
Academic Board Statute

Academic Policy

1 Purpose

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

2 Organisational Scope

This is a University-wide statute.

3 Definitions

Nil

4 Statute Content and Guidelines

4.1 *Membership of the Board*

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

- (xiii) the members of staff elected by the staff as members of the Council;
- (xiv) members of the non-professorial academic staff elected by the non-professorial academic staff of each faculty, the numbers to be determined by the Council from time to time;
- (xv) two members of Toihuarewa elected by the members of Toihuarewa;
- (xvi) two members of the general staff of the University elected by the general staff;
- (xvii) six students, appointed by the Convenor, who, at the time of appointment, are enrolled in a course for a degree or diploma of the University. Student membership is as follows:

- the President of the Victoria University Students Association (VUWSA);
- Another member of the VUWSA Executive, nominated by VUWSA;
- One nominee of Ngāi Taurira;
- One nominee of the Pasifika Students' Council;
- One nominee of the Postgraduate Students Association; and
- One student nominated by VUWSA.

Note 1: Student organisations put forward nominees in accordance with their own guiding documents. Student organisations shall notify the Convenor (via the Secretary) of the names of their nominees prior to the first meeting of the Board each year.

Note 2: If a student member resigns or ceases to be an enrolled student, the nominating organisation shall notify the Convenor (via the Secretary) and arrange for a replacement nominee.

Note 3: The requirement for the student member to be an enrolled student does not apply to the VUWSA President.

Note 4: If a student member is not able to attend a meeting, they may send a substitute to represent the relevant student organisation. The student organisation should notify the Secretary at least 24 hours prior to the meeting.

- (xviii) other members of the academic staff of the University who may be co-opted by the Board at its discretion to ensure an appropriate gender and ethnic balance of membership.
- (b) Members of the Board under s4.1(a)(i) to (a)(xiii) are members ex-officio. Elected members under s4.1(a)(xiv) to (a)(xvi) shall be elected for such period not exceeding two years as the Board approves. Such members may be re-elected to serve subsequent terms. Members of the Board appointed under s4.1(a)(xvii) to (a)(xviii) shall serve for such period not exceeding two years as the Board approves. Such members may be re-appointed to serve subsequent terms.

Note: with respect to s4.1(a)(xiv), the University Council has determined that a faculty of up to 50 members will elect two members to the Board and each additional 75 members of a faculty will lead to one further elected member. Thus, a faculty with 51-125 members will elect three members to the Board, a faculty with 126-200 members will elect four members etc.

4.2 Procedures for the Election of Board Members

- (a) The Dean is responsible for the election of Board members under s4.1(a)(xiv), Toiahurei/Deputy Vice-Chancellor (Māori) is responsible for the election of Board members under s4.1(a)(xv) and the Convenor of the Board is responsible for the election of Board members under s4.1(a)(xvi).

- (b) The election of non-professorial academic staff as Board members under s4.1(a)(xiv) shall take place by secret ballot, either at a faculty meeting called for that purpose and for which at least two weeks' notice has been given to faculty members or through postal voting by faculty members.

4.3 Functions and Powers of the Board

- (a) The purpose of the Board is to advise the Council on matters relating to courses of study, awards, and other academic matters, and to exercise powers delegated by the Council and the Vice-Chancellor. In so doing, the Board shall honour and promote the University's purpose, roles and responsibilities as specified in the Education Act 1989:
 - (i) to meet international standards of research and teaching, and to maintain, advance, disseminate and assist the application of knowledge in a wide range of areas of study;
 - (ii) to preserve and enhance academic freedom, develop intellectual independence, and promote academic autonomy;
 - (iii) to act as the critic and conscience of society;
 - (iv) to acknowledge the principles of the Treaty of Waitangi;
 - (v) to promote an environment of advanced learning, accountability and the proper use of resources;
 - (vi) to maximise the educational potential of members of the communities served by the University; and
 - (vii) to maintain the highest ethical standards.
- (b) In particular, the Board shall, without limiting its general power:
 - (i) advise the Council on matters relating to courses of study, training or awards, including the introduction and deletion of academic programmes, the prescription of any course for any degree or other academic qualification or certificate, entrance to the University or to any course of study, the admission and attendance of students, limitations on enrolment, examinations and other academic assessment, the appointment of examiners, assessors or moderators, any fellowship, scholarship, bursary, prize or award, or the examination or qualification for it, honorary degrees and other academic distinctions;
 - (ii) advise the Council on other academic matters, which are deemed to be: the academic consequences of the University's strategic goals; its academic purposes and academic quality assurance provisions; the academic consequences of changes to academic structures; proposals for qualifications to be jointly awarded with another institution; and the amalgamation with the University of any institution or branch or department of any institution;
 - (iii) exercise the powers delegated by the Council or the Vice-Chancellor and all other powers delegated to it;
 - (iv) receive reports from its Committees and bring to the attention of the Council any issues arising from those reports on which the Council should be advised; and
 - (v) advise the Vice-Chancellor on academic matters.
- (c) Any person aggrieved by any action of the Board, in the exercise of its powers of discipline conferred by statute, may appeal to the Council. The decision of the Council cannot be appealed further within the University.

4.4 Relationship of the Board to the Council

- (a) The Council shall consult with the Board before it determines any matter of policy for which the Board has the responsibility for giving advice to the Council or for giving effect to that policy. The Convenor of the Board shall be responsible for reporting to the Council on the matters considered by the Board.
- (b) Subject to s182(5) of the Education Act 1989, the Council shall not make any decision or statute in respect of any academic matter unless it has requested the advice of the Board and considered any advice given by the Board.

4.5 Delegation of Powers

- (a) Pursuant to s222 of the Education Act 1989, the Council may, either generally or particularly, by resolution transmitted in writing signed by at least two members of the Council, delegate functions or powers of the Council to the Board.
- (b) Pursuant to s197 of the Education Act 1989, the Vice-Chancellor may, either generally or particularly, by writing, delegate functions or powers of the Vice-Chancellor to the Board.
- (c) The functions and powers delegated to the Board by the Council and the Vice-Chancellor from time to time shall be notified to the Board and are available from the Convenor of the Board and published on the University's website.
- (d) A delegation to the Board is deemed to be a delegation to the persons from time to time constituting the Board.
- (e) Where the Council or the Vice-Chancellor has delegated functions or powers to the Board, the Board may, with the prior written approval of the delegator, by writing signed by at least two of the members of the Board, delegate such of those functions or powers as the delegator approves to a member of the staff of the University.
- (f) A delegation under this section 4.5 to a member of staff may be made to a specified person or to persons of a specified class, or to the holder or holders for the time being of a specified office or specified class of offices.
- (g) Subject to any general or special directions given or conditions imposed by the Council or the Vice-Chancellor, the person to whom any functions or powers are delegated may perform those functions or exercise those powers in the same manner and with the same effect as if they had been conferred on that person directly and not by delegation.
- (h) A person purporting to act pursuant to a delegation to which this section 4.5 refers shall, in the absence of proof to the contrary, be presumed to be acting in accordance with the terms of the delegation.
- (i) A delegation to which this section 4.5 refers does not affect or prevent the performance of any function or the exercise of any power by the delegator, or affect the responsibility of the delegator, for the action of any person acting under this delegation.

4.6 Committees of the Board

- (a) The Board shall have Permanent Committees — Toihuarewa and the Faculties.
- (b) The Board may establish other committees.
- (c) The Permanent Committees and any other committees of the Board and their terms of reference form the First Schedule to this Statute and are available from the Convenor of the Board and published on the University's website.

- (d) The Convenors of the Committees shall be members of the Board (and, in the case of the Academic Committee, the Convenor shall be the Vice-Provost (Academic and Equity)) and shall report at least annually to the Board and advise the Board on any matters referred to them.
- (e) The Board shall consult Toi huarewa about any matter under consideration that has significant implications for Māori or any matter referred to faculties by the Board or any of its committees.
- (f) The Board may call for reports from schools and other entities of the University.

4.7 Conduct of Business of the Board

- (a) The Vice-Chancellor shall be the Convenor of the Board.
- (b) In the absence of the Convenor from a meeting of the Board, the members present shall elect one of their number to be the Convenor for the purposes of that meeting.
- (c) No question shall be decided in a meeting of the Board unless a quorum is present. A quorum of the Board shall be 25 members.
- (d) Every question before the Board shall be decided by a majority of the votes recorded.
- (e) At any meeting of the Board, the Convenor has a deliberative vote and, in the case of an equality of votes, also has a casting vote.
- (f) The Board may make rules as to the time and place of its meetings and the procedure at its meetings.
- (g) No act or proceeding of the Board, or of any committee of it, or of any person acting as a member of the Board, shall be invalidated in consequence of there being a vacancy in the number of the Board at the time of that act or proceeding, or of the subsequent discovery that there was some defect in the appointment of any person so acting, or that that person was incapable of being or had ceased to be a member of the Board.
- (h) In academic matters relating to the Board, the Academic Committee will act as the Executive Committee of the Board.

5 Legislative Compliance

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

[Education Act 1989](#)

[Victoria University of Wellington Act 1961](#)

6 References

Previous Version: [Academic Board Statute](#)

7 Appendices

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

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

8 Approval Agency

University Council

9 Approval Dates

This statute was originally approved on: 25 June 2001
This version was approved on: 5 May 2014
This version takes effect from: 1 October 2014

10 Statute Sponsor

Provost

11 Contact Person

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

Senior Academic Quality Advisor
Extn. 6830