b>Approve short period of leave within NZ/overseas for academic purposes during non-teaching time (academic staff)</b> On the recommendation of the Leave Committee H.03.07.05	
<b>Approve allowances, payments and bonuses: Approve a recruitment or retention allowance</b> In consultation with your HR contact H.03.09.07	for Academic staff
<b>Approve paid private work in excess of 36 days</b> H.03.12.01	
<b>Approve working during Christmas Closedown</b> H.03.13.01	
<b>Approve contract extensions where cumulative total \$50K or more</b> H.03.15.03	
<b>Approve advance payment to a Contractor</b> H.03.15.04	
<b>H04 - Delegations relating to Employment Relations</b>	
<b>Authority, conditions and code</b>	<b>Limits</b>
<b>Issue warnings and suspensions: Suspend on pay</b> 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	for Academic staff
<b>Resolve disputes and personal grievances: Accept a Personal Grievance after the 90 day period</b> In consultation with Manager, Employment Law and Employment Relations and your HR contact H.04.03.02	for Academic staff
<b>Settle a negotiated or mediated grievance or settle a dispute (as defined by the Employment Relations Act) or a dispute with a CA/IEA</b> 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	for Academic staff where payment is involved
<b>H05 - Delegations relating to Leaving</b>	
<b>Authority, conditions and code</b>	<b>Limits</b>
<b>Terminate the employment of a staff member who is absent from work for a continuous period of three working days without notification</b> In consultation with Manager, Employment Law and Employment Relations and your HR contact H.05.01.06	for Academic staff
<b>Terminate employment with three months' notice when a period of extended parental leave expires and there is no position available for the staff member</b> In consultation with Manager, Employment Law and Employment Relations and your HR contact H.05.01.07	for Academic staff
<b>Terminate a staff member's employment with or without notice</b> After consultation with the Director, Human Resources and your HR contact H.05.01.11	for Academic staff

H06 - Delegations relating to Other HR management delegations	
Authority, conditions and code	Limits
<b>Restructure and/or manage change: Transfer Professorial academic staff from membership of one School to another with no change to employment conditions</b> H.06.02.03	
F01 - Delegations relating to Financial governance	
Authority, conditions and code	Limits
<b>Approve business cases</b> F.01.01.02	COO - \$3,000,000; other SLT \$1,000,000
F02 - Delegations relating to Payments	
Authority, conditions and code	Limits
<b>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)</b> F.02.02.01	COO \$3,000,000; other SLT \$1,000,000
<b>Approve debt and asset write-offs (over \$50)</b> F.02.02.03	COO \$200,000; other SLT \$100,000
<b>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</b> F.02.03.01	DVC (Maori) \$2,000; other SLT \$400
<b>Approve donation or sponsorship (excluding koha) to a third-party</b> F.02.03.02	DVC (Engagement) \$10,000; other SLT \$5,000
<b>Approve the acceptance of gifts in excess of \$200</b> 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	
<b>Approve attendance at functions or events such as, sports or cultural events that involve significant work time</b> Annual leave and travel cost repayment may be required where the approving manager considers these to be significant. F.02.03.04	
<b>Approve specified payments: Approve University funding of frequent flyer programmes, airline club memberships or traveller club membership</b> in accordance with the Travel and Expenses policy. F.02.04.04	for other staff members
<b>Approve sensitive expenditure: Approve social functions, entertainment events, ceremonies, meetings, special events or conferences as official functions</b> in accordance with the Sensitive Expenditure Policy F.02.05.01	
<b>Approve team events to recognise achievements or performance beyond once annually</b> subject to all criteria in the Sensitive Expenditure Policy being met, and expenditure being within pre-approved budgets F.02.05.03	
C01 - Delegations relating to Contracts and agreements (excluding employment agreements)	
Authority, conditions and code	Limits
<b>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)</b> 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	COO \$20,000,000; other SLT \$10,000,000
<b>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</b> C.01.01.02	COO \$20,000,000; other SLT \$10,000,000
<b>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)</b> C.01.01.06	\$1,000,000
<b>Enter into, amend and renew collaboration agreements with other institutions or organisations</b> In accordance with authorities to commit resources and establish strategic relationships C.01.01.08	
<b>Enter into agreements which, if made by a private person, must be by deed.</b> 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	
R03 - Delegations relating to Campus services and facilities management	
Authority, conditions and code	Limits
<b>Terminate a social gathering on University premises</b> R.03.01.03	may sub-delegate to Licensed Staff person, Campus care staff or staff of security contractor

Act as Occupier for University premises  
R.03.03.02

### SLT Appointments Committee

H03 - Delegations relating to Remuneration, benefits and leave

Authority, conditions and code

Limits

Approve engagement of contractor where value of contract is \$50K or more annually

H.03.15.01

Approve contract extensions where cumulative total \$50K or more

H.03.15.03

### University Librarian

R02 - Delegations relating to Library and collections

Authority, conditions and code

Limits

Determine discretionary Library services to be offered to additional users

R.02.01.01

Direct the behaviour of Library users as deemed appropriate

R.02.01.02

Decide how Library space will be used

R.02.01.03

Determine Library opening hours

R.02.01.04

Withhold, restrict, limit circulation of, or recall any Library item

R.02.01.05

Vary or waive Library fines

R.02.01.06

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

Authorise disciplinary action under the Library statute or the Student Conduct statute

R.02.01.08

Approve purchase of items over the agreed amount, on-going subscriptions and electronic resources

R.02.01.09

Decide to make contestable budget available

for purchase of resources outside subject allocations

R.02.01.10

Decide whether to accept donations to the Library

in accordance with the Collection Donations Policy

R.02.01.11

Determine Library collection levels

R.02.01.12

Decide to digitise or otherwise reformat donated resources

where copyright allows, for preservation or access purposes

R.02.01.13

### University Research Committee (URC)

R01 - Delegations relating to Information, records and technology systems

Authority, conditions and code

Limits

Authorise use of Sexually-Explicit Material (SEM) for academic/research purposes

in accordance with "Dealing with Sexually Explicit Material" procedure

R.01.01.11

### Vice-Chancellor

G01 - Delegations relating to Strategic governance matters

Authority, conditions and code

Limits

Appoint (and remove) an acting Vice-Chancellor

G.01.01.08

Grant fellowships (other than Hunter Fellowships), scholarships, bursaries or prizes

G.01.01.22

Approve naming rights

G.01.01.24

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

<b>Approve the provision of goods and services to staff or students (or other persons using or attending the facilities of the University)</b>	
G.01.01.26	
<b>G02 - Delegations relating to Council membership and procedure</b>	
<b>Authority, conditions and code</b>	<b>Limits</b>
<b>Sub-delegate (or revoke) powers to member(s) of staff</b>	for powers delegated to the Vice-Chancellor
G.02.01.15	
<b>G03 - Delegations relating to Subsidiaries, controlled and other entities</b>	
<b>Authority, conditions and code</b>	<b>Limits</b>
<b>Appoint directors and trustees of University subsidiaries and controlled entities (other than the Foundation) in consultation with the Chancellor</b>	
G.03.01.02	
<b>Approve any new subsidiary or controlled entity of Victoria Link Limited or the disestablishment of any such existing subsidiary or entity</b>	
in conjunction with the Chair of the Finance Committee	
G.03.01.05	
<b>A02 - Delegations relating to Curriculum approval</b>	
<b>Authority, conditions and code</b>	<b>Limits</b>
<b>Approve qualifications, subjects, courses, majors, specialisations, minors and special topic slots</b>	academic quality aspects must be approved by the Academic Board
A.02.01.03	
<b>Approve changes to qualification structure</b>	academic quality aspects must be approved by the Academic Board
A.02.01.07	
<b>A05 - Delegations relating to Admission, enrolment and credit transfer</b>	
<b>Authority, conditions and code</b>	<b>Limits</b>
<b>Limit number of students enrolled in a programme</b>	
A.05.01.08	
<b>S02 - Delegations relating to Student Fees and levies</b>	
<b>Authority, conditions and code</b>	<b>Limits</b>
<b>Establish or modify student administration fees</b>	for related administration fees (such as official academic record documents)
S.02.01.01	
<b>X05 - Delegations relating to Animal Ethics</b>	
<b>Authority, conditions and code</b>	<b>Limits</b>
<b>Appoint and remove members of the Animal Ethics Committee</b>	
Subject to composition defined in VUW AEC Code 2012	
X.05.01.01	
<b>H03 - Delegations relating to Remuneration, benefits and leave</b>	
<b>Authority, conditions and code</b>	<b>Limits</b>
<b>Approve salary reviews and promotions for Academic Staff</b>	
H.03.02.04	
<b>H04 - Delegations relating to Employment Relations</b>	
<b>Authority, conditions and code</b>	<b>Limits</b>
<b>Issue an instruction that shall be observed by all University staff members</b>	
H.04.01.01	
<b>Determine an investigation into a suspected fraud is warranted</b>	
H.04.04.02	
<b>Determine the disclosure of any part of a report of the investigation team into a suspected fraud</b>	
H.04.04.04	
<b>H06 - Delegations relating to Other HR management delegations</b>	
<b>Authority, conditions and code</b>	<b>Limits</b>
<b>Ratify a collective employment agreement under the Employment Relations Act 2000</b>	
H.06.01.01	
<b>Approve sub-delegation of the power to manage a conflict of interest situation</b>	
H.06.03.01	
<b>F01 - Delegations relating to Financial governance</b>	
<b>Authority, conditions and code</b>	<b>Limits</b>
<b>Approve business cases</b>	\$5,000,000
F.01.01.02	
<b>Approve fixed and working capital lines for subsidiaries and controlled entities</b>	\$3,000,000
F.01.01.03	
<b>Approve discounts on tuition fees and student services levies</b>	25%
F.01.01.07	
<b>F02 - Delegations relating to Payments</b>	
<b>Authority, conditions and code</b>	<b>Limits</b>
<b>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)</b>	\$10,000,000
F.02.02.01	
<b>Approve tax payments</b>	\$10,000,000
F.02.02.02	

<b>Approve debt and asset write-offs [over \$50]</b> F.02.02.03	\$500,000
<b>Approve payment runs and payroll</b> F.02.02.04	\$15,000,000
<b>Approve Donations, Sponsorship and Koha: Approve expenditure on gifts and koha</b> authority is required prior to the purchase of the gift or giving of koha F.02.03.01	\$2,000
<b>Approve donation or sponsorship (excluding koha) to a third-party</b> F.02.03.02	\$100,000
<b>Accept (or refuse or disclaim) gifts for the use or enjoyment of staff or for the benefit of the University</b> 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	
<b>Approve specified payments: Approve University funding of frequent flyer programmes, airline club memberships or traveller club membership</b> in accordance with the Travel and Expenses policy. F.02.04.04	for SLT members
<b>Approve sensitive expenditure: Approve social functions, entertainment events, ceremonies, meetings, special events or conferences as official functions</b> in accordance with the Sensitive Expenditure Policy F.02.05.01	
<b>Treasury actions - debt management: Approve core borrowing - debt management (drawdown and repayment)</b> Requires two approvers F.02.06.01	\$50,000,000
<b>Approve inter-bank transfer</b> Requires two approvers F.02.06.02	\$50,000,000
<b>Treasury actions - hedging: Approve interest rate risk management contracts</b> Requires two approvers. Transactions must match identified liabilities F.02.07.01	\$50,000,000
<b>Approve foreign exchange risk management contracts</b> Requires two approvers. Transactions must match identified liabilities F.02.07.01	\$2,000,000
<b>C01 - Delegations relating to Contracts and agreements (excluding employment agreements)</b>	
<b>Authority, conditions and code</b>	<b>Limits</b>
<b>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)</b> 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	\$25,000,000
<b>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</b> C.01.01.02	\$25,000,000
<b>Enter into, amend and renew agreements for the acquisition and disposal of land and buildings (including leases)</b> with the written consent of the Secretary of Education (where required) C.01.01.05	\$5,000,000
<b>Enter into and amend agreements for the sale or disposal of University assets (other than land and buildings)</b> with the written consent of the Secretary of Education (where required) C.01.01.06	\$5,000,000

## Vice-Provost (Academic and Equity)

### A02 - Delegations relating to Curriculum approval

<b>Authority, conditions and code</b>	<b>Limits</b>
<b>Approve change to course prerequisites, corequisites, restrictions or significant change to a course (including points value)</b> A.02.01.10	
<b>Cancel course offering (with students enrolled) after last Friday before course begins</b> On advice of relevant staff A.02.01.19	
<b>Approve new code for major, subject, specialisation or course</b> A.02.01.24	

### A03 - Delegations relating to Scheduling and enrolment limits

<b>Authority, conditions and code</b>	<b>Limits</b>
<b>Decide outcome of appeal by a Head of School dissatisfied with published timetable</b> A.03.01.09	

### A04 - Delegations relating to Curriculum monitoring and review

<b>Authority, conditions and code</b>	<b>Limits</b>
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**Approve academic programme review panel membership**

On recommendation of Head of School and Dean

A.04.01.04

**A05 - Delegations relating to Admission, enrolment and credit transfer****Authority, conditions and code**

Limits

**Waive age requirement for Special Admission category student**

A.05.01.04

**Approve Personal Interest Admission**

A.05.01.05

**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

**Terminate enrolment on grounds of fraudulent admission documentation**

A.05.01.10

**Refuse to enrol a student or cancel enrolment of a student**

A.05.01.15

**Suspend a student due to unsatisfactory academic progress**

On recommendation of Associate Dean

A.05.01.22

**Decide outcome of appeal by a student refused Discretionary Entrance or Special Admission**

A.05.01.29

**Decide outcome of appeal by a student dissatisfied with Associate Dean's decision on credit transfer**

A.05.01.35

**Decide outcome of appeal by a student refused late withdrawal by Associate Dean**

A.05.01.36

**A06 - Delegations relating to Students' personal courses of study****Authority, conditions and code**

Limits

**Approve posthumous award of qualification to undergraduate student**

on recommendation of Associate Dean and Head of School

A.06.01.04

**A07 - Delegations relating to Assessment****Authority, conditions and code**

Limits

**Review and evaluate assessment practice and policy and approve deviation from standard practice**

A.07.01.01

**Approve non-standard proportion of group work, group assessment, peer assessment or marks for participation**

A.07.01.10

**Allow scheduling of assessment item with compulsory attendance during study period**

In consultation with Associate Dean

A.07.01.15

**Lower a grade already notified**

on recommendation from Associate Dean

A.07.01.25

**Award Special Pass**

on recommendation of Head of School

A.07.01.29

**Award Aegrotat**

A.07.01.30

**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

**A08 - Delegations relating to Graduation, transcripts, certificates and recognition****Authority, conditions and code**

Limits

**Determine wording and format of Certificates of Achievement and/or Proficiency**

A.08.01.12

**Approve impaired performance comments for an academic transcript**

A.08.01.19

**Approve academic dress for individual qualifications**

A.08.01.24

**S02 - Delegations relating to Student Fees and levies****Authority, conditions and code**

Limits

**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

**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

**C01 - Delegations relating to Contracts and agreements (excluding employment agreements)****Authority, conditions and code**

Limits

**Enter into, amend and renew relationship agreements with other institutions or organisations (including memoranda of understanding (MOUs) and joint ventures)**

C.01.01.07

## Vice-Provost (Research)

### X01 - Delegations relating to Higher Doctorates

#### Authority, conditions and code

Limits

**Approve the award of the degree for a Higher Doctorate**

On recommendation of Dean FGR

X.01.01.05

### X05 - Delegations relating to Animal Ethics

#### Authority, conditions and code

Limits

**Appoint and remove members of the Animal Ethics Committee**

Subject to composition defined in VUW AEC Code 2012

X.05.01.01

### X06 - Delegations relating to Research processes

#### Authority, conditions and code

Limits

**Resolve disputes over authorship**

X.06.01.03

### C01 - Delegations relating to Contracts and agreements (excluding employment agreements)

#### Authority, conditions and code

Limits

**Enter into, amend and renew relationship agreements with other institutions or organisations (including memoranda of understanding (MOUs) and joint ventures)**

C.01.01.07

**Enter into, amend and renew agreements for the management and commercialisation of intellectual property (IP)**

In accordance with IP Policy

C.01.01.09

## Web Manager

### R01 - Delegations relating to Information, records and technology systems

#### Authority, conditions and code

Limits

**Remove information that is not relevant to employment from University websites**

R.01.01.15