COUNCIL
Public Meeting Agenda

Te Kaunihera o Te Whare Wānanga o Waitaha

UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

Agenda

DATE Wednesday 12 July 2023

TIME 11.00am

VENUE **Rm 121 Akomanga, Ōtākaro, Digital Screen Campus**

Refer to Page No. (matches Diligent).

KARAKIA (opening meeting)

Kia hora te marino	*May peace be widespread*
Kia whakapapa pounamu te moana	*May the sea be like greenstone*
Hei huarahi mā tātou i te rangi nei	*A pathway for us all this day*
Aroha atu, aroha mai	*Let us show respect for each other,*
Tātou i a tātou katoa	*for one another*
Hui e! Tāiki e!	*Bind us all together!*

1. APOLOGIES

2. REGISTER OF INTERESTS 4

3. CONFLICTS OF INTEREST
Every Council Member has an obligation to declare any actual, potential or perceived conflicts of interest with any University of Canterbury activities and to ensure that such conflicts of interest are noted and managed appropriately.

4. MINUTES
   4.1. Confirming minutes of meeting held on 14 June 2023 – For Approval 7-10

5. MATTERS ARISING

6. FROM THE CHANCELLOR
   6.1. Degrees Conferred in Absentia – For Approval -
   6.2. Chancellors' Summit Meeting Update – For Information -
   6.3. Updated Council Handbook – For Approval 11-52

7. FROM THE VICE-CHANCELLOR
   7.1. Vice-Chancellor's Monthly Report – For Information 53-63

8. ACADEMIC BOARD
   8.1. Academic Board Report – For Approval 64-71
   (Professor Catherine Moran, Deputy Vice-Chancellor (Academic))

9. PUBLIC EXCLUDED MEETING 72

Motion by the Chancellor for resolution to exclude the public pursuant to s48 of the Local Government Official Information and Meetings Act 1987:

I move that the public be excluded from the following parts of the proceedings of this meeting, namely:

Item on Public Excluded Agenda	General Subject Matter	Reason for passing this resolution in relation to each matter	Grounds under section 48(1) for the passing of this resolution
4.0 4.1	**Minutes** Confirm public excluded minutes of 14 June 2023	These items concern matters that were previously dealt with during proceedings of Council from which the public was excluded.	Refer to previous minutes
5.0	**Matters Arising**	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)
6.0	**Council Only Time**	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
7.0 7.1 7.2 7.3 7.4	**From the Chancellor** Council Work Plan 2023 Update New UCF Trustees (with bios) Chancellors' Summit Meeting Update Council Member Remuneration Review	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
8.0 8.1 8.2	**From the Vice-Chancellor** Vice-Chancellor's Monthly Report Academic Board Minutes - 14 April 2023	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
9.0 9.1 9.2	**People, Culture and Campus Life** Health Safety & Wellbeing Monthly Report Safe365 Final Report	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University. To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(f)(i) 7(h)
10.0 10.1 10.2 10.3	**Digital Screen Campus** Project Report Establishment Board Quarterly Report Package 2 Options Analysis	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University. To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(f)(i) 7(h)
11.0 11.1	**Business Cases** UC Online Business Case	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University. To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(f)(i) 7(h)
12.0 12.1 12.2 12.3 12.4	**Finance and Major Projects** International Student Fees 2024 Financial Summary Report 30 June 2023 Financials Verbal Update Financial Implications of Higher Sector Funding in 2024	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)

13.0 13.1	**Arbitration Update** Arbitration Update and Related Matters	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
14.0 14.1	**Other** Updated Delegations Schedules (Contracts, Finance & Procurement)	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)
15.0	**Council Only Time**	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
16.0	**General Business**	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)

I also move that staff identified by the Chairperson and Vice-Chancellor as having knowledge relevant to particular matters to be discussed be permitted to remain at this meeting. This knowledge will be of assistance in relation to the matters discussed and is relevant because of their involvement in the development of the reports to Council on these matters.

10. REPORT FROM THE PUBLIC EXCLUDED SESSION

11. GENERAL BUSINESS

12. NEXT MEETING
    - Council Meeting - Wednesday 9 August 2023 at 11.00am

KARAKIA (closing meeting)

Kua mutu tātou i te mahi tahi o te rā	*We have come to the end of our collaborative work for the day.*
Kia tau tou rangimārie kei mātou	*May peace be with us all*
Hui e Tāiki e	*Let it be done*

UC COUNCIL

Register of Interests

12 July 2023

Name (Council Member)	Date notified	Person and/or organisation with interest	Nature of interest
Amy ADAMS (Chancellor)	2021	AMDON Farms Limited	Director and Shareholder
	2021	AMDON Investments Limited	Director and Shareholder
	2021	Hampton Downs Trust	Trustee and Beneficiary
	2021	Te Whatu Ora - Health New Zealand	Director
	2021	Melanoma NZ	Director
	2021	Montford Trust	Trustee and Beneficiary
	2021	St John	Volunteer Ambulance Officer
	2022	Tokona Te Raki (Māori Futures Academy)	Board Member
	2022	University of Canterbury Foundation	Trustee
Peter BALLANTYNE	2021	Canterbury Education and Research Trust for the Health of Older Persons	Trustee
	2019	Canterbury Scientific Limited	Shareholder via Hawkins Family Trust
	2012	Deloitte	Consultant
Liz BOND	2019	Tertiary Education Union	Member
	2019	University of Canterbury	Employee
	2022	Working Group for the UC Graduate School	Member
Pierce CROWLEY	2022	University of Canterbury	Student
	2022	University of Canterbury Students' Association (UCSA)	President
Cheryl DE LA REY (Vice-Chancellor)	2020	Association of Commonwealth Universities	Council Member and Chairperson
	2020	New Zealand Qualifications Authority	Board Member
	2022	Tokona Te Raki (Māori Futures Academy)	Board Member
	2019	Universities New Zealand	Member
	2019	University of Canterbury Foundation	Trustee (Ex-officio)
	2019	University of Canterbury Trust Funds	Vice-Chancellor
Roger GRAY	2022	Business Leaders' Health and Safety Forum	Member
	2022	North Tugz	Director
	2022	Ports of Auckland Limited	CEO

Name (Council Member)	Date notified	Person and/or organisation with interest	Nature of interest
Jack HEINEMANN	2023	Academic Board (ex officio Council)	Member
	2022	Academic Freedom Aotearoa (TEU)	Member
	2023	American Society for Microbiology	Member
	2023	Centre for Integrated Research in Biosafety (UC)	Director
	2023	Cluster for Community and Urban Resilience (UC)	Member
	2023	Editorial Board Microbiome	Member
	2023	European Network of Scientists for Social and Environmental Responsibility	Honorary Member
	2023	Higher Education Academy	Fellow
	2023	Institute for Health and Environmental Research (Australia)	Board Member
	2023	International Brotherhood of Teamsters	Member
	2023	New Zealand Employment Court	Expert Witness
	2023	New Zealand Society of Microbiology	Member
	2023	Queenstown Molecular Biology Society	Member
	2023	School of Biological Sciences – Active Change Proposal	Employee
	2023	Steering Committee Cycle 6 AQA Audit	Member
	2021	Tertiary Education Union	Member
	2021 & 2023	University of Canterbury – Faculty of Science, School of Biological Sciences (and sub-committees) and biochemistry programme	Employee
	2023	University of Wisconsin Alumni Association	Lifetime Member
	2023	Working Group on Staffing Matters (to VC)	Member
Keiran HORNE	2019	AJ & MJ Horne Family Trust	Trustee and Discretionary Beneficiary
	2019	CEC Charitable Trust	Trustee and Treasurer
	2019	Conductive Education Canterbury	Treasurer
	2023	Enable Networks Ltd and Enable Services Limited	Director & ARC Chair
	2019	Hamilton City Council	Director, Chair Audit Risk Committee
	2019	Horne Wildbore Family Trust	Trustee and Discretionary Beneficiary
	2019	Quayside Holdings Ltd	Director, Chair Audit Risk Committee
	2019	Quayside Properties Ltd	Director
	2019	Quayside Securities Ltd	Director
	2019	ScreenSouth Ltd	Chair
	2021	Son	Student at UC
	2019	Spey Downs Ltd	Shareholder
	2020	Television New Zealand Ltd	Director, Chair Audit Risk Committee
	2019	Timaru District Council	Member, Audit and Risk Committee

Name (Council Member)	Date notified	Person and/or organisation with interest	Nature of interest
Warren POH	2020	Christchurch Netball Centre	Board Member
	2017	E&S Hop Holdings Limited	Director
	2022	Fire Research Group Limited	Consulting contract
	2022	Fireshield Limited	Consulting contract
	2022	First Principles Constructors Limited	Consulting contract
	2023	Mars Bioimaging Limited	Shareholder
	2017	M & W Nominees Limited	Director and Shareholder
	2021	Netsal Sports Centre Limited	Director
	2020	NOSSLO Group Limited	Director
	2017	Ofwarren Limited	Director and Shareholder
	2023	PurePods Limited	Shareholder
	2022	Rubix Limited	Consulting contract
	2020	University of Canterbury	Husband of enrolled student
Rachel ROBILLIARD	2022	Canterbury Aoraki Conservation Board	Board member / Te Rūnanga o Ngāi Tahu appointee
	2022	Chapman Tripp	Employee
	2022	Mahaanui Kurataiao Ltd	Kaitaiki representative for Te Taumutu Rūnanga
	2022	Te Taumutu Rūnanga	Kaitiakitanga portfolio member
	2022	Te Taura Tāngata Trust	Trustee
	2022	University of Canterbury	Aunty is Amokapua Pākākano Tuarua, Deputy Assistant Vice-Chancellor Māori
Gillian SIMPSON	2019	Christ's College Canterbury	Board member
	2019	Ministry of Education Statutory Services Provider	Independent contractor
	2019	New Zealand Education Scholarship Trust	Trustee
	2022	Sport New Zealand Governance Services	Independent Consultant
Shayne TE AIKA (Pro-Chancellor)	2023	Canterbury Museum Trust Board	Trustee
	2022	GHD Limited	Employee
	2020	Rannerdale Home Care Limited	Director
	2020	Rannerdale War Veterans Home Ltd	Director
	2020	The Karshay Group Ltd	Director and Shareholder
Adela KARDOS (General Counsel | Registrar)	2020	University of Canterbury	Employee

COUNCIL
Public Meeting Minutes

Te Kaunihera o Te Whare Wānanga o Waitaha

UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

DATE	Wednesday 14 June 2023
TIME	11:00am
VENUE	Council Chamber, Level 6, Matariki
PRESENT	Ms Amy Adams (Chancellor), Mr Shayne Te Aika (Pro-Chancellor), Professor Cheryl de la Rey (Vice-Chancellor), Mr Peter Ballantyne, Ms Liz Bond, Mr Pierce Crowley, Mr Roger Gray, Professor Jack Heinemann, Ms Keiran Horne, Ms Rachel Robilliard, Ms Gillian Simpson, Mr Warren Poh
IN ATTENDANCE	Mr Keith Longden - Exec Dir Planning, Finance & Digital Services Professor Catherine Moran - Deputy Vice-Chancellor (Academic) Professor Ian Wright - Deputy Vice-Chancellor (Research) Ms Adela Kardos - General Counsel & Registrar Mr Grantley Judge - Governance and Compliance Manager Ms Deborah Denes - Governance Advisor <u>Members of the Public</u> Ms Bridget O'Connor-Norton – UCSA Engagement Manager Ms Lucy Enoka – UCSA President's Personal Assistant
APOLOGIES	Mr Warren Poh (for late joining at 1.30pm via Zoom)
REGISTER OF INTERESTS	No amendments to the Register of Interests were advised.
CONFLICTS OF INTEREST	No conflicts of interest were advised.
MINUTES OF THE PREVIOUS MEETING	**Confirming the Minutes of the meeting held on 10 May 2023** <u>Moved</u>: *That the minutes of the meeting held on 10 May 2023 be accepted as a true and correct record.* Carried
MATTERS ARISING	**Action Schedule**

No matters arising from Minutes.

FROM THE CHANCELLOR

Reappointment to Council

The Chancellor congratulated Ms Keiran Horne on her reappointment to Council by the Minister, for a 4-year term from 28 May 2023 to 27 May 2027.

Degrees Conferred in Absentia

Moved:
That Council approves the revocations and degrees awarded in absentia for the public record.

Carried

FROM THE VICE-CHANCELLOR

Vice-Chancellor's Monthly Report

The Vice-Chancellor highlighted items from her written report and the following additional items:

- 16 June 2023 was UC's official 150th birthday and Council members were welcome to join the celebration with staff and students.
- It was examination time for students.
- Times Higher Education had released their Impact Rankings for 2023 and UC was ranked among the top 80 universities worldwide.
- The current challenges faced by the tertiary education sector.
- The limitation on student accommodation at UC and the time it would take to establish additional accommodation. A student accommodation options paper was coming to Council in July.
- Peer-assisted learning sessions had been attracting a higher number of students. A full set of results and analysis would be reported back to Council, as part of the Student Success Programme updates.

Moved:
That Council notes the Vice-Chancellor's monthly report.

Carried

PUBLIC EXCLUDED MEETING

Moved:
That the public be excluded from the following parts of this meeting, pursuant to section 48 of the Local Government Official Information and Meetings Act 1987:

Item on Public Excluded Agenda	General Subject Matter	Reason for passing this resolution in relation to each matter	Grounds under section 48(1) for the passing of this resolution
4.0 4.1	**Minutes** Confirm public excluded minutes of 10 May 2023	These items concern matters that were previously dealt with during proceedings of Council from which the public was excluded.	Refer to previous minutes
5.0	**Matters Arising**	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)

6.0 6.1 6.2 6.3	**From the Chancellor** Council Work Plan 2023 Update New UCF Trustees and Trust Name Council Strategy Day Agenda (4 July 2023)	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
7.0 7.1	**From the Vice-Chancellor** Vice-Chancellor's Monthly Report	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
8.0 8.1 8.2	**People, Culture and Campus Life** Health Safety & Wellbeing Monthly Report Facilities Management Maturity Review & Implementation Plan	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University. To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(f)(i) 7(h)
9.0 9.1	**Delegations** Delegations Schedules (Contracts, Finance & Procurement)	To enable the University to carry out, without prejudice or disadvantage, commercial activities	7(h)
10.0 10.1	**Strategy & Planning** Strategy Implementation Q1-2023 Quarterly Update	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University. To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(f)(i) 7(h)
11.0 11.1	**From the Audit & Risk Committee** Audit & Risk Committee meeting dated 22 May 2023 Verbal Update	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University. To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(f)(i) 7(h)
12.0 12.1 12.2 12.3	**Finance and Major Projects** UC Online Business Case Notification Financial Summary Report 31 May 2023 Financials Verbal Update	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
13.0 13.1 13.2 13.3 13.4	**Other** Draft Academic Freedom Policy Conferment of Qualifications Regulations Proposed Amendments Degrees Conferred in Absentia Process Accuracy Academic & General Staff Council Member Election Notification	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)
14.0	**Council Only Time**	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
15.0	**General Business**	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)

and that staff identified by the Chancellor and Vice-Chancellor as having knowledge relevant to particular matters to be discussed be permitted to remain at this meeting. This knowledge would be of assistance in relation to the matters discussed and was relevant because of their involvement in the development of the reports to Council on these matters.

Carried

GENERAL BUSINESS There were no items of general business.

NEXT MEETING The next Council meeting will be held on Wednesday 12 July 2023 at 11.00am in the Council Chamber.

MEETING CLOSED The public meeting closed at 3.59pm.

SIGNED AS A CORRECT RECORD: _____

DATE: _____

COUNCIL ACTION SCHEDULE
from the meeting held on 14 June 2023

	Action	**By Whom**	**Due Date**
1.	None		

Memorandum/Pukapuka

To:	Ki:	Council
From:	Nā:	Adela Kardos, General Counsel & Register
Date:	Rā:	12 July 2023
Subject:	Kaupapa:	Updated Council Handbook – For Approval

Recommendation:

That Council:

1. ***approves the updated Council Handbook; and***
2. ***delegates authority to the Vice-Chancellor and sub-delegation to the Registrar to make minor amendments to the Council Handbook, in order to keep it up to date.***

Purpose:

The Council Handbook provides Council Members with reference material to assist them in execution of their role as Council Members. The purpose of this paper is to provide Council the updated version of the Handbook for review and approval.

Background:

Significant changes have been made to the following sections of the Handbook:

1. Statutes, Regulations and Policies (section 2.5)
2. Minister's Expectations of Council Members (section 2.7)
3. Conflicts of Interest (section 2.9);
4. Standing Orders (section 3.2);
5. Code of Conduct (section 3.3);
6. Record and Minutes of Meetings (section 3.4)
7. Confidentiality (section 3.7 – last para)
8. Council Remuneration (section 7.2)

The changes have arisen due to legislative and policy changes, the need for greater clarity, updates in material from other agencies and internal updates.

Note that a tracked change version of the handbook has not been provided as there were too many changes to make it readable.

Attachments:

1. Revised Council Handbook.

Paper Progress:

To:	**Date:**	**Decision:**
Council	12 July 2023	For Approval

UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

Council Handbook

A reference guide for
University Councillors

Updated July 2023

Table of Contents

Introduction 4

Introduction 4

1. Legislative Context 5

1.1. The Nature of the University 5

1.2. University of Canterbury Act 1961 5

1.3. Education and Training Act 2020 6

1.4. Crown Entities Act 2004 8

1.5. Public Finance Act 1989 8

1.6. Public Service Act 2020 8

1.7. Official Information Act 1982 and Ombudsmen Act 1975 8

1.8. Local Government Official Information and Meetings Act 1987 8

1.9. The Charities Act 2005 9

1.10. Public Records Act 2005 9

1.11 Protected Disclosures Act 2000 9

1.12 Anti-Money Laundering and Countering Financing of Terrorism Act 2009 10

1.13 Privacy Act 2020 10

1.14 Health and Safety at Work Act 2015 10

1.15 Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 10

2. University Council 11

2.1. Council Constitution 11

2.2. Council Membership – as at 1 July 2023 13

2.3. Functions of Council 14

2.4. Duties of Council 14

2.5. Statutes, Regulations and Policies 15

2.6. Health, Safety and Wellbeing 16

2.7. Minister of Education's Expectations of Council Members 17

2.8. Personal Liability 18

2.9. Members' Interests and Conflicts of Interest 18

2.10. Governance and Management 20

2.11. Internal Organisation 21

2.12. Delegations of Authority 23

3. Council Procedures 24

3.1. Meetings of Council 24
3.2 Standing Orders 24
3.3. Code of Conduct for Council and Committee Members 26
3.4. Record & Minutes of Council and Committee Meetings 27
3.5. Council Elections 27
3.6. Te Tiriti o Waitangi 28
3.7. Confidentiality 28
4. Council Committees 30
4.1. Council Committees 30
4.2. Academic Board 30
4.3. Committee Terms of Reference 31
4.4. Ad Hoc Committees 31
5. The University's Planning Framework 31
5.1. Planning Framework 31
5.2. National Tertiary Education Policy and Funding 32
5.3. Investment Plan 32
6. Council Appointments 33
6.1. Canterbury Museum Trust Board 33
6.2. UC Foundation 33
6.3. University of Canterbury Trust Funds (UCTF) 33
7. Other 34
7.1. Use of the University Seal 34
7.2. Remuneration, Expenses and Benefits 34
8. Glossary 37

Introduction

This Council Handbook summarises the legislative framework for universities in New Zealand and provides other key documents and information regarding the University Council's responsibilities and duties.

It should be read in conjunction with the Governance Guide for Council Members of Tertiary Education Institutions, issued by TEC and updated in October 2019 (available online or from the office of the Registrar).

Adela Kardos
University Registrar

1. Legislative Context

1.1. The Nature of the University

The University of Canterbury is constituted by the University of Canterbury Act 1961 and is a tertiary provider under the Education and Training Act 2020. It is a body corporate. As a body corporate with perpetual succession it may hold real and personal property, sue and be sued and suffer all that bodies corporate may do and suffer.

The functions and powers of a body corporate created by statute are determined by the act that governs it. As a general rule, if the act does not expressly or implicitly authorise a power, the body corporate is prohibited from exercising such a power.

Determining the powers of the University of Canterbury is, therefore, a question of determining what is expressly or implicitly authorised by the various acts that apply.

1.2. University of Canterbury Act 1961

Constitution of the University

Section 3 of the University of Canterbury Act outlines the basis of the University's Constitution as follows:

(1) For the advancement of knowledge and the dissemination and maintenance thereof by teaching and research there shall be a university to be called the University of Canterbury.

(2) The university shall consist of the Council, the professors emeriti, the professors, lecturers, Registrar, and librarian of the university for the time being in office, the graduates and undergraduates of the university, the graduates of the university of New Zealand whose names are for the time being on the register of the Court of Convocation of the University of Canterbury, and such other persons and classes of persons as the Council may from time to time determine.

(3) The university shall be a body corporate with perpetual succession and a common seal, and may hold real and personal property, and sue and be sued, and do and suffer all that bodies corporate may do and suffer.

(4) The university established under this Act is hereby declared to be the same institution as the institution of that name existing immediately before the commencement of this Act under the University of Canterbury Act 1933 (as amended by the University of Canterbury Amendment Act 1957), which institution was originally established under the name of the Canterbury College under the Canterbury College Ordinance 1873.

University Court of Convocation

Section 4 of the University of Canterbury Act outlines the basis of the University's Constitution as follows, starting at subsection 3:

(3) There shall be a Court of Convocation of the university.

(4) The said Court of Convocation shall consist of the persons whose names are enrolled on a register to be kept by the Registrar.

(5) The power of the Council under section 284 of the Education and Training Act 2020 to make statutes extends to making statutes for the keeping of the register of the Court of Convocation, which statutes may include provisions prescribing the persons and classes of persons who are eligible for membership of the said Court of Convocation, the circumstances in which, and the conditions (whether as to payment of fee or otherwise) on which, persons are entitled to have their names enrolled on the register of the said court; and, subject to this Act and to the said statutes, if any, the said court shall have power to make such rules for the conduct of its business as it thinks fit, and until rules governing its meetings are so made shall meet at such times and places as the Council may determine.

(6) The said court may make representations to the Council on any matter concerning the interests of the university.

1.3. Education and Training Act 2020

Definition of a University

Sections 268(2)(d)(i) and (ii) of the Education and Training Act define universities as follows:

(i) that universities have all the following characteristics …

(A) they are primarily concerned with more advanced learning, the principal aim being to develop intellectual independence:

(B) their research and teaching are closely interdependent and most of their teaching is done by people who are active in advancing knowledge:

(C) they meet international standards of research and teaching:

(D) they are a repository of knowledge and expertise:

(E) they accept a role as critic and conscience of society; and

(ii) that –

A university is characterised by a wide diversity of teaching and research, especially at a higher level, that maintains, advances, disseminates and assists the application of knowledge, develops intellectual independence and promotes community learning.

Rights and Powers of a University

Section 282(1) gives universities the following:

(a) the rights, powers, and privileges of a natural person; and

(b) the power to issue debentures; and
the power to grant floating charges on the institution's undertaking or property, or any of it; and

(c) the power to invest in the financial products of a related entity; and

(d) the power to do any other thing it is authorised to do by this Act, by any other enactment, or by any rule of law.

Section 282(2) provides that the rights and powers may only be exercised for the purpose of performing:

(a) functions characteristic of institutions of the class to which the institution belongs; or

(b) …

(c) functions of a kind that, in the opinion of the institution's council:

(i) may conveniently, and without disadvantage to the performance of those characteristic functions, be performed in association with those functions; and

(ii)are appropriate for institutions of the class to which the institution belongs….

Sections 282(4) and (5) provide specific prohibition or limitation on certain transactions over a defined monetary value (as determined by the Minister) unless consent of the Secretary for Education is obtained. These transactions are:

(a) Selling or otherwise disposing of assets or interests in assets
(b) Mortgaging or otherwise charging assets or interests in assets
(c) Leasing land or buildings or parts of buildings
(d) Borrowing, issuing debentures or otherwise raising money.

The application and use of money by the University is covered in the Act under the following sections:

Section 299:

(1) An institution may, subject to any enactment and the terms of any trust or endowment:
(a) apply its income and capital in doing whatever the council thinks likely to enable the institution:
(i) to carry out the functions characteristic of an institution of the class to which the institution belongs; and
(ii) to achieve, in the case of an institution that has a plan, the outcomes set out in that plan; and
(b) create, maintain, or add to, out of income, a fund or funds for any 1 or more of the purposes for which the income may be applied.

Section 304:

The money of an institution may be applied only—
(a) in payment or discharge of the expenses, charges, obligations or liabilities incurred or undertaken by or on behalf of the institution; or
(b) in payment of any remuneration or allowances payable to council members or council committees or to the chief executive or members of the staff of the institution; or
(c) in making any other payments that are required or permitted by this Act or any other enactment to be made out of the money of the institution.

Principles of Institutional Autonomy and Academic Freedom

Section 267(4) of the Act defines "academic freedom" in relation to an institution:

(a) the freedom of academic staff and students, within the law, to question and test received wisdom, to put forward new ideas, and to state controversial or unpopular opinions;
(b) the freedom of academic staff and students to engage in research;
(c) the freedom of an institution and its staff to regulate the subject matter of courses taught at the institution;
(d) the freedom of the institution and its staff to teach and assess students in the manner that they consider best promotes learning;
(e) the freedom of the institution through its chief executive to appoint its own staff.

Section 267(2) requires that academic freedom and autonomy be exercised in a manner that is consistent with:

(a) the need for institutions to maintain the highest ethical standards and the need to permit public scrutiny to ensure the maintenance of those standards; and
(b) the need for institutions to be accountable and make proper use of resources allocated to them.

Te Tiriti o Waitangi

Section 281(b) of the Act places an obligation on Council in the performance of its functions and the exercise of its powers to acknowledge the principles of Te Tiriti o Waitangi.

1.4. Crown Entities Act 2004

Schedule 4 of the Crown Entities Act sets out which sections of the Act apply to universities, overall. The Act provides a consistent framework for the establishment, governance and operation of Crown entities and clarifies the relationships between those entities, their board members, their responsible Ministers and Parliament. The sections relevant to universities focus on financial reporting.

1.5. Public Finance Act 1989

The Public Finance Act is the main piece of legislation covering public sector financial management. It provides a framework under which the University must manage its financial resources, safeguard public assets and satisfy accountability arrangements.

1.6. Public Service Act 2020

The main implication of the Public Service Act 2020 (which replaced the State Sector Act 1988) is to vest in the Vice-Chancellor the responsibility for all conditions of service and remuneration for staff. The Vice-Chancellor, in this sense, is the formal employer of all staff other than those employed by the University's subsidiary companies.

The Public Service Act also contains provisions concerning the appointment of the Vice-Chancellor. Council is required to obtain the concurrence of the Public Service Commissioner to the conditions of employment of its Vice-Chancellor, its only employee.

1.7. Official Information Act 1982 and Ombudsmen Act 1975

The University is subject to the Official Information Act and the Ombudsmen Act. The Official Information Act requires that information held by an institution be disclosed on request unless there is good reason to withhold it. The Act sets out the specific grounds for withholding information. The final authority to release the information rests with the Vice-Chancellor, pursuant to section 15(4) of the Official Information Act 1982.

The Ombudsmen can investigate complaints about information being withheld and complaints by individuals that the University has made decisions which unfairly affect them. In the latter case the Ombudsmen will only investigate after the University's internal processes have been exhausted.

1.8. Local Government Official Information and Meetings Act 1987

The Local Government Official Information and Meetings Act sets the statutory framework under which the meetings of public bodies are held. The University Council is a public body in terms of this Act.

The Act makes the presumption that information should be made publicly available unless there are good reasons for withholding it (mirroring such grounds in the Official Information Act 1982). Therefore, meetings of the Council are normally to be held in public. The Act entitles Council to conduct part of its proceedings in private, if there are good reasons to do so. The Act lists the reasons that may be cited for taking an item in the public-excluded part of the meeting.

Under the Act, the list of items to be taken while the public is excluded must be published in the main agenda with the statutory grounds for privacy listed. Journalists and members of the public in attendance must leave the meeting when the Chancellor moves the resolution to move into public-excluded session.

For the sake of clarity, the University uses a blue cover sheet to identify the confidential public-excluded agenda.

The contents of these public-excluded papers remain strictly confidential to Council members, unless the Chancellor specifically resolves to allow their release to the public.

Meetings of committees of the Council are treated as public meetings only if the committee concerned has the power to make decisions under a delegation from Council. This means such meetings are public meetings and must be conducted as such; those bodies must go into committee to discuss any items they wish to hold in private. Committees that do not exercise any of the powers of Council and that only have the right to recommend to Council are *not* subject to the public meetings provisions of the Act. Their proceedings are automatically held confidentially. Currently, the terms of reference for each committee does not delegate authority for decision making from Council. It is on that basis that committee meetings are not public.

1.9. The Charities Act 2005

An organisation whose purpose is to advance education is a charity. Once registered, the organisation is subject to monitoring and can be required to supply information to it. It must prepare an annual return. The University holds Charitable Trust status and is the trustee of the UC Trust Funds. There are various funds that have been gifted to the University as specific trust funds. In addition, the UC Foundation is a separate trust which also has charitable status and holds funds gifted as trust funds. Council members are required to register their details through a process administered by the Office of the Registrar and published on the Charities Registrar.

1.10. Public Records Act 2005

The Public Records Act requires all public sector organisations to create full and accurate records of their business activities, and to ensure that these are maintained in a usable and accessible manner until they are disposed. Disposal includes destruction or transfer to Archives New Zealand as a public archive, and is a regulated activity requiring the approval of the Chief Archivist. The Act empowers the Chief Archivist to audit and inspect a public office's recordkeeping activities.

Correspondence to, from and between Council members regarding University business, whether via a UC email address or a personal email address or text messages, is deemed a University record.

1.11 Protected Disclosures Act 2000

Formal disclosures of serious wrongdoing, in accordance with the Act, can be made verbally or in writing. Such disclosures should be made as soon as possible, after the event that has given rise to the reasons for the disclosure, to the following contacts:

(a) the University Registrar by phoning (03) 369 0922, or emailing registrar@canterbury.ac.nz; or

(b) PricewaterhouseCoopers by phoning 0800 436 9369, or emailing uc.whistleblower@pwc.com.

PricewaterhouseCoopers will independently register any disclosures made to them.

If Council members require any general details about protected disclosures they can contact the Registrar at registrar@canterbury.ac.nz. The full policy can be viewed in the UC Policy Library.

1.12 Anti-Money Laundering and Countering Financing of Terrorism Act 2009

The Anti-Money Laundering and Countering Financing of Terrorism Act 2009 contains higher standards of customer identity verification for those responsible for managing investments and cash. Council, on behalf of the University, is the Trustee for the University of Canterbury Trust Funds. Therefore, members of Council act as "trustees" in making investment decisions about the trusts' funds and need to comply with the Act. See section 2.8, of this Handbook, on Personal Liability.

1.13 Privacy Act 2020

This Act is of relevance in relation to collection, access, handling and distribution of the information the University holds about students, staff and University Officers.

1.14 Health and Safety at Work Act 2015

Council members are deemed to be officers of the University, who have responsibility for the health, safety and well-being of all workers and visitors to the University. This Act has particular significance for Council when building operations are in progress. See section 2.6, of this Handbook, on Health, Safety and Wellbeing.

1.15 Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021

This Code of Practice is in place to support the Government's objectives for the care and support of international and tertiary students by requiring universities to take all reasonable steps to protect students and to ensure that they have a positive experience that supports their educational achievement. This Code of Practice, effective, brings together existing codes for domestic and international learners. The University is required to report its adherence to the code annually.

2. *University Council*

In accordance with section 275 of the Education and Training Act, the University must have a constitution detailing the Council membership.

2.1. Council Constitution

Gazetted 26 October 2018

1. Notice

    a. This Notice may be cited as the Amendment to the Constitution of the University of Canterbury Council Notice 2018 and amends the notice titled “University of Canterbury Notice 1990”, as published in the New Zealand Gazette, 13 September 1990, No. 159, page 3353, the amendment published in the New Zealand Gazette, 4 November 2004, No. 143, page 3585, and the amendment published in the New Zealand Gazette, 11 June 2015, Issue No. 65, Notice No. 2015-au3445.

    b. The third amendment notice shall come into force on 30 October 2018.

2. There shall be a council to be known as the "University of Canterbury Council"' which shall control the University of Canterbury.

3. The University of Canterbury Council shall be constituted as follows:

    The members shall be:

    a. Four members appointed by the relevant Minister;

    b. The Vice-Chancellor of the University of Canterbury;

    c. One permanent member of the academic staff of the University of Canterbury appointed following an election by the permanent members of that staff;

    d. One permanent member of the general staff of the University of Canterbury appointed following an election by the permanent members of that staff;

    e. One member appointed following an election by the students of the University of Canterbury;

    f. One member appointed by the University of Canterbury Council, following consultation with Te Runanga o Ngāi Tahu;

    g. Three members appointed by the University of Canterbury Council, two of whom must be graduates of the University of Canterbury.

    The following requirements shall apply to membership:

    a. Members appointed under clauses 3.1(f) and 3.1(g) may not be employed as a member of staff or enrolled as a student at any university

    b. Of the 12 members one must be Māori.

4. In making appointments the council should, when considering whether a person satisfies the requirements of the Education Act 1989, have regard to the person's governance qualifications and experience and his or her ability to ensure good governance, fiscal responsibility, and academic freedom and excellence.

5. The number of occasions on which a person, other than the Vice-Chancellor, may be appointed as a member of the council is the number that, for that person, ensures that the total period for which they are a member of the council does not exceed 12 years.

6. The powers of the University of Canterbury Council shall not be affected by vacancy in the membership thereof.

2.2. Council Membership – as at 1 July 2023

Gazetted Constitution	Council Members	First Appointed	Current Term	
			Appointed	Ending
3.1 (a)	**Four Persons Appointed by the Minister**			
	Ms Keiran Horne	20/05/2019	28/05/2023	27/05/2027
	Ms Amy Adams	08/09/2021	08/09/2021	07/09/2025
	Mr Roger Gray	01/03/2022	01/03/2022	28/02/2026
	Ms Rachel Robilliard	28/09/2022	28/09/2022	27/09/2026
3.1 (b)	**Vice-Chancellor**			
	Professor Cheryl de la Rey	01/02/2019	01/02/2019	31/01/2027
3.1 I	**One Member of the Academic Staff**			
	Professor Jack Heinemann	01/04/2021	01/04/2021	31/07/2023
3.1 (d)	**One Member of the General Staff**			
	Ms Elizabeth Bond	01/08/2019	01/08/2019	31/07/2023
3.1 (e)	**One Member Elected by the Students**			
	Mr Pierce Crowley	01/01/2022	01/01/2022	31/12/2023
3.1 (f)	**One Member Appointed Following Consultation with Ngai Tahu**			
	Mr Shayne Te Aika	30/03/2016	31/10/2019	30/10/2023
3.1 (g)	**Three Members Appointed by the Council, two of whom must be graduates of UC**			
	Mr Peter Ballantyne	01/01/2012	01/08/2019	31/12/2023
	Mr Warren Poh	01/01/2013	01/08/2019	31/12/2023
	Ms Gillian Simpson	01/08/2019	01/08/2019	31/07/2026

Note that the term of each Council member is 4 years and that the total period for which they can be a member of the Council is 12 years, except for:

- the Vice-Chancellor's term is 5 years;
- the student representative – yearly term;
- where a former Council member has resigned or retired.

2.3. Functions of Council

The Education and Training Act 2020 section 280 sets out the functions of Council as follows:

(a) To appoint a chief executive [Vice-Chancellor] in accordance with the Public Service Act 2020 and to monitor and evaluate the chief executive's performance.

(b) To prepare and submit a proposed plan if the institution is seeking funding under a funding mechanism that provides for funding via plans:

(c) If the institution has a plan, –

(i) to ensure that the institution is managed in accordance with that plan; and

(ii) to determine policies to implement that plan.

(d) To determine, subject to the Public Services Act 2020, the policies of the institution in relation to the management of its affairs.

(e) *To undertake planning relating to the institution's long-term strategic direction.*

The core functions are the power to appoint the Vice-Chancellor and approval of the overall strategy and budget of the University.

2.4. Duties of Council

The Education and Training Act 2020 section 281 and Schedule 11 (Councils) section 18 express the duties of Council.

Section 281: Duties of Council

(a) To strive to ensure that the institution attains the highest standards of excellence in education, training and research.

(b) To acknowledge the principles of Te Tiriti o Waitangi.

(c) To encourage the greatest possible participation by the communities served by the institution so as to maximise the educational potential of all members of those communities, with particular emphasis on groups in those communities that are under-represented among the students of the institution.

(d) To ensure that the institution does not discriminate unfairly against any person.

(e) To ensure that the institution operates in a financially responsible manner that ensures the efficient use of resources and maintains the institution's long-term viability.

(f) To ensure that proper standards of integrity, conduct and concern for the public interest and the well-being of students attending the institution are maintained.

Schedule –1 - Section 18: Determination of Policy

(1) In determining the policy of an institution with respect to any matter relating to the institution, the institution's Council must consult any board, committee, or other body established within the institution that has responsibility for giving advice in relation to, or for giving effect to, the policy of the institution with respect to that matter.

(2) For the purposes of subclause (1), the institution's Council must establish an academic committee [Academic Board] consisting of its chief executive and members of the staff and students of the institution to –

(a) advise the Council on matters relating to courses of study or training, awards, and other academic matters; and

(b) exercise powers delegated to it by the Council.

(3) *The academic committee [Academic Board] is, for the purposes of section 285, to be treated as a committee appointed by the council under section 283(2)(j).*
(4) *Without limiting subclause (1), the institution's council may not make any decision or statute in respect of any academic matter referred to in subclause (2) unless it has requested the advice of the academic committee [Academic Board] and considered any advice given by the academic committee [Academic Board].*
(5) *However, a decision or statute made by the institution's council is not invalid merely because of a failure of the council to comply with subclause (1) or (4).*

Sections 287 to 293 of the Act also provides a range of measures that can be used by the Minister to monitor the performance of institutions considered to be 'at risk' and to intervene in their governance.

The measures include:

- The right to require additional reporting;
- The right to appoint a Crown observer to Council; and
- The right to dissolve a Council and appoint a commissioner and advisory committee in its place.

2.5. Statutes, Regulations and Policies

Background

The Education and Training Act 2020 (section 284) empowers the Council to make statutes with respect to specific matters (i.e. the good government and discipline of the institution, penalties upon staff or students, awards that may be granted, etc). At UC the practice has been to use section 284 to create regulations which outline the rules of the organisation. All UC regulations are available on the internet.

Section 280 of the Act states that a function of Council is *"to determine, subject to the Public Services Act 2020, the policies of the institution in relation to the management of its affairs"* and section 285 empowers the Council to *"delegate any of its functions or powers under this Act (except the power to appoint a chief executive) or under any other Act to the chief executive of the institution [Vice-Chancellor] or to a committee appointed under section 283(4)"* of this Act".

The Act prescribes (s.294(1)) that *"The academic and administrative affairs of an institution must be managed by its chief executive [Vice-Chancellor]."* The Public Service Act 2020 (Schedule 6, part 1) prescribes that the chief executive shall *"have all the powers that are reasonably necessary to carry out the responsibilities, functions, and duties imposed on them by this Act or another enactment"*. The Public Service Act 2020 also states that the Chief Executive is the employer of staff, with the duty to act independently.

Purposes of Statutes, Regulations and of Policies

All statutes are approved Council. The following statutes are currently in place:

- Council Member Appointments and Elections Statute;
- Court of Convocation Statute;
- Emergency Statute.

Some regulations are approved by Council because they relate to the governance of the University or they involve Council in some way. For example the "University" regulations which reference the constitution and structure of the University.

In addition to statutes and regulations, there are a number of policies which require Council approval because they are of importance to the governance of the organisation.

- The following policies are currently approved by Council:
    - Conflict of interest policy;
    - Critic and conscience of society and academic freedom principles and policy;
    - Delegations of authority policy;
    - Health, safety and wellbeing policy;
    - Honorary awards and honours conferred by the University Council policy;
    - Naming rights policy;
    - Protected Disclosures policy.
- Policies that relate to academic matters are considered by the Academic Board and advice is provided to the approval authority of the policy before the policy is finalised and adopted.
- There are a number of University-wide policies which are approved by the Vice-Chancellor. The remainder are approved by a senior leader at UC with relevant expertise in the subject matter.
- Policies are intended to be long-term in application. They are updated on a regular basis and at least every 3 years.
- Compliance is required and non-compliance is actionable through relevant processes.
- The Council also approves the Treasury Management Framework and the Risk Management Framework.

The University Policy Library contains the various policies which govern the operation of the University. These policies are applicable to all personnel employed by the University and where stated also apply to Council members.

2.5.1. Council Appointments and Election Statute

The processes for the appointment to Council of staff members by election are prescribed by the Appointments and Election Statute. (See section 2.5.2 and 2.5.3).

The student member of Council is the student president (clause 9.10(d) UCSA Constitution) elected by the students, all students having the right to vote, in accordance with the rules and processes contained in the UCSA Constitution and Electoral Bylaws.

The Vice-Chancellor is a member of Council ex officio.

This statute deals with the appointment of the remaining members and is attached as Appendix 1.

2.6. Health, Safety and Wellbeing

Council members have specific duties as officers, under the Health and Safety at Work Act 2015. Health and safety is considered in its broadest sense to also include wellbeing, cultural safety, physical and personal security. The Council has a core governance role in providing leadership and proactive oversight on all matters relating to the health and safety, of all members of the University community (including students, staff, visitors and other individuals).

It is the Council's principal responsibility to be informed and to undertake relevant due diligence, taking such steps as each Council member considers necessary to be satisfied as to the management of health and safety risks arising from the University's operations and the execution of controls to mitigate such risks, to ensure compliance with statutory health and safety obligations.

Further, the responsibilities of the Council in respect of health and safety matters are to:

1. Lead the University's health, safety and wellbeing vision and ensure the University has clearly set out its commitment to manage health, safety and wellbeing effectively;
2. Understand the University's activities, risks and control systems sufficient to ensure the Council is able to exercise appropriate oversight in relation to health and safety management;
3. Review and monitor the University's health and safety risk management framework, policies and strategies for achieving health and safety objectives;
4. Satisfy itself that the University has an appropriate Health, Safety and Wellbeing Policy, with effective processes, resources and guidelines for implementation;
5. Ensure that there are effective mechanisms for staff and student representation, participation and consultation on health, safety and wellbeing matters;
6. Ensure that the Council is properly and regularly informed and updated on matters relating to health and safety and wellbeing risks including:
    a. Reviews of audits;
    b. System reviews;
    c. Performance results;
    d. Significant incidents and investigations;
    e. Any enforcement action taken against the University and any response in relation to these;
    f. The impact of organisations changes; and
    g. Benchmark data (where available).
7. Monitor the University's compliance against its health and safety management system and relevant applicable law.

The University's Health, Safety and Wellbeing Policy can be accessed here: UC Policy Library

2.7. Minister of Education's Expectations of Council Members

The Minister of Education expects that all members of Council will, to the best of their abilities:

1. Understand and comply with their statutory responsibilities as council members and fulfil their individual duties and the functions and duties of TEI councils as set out in the Education and Training Act 2020 (the Act);
2. Work collectively with other Council Members to contribute to an education system that reflects the aims set out in section 4 of the Act and, in particular, honours Te Tiriti o Waitangi and supports Māori-Crown relationships;
3. Act with honesty and integrity, in good faith, always in the interests of the institution as a whole and in a way that promotes high standards of tertiary education in New Zealand;
4. Respect the confidentiality of information and use information gained as a council member only to support the work of the council and always in the best interests of the institution as a whole;
5. Ensure the institution undertakes sound strategic and business planning that aligns with the Government's Tertiary Education Strategy;
6. Ensure that the Council appropriately directs the Vice-Chancellor and holds them accountable for their performance using clear and measurable performance criteria;

7. Ensure that the University provides the Minister and officials with the information necessary to monitor the performance of the University;
8. Ensure that the University adopts sound organisational and business practices to protect and enhance New Zealand's investment in the University and optimise the University's expenditure in line with its investment and business plan;
9. Encourage the University to actively explore ways to better cooperate and collaborate across the tertiary education sector to the mutual benefit of all;
10. Ensure the institution encourages and supports all learners to succeed and works with Māori and Pasifika communities to achieve patterns of participation and achievement in tertiary education that are the same as for other learners and deliver comparable post-study outcomes;
11. Ensure the University adopts a sound risk management strategy for all facets of its activities;
12. Ensure the University undertakes an internal audit that includes unrestricted reporting of results to the Council;
13. Ensure that the University and Council implement appropriate ways for communicating and working with key stakeholder groups and encouraging their participation; stakeholders include the student body, staff, Te Runanga o Ngāi Tahu and the wider community, the Ministry of Education, Tertiary Education Commission, other central education agencies and other tertiary institutions and schools;
14. Keep their governance knowledge and skills up-to-date and keep up with changes and developments in the operating environment and how their institution is responding;
15. Participate in an annual performance appraisal of the Council and its Members led by the Chancellor; and
16. Advise the Chancellor immediately of any circumstances, conflicts of interest, or perceived conflicts of interest, which may prevent them from performing their role in a fair and impartial way or in the best interests of the institution.

2.8. Personal Liability

As councils are entrusted with public funds, the Minister expects councils to fulfil the highest standards of corporate governance at all times. Section 151 of the Education and Training Act 2020 provides protection in that no member of council is personally liable for any act done or omitted by the member or by the council provided it was undertaken in good faith and in pursuance, or intended pursuance, of the functions of council.

While Council Members are not liable for investment decisions made in respect of University Trusts (as the University itself is the trustee), the Anti-Money Laundering and Countering Financing of Terrorism Act 2009 contains higher standards of customer identity verification for those responsible for managing investments and cash. The Audit and Risk Committee in August 2013 (upon legal advice) agreed that any members of Council who act as "trustees" in making investment decisions about the trusts' amalgamated funds will need to comply with the Act.

2.9. Members' Interests and Conflicts of Interest

Operating within an ethical context of good faith, honesty and impartiality places importance on Council members disclosing their interests where these conflict (or might conflict or perceived to conflict) with the interests of the University.

A conflict of interest means a conflict between a public duty (your duty as a Council and Committee Member) and private and/or personal interests. Each council member is required to be familiar with and adhere to the University's Conflict of Interest policy.

A Register of Council Members' interests is maintained and records declared interests such as directorships, controlling shareholding interests in companies, and any roles in other tertiary education institutions or related organisations. The Register is updated monthly and an opportunity is available at each Council and Committee meeting to declare interests relating to the specific agenda items. It is the responsibility of Council Members to notify the Registrar of any change in their interests.

The Education and Training Act 2020, regarding disclosures of interest, stipulates that:

1. A Council member or a Council Committee Member who has an interest in a matter being considered or about to be considered by the Council or the Committee must, as soon as possible after the relevant facts have come to the Member's knowledge, disclose the nature of the interest at a meeting of the Council or the Committee;
2. A disclosure under clause 1 above must be recorded in the minutes of the meeting of the Council or Committee, and the Member may not, unless the Council decides otherwise:
    a. be present during any deliberation of the Council or the Committee with respect to that matter; or
    b. take part in any decision of the Council or the committee with respect to that matter.

The Institute of Directors provides the following advice on handling a conflicts of interest raised in a meeting:

1. The conflicted Member identifies that they have a conflicting interest with regard to their role or responsibilities;
2. Usually, following a conversation with the Chairperson, the conflict is declared to the Council and recorded in the Council's interest register; and
3. The Council collectively agrees on how the conflict should be managed. If there is no applicable legislation or constitutional rules to follow then the Council may choose to manage the conflict by abstention from voting, being absent while the matter is discussed, or simply being aware and transparent about the fact that a conflict of interest exists. It's about preserving individual and organisational integrity.

The Local Authorities (Members' Interests) Act 1968, section 3, restricts the amount a Council member may be paid directly or indirectly for the supply of goods and services to the University to $25,000 (including GST), unless prior approval is obtained from Office of the Auditor General. The purpose of the provision is to prevent members from using their position in contracting situations to obtain preferential treatment from the University. In approving any exceeding of the limit, the Office of the Auditor General must be satisfied that there is no risk that the member may have received preferential treatment or may have had an undue influence on the decision.

Members may be prosecuted for breaches of the Act, and potentially members could be disqualified from membership of Council. The $25,000 limit covers both direct involvement as a party to a contract and indirect interests where a contract is between the University and another person, and the member has a personal connection with that person, or could benefit from the contract. The provision does not apply to meeting payments, directors' fees paid directly by subsidiary companies, and employment contracts.

The onus is on members to monitor compliance with the Act, but the University can assist members by monitoring whether the $25,000 limit is likely to be exceeded, and determining whether Office of the Auditor General approval should be obtained. Financial Services can undertake a quarterly

summing of supplier accounts with reference to the Council members' register of interests and extrapolate a year-end total to identify any members who may run close to the limit. In the case of any single contract in which a member has an interest exceeding the limit, the University should seek approval from the Office of the Auditor General before entering into the contract.

Further guidance is available in the Conflict of Interest policy.

2.10. Governance and Management

While the delineation between governance and management is not black and white, the key roles of each provide some guidance on the distinctions and the respective responsibilities.

The Council is a governing body charged with the responsibility of appointing a Chief Executive (Vice-Chancellor) whose role is to manage the University. Broadly, governing bodies must focus on the organisation's strategic direction and broad policies, on monitoring management's performance in pursuing the strategic direction and on providing an accountability standard for the management of the institution.

Council members (whether student, staff, management, or external) are to act as governors, caring for the interests of the institution as a whole, rather than to advance the interests of their 'constituency'.

Section 294 of the Education and Training Act states that "the academic and administrative affairs of an institution must be managed by its Chief Executive.". Implementation of the strategic direction and policies approved by Council is a matter for the Vice-Chancellor (assisted by the Senior Leadership Team). Council is required to monitor the Vice-Chancellor's performance against the strategic direction and against performance targets.

The following table from *An Introduction to the Tertiary Sector for Tertiary Education Institution Council Members,* issued by the Tertiary Education Commission in 2010, illustrates the governance and management components of the key activities of a tertiary education institute.

Governance	Management
• Influence and sign off strategy and direction	• Develop and implement agreed strategy and plans
• Influence and sign off macro level performance targets	• Disaggregate performance measures and operationalise throughout institution
• Sign off major strategies (and business cases) to implement overall strategy	• Develop business case analysis of proposed strategies and implement agreed strategies/ projects
• Review and sign off budgets	• Prepare and sign off "budget centre" and institution budgets
• Agree and monitor implementation of council policies	• Develop, update and monitor compliance with major policies
• Determine and monitor CEO performance	• Achieve CEO and management performance targets and operate the performance agreements
• Monitor overall institution performance against strategies and key performance indicators	• Establish and monitor disaggregated institution performance targets and provide reports on progress

• Sign off internal audit/control programmes to protect institution assets and resources	• Operate internal audit/control systems and undertake legislative compliance reviews
• Understand key business risks, adopt and monitor risk mitigation strategies	• Undertake business risk reviews and develop plans to manage key risks
• Establish and review an operating mode for the council	• Implement requirements for council operation

2.11. Internal Organisation

The Education and Training Act 2020 recognises three units of internal organisation: the Council, the Vice-Chancellor and the Academic Board.

Council

The Council is described by the Education and Training Act 2020 as the governing body of the institution.

The functions of the Council are set out in section 2.3 and are high level governance functions. Nevertheless, when one looks at the powers, some of these are at a surprisingly low level of detail. This reflects the fact that up until 1990, the Council was not only the governing body but also had full management of the University's affairs. Council's powers include the following:

- to make statutes including statutes to discipline students and staff;
- to determine what courses will be offered by the institution;
- to set fees;
- to limit entry to courses;
- to determine the entry requirements for courses.

All the functions and powers, except the function of appointing the Vice-Chancellor, can be delegated by Council. Council also has duties which must be observed in the performance of its powers and functions. Most of these duties involve social responsibility: for instance, to acknowledge the principles of Te Tiriti o Waitangi, to ensure excellence and to ensure non-discrimination. Section 281(e) of the Act provides that it is a duty of Council:

> *"to ensure that the institution operates in a financially responsible manner that ensures the efficient use of resources and maintains the institution's long-term viability."*

There is no provision in the Act to allow delegation of the duties of Council in section 281.

Council Office Holders

The University Council is chaired by the Chancellor with the Pro-Chancellor as Deputy Chair. Both positions are the subject of elections.

In addition to chairing University Council meetings the Chancellor has a ceremonial role at graduation ceremonies and other University events and is the lead person. The Chancellor also fulfils the following roles:

- effectively advises the Vice-Chancellor;
- acts when necessary;
- works with the Vice-Chancellor to ensure meetings provide high-quality member engagement;
- maintains right attitude on strategy and succession;
- demonstrates full commitment and engagement;
- collaborates with the Vice-Chancellor to establish expectations, agendas, processes and decision rules;

- provides regular quality feedback to the Vice-Chancellor on performance and Council sentiment;
- proactively seeks to build professional relationships with the management team;
- effectively communicates and facilitates discussions.

Graduation ceremonies are convened as meetings of the University Council for the purpose of confirming degrees, in accordance with the Conferment of Qualifications Regulations section 7(a). Qualifications are conferred by the Chancellor or substitute (Pro-Chancellor or Vice-Chancellor) and are signed by the Chancellor, or substitute and the Registrar, in accordance with the Conferment of Qualifications Regulations section 7(b).

The Registrar is Secretary to the University of Canterbury Council and its Committees.

Vice-Chancellor

The Education and Training Act 2020 is less explicit about the Vice-Chancellor's functions. The Vice-Chancellor is the employer of all staff for the purposes of the State Sector Act, and is responsible for the academic and administrative affairs of the institution, in terms of Section 294 (1) of the Education and Training Act 2020.

Balance between management and governance

The Council exercises governance; the Vice-Chancellor exercises management. Justice Hammond, in the decision involving the University of Waikato, summarised the distinction in this colourful metaphor: *Council steers the ship but the Vice-Chancellor "sees the ship is kept ship-shape, properly manned, and that the crew are rowing in an approved manner".* However, the governance/management line is blurred by two things. First, Council is by the Education and Training Act 2020 given some powers at a remarkably low level of generality and, secondly, the Waikato decision (see below) has clouded matters somewhat.

Academic Board

Every tertiary institution must have an Academic Board, and it is appointed by the Council. Schedule 11 of the Education and Training Act 2020 provides that in determining policy, the Council must consult with relevant Committees. Subclause 18(2) of Schedule 11 of the Act provides:

The institution's Council must establish an academic committee consisting of its chief executive and members of the staff and students of the institution to:

(a) advise the Council on matters relating to courses of study or training, awards and other academic matters, and

(b) exercise powers delegated to it by the Council.

Subclause 4 of Schedule 11 provides:

Without limiting the generality of subclause (1), the institution's council may not make any decision or statute in respect of any academic matter referred to in subclause 2 unless it has requested the advice of the academic committee and considered any advice given by the academic committee.

This subsection continues to provide that if Council incorrectly makes a decision without such consultation, the decision is not thereby rendered invalid.

Balance between Council, Academic Board and Vice-Chancellor

The balance between Council, Academic Board and the Vice-Chancellor can be a delicate one. In the end it depends on common sense and trust. The Waikato University decision in the High Court in 1999 shows

that the matter is not straightforward. The Vice-Chancellor of Waikato had issued a document in which he stated his intention to restructure the University into four Faculties. Legal action was taken against him by the members of some of those Faculties and also the Union, and Justice Hammond in the High Court decided that the Vice-Chancellor had acted improperly in making that decision. He in fact had no power to make such a decision himself even though he had consulted widely. The decision is based on two points. First, the restructuring of a University has substantial academic significance. As the Judge said: "The question of where something is taught is a matter of great academic significance." It is therefore an academic matter within Section 182 of the Education Act 1989 (which has been replaced with Subclause 18 of Schedule 11 of the Education and Training Act 2020). Secondly, the Vice-Chancellor does not have plenary control over academic matters. That is vested in the Academic Board and Council. The Judge said: "Plainly in terms of the legislation, the Vice-Chancellor has plenary responsibility over administrative matters of the University of Waikato but, in my view, he does not have plenary authority over academic matters. The content of matters is for the Academic Board, in the first instance, reporting to the Council of the University. The Vice-Chancellor then manages the resultant deliberations of the Academic Board and the Council but it is those bodies which determine the academic policy and direction of the University." This echoes the "community of scholars" concept of the university.

2.12. Delegations of Authority

Section 285 of the Education and Training Act 2020 authorises Council to delegate to the Vice-Chancellor and to Academic Board any of its functions or powers under the Act, except appointment of the Vice-Chancellor.

Section 295 enables the Vice-Chancellor to delegate to Academic Board or to any staff member any of the powers delegated under the Education and Training Act 2020 or any other Acts.

Delegations are governed by the Delegations of Authority Policy and should be regularly reviewed by Council. Delegations Schedules record the delegations and any limitations on their use.

3. Council Procedures

3.1. Meetings of Council

Section 16 of Schedule 11 of the Education and Training Act 2020 specifies the conduct of Council meetings and this section has been used to construct the Council's Standing Orders which follow.

Section 16(5) provides for meetings to be held by means of audio, audio and visual, or electronic communication if:

(a) each member who wishes to participate in the meeting has access to the technology needed to participate in the meeting; and

(b) a quorum of members can simultaneously communicate with each other throughout the meeting.

Participants in the meeting by means of audio, audio and visual, or electronic communication are deemed to be present at the meeting.

3.2 Standing Orders

1. (a) The Chancellor will chair the Council.

   (b) In the absence of the Chancellor the Pro-Chancellor will take the chair.

   (c) In the absence of both the Chancellor and Pro-Chancellor the members of Council present will elect a member to chair the meeting. The Registrar will take the chair for the purpose of conducting the election.

   (d) The Chairperson is responsible for ruling on any question that arises as to the interpretation or application of a Standing Order and for deciding on matters not otherwise provided for in the Standing Orders.

2. (a) The Registrar is Secretary to the Council and will take minutes of all meetings.

   (b) At every ordinary meeting, minutes of all previous meetings not already approved will be submitted for approval as a true and accurate record before any other business is transacted.

3. (a) Ordinary meetings of Council will normally be held each month from February to November. Ordinary meetings of the Council may be held in December and/or January if deemed necessary.

   (b) Notice of these meetings will be sent to members as early as reasonably possible, and in no case less than two days before the meeting.

   (c) The Chancellor may cancel an ordinary meeting for lack of business or other exceptional reason.

4. (a) The Chancellor may call a special meeting of Council.

   (b) On receipt of a request in writing from at least 3 members stating the business to be transacted, the Chancellor must call a special meeting.

   (Note: the Education and Training Act 2020 requires this wording.)

   (c) Notice of a special meeting must be sent to members not less than 2 days before the date of the meeting.

5. A notice required by these standing orders will be sent to each member at the email address the member has supplied to the Registrar.

6. (a) A notice of meeting will be accompanied by an agenda stating the business to be transacted at the meeting, and may be accompanied by associated documents and reports.

(b) An item of business that is not on the agenda may be dealt with at the meeting if the Council so resolves, and if the Chairperson explains at the meeting when it is open to the public why the item is not on the agenda, and why it cannot wait until the next meeting.

(c) An item of business that is not on the agenda may be discussed at the meeting if it is a minor matter relating to general business, and if the Chairperson tells the Council at the beginning of the meeting when it is open to the public that the item will be discussed. No decision may be made in respect of such an item except to refer it to a subsequent meeting.

(Note: (b) and (c) are required to comply with s 46A of the Local Government Official Information and Meetings Act 1987.)

7. A member may initiate any matter for discussion at a meeting by giving notice of motion to the Registrar not less than 7 clear days before the meeting.

8. The quorum for a meeting of the Council is a majority of the members currently holding office. In the absence of a quorum no business may be transacted.

(Note: the Education and Training Act 2020 requires this wording.)

9. (a) Every member when speaking will address the Chairperson.

(b) A member will not, without the leave of the Chairperson, speak twice to the same motion or amendment.

(c) Despite clause 9(b):

(i) a member may ask a question, or explain something on which the member has been misunderstood; and

(ii) the proposer of a motion or amendment will have a right of reply before the matter is put to the vote.

(d) Attendees at a meeting open to the public shall only be permitted to speak or address the Council if the Chairperson grants permission.

10. (a) Motions notified in the agenda papers do not require a seconder and are deemed to be given with sufficient notice. These motions will be considered before those from the floor and will be debated on, in an order determined by the Chairperson. Motions from the floor, except those by the Chair, must be seconded; and are deemed to be given with short-notice.

(b) If an amendment to a motion under consideration is proposed, the debate must be addressed to the amendment and not the original motion.

(c) Motions must be succinct and relevant to the agenda item, and amendments must not substantively change the meaning of the original motion. A motion failing these criteria will be ruled out-of-order by the Chairperson.

(c) No amendment may be proposed to an amendment motion, but a member may give notice during the debate of intention to move a further amendment to the original motion at the conclusion of the debate on the original amendment.

(d) If an amendment is carried, any further debate must be on the original motion as amended unless a further amendment is moved.

11. (a) Debate on a motion may be interrupted by the raising of a point of order or by a motion for the reading of any document relevant to the matter.

(b) All points of order will be dealt with by the Chairperson before any further consideration of the matter before the Council.

12. (a) Debate on any motion may be superseded by a procedural motion that the Council adjourn; or that the Council proceed to the next business; or that the matter be referred (or referred back) to the relevant committee or official.

(b) Procedural motions will be put to the vote immediately without discussion or debate.

13. All business will be decided by resolution moved by a member of Council and agreed to by a majority of the members present and voting.

14. (a) A motion of any kind will be determined by a majority of voices. The Chairperson will state whether the ayes or the nays have it, and that decision will be final unless a show of hands is called for by any member.

(b) If a show of hands is called for, the Chairperson will require a show of hands and a majority of those voting will determine the decision.

(c) Notwithstanding 14(a)&(b) above a ballot may be called for at any time. If a ballot is called for and a decision taken by the Council to conduct a ballot, the Chairperson shall, on the motion being put to the meeting, require every member of the Council present to record their "aye" or "nays" vote on a piece of paper, which will then be collected and counted by the Secretary. The motion shall be decided by the majority of members voting "aye" or "nay" and there shall be no further voting on the motion after a ballot.

(c) The Chairperson has a deliberative vote, and a further casting vote in the event of a tie.

15. If the Chancellor is not available, the Pro-Chancellor may exercise the powers of the Chancellor under clauses 3 and 4.

16. These Standing Orders shall apply to Council Committees[1] and the reference to the Chair/Chairperson, Secretary and Members shall apply to the Chair/Chairperson, Secretary and Members of Council Committees, with the following exceptions: the meeting frequency and quorum for Committee meetings are per their terms of reference.

3.3. Code of Conduct for Council and Committee Members

1. Members are expected to follow the above standing orders and the rulings of the Chairperson.

2. At all times Members are expected to:

(a) respect the Chairperson's overall control of the meeting, including the Chairperson's determination of the order of speakers;
(b) ensure their contributions are well considered, informed, concise and to the point;
(c) respect the need for discussion to be open and candid with appropriate time to discuss issues of substance;
(d) avoid emotive language, emotional conduct and personal comments regardless of passion felt for a subject or differences of opinions; and
(e) to respect all those present in the meeting.

3. In the context of decision-making, members are expected to:

[1] The exception is Academic Board which has its own Standing Orders.

(a) bring an open and independent mind to the meeting;
(b) listen to and participate in debate on each issue raised;
(c) respect diversity of opinion and backgrounds and consider all arguments presented;
(d) assist in finding common ground so the Council or Committee can come to a consensus position;
(e) respect the collective nature of the decision and observe solidarity once a decision is reached; and
(f) in the case of strong disagreement and as a last resort, take the significant step of seeking that their objection to a decision be recorded in the minutes.

4. Members are expected to avoid both conflicts of interest and perceived conflicts of interest to the Council or Committee.

5. The Chairperson is responsible for maintaining order and discipline, but all Members may question that order and discipline is being maintained, provided this is done in an orderly manner.

3.4. Record & Minutes of Council and Committee Meetings

1. Notes of all business transacted at Council or a Committee shall be kept by the Secretary and shall contain:
   (a) the formal resolutions as exactly worded and the record of the voting on them;
   (b) the essence of the discussion as an aide-memoire; this will not be an exact record of what was said or by whom, they will not include knowingly untrue statements, nor emotive language, nor unnecessary detail that could hinder free debate; members will not be named in the record unless leading the debate or specifically quoted.
2. Extracts of the Secretary's notes may be reported to Council, the Senior Leadership Team or other University Committees only in cases to avoid undue delay in the business of the University.
3. The official minutes, based on the Secretary's notes, will be determined by the Chair and approved by the Council or relevant Committee.
4. At every ordinary meeting of the Council or Committee, minutes of previous meetings shall be submitted for approval as a correct and true record before any other business is transacted.

3.5. Council Elections

Regulations for the Election of Chancellor and Pro-Chancellor:

1. The Registrar of the University is the returning officer for the election of Chancellor and Pro-Chancellor.

2. The Registrar will notify Council members of a forthcoming election for Chancellor or Pro-Chancellor at least one Council meeting prior to that at which the election will take place. The notification will normally be in writing contained in the papers for the prior meeting, and also orally at the prior meeting.

3.
   (a) Nominations for the positions may only be made by Council members.
   (b) Nominations may be made by written notice received by the Registrar at any time before the commencement of the meeting at which the election is to be held, or orally at that meeting.
   (c) To be valid a nomination must be accepted by the person nominated.

4. The Registrar will take the chair for that part of the meeting during which the election is to be held.

5. The Registrar may request the nominee or nominees to leave the meeting if their presence might impede free and frank discussion.

6. If there is only one person nominated for a position the Registrar will declare that person elected.

7.

   (a) If there is more than one person nominated for a position there will be an election by voting. All members of Council, including the nominees, are entitled to vote.
   (b) If any member of Council requests a secret ballot, Council members will give their votes in writing to the Registrar. If there is no such request, the vote will be by show of hands. The nominee with the highest number of votes will be declared elected.
   (c) In the event of a tie, the nominees will be asked to consider their positions as to whether they wish to proceed or withdraw. If they wish to proceed, members will be asked to vote again. This process continues until one nominee has the highest number of votes.

8. In any particular case all or any of these rules may be suspended by majority vote of the Council and replaced by such procedure as it thinks fit.

Election of Council Representatives to Council Committees and Council Appointments to external committees:

The Honours and Appointments Committee has a role in identifying suitable nominees for various Council positions with their nominations being considered by Council.

3.6. Te Tiriti o Waitangi

The Vice-Chancellor takes advice from the Pou Whakarae, the Office of Treaty Partnerships, in respect of the University's bicultural development.

It also acknowledges the relationship lead from Te Rūnanga o Ngāi Tahu to Papatipu Rūnanga. Ngāi Tūāhuriri has the authority to lead the relationship with the University.

Ngāi Tūāhuriri and the University have signed a Partnership Agreement in 2019. The purpose of this is to record the principles and objectives that the parties expect to underpin their ongoing strategic partnership and to describe, in general terms, the educational projects that the parties intend to work on jointly at this time, as well as those they hope to develop in the future.

The parties are seeking a relationship consistent with Te Tiriti o Waitangi / the Treaty of Waitangi and its principles. The relationship created by this Agreement is intended to assist the parties to exercise their respective responsibilities with the utmost cooperation to achieve over time the outcomes sought by both.

3.7. Confidentiality

As many Council matters as appropriate are considered in the public meeting of the Council, in view of the Council's public responsibilities of transparency to its students, the community and the Government. Nevertheless, in accordance with Section 48 of the Local Government Official Information and Meetings Act 1987, the Council (by resolution) will go into a public-excluded meeting for a stipulated reason or reasons set out in the resolution. This includes for the protection of particular interests, as set out in Sections 6, 7 and 9 of the Official Information Act 1982, to enable the discussion to take place in private.

When such a resolution is passed, the information imparted and discussed is strictly confidential and

Council members are not free to discuss or report the debate outside of the meeting, other than with other Council members, except as authorised by the Chancellor. This confidentiality requirement includes any material, previously circulated to Council members and should be marked confidential, which is intended for discussion during the public-excluded meeting. Any confidential material provided to Council members may be left on the Council table after the meeting, for destruction by the Registrar. Council members may not photocopy or otherwise reproduce any public-excluded material unless specifically authorised by the Chancellor.

Council members may not disclose any information about, or arising from, any public excluded Council meeting, and cannot disclose or copy any minutes of any such meeting to any member of the public. Any request for such information is deemed a request for official information under the Official Information Act 1982 and will be dealt with accordingly. If appropriate, the Chancellor may authorise or the Council may resolve to make media or other public comment on matters discussed by Council during the public-excluded meeting.

Council members are reminded that unauthorised disclosure of confidential information may:

- expose the University to a claim for damages;
- constitute a breach of good faith by the Council member and expose the member personally to a claim for damages, to which the protection from personal liability provided by subclause 19 of Schedule 11 of the Education and Training Act 2020 may not apply.

The maintenance of confidentiality is also a matter of trust and confidence. Members are encouraged to always be mindful that their role is subject to a high degree of trust and confidence which if breached significantly undermines their role as a council member and the relationship they have with other members and stakeholders.

4. Council Committees

4.1. Council Committees

Council has established the following Committees of Council, in addition to the Academic Board:

1. Audit and Risk Committee;
2. Executive Committee;
3. Honours and Appointments Committee;
4. University Appeals Committee;
5. Vice-Chancellor Employment Committee;
6. Adhoc Committees.

- The Chancellor is an ex officio member of all committees of Council but not the Academic Board.
- All Council members are welcome to attend any Council Committee meetings, except the University Appeals Committee and the Vice-Chancellor Employment Committee (for privacy reasons).

4.2. Academic Board

Determination of University Policy

Subclause 18 of Schedule 11 of the Education and Training Act 2020 provides for the Council of an institution:

> *(1) In determining the policy of an institution with respect to any matter relating to the institution, the institution's council must consult any board, committee, or other body established within the institution that has responsibility for giving advice in relation to, or for giving effect to, the policy of the institution with respect to that matter.*

Specifically, the Act provides:

> *(2) For the purposes of subclause (1), the institution's council must establish an academic committee consisting of its chief executive, and members of the staff and students of the institution, to:*
>
> *(a) advise the Council on matters relating to courses of study or training, awards, and other academic matters, and*
>
> *(b) exercise powers delegated to it by the Council.*
>
> *(3) The academic committee is, for the purposes of Section 285 of this Act to be treated as a committee appointed by the council under Section 283(2)(j).*
>
> *(4) Without limiting subclause (1), the institution's council may not make any decision or statute in respect of any academic matter referred to in subclause (2), unless it has requested the advice of the academic committee and considered any advice given by the academic committee.*
>
> *(5) However, a decision or statute made by the institution's council is not invalid merely because of a failure of the council to comply with subclause (1) or (4).*

Delegation of Council's Functions and Powers, including to the Academic Board

Section 285(1) & (2) provides for delegation of functions and powers by the Council:

(1) An institution's council may, either generally or specifically, delegate any of its functions or powers

under this Act (except the power to appoint a chief executive) or under any other Act to:

(a) the chief executive of the institution; or

(b) a committee appointed under section 283(4).

(2) The power of the council to delegate:

(a) is subject to any prohibitions, restrictions, or conditions contained in any other Act in relation to the delegation of the council's functions or powers; but

(b) does not limit any power of delegation conferred on the council by any other Act.

Specially, section 285 (5) refers to the academic committee, stating that:

This section applies to the academic committee of an institution (established under clause 18(2) of Schedule 11) as if:

(a) it was a committee of the institution's council; and

(b) all its powers were powers of the council, conferred on the committee by the council by delegation.

At its meeting held on 13 February 1991, the Council resolved:

> "That an Academic Board be established with the functions prescribed under Section 182 of the Education Amendment Act 1990"

NOTE: A review of UC's academic structure is ongoing and may result in changes to the Academic Board Committees. This includes the introduction of Faculty committees (January 2022).

4.3. Committee Terms of Reference

Committee Terms of Reference Internet Page Link.

4.4. Ad Hoc Committees

Ad hoc Committees may be established from time to time to carry out specific roles, such as the Vice-Chancellor Appointment Committee.

Note that there was previously a Finance, Planning and Resources Committee of Council. Council in 2021 determined to disestablish this committee and that matters previously considered by the committee are now considered by the whole of Council or the Audit and Risk Committee.

5. The University's Planning Framework

5.1. Planning Framework

The University's key guiding document is the UC Strategic Vision for 2020-2030: Tangata Tū, Tangata Ora; Engaged, Empowered, Making a Difference. This has seven key goal areas for the next ten years:

1. UC as an Engaged University
2. Internationalisation – Locally Engaged, Globally Connected
3. Education – Accessible, Flexible, Future Focused
4. Research – Impact in a Changing World
5. People - Nurturing Staff, Thriving Students
6. Environmentally Sustainable
7. Organisational Efficacy

Each of these areas has a nominated Senior Leadership Team lead, a set of 3-5 specific objectives, and a number of detailed programmes and projects to deliver on the goals of the Strategy. The Strategy is also used to guide major investments.

5.2. National Tertiary Education Policy and Funding

The Tertiary Education Strategy (TES) was last updated by government in 2020, and is now integrated with the broader education strategy also covering the early childhood, primary and secondary sectors. The new strategy has the objectives for education of:

- Objective 1: Learners at the centre – Learners with their whānau are at the centre of education
- Objective 2: Barrier-free access – Great education opportunities and outcomes are within reach for every learner
- Objective 3: Quality teaching and leadership – Quality teaching and leadership make the difference for learners and their whānau
- Objective 4: Future of learning and work – Learning that is relevant to the lives of New Zealanders today and throughout their lives
- Objective 5: World-class inclusive public education – New Zealand education is trusted and sustainable

The TES is complemented by Ka Hikitia, the national Māori Education Strategy, and these are used to guide the development of a range of operational-level funding and compliance processes that affect UC.

The UC Strategic Vision, although developed before the 2020 TES was released, is strongly aligned with current government policy. This is particularly the case in the areas of learner accessibility and success, quality teaching, and innovative approaches to tertiary learning and research.

5.3. Investment Plan

In order to receive government funding, the University is required to submit an Investment Plan to the Tertiary Education Commission (TEC) every two years. This document is essentially the narrative that supports the allocation of the SAC funding, which in 2021 is approximately $159m annually.

An Investment Plan describes:

- The strategic direction of the University and how the needs of the stakeholders will be met.
- A description of the programmes offered and funding requirements.
- Description of the outcome measures that will be used to ensure the objectives are achieved.

In reaching funding decisions, the TEC will be seeking evidence of:

- Responses to demand.
- Delivery of good educational performance
- Providing efficient pathways to qualifications
- The organisation's capability in forecasting, planning and implementation
- Delivery of good social and economic outcomes from education

The University is required to monitor and report to the TEC on its own performance against delivery commitments and Key Performance Indicators agreed in the Investment Plan. This is done through regular data returns and through the Statement of Service Performance in the Annual Report.

6. Council Appointments

6.1. Canterbury Museum Trust Board

One appointee: *Mr Shayne Te Aika*

6.2. UC Foundation

The Chancellor and Vice-Chancellor are ex officio members of the University of Canterbury Foundation Trust Board.

6.3. University of Canterbury Trust Funds (UCTF)

All Council members are trustees of the UCTF.

7. Other

7.1. Use of the University Seal

Any document to which the common seal of the University of Canterbury is to be affixed, pursuant to a resolution of the Council or with the authority of Council, can be countersigned by any two of the following:

- Chancellor
- Vice-Chancellor
- Pro-Chancellor
- University Registrar

7.2. Remuneration, Expenses and Benefits

Council Member Remuneration

The Minister responsible for tertiary education determines the maximum fees that can be paid to council members under schedule 11, clause 17 of the Education and Training Act 2020. The Minister operates within the Fees framework for members appointed to bodies in which the Crown has an interest. Each council determines the actual fees within this maximum. If the Chief Executive or Vice-Chancellor is a member of the council, they are not entitled to fees. The latest update to the Fees Framework is outlined in Cabinet Office Circular CO (22) 2, "Revised Fees Framework for members appointed to bodies in which the Crown has an interest", dated 6 October 2022.

Maximum Fees for Council Members as per Cabinet Fees Framework (6 October 2022):

Fee Category	Chancellor	Pro-Chancellor (Base + 25%)	Committee Chair (Base + 10%)	Council Member (Base)
CO (22) 2 ref	clause 119	clause 68	clause 71	clause 119
Group 3A Level 2	$73,552	$45,966	$40,450	$36,773

Note: no additional fee is paid to the Chancellor or Pro-Chancellor for chairing committees (CO (22) 2 – clause 71).

In determining the level of remuneration Council's expectation is that all members would undertake committee work and would prioritise attendance at Council and Committee meetings. Given fees are to the individual, the expectation is that all members (except the Vice-Chancellor, who is explicitly excluded) are paid personally through the UC fortnightly payroll system, as recommended by the University's taxation advisors, and that the option of declining payment as previously available would continue. Remuneration is subject to PAYE deductions in line with the recipient's declared tax status and subject to standard Financial Services controls.

Expenses

Schedule 11, clause 17 of the Education and Training Act entitles a Council Member, in accordance with the fees framework, to be reimbursed from the University's funds for actual and reasonable travelling and other expenses incurred in carrying out their role. Any member likely to incur costs to fulfil their role should liaise with the Registrar for budgetary purposes.

Council members are referred to individual policies contained within the University Policy Library and also the Auditor General's guide on "sensitive expenditure". In general terms for Council members:

- UC policy covers travel, meal and accommodation costs when Council members are on UC Council business. Decisions about whether a member is on UC business are taken by the Registrar based on the capacity in which they are invited and the relevance of the event to the role.
- Council-related expenses are reimbursed on request by members and authorised by the Registrar. Reasonable travel expenses in attending meetings are covered within the Cabinet fees paper.
- The VC has a UC P-card (a UC credit card) and the Chancellor signs off on the monthly statements and invoices by way of approval.
- Payment of VC travel and travel expenses is made in accordance with University travel policy and signed off as above.
- The Chancellor has a UC P-card. The Chair of the Audit and Risk Committee signs off the statements by way of approval on a monthly basis.
- Other expenses are governed in accord with UC expenditure policies. Entertainment, including beverages, is specifically covered under the sensitive expenditure policy.
- Taxi vouchers are provided to Council members on UC business.

Benefits

No generic benefits have been identified as requiring fringe benefit taxation (FBT) treatment but specific situations might require it and should they arise should be referred to the Registrar for consideration.

The UC Gifts Policy refers to staff but should also apply to Council members. It requires gifts and corporate hospitality over $150 to be approved by a senior manager, (Council members by the Registrar), and those with a value greater than $300 to be declined. A gifts register is maintained by Financial Services.

Approval from the Registrar is required if a partner travels with a Council member on UC business. If the partner is invited to attend functions FBT is not payable.

Neither the Chancellor nor any Council member has membership of the Koru Club provided by either UC or through the travel provider.

There are a number of activities and facilities associated with the role which could be portrayed by media as benefits but which UC sees as an essential element of the role and specifically approved. Examples include:

- Hospitality associated with Council and Committee meetings, graduation ceremonies and other UC events are treated as an integral aspect of the role, and a valuable networking opportunity.
- Professional development for members is treated as a benefit to UC as well as a personal benefit.
- Provision of Governance Co-ordinator secretarial services and management of the Chancellor's calendar, in respect of University affairs, which involves liaison with other agencies.
- An office for the Chancellor, including provision of computing equipment and software.

Specific arrangements in respect of individual members may be in place at times, and will be documented appropriately.

Vice-Chancellor's Remuneration

The VC's remuneration package is set by the Vice-Chancellor Employment Committee with the approval of the Public Services Commission (PSC). In respect of annual remuneration changes PSC concurrence is deemed to be given if the remuneration package falls within PSC guidelines, in which case PSC will defend any adverse comment. If it is outside the PSC range, the organisation is not supported by PSC.

8. Glossary

An explanation of acronyms and terms in common usage within the University/sector follows.

ACE	A system that supports targeted outreach for students through engagement analytics.
AMFM	Annual Maximum Fee Movement – Government policy restricting increases in course fees for domestic students to an annual maximum.
AMP	Asset Management Plan.
ARC	The Audit and Risk Committee.
Assura	UC's health and safety management and reporting system.
AQA	Academic Quality Agency for NZ Universities – carries authority to audit the processes in universities which underpin academic quality.
BC	A Business Case is used to provide information to decision makers over an investment decision to be made. The business case is a structured way that stakeholders can work and think together to provide a business case, with fit for purpose analysis, which gives confidence to decision makers that investing in a proposed programme or project is justified.
BiCC	Bi-Cultural Competence.
CEA	Collective Employment Agreement.
CoRE	Centre of Research Excellence – inter-institutional research networks, each hosted by a Tertiary Education Institute.
Course	The basic unit of delivery of academic teaching and learning.
CRIs	Crown Research Institutes – established in 1992 as government-owned businesses with a scientific purpose, each based around a productive sector of the economy or a grouping of natural resources.
CUAP	Committee on University Academic Programmes – considers academic matters across the university system, including inter-university course approval and moderation procedures, advice and comment on academic developments, curricula and cross-crediting between qualifications.
CUSPAC	Committee of University Student Pastoral Care – monitors the extent to which the pastoral care systems of universities comply with the Education (Pastoral Care of Tertiary and International learners) Code of Practice 2021.
Diligent	The software programme currently used to distribute and store all papers to Council members related to Council meetings / business.
DSC	Digital Screen Campus.
DVCA	Deputy Vice-Chancellor (Academic).

DVCR	Deputy Vice-Chancellor (Research).
Domestic student	A student who meets the criteria for "domestic student" specified in the Education and Training Act 2020 and the relevant determinations issued by the Minister for Tertiary Education. Domestic students pay tuition fees at a subsidised rate rather than full cost fees. Some international students qualify as domestic students.
EFTS	Equivalent Full-Time Student – unit for counting student numbers, where a student taking a normal year of full-time study counts as 1 EFTS.
FTE	Full-time Equivalent (staff).
Full-fee student	An international student who does not qualify as a “domestic” student. These students are ineligible for Student Achievement Component funding (except for research postgraduate study) and pay full cost fees.
Full-time student	Student on a programme of study of 32 weeks or more and at least 0.8 EFTS.
HOD	Head of Department.
HOS	Head of School.
IMT	Incident Management Team.
Investment Plan	The three-year Investment Plan describes how the University will achieve Government priorities set out in the Tertiary Education Strategy, its programmes and activities, and the proposed outcomes, including performance indicators.
ITPs	Institutes of Technology and Polytechnics.
KPIs	Key Performance Indicators – performance measures set in Investment Plan.
LEARN | AKO	The software platform used by staff and students to provide course and class information.
MBIE	Ministry of Business Innovation and Employment – MBIE integrates the functions of four former agencies – the Department of Building and Housing, the Ministry of Economic Development, the Department of Labour and the Ministry of Science and Innovation. Develops and delivers policy, services, advice and regulation to support business growth and the prosperity and wellbeing of New Zealanders.
MoE	Ministry of Education.
MOOC	Massive Open Online Courses delivered online.
MoP	Mix of Provision – refers to the type of courses/qualifications/programmes and a projected number of enrolments the institution has committed to in an Investment Plan; determines Student Achievement Component funding.
NCEA	National Certificate of Educational Achievement.

NZQA	New Zealand Qualifications Authority.
OAG	Office of the Auditor-General.
OIA	Official Information Act. Often used by the public to request official information from the University.
OTP	Office of Treaty Partnership.
MFA	Multi-Factor Authentication.
NQF	National Qualifications Framework – registers the unit standards-based system of national qualifications developed by the New Zealand Qualifications Authority.
OPEC	An operating expense, operating expenditure, operational expense, operational expenditure or OPEX is an on-going cost for running a product, business, or system.
Oracle	Oracle EBS is UC's financial management information system.
PALS	Peer Assisted Learning Support programme.
Part-time student	Programme of study less than the normal full-time workload (32 weeks or more and at least 0.8 EFTS). Option is only available to domestic students.
PBRF	Performance Based Research Fund – funding administered by TEC, allocated on the basis of quality of research, external research income generated and postgraduate research degree completions.
PIR	Post Implementation Review.
RAC	Risk and Advisory Committee (a sub-committee of the Senior Leadership Team (Management)).
P&C	People and Culture
PFRC	Planning, Finance and Resources Committee (a sub-committee of the Senior Leadership Team (Management)).
PCB	Project Control Board. Part of governance for all projects within Digital Services.
Programme	A group of one or more courses which leads to an award.
PSC	Public Services Commission.
SAC	Student Achievement Component funding – the government's contribution to the direct costs of teaching, learning, and other costs driven by learner numbers.
SDR	Single Data Return – data about students, enrolments and courses provided three times each year by Tertiary Education Institutes to TEC for monitoring and statistical purposes.

Semester	The academic year is divided into two semesters, from February to June and July to November. Intensive summer school courses are also run between November and February.
SLA	Service Level Agreement is a part of a service contract where the level of service is formally defined.
SLT	Senior Leadership Team.
SMS	Student Management System.
SSP	Statement of Service Performance – University's report against objectives and performance indicators.
SSL	Student Services Levy – a compulsory levy to support the activities of the University of Canterbury Students' Association and assist with the provision of student services such as health and recreation services.
STEM	Science, technology, engineering and mathematics.
Te Akatoki	Māori Students' Association at Canterbury.
TEC	Tertiary Education Commission – responsible for managing the Government's annual funding for tertiary education, policy advice and implementation, and provides relevant support to Tertiary Education Institutions.
TEIs	Tertiary Education Institutions (universities, polytechnics, wānanga).
TES	Tertiary Education Strategy – the Government's long-term strategic direction for tertiary education and its current and medium-term priorities.
Te Tapuae o Rehua	A tertiary partnership between the Universities of Canterbury, Lincoln and Otago, Ara and Otago Institutes of Technology and South Island iwi to increase Māori participation in tertiary education and to ensure high-quality course content for Māori tertiary students.
TEU	Tertiary Education Union.
Tuition fees	Fees charged for the programme of study, differing between institutions, types of disciplines and between "domestic" and "foreign" students.
UC	The University of Canterbury.
UCF	University of Canterbury Foundation.
UCSA	The University of Canterbury Students' Association.
UNZ	Universities New Zealand, formerly the New Zealand Vice-Chancellors' Committee, now operating as Universities New Zealand / Te Pōkai Tara – is the sector voice for all eight universities, representing their collective views nationally and internationally, championing the quality education they deliver, and the important contribution they make to New Zealand, economically, socially and culturally.

VC	Vice-Chancellor.

Vice-Chancellor's Report to Council

UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

June 2023

Introduction

On 16 June we celebrated the official 150th anniversary of our founding. Around 400 staff joined the Chancellor and Vice-Chancellor to enjoy cake, raffled gifts, photo booths and a historic group aerial photo. The Vice-Chancellor and other staff handed out cupcakes to some students who were busy studying for their exams.

Earlier in June we celebrated the achievement of several UC alumni in receiving King's Birthday Honours. Among them was Associate Professor Cathy Andrew, who was named an Officer of the New Zealand Order of Merit for services to nursing.

Some good news in the last week of June is that the Government announced a 4% DQ7+ (formerly SAC) funding boost at degree level and above in 2024 and 2025. Together with the 5% increase in last month's Budget, that will take the increase in government funding for each of our student enrolments for 2024 to 9%. When combined with the proposed 2.8% Annual Maximum Fee Movement in 2024, domestic tuition-related income should increase by close to 7% on 2023 at a national level. That will help catch up on the income eroded through inflation over the last few years, although it won't entirely bridge the gap. We welcome the Government's decision to make an additional financial investment in the university sector over the next two years.

Engagement

RNZ selected 8 out of the 20 Raising the Bar talks to share on radio and its website from 18 June. The Raising the Bar event on 2 May drew a total of 1,400 attendances on the night across 10 bars throughout Christchurch city, Lyttelton and Lincoln. With alumni making up about 60% of the attendees, it was an excellent opportunity to increase our presence and impact in Ōtautahi Christchurch and Waitaha Canterbury.

Professor Julia Rucklidge presented at a UC Connect event on 31 May. Her talk delved into her ongoing research, revealing a concerning correlation between declining food quality and various mental health challenges. Additionally, she presented practical approaches to utilising nutrition to nourish the brain effectively.

Principal Research Investigator Dr Fiona Cross, also known as Dr Spider, recently appeared on More FM to provide insights into the occurrence of spiders entering homes during the winter season.

A new public exhibit curated by Terri Elder, named *Whiria te Tāngata | Weaving the People Together – 150 Years of College and Community,* will feature artefacts from our original campus at the Arts Centre from Thursday 20 July to Saturday 10 September.

On 14 June, Karen reinstated our 114-year tradition of star-gazing in the centre of Ōtautahi Christchurch. At her sold-out talk on the restored Townsend-Teece telescope in the Arts Centre Recital room, participants viewed the telescope in the restored Observatory Tower. The Spinoff covered the event. Public viewing is open for registrations most Friday evenings, weather permitting.

Building on the gifts received at the Chancellor's gala in April, the Advancement team is conducting broad-based fundraising appeals to all alumni, UC friends and staff. The grassroots level of suggested giving for Te Kakau a Māui (TKAM) scholarship is intended to help reframe the way our community thinks about fundraising.

On 19 June we hosted McCall MacBain Foundation CEO Franca Gucciardi for a site visit, a meeting with Te Kakau a Māui scholarship programme staff and students, and a tour of Te Aratai College.

Applications for 150 TKAM scholarships opened on 20 June to students from what were previously known as decile 1–7 schools (now the equity index) in Te Waipounamu South Island. The awareness campaign aims to build awareness of the 2024 scholarship opportunity. Through the campaign, current TKAM scholars are sharing their stories and experience at school assemblies and events and in news media.

In addition to the funds raised through the TKAM campaign, we have received several other significant gifts:

- The Tait Foundation approved our proposal for $500,000 in funding to support research and scholarships in the Engineering faculty.
- Alumnus Dr Richard Garland donated $200,000 to fund a PhD in the School of Physical and Chemical Sciences for a student studying organic chemistry. Richard has also committed to endowing the scholarship through a gift in his will. Former Chancellor Robin Mann was instrumental in helping to secure this gift.
- Alumnus Professor Brian Tinsley generously provided a gift of $100,000 in support of the Mapura Bright Start Scholarships. Brian graduated with a PhD in physics in 1964 and developed his career at the University of Texas.
- University of Canterbury Motorsport (UCM) in the Faculty of Engineering received $10,000 from the Tait Foundation to support an outreach event for the Formula Student Radio Control.

On 8 June, UC welcomed over 1,300 Year 12 students, parents and whānau to experience university for Discovery Day. Thirty-six schools participating from Waitaha Canterbury learnt about the differences between school and university, took part in their chosen lectures, explored the support services available and found out what UC has to offer. Lectures took place in Central and North Arts lecture theatres and Rātā, covering a range of topics from "Can Skateboarding Save Children from Sport?" to "How Will Chemical Engineers Save the World?*".*

A campaign that started on 1 June aimed to support students during the mid-year study and exam period. With input from the Wellbeing and Rec&Sport (RecCentre) teams and the University of Canterbury Students' Association (UCSA), the campaign included a social media campaign across

Facebook, Instagram and TikTok with study advice for students along with resources covering easy recipes, workouts and UC support services. The *Fear of Failure* segment of the campaign begins in early July to support students as results are released.

The student-led, faculty-enabled ENG ME! peer mentoring programme that supports the 1,100+ first-year Engineering students concluded its official programme for 2023 (its fifth iteration). As in previous years, to celebrate the hard work and achievements of the 55+ mentors and 5 mentor leaders, the Faculty of Engineering hosted a thank you dinner for them. ENG ME! has been selected as a finalist for the Engineering New Zealand ENVI Awards 2023.

Formula Student Radio Control is a week-long activity initiated by Bruce Robertson and hosted in Mechanical Engineering for year 12 and 13 high school students. It is held during the overlap of UC mid-semester break and school holidays. UCM mentors guide groups of school students through the design and manufacture of a custom radio-controlled race car, using computer-aided design, 3D printing and laser-cut materials. At the end of the week, participating students race their cars in a miniature version of the full-size Formula Student event that the UCM students compete in.

The seventh Association for Visual Pedagogies Conference at UC from 8–10 June attracted 98 in-person delegates and 27 online from New Zealand and Australia. This conference offered an interactive, engaging space for sharing contemporary projects that inquire into and highlight tensions in visual pedagogies.

I was pleased to have the opportunity to the opening keynote address for the International Network of Research Management Societies Congress in Durban, South Africa, 31 May – 2 June. The theme of my paper was the role of leadership in research and innovation management to enhance research social impact.

Dr Mahdis Azarmandi, Faculty of Education was an invited participant in a hui organised by the Federation of Islamic Associations of New Zealand and the Ministry of Education to discuss the refreshed New Zealand Curriculum and its implications for Muslim high school students. The hui participants discussed challenges and opportunities in education for Muslim students and made recommendations about how to better support them.

The Wireless Research Centre has been working with start-up RaceRanger on technology to help make triathlon races fairer and safer. This technology proved successful when it was first trialled at three events in Europe during May, one of which was an event sanctioned by the Professional Triathletes Organisation where the world's most elite athletes competed. The technology worked well and was highly praised, and further investment is likely to take this local company to a new level of growth. The next event where it will feature is the Paris 2024 Paralympics trial in August.

Dr Jalal Mohammed, Senior Lecturer Above the Bar in Health Sciences, attended a hui in Wellington on 7 June with the Ministry of Education, providing feedback on Te Mātaiaho – the NZ Curriculum Refresh. He has also been appointed to the Steering Committee for the 5th International Conference on Public Health and Wellbeing taking place in Bangkok, Thailand, 7–8 November 2023.

The Child Well-being Research Institute's Better Start Literacy Approach (BSLA) has been a focus of media attention in the last month. During an interview, Education Minister the Hon Jan Tinetti said BSLA was "having better results than we have ever seen before". Following this, Professor Gail Gillon

and Associate Professor Brigid McNeill hosted a webinar, "The Better Start Literacy Approach – A National Success Story Unfolding", on Tuesday 30 May. Here they shared the latest data with teachers, researchers, whānau and community leaders, highlighting the success of BSLA.

Professor Katie Pickles launched *Sure to Rise: The Edmonds Story* by Peter Alsop, Kate Parsonson and Richard Wolfe (Canterbury University Press, May 2023) at Scorpio Books on 15 June. She spoke about the significance of the iconic Edmonds business in the history of Christchurch, as well as in the cultural heritage of Aotearoa New Zealand. A capacity audience of some 130 guests supported the launch and enjoyed baked treats made using recipes from the *Edmonds Cookbook*. The book was prominent in bookstore displays and enjoyed widespread media coverage: in addition to a double-page spread in the *Listener* (15 May), it was publicised in a radio interview with the authors on RNZ Nine to Noon (19 May), a story on TVNZ Seven Sharp (23 May), a full-page feature including an interview with Katie Pickles in the *Press* (20 May and on Stuff online) and an online review on NZ Booklovers.

Education – Accessible, Flexible, Future Focused

The end of semester sees a busy time for staff and students as exams come to an end and staff are busy marking and working on final grades. The first semester saw a focus across the University on student engagement and student success. This involved implementing a range of initiatives related to assessment, participation in class and using data to enhance student performance. For example, the Faculty of Science Student Success Symposium brought together teaching and support staff to collaborate and share information ranging from using Analytics for Course Engagement (ACE) to course design. The School of Mathematics and Statistics held a special workshop on using data to understand how to support students. In addition, academics and students have collaborated on how to use artificial intelligence (AI) in the classroom and for assessments. The Faculty of Engineering is progressing the AI initiative further with plans to hold a teaching event related to 'assessment in a changing educational landscape'.

Authentic assessment was also a focus of the Work Integrated Learning Sharing Symposium, where staff and students shared their reflections on undertaking experiential learning and assessment. The innovations and adaptability of our teaching staff will be a highlight of the upcoming UC Teaching Awards. Applications for these significant awards are open until 28 July, and all staff are encouraged to apply.

UC is further recognising teaching innovation with the announcement of the Distributed Leadership in Teaching Programme (DLTP) awards. This year, for the first time, the awards include three focused specifically on Work Integrated Learning in addition to three in the general category. The six awardees were: Rachael Evans, William Grant and Adrienne Paul (Faculty of Law); Associate Professor Kathryn MacCallum (Faculty of Education); Dr Clare Worley (Faculty of Science); Kate Cook and Gina Tillard (Faculty of Science); Associate Professor Lyndon Fraser (Faculty of Arts); and Carolin Ritter (Faculty of Science). Congratulations to the DLTP Fellows, and I look forward to hearing about their outputs.

Early in June, the UC Faculty of Health Te Kaupeka Oranga received confirmation of its status as a provider of nursing education, and the reaccreditation of its graduate entry master's programme, Master of Health Science (Nursing). Congratulations to the Health team.

Student success is built not only on their classroom experience, but also the broader supports that they can access. Our academic advising community is one of those key supports, and this month over 30 members of this community came together in their second hui of the year to forge relationships, coordinate advising practices and processes, and build our internal advising network.

Te Kakau a Māui Scholarship programme is an excellent example of how student support can enhance success. The engagement of students who participated in the events of the programme is outstanding. Events include success coaching to build academic independence, careers coaching and home-based activities. A highlight was the end-of-semester event where alumna Julia Arnott-Neenee shared her journey of navigating the University as a Pacific woman. It was a special experience for students to meet representatives from McCall MacBain during their visit.

Finally, student support is going to be an emphasis when we welcome new students to UC for Semester 2. In a pilot of a mid-year orientation, students will not just learn about navigating UC but also have an opportunity to work with LEARN, engage with ACE and have hands-on experiences to get them off to a good start.

Research – Impact on a Changing World

Funding successes continue for UC from relatively small research funds before the major 2023 Endeavour and Marsden rounds are announced later in the year.

The Earthquake Commission (EQC) is a significant funder for much of the research on earthquake engineering and natural hazards and resilience. In June, two UC research programmes secured EQC funding, each worth $450,000. Professor Brendon Bradley (Civil and Natural Resources Engineering) will use his funding to conduct further research on next-generation seismic hazard analysis for New Zealand, while Dr Tim Stahl (School of Earth and Environment) will do further research on resilience to earthquake and landslide multi-hazards.

UC also had success in the recent funding round for the Royal Society Catalyst Fund with matching, or in most cases, exceeding average success rates. Dr Wentao Wu received $150,000 and Dr Christoph Teschers $60,000 in the form of International Leader Fellowships, while Dr Chang Wu and Dr Ning (Chris) Chen were both successful in their New Zealand – China Scientist Exchange Programme applications.

Four successful seeding applications, led by Dr Claudia Meisrimler, Associate Professor Michelle LaRue, Professor Sally Gaw and Dr Vanessa Morris, will establish collaborations with the United Kingdom, the United States of America, Canada and Australia, to raise our international research profile and reputation.

Michelle's project, for example, will support collaboration with colleagues from the University of Colorado Boulder, National Center for Atmospheric Research, Old Dominion University and Point Blue Conservation Science. The funding for the project, entitled "Toward a Coordinated Research Network to Monitor the Ross Sea Marine Protected Area", will facilitate the exchange of personnel across these institutions over two years. The collaboration will culminate in a symposium hosted at the University of Canterbury in 2025.

UC's portfolio of research addressing significant medical issues continues to broaden. Dr Amy Yewdall, a Research Fellow in Biochemistry at the School of Biological Sciences, has been awarded a Health Research Council Emerging Researcher First Grant of $250,000 to investigate the role of protein oligomerisation in acute myeloid leukaemia (AML). This research has the potential to provide crucial insights into AML and establish a new foundation for developing innovative therapies. Also contributing to this research portfolio, Dr Vanessa Morris (Deputy Director, Biomolecular Interaction Centre) has been awarded an Explorer Grant of $150,000 for her research on novel biomarker methods for Parkinson's disease. She aims to investigate tear fluid biomarkers that can support early diagnosis of Parkinson's disease, monitoring of disease progression or screening of at-risk populations. The research has the potential to improve the health outcomes for people in New Zealand and worldwide.

Finally, Dr Tim Stahl (School of Earth and Environment) and PhD graduate Clare Wilkinson (now working at NIWA) are international collaborators on a successful US National Science Foundation grant to study landscape evolution and earthquake hazards in North Canterbury.

Te Kura Tāura | Graduate School continues its journey to become fully established and to support a programme of both recruiting for and completing doctorates in 2023. During May, 30 new doctoral students began their studies at UC (including 16 international students), bringing year-to-date new enrolments to 143 (32% higher than May 2022). Refining academic processes for PhD students was advanced when the Academic Board endorsed a revision of PhD regulations for the 2024 calendar at its June meeting. The revision will come into effect on 1 January 2024. In parallel, the first professional development module for supervisors has been finalised and will be available to staff from 17 July.

Work has also started on a second online module that focuses on creating a safe and engaging environment for our diverse graduate research student community. Blair Johnstone (Ngāi Tahu) has joined Te Kura Tāura | UC Graduate School as research Kaiārahi. This is a new role that aims to support graduate research students and their supervisors in developing their research in the context of Vision Mātauranga and the partnership between UC and Ngāi Tahu.

Finally, UC's postgraduate research students continue to make their mark. PhD student Kiran Rangwani is among the selected finalists and is the runner-up for the Student of the Year Award in steel research sponsored by the Heavy Engineering Research Association (HERA). HERA chair and technical director of John Jones Steel, Dave Anderson, presented the award to Kiran at the 2023 Future Forum conference and dinner.

The QS World University Rankings have been released for 2024. This year they have used a new methodology that incorporates sustainability, graduate employability and international research networks. The new rankings place UC at 256, an improvement of 28 places from 284 last year. However, all other New Zealand universities have similarly improved with the new methodology, with the result that Massey and Waikato have moved ahead of UC so we are now ranked sixth in the country.

In high-impact journal *Scientific Reports*, UC researchers have contributed to a recently published multi-country analysis of the social and moral psychology of 69 countries during the COVID-19 pandemic. Professor Tanja Mitrovic (Computer Science and Software Engineering) is one of three international editors of a comprehensive new book from Edward Elgar Publishing, the *Handbook of Artificial Intelligence in Education*. Gathering insightful and stimulating contributions from leading

global experts, the book traces the development of AI in education from its early foundations in the 1970s to the present day. Dr Megan Gath and Professor Gail Gillon (Child Well-being Research Institute), Associate Dean Brigid McNeill (Faculty of Education) and Professor Lianne Woodward (Faculty of Health) have published new research on the impacts of screen exposure on early childhood development. This research has received considerable media attention.

Dr Heon Park has been shortlisted for the Food, Fibre and Agritech Challenge. He is working with Kelpn to develop a tasty snack made from New Zealand kelp that will help deal with constipation and iodine deficiency. Kelpn's mission is to be the go-to source for sustainably sourced, high-quality products derived from the sea, while always upholding the highest standards of integrity and trustworthiness.

Sophie Thrupp (Ngāti Tūwharetoa) won the New Zealand Geographical Society award for the Best Taught Master's degree in Geography for her thesis project titled "Accessibility to Social Connections in Ōtautahi Christchurch through an Indigenous Lens: An Evaluation of the #WellconnectedNZ Project". Associate Professor Malcolm Campbell and Professor Simon Kingham supervised Sophie's Master of Urban Resilience and Renewal thesis, in collaboration with colleagues at the former Canterbury District Health Board and University of Otago.

UC has also engaged with Christchurch City Council on new results around remediating concrete construction buildings. Jo Horrocks, Chief Resilience and Research Officer of the Earthquake Commission and Christchurch City Mayor Phil Mauger visited UC's Structural Engineering lab to learn more about the research Professor Santiago Pujol is leading. This research connects reinforced concrete walls to foundations to provide vital insights for improving construction standards.

Associate Professor Cheryl Brown was selected as one of 12 research mentors for the Commonwealth of Learning's Open and Distance Learning Practitioner Research Training and Mentorship programme.

Dr Susannah Stevens (Faculty of Health) spoke to RNZ about new research suggesting the time of day you exercise may affect your risk of developing cardiovascular diseases.

UC Art Curator Lydia Baxendell has recently published an essay in the exhibition *Presentation Layer: NFT forms, platforms and transference.* Titled "Curating and Collecting Non-fungible Token (NFT): A case study at University of Canterbury", the essay details her work in 2022 to acquire an NFT for the UC Art Collection. The Art History and Theory department, Faculty of Law and School of Fine Arts were all interested in using the NFT for teaching and learning. Lydia's essay details how the acquisition of the first NFT for the UC Art Collection, Motoko Kikkawa's *Hot Spring*, contributed to academics' professional learning as well as that of students.

UC continues to redevelop our e-research management and infrastructure. Following an extensive procurement process, the UC Library has chosen to adopt the Future of Libraries Is Open (FOLIO) Library Services Platform provided by EBSCO Information Services. FOLIO will replace our current Horizon system, which has been in use since 1995. It is an open-source solution (also chosen by the Library of Congress) that manages and presents library information resources in the digital age, using a microservices architecture and taking a modular approach, which makes it flexible and easily customisable in the future. This means that users will have a better experience as they access bibliographic information on the web. EBSCO will also be releasing a new discovery service, which we expect will be available by the end of 2023.

Congratulations to the UC scholars who won the Faculty Research Awards for Arts. Associate Professor Justin DeHart (Music) won the Faculty of Arts Research Award in Humanities, Social Sciences or Creative Arts. Dr Madi Williams (Aotahi) won the Kairangahau Māori Research Faculty Award. Dr Jonathan Dunn (Linguistics) won the Faculty of Arts Early Career Research Award in Humanities, Social Sciences or Creative Arts.

People – Nurturing Staff, Thriving Students

The number of students registered with Te Ratonga Whaikaha | Student Accessibility Service has nearly doubled in the past year, now at about 1,000. The service attributes this huge growth partly to a greater emphasis on communicating to students about what it can provide. Accessibility issues include learning difficulties such as attention deficit and hyperactivity disorder (ADHD) and dyslexia, mental health issues and chronic illnesses. The service provides note-taking services, reader-writers for tests and exams, and one-on-one support from advisors.

The School of Mathematics and Statistics is delighted that student Jack Aimer has been awarded the prestigious William Georgetti Scholarship, enabling him to further his studies at Cambridge University. Jack is currently completing his Master of Mathematical Science, with Dr Chris Stevens supervising his thesis.

In 2019, UC created a service-level agreement (SLA) between five UC sports clubs – rugby, netball, hockey, football and basketball. Within this SLA, UC has committed to providing services and resourcing with direction from the previous reviews to improve the overall experience within the clubs. These services, all provided by UC RecCentre, include:

- levy-funded strength and conditioning, and performance analysis services in our high-performance space for all Premier teams
- administrative support and upskilling of all interns placed in the programmes
- coach and player development via internal and external resources (regional and national sports organisations, UC)
- club support – for example, with administration, direction, strategy, marketing and resourcing
- alignment of UC branding

Over the past four years, these clubs have developed their performance and participation data significantly. The following achievements are especially notable:

UC Netball: Four years ago, the UC Netball Premier squad was promoted from Premier 2 grade to Premier 1 grade. They made the Premier finals in 2022 and are looking at another promising year in 2023, with four athletes named in the Tactix and most of the team members named in the National Netball League. UC Netball is also home to over 21 teams, the largest club in Canterbury.

UC Rugby: Four years ago, the men's Premier Rugby team was ranked 12th of 12. Today they are placed 1st of the 12 and hold the DCL Shield. After housing many Crusaders through the years, they most recently have 11 players in the Crusaders Academy squad and two athletes who were named in the U20 All Blacks. The women's team holds the Challenge Shield and is second on the table, qualifying them for the Premier women's final. They have 18 players in the Canterbury Farah Palmer Cup wider training squad and four athletes were named in the Super Women's Rugby Aupiki 2023. UC Rugby has 14–16 teams, the highest number participating from a club other than junior sides in Canterbury in 2023.

UC Basketball: The men's Basketball team competes in the Premier division, overseen by Piet van Hasselt, the New Zealand 3x3 coach. They also have one athlete in the New Zealand 3x3 team and Canterbury Rams. After going through a rebuild, the women's Premier team has regained a place in the Premier division this year.

UC Football: In 2019 the UC Football club was not a competitive Premier club, despite its large membership (which has reached over 1,000 this year). Since then the UC women's Premier team has qualified for the Southern League (top six teams in South Island). The women's second team has also moved up to the Premier competition. The men's Premier team is currently sitting in third place and very close to qualifying for the Southern League next season**.**

UC Hockey: The Premier men's team has been at the bottom of the table for the past few years, owever, they remain competitive in the grade. A few players compete in regional representative hockey, including the goalkeeper for the Otago National Hockey Championship winning team. The Division 1 women's team came third in the competition last year after spending a few years competing for the wooden spoon. Their goal is to gain a place in the Premier division. UC Hockey remains the club with the largest senior participation in Canterbury. Last year 280 players across 18 teams participated in the winter competition alone, and a further seven teams entered the Master and Summer hockey competitions.

The Staff Wellbeing team ran a successful Menopause Café networking function in mid June. This is part of a series offered in 2023.

A Sleep Smarter Strategies webinar was run for staff in late June. Attendees learnt about the science behind sleep and gained tips on how to improve their sleep hygiene.

As part of the 150th celebrations, staff have been offered the opportunity to take a day's approved paid day of work to volunteer for a charity of their choice. In this way, staff can give back to our wider community and spread manaakitanga.

Along with the online orientation system Enboarder, our inaugural Staff Quarterly Connection event took place this month. Hosted by the Vice-Chancellor, this gathering enables new staff to connect with their colleagues and to learn more about University-level issues and aspirations.

Internationalisation – Locally Engaged, Globally Networked

On a recent visit to the University of Queensland, Professor Bronwyn Hayward (School of Language, Social and Political Sciences) spoke about the challenges, opportunities and need related to teaching sustainable citizenship in universities. In doing so, she drew on some of the insights from the new Bachelor of Social and Environmental Sustainability programme.

The Wireless Research Centre has recently welcomed seven European interns who will be with the Centre for the next three months: four are fourth-year engineering students from Bordeaux Institute of Technology (INP), while one student comes from each of CESI Toulouse, Polytech Montpellier and Jacobs University Bremen. These internships support a strategic relationship with Bordeaux INP in particular. The students will be working on a combination of projects, including assisting our engagement with the RaceRanger start-up, the Ministry of Business, Innovation and

Employment Smart Ideas project on harmonic radar for insect tracking, and indoor positioning to support new initiatives on behavioural studies of preschoolers.

UC engages frequently with Universities New Zealand (most recently 15 June), Education New Zealand (12 June) and the Ministry of Foreign Affairs and Trade's Manaaki scholarship scheme (2 June) on strategy, source market focus, and priorities. This longstanding initiative of the New Zealand Government has helped to bring hundreds of students from the Asia-Pacific region to UC, building human capacity in our region and helping to extend UC's impact across the globe. Education New Zealand complimented UC for its strong management role in the Manaaki programme and the very high level of support it delivers to its Manaaki scholars.

On 2 June, the International Relationships Office met with Mr Sam Yao, President of the Malaysian Community Association in Christchurch. Integration of our international education activity with Malaysian community leaders and alumni is critical for our continued positive engagement with Malaysia, one of UC's top four markets. As planned, we announced Malaysia international student scholarships and disseminated information about this initiative in the community, in addition to undertaking work aimed at increasing our capacity to accommodate Malaysian international students in Christchurch.

On 8 June, UC hosted Professor Sandeep Singh from the Department of Earth Sciences, Indian Institute of Technology (IIT), Roorkee. IIT Roorkee hosts India's most advanced earthquake engineering research and is India's second oldest IIT, celebrating its 175th birthday this year. Professor Ian Wright led discussions focused on collaborative research and research training.

Associate Professor Jeremy Moses (School of Language, Social and Political Sciences) visited Canberra on 24 May to speak at the Australian National University Law and Philosophy seminar series. Jeremy presented work in progress in which arguments about algorithmic bias are being used by the Campaign to Stop Killer Robots and how this reveals the limitations of international humanitarian law.

Organisational Efficacy – of a sustainable scale by 2030

Digital Services and the UC Online team launched the latest version of the UC Online platform in June. This new release enabled a new identity management experience for online students, allowing them to 'bring their own identity' without needing to have an identity or email account provided by UC. The platform also went live with payment services provided by Stripe, a global payments platform, so that students could access a comprehensive modern online payments experience. The release included a great range of other minor improvements. The combined product team continues to develop the UC Online experience to enable an amazing learning experience and to support the growth of the course and programme offerings.

Our new Ako ā-Mahi | Work Integrated Learning platform (UC Placements) continued its roll-out, with the training and onboarding of the Faculty of Engineering now under way. When complete, the new platform will facilitate the management of student placements within the community for over 1,100 students. Roll-out to Clinical Psychology, Speech and Language Therapy, PACE and Social Work is complete. The roll-out continues as the project targets completion by the end of Quarter 1, 2024.

Environmentally Sustainable

Construction works for the Ilam Coal Boiler Replacement have started. All design documentation has been issued, services relocation is under way, and the main contractors are mobilised and on site. Hoardings are in place around FM and six new piles have been successfully sunk into the ground ready for the construction of the woodchip silo.

The programme for the ground source heat pump in the Science Precinct has been re-established after a break for exams, and the main contractor and sub-contractor procurement has been finalised. The heat pumps have arrived in New Zealand. One was slightly damaged but has been successfully repaired. The first bore has reached target depths.

The Dovedale Coal Boiler Replacement feasibility planning has begun. A draft programme has been developed to satisfy the Energy Efficiency and Conservation Authority funding agreement, which was notified last month.

The roof replacement is completed in the journey to improve the thermal envelope for the Ann Ballin building, and the upper floors are approaching completion.

The UC Waterways Plan review is completed and is now out for stakeholder consultation.

Engaging staff and students in the UC Waste Plan 2019–2024 proved successful, with waste-awareness events attracting almost 200 people throughout May. A worm farm has been installed outside Chilton's Café in partnership with the UCSA as an education space and to divert food waste from UCSA kitchens.

World Biodiversity Day was further celebrated with a well-attended talk by Dr Sara Kross, School of Biological Sciences, on the recent sightings of a resident kārearea | New Zealand falcon on UC campus. This taonga species is the only remaining endemic bird of prey in Aotearoa. A total of 120 staff and students engaged in biodiversity-related events in May.

Following the Community Feast and surrounding stakeholder engagement, *The Community Feast Evaluation Report* has been published and is available on the University website.

The School of Biological Sciences gave out the monthly Pipettor Award to encourage and reward sustainability in research and teaching across biological sciences. The latest recipient was Angela van Diepen, who has spearheaded a move to recycle all of the polystyrene packaging that surrounds deliveries to the school. This work involved coordinating with Facilities Management and a good deal of deconstruction to reduce the size of the packaging material before sending it to recycling.

Biology students collaborated with Wairewa Rūnanga to collect biodiversity data on Te Kaio farm (450 hectares) near Te Kaio Bay on Te Pātaka o Rākaihautū (Banks Peninsula). The trip, led by Ana Gray and joined by Rūnanga members, provided stories about the farm and surrounding land. Ranger Alison Evans and botanist Colin Meurk also participated in the activities, enhancing the opportunity for our students.

After the survey for Semester 1 was closed, we have identified 211 taught courses across all faculties that align with one or more of the United Nations Sustainable Development Goals.

Memorandum/Pukapuka

To:	**Ki:**	University Council
From:	**Nā:**	Professor Catherine Moran, Deputy Vice-Chancellor Academic
Date:	**Rā:**	12 June 2023
Subject:	**Kaupapa:**	**Academic Board report**

Recommendations:

1. ***that the Council notes the attached report of the Academic Board*** **(attachment 1)**

2. ***that the Council approve the attached new curricula developments which have been endorsed by the Academic Board:***

   - To introduce a new major in Digital Product Design n the Bachelor of Product Design **(attachment 2)**

   - To discontinue the Graduate Diploma in Business Administration **(attachment 3)**

   - To discontinue the Graduate Diploma in Early Childhood Teaching and the Graduate Diploma in Teaching and Learning (Primary) **(attachment 4)**

Executive Summary:

The Board endorsed new curricula developments, discussed a report on the terms of reference for Faculty Boards, approved new terms of reference for the Library Committee, endorsed a motion put forward to put in place processes to enable staff and students to change their usernames when they change names and approved academic year dates for 2025 and provisional dates for 2026.

Attachments:

- **Report from the business of the Board (attachment 1)**
- **CUAP proposals (attachments 2 to 4)**

Full papers commence overleaf.

Paper Progress:

To:	Date:	Decision:
PFRC/RAC/SLT/FPRC/ARC	N/A	
COUNCIL	June 2023	Pending

ATTACHMENT ONE

UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

TE POARI AKORANGA | ACADEMIC BOARD

REPORT TO THE COUNCIL
FROM A MEETING OF THE ACADEMIC BOARD
HELD ON FRIDAY 9 JUNE 2023

REPORT FROM THE VICE-CHANCELLOR
The Deputy Vice-Chancellor Academic asked members to join her in thanking Professor Turnbull whose term of office on the Board and as Deputy Chair of the Board had now come to an end. She also thanked Professor Grimshaw who was stepping down as Chair of the Library Committee. Members warmly congratulated Associate Professor Cathy Andrew who was awarded Officer of the New Zealand Order of Merit (ONZM) in the recent King's honours list.

REVIEW OF COMPOSITION AND TERMS OF REFERENCE FOR THE FACULTY BOARDS
Members thanked the working group for their report. Following discussion, it was agreed that a new committee should be formed within the year to extend the review to include the operation of Faculty Boards with specific reference to the founding objectives for faculties.

REPORT FROM THE LIBRARY COMMITTEE
The Board approved revised terms of reference for the Library Committee which brought them into line with those previously adopted for the other sub-committees of the Board.

ENABLING STAFF AND STUDENTS TO CHANGE THEIR IT USERNAMES
A member requested that staff and students who choose to identify with a gender different from their birth sex and as a consequence discard their old name and adopt a new name, be supported by consequent changes to their UC IT usernames. The usernames are used every day and are based on initials. The Board supported a motion to welcome the efforts of Digital Services to put appropriate processes in place.

ACADEMIC YEAR DATES 2025 AND PROPOSED DATES FOR 2026
The Board agreed the proposed academic year dates for 2025 and confirmed the provisional dates for 2026, pending the release of school term dates by the Ministry of Education.

UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

Bachelor of Product Design (Digital Product Design)

Template 1.

CUAP criterion 6.1.2.a Introduction of a new major at undergraduate level

EXECUTIVE SUMMARY

The reason for this proposal is to introduce a new major in Digital Product Design (DPD) into the Bachelor of Product Design (BProdDesign) degree. In the DPD major, students will study the product design process with a focus on interactive digital products such as mobile and computer applications; digital brochures, static and dynamic websites, and web applications; and emerging technologies including virtual and augmented reality. Students will learn about the digital product lifecycle, human centred design processes, graphic design, user interface design, data driven design evaluation, and partake in two project-based studio courses where they will develop and refine their skills in the various day-to-day tasks that Digital Product Designers undertake in their roles.
The DPD major consists of existing courses from Product Design, Computer Science, Software Engineering, and Accounting and Information Systems, as well as 5 new Product Design courses which focus specifically on the design of digital products. As with the other majors in the BProdDesign degree (Industrial Product Design and Chemical Formulation Design), students also take courses from Management, Marketing, and Mathematics. The Bachelor of Product Design majoring in Digital Product Design is a 3-year, Level 7 qualification.

The Bachelor of Product Design (BProdDesign) degree was created to fulfil an industry need for graduates who are not only technically educated and experienced, but also understand how to identify and understand problems and communicate with stakeholders; can ideate, design, and prototype solutions to those problems which resolve the stakeholder needs; and have enough business relevant education to turn these solutions into viable commercial products.
While the BProdDesign degree has an existing major in Industrial Product Design focusing on physical products, to date the design of digital products has been mainly covered by the existing Applied Immersive Game Design (AIGD) major. An unplanned outcome of this is that approximately half of all projects proposed by industry for the AIGD major's two project courses (PROD222 and PROD322) are only loosely related to games, with some having little relevance to games at all. Where possible, AIGD academic staff work with the industry partners to adjust the project briefs to connect to Game Design, but these projects are still often unpopular with students – even though they may be interesting digital product projects – simply due to the poor alignment between the project pitch and the focus of the major. The most common result of this is that these projects are not picked up by any AIGD students in their project courses.
The DPD major is designed to serve as a replacement for the existing Applied Immersive Game Design (AIGD) major in the BProdDesign by offering a qualification with broader appeal and applicability to industries related to Digital Product Design and Development. Once the DPD major is active, the AIGD major may either be redesigned (for example to focus more specifically on applied games), or closed to enrolments and allowed to "run out" - such that existing AIGD students will be able to complete their qualification, but new students will enrol in one of UC's recently developed related qualifications (e.g., the Bachelor of Digital Screen with Honours majoring in Game Development or Game Arts).

The DPD major will also strengthen the Industrial Product Design major in the BProdDesign degree, as it is increasingly common for physical products to have digital aspects or components. Two existing special topic courses, "Graphic Design" and "User Interface Design", originally designed for Industrial Product Design students, are being transformed into regular courses in the Digital Product Design major, and these courses (along with the 5 new courses) will be available for Industrial Product Design students, as well as students from other disciplines at the University, to take to complement their primary studies.

1. Programme Overview

The BProdDesign is a 3.00 EFTS degree, currently offered in three major areas: Industrial Product Design; Applied Immersive Game Design; and Chemical Formulation Design, with this document proposing an additional fourth major in Digital Product Design. The structure of the degree, including the requirements to pass a very specific range of 100-level courses and a specified core of 200- and 300-level courses, is intended to ensure the BProdDesign provides specialist knowledge to produce graduates with competence in particular technical areas, while retaining its character as a multi-disciplinary qualification. Students will complete a coherent core of study, the completion of which will enable them to satisfy the Graduate Profile. Students will also be able to undertake electives that are of interest to them. Students can choose electives from a wide range of topics to expand on the inter-disciplinary nature of their degree, or can focus their elective options on combinations of courses that will add more advanced or specialised knowledge to certain areas relevant to their area of design, further developing the Graduate Profile skills.

Students will be able to enrol in first-year courses provided they have university entrance. There is no limitation of entry into either the first or subsequent years of study. At 100-level, students study seven compulsory courses, including a common 15-point Product Design course and a common 30-point Product Design course, with the other courses an appropriate mix of subjects to give them a suitable grounding in subjects relevant to their majors and provide the necessary background for advanced study. All students will take a common Fundamentals of Management course. At 200-level, students will study a mixture of compulsory and elective courses - the compulsory courses mainly building on the knowledge obtained at 100-level to provide specialist knowledge and to immerse them in significant product design projects relevant to their majors, and students in all majors will also take a common Principles of Marketing course. At 300-level, students study a mixture of compulsory and elective courses, including two courses at a minimum of 200-level in commerce. Design projects at 200- and 300-level will give students the opportunity to develop their own ideas through rational design, prototyping, and commercialisation planning.

As with all BProdDesign majors, students who have completed the first semester of study in the Bachelor of Engineering (Hons) (BE (Hons)) are able to transfer into the BProdDesign majoring in DPD, crediting EMTH118, COSC131, and ENGR101 towards the requirements of 100 points of MATH/EMTH, COSC121, and PROD110 respectively. In this way, students transferring from the BE (Hons) mid first year to the BProdDesign majoring in DPD only need to take MGMT100 to have completed all the required courses in the first semester of the first year. As with the BE (Hons), students who have completed the first semester of study in the Bachelor of Science (BSc) majoring in Computer Science can credit MATH102 and COSC121 towards their BProdDesign majoring in DPD, completing the MGMT100 and PROD110 papers at a later date.

The degree structure for the Bachelor of Product Design majoring in Digital Product Design is as follows (new courses are shown in bold type):

	Semester 1				Semester 2		
100	100 MATH / EMTH	COSC121/COSC131 Introduction to Computer Programming	PROD110 Design Principles or ENGR101	MGMT100 Fundamentals of Management	COSC122 Introduction to Computer Science	**PROD151 The Digital Product Lifecycle**	PROD101 Product Design 1
200	**PROD251 Human Centred Design Methods for Interactive Digital Products**	PROD252 Graphic Design	200+ Tech Elective	SENG201 Software Engineering 1	INFO263 Web Design and Development	MKTG100 Principles of Marketing	**PROD254 Digital Product Design 1B**
300	**PROD351 Data Driven Design Evaluations**	200+ General Elective	300+ Tech Elective	200+ Business Elective	PROD353 User Interface Design	200+ Business Elective	**PROD354 Digital Product Design 2B**

Elective	Product Design	Business	Digital Product Design	Mathematics	Computer Science Software Engineering	Accounting and Information Systems

Template 5A Discontinuations

Report to CUAP-Discontinuations/Deletions
Graduate Diploma in Business Administration (GradDipBA)

https://www.canterbury.ac.nz/media/documents/academic-services/2017-uc-calendar/Business-and-Economics.pdf (page 234)

(CUAP criterion 6.2.4)

Department or School	Department of Management, Marketing and Tourism		
Faculty	UC Business School		
Contact person	Nicky Hodges	**Phone number**	3692234

1. Name of Qualification(s)

The Graduate Diploma in Business Administration

2. CUAP Unique Identifier (Academic Quality to provide)

08UC/17 GradDipBA

3. Rationale

In 2017 a proposal was submitted to CUAP (round 1) to introduce a Postgraduate Diploma in Business Administration (PGDipBA). This proposal stated the intention to discontinue the existing Graduate Diploma in Business Administration (GradDipBA) as it would be replaced by the PGDipBA. Unfortunately, due to an administrative oversight, the relevant paperwork to report a deletion was not submitted to CUAP and the GradDipBA was never formally deleted. The GradDipBA has not been offered for the past five years and there are currently no students enrolled in the programme. This report to CUAP will correct this oversight and formally discontinue the Graduate Diploma in Business Administration.

4. Impact on Tertiary Sector

Nil

5. Will the qualification/subject be available at another NZ University?

Not available at other Universities, although it has been replaced at the University of Canterbury with the Postgraduate Diploma in Business Administration. It is offered at Te Pukenga.

6. Calendar changes

Qualification does not appear in the 2023 Calendar, due to administrative oversight and has not been offered for the past five years.

Template 5A Discontinuations

UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

Report to CUAP- Deletion of:
Graduate Diploma in Early Childhood Teaching (GradDipECTch) / Graduate Diploma in Teaching and Learning (Primary) (GradDipTchLn Primary)

Department or School	STED		
Faculty	Education		
Contact person	Jo Fletcher	**Phone number**	94077

1. Name of Qualification(s)

Graduate Diploma in Early Childhood Teaching (GradDipECTch)
Graduate Diploma in Teaching and Learning (Primary) (GradDipTchLn Primary)

2. CUAP Unique Identifier (Academic Quality to provide)

This is an identifier used by CUAP during the approval and peer review process.

3. Rationale

Graduate Diploma in Early Childhood Teaching - GradDipECTch

The GradDipECTch was replaced in 2020 with a revised Early Childhood qualification – the Graduate Diploma in Teaching and Learning (Early Childhood) (GradDipTchLn EC). There have been no enrolments in the old GradDipECTch since 2021. This qualification has a 3 year time limit, so any student enrolled prior to 2020 would now be outside the timeframe to complete. There were 10 students that re-enrolled in 2020 and all have subsequently conferred the GradDipECTch. This request is to now delete this qualification as of 31 December 2023.

Graduate Diploma in Teaching and Learning (Primary) – GradDipTchLn (Primary)

In 2021 a new Graduate Diploma in Teaching and Learning (GradDipTchgLn) was introduced to replace two qualifications – the Graduate Diploma in Teaching and Learning (Primary); and the Graduate Diploma in Teaching and Learning (Secondary). The new GradDipTchgLn includes both the Primary and Secondary endorsement under one qualification.

The last enrolments in the GradDipTchLn (Primary) was in 2022, with all four students conferring the qualification. A check of 2021 enrolments, confirms that all students have now conferred or taken the exit qualification (GradDipEdLn). The GradDipTchLn (Primary) also has a 3 year time limit, so any student enrolled prior to 2021 is now outside the timeframe to complete.

4. Impact on Tertiary Sector

Nil impact – as the old qualifications have been replaced with revised graduate diploma level qualifications.

5. Will the qualification/subject be available at another NZ University?

The teaching qualifications are taught at various university and institutes in New Zealand.

6. Calendar changes

2023 UC Calendar – page 335

Delete section titled:

Graduate Diploma In Early Childhood Teaching (GradDipECTch – 150 points)

2023 UC Calendar – page 344

Delete section titled:

Graduate Diploma in Teaching and Learning (Primary)

(GradDipTchLn (Primary) – 165 points)

I move that the public be excluded from the following parts of the proceedings of this meeting, namely:

Item on Public Excluded Agenda	General Subject Matter	Reason for passing this resolution in relation to each matter	Grounds under section 48(1) for the passing of this resolution
4.0 4.1	**Minutes** Confirm public excluded minutes of 14 June 2023	These items concern matters that were previously dealt with during proceedings of Council from which the public was excluded.	Refer to previous minutes
5.0	**Matters Arising**	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)
6.0	**Council Only Time**	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
7.0 7.1 7.2 7.3 7.4	**From the Chancellor** Council Work Plan 2023 Update New UCF Trustees (with bios) Chancellors' Summit Meeting Update Council Member Remuneration Review	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
8.0 8.1 8.2	**From the Vice-Chancellor** Vice-Chancellor's Monthly Report Academic Board Minutes - 14 April 2023	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
9.0 9.1 9.2	**People, Culture and Campus Life** Health Safety & Wellbeing Monthly Report Safe365 Final Report	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University. To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(f)(i) 7(h)
10.0 10.1 10.2 10.3	**Digital Screen Campus** Project Report Establishment Board Quarterly Report Package 2 Options Analysis	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University. To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(f)(i) 7(h)
11.0 11.1	**Business Cases** UC Online Business Case	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University. To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(f)(i) 7(h)
12.0 12.1 12.2 12.3 12.4	**Finance and Major Projects** International Student Fees 2024 Financial Summary Report 30 June 2023 Financials Verbal Update Financial Implications of Higher Sector Funding in 2024	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
13.0 13.1	**Arbitration Update** Arbitration Update and Related Matters	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h) 7(f)(i)

		To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	
14.0 14.1	**Other** Updated Delegations Schedules (Contracts, Finance & Procurement)	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)
15.0	**Council Only Time**	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
16.0	**General Business**	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)

I also move that staff identified by the Chairperson and Vice-Chancellor as having knowledge relevant to particular matters to be discussed be permitted to remain at this meeting. This knowledge will be of assistance in relation to the matters discussed and is relevant because of their involvement in the development of the reports to Council on these matters.