

COUNCIL

Public Meeting Agenda

Te Kaunihera o Te Whare Wānanga o Waitaha

EMBARGOED UNTIL 10AM WEDNESDAY 6 April 2022

Agenda

DATE Wednesday 6 April 2022
TIME 11:00am
VENUE Council Chamber, Matariki

Refer to
Page No.

1. APOLOGIES
2. KARAKIA
3. REGISTER OF INTERESTS 5-6
4. 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.
5. MINUTES OF THE PREVIOUS MEETING
 - 5.1. Confirming minutes of meeting held on 2 March 2022 7-12
6. MATTERS ARISING
7. FROM THE CHANCELLOR
 - 7.1. Chancellor's Meetings -
 - 7.2. Degrees Conferred in Absentia -
8. FROM THE VICE-CHANCELLOR
 - 8.1. Vice-Chancellor's Monthly Report 13-27
9. ACADEMIC BOARD
 - 9.1. Academic Board Report 28-33
 (via Zoom: Professor Matthew Turnbull, Head of School, Biological Sciences)
 - 9.2. Changes to the Special Considerations Regulation 34-38
 (via Zoom: Dr Ross James, Dean Academic Governance)
10. PUBLIC EXCLUDED MEETING 39-41
 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	Minutes of the meeting held on 2 March 2022, held with the public excluded.	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 Strategy Day Council Only Time Council Work Plan 2022 - Updated	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)
7.0 7.1	From the Vice-Chancellor Monthly Report	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)
8.0 8.1	Arbitration Matter Executive Committee Meeting – 9 March	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)
8.2	Arbitration Matter Update	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)
9.0 9.1 9.2 9.3	Health, Safety & Wellbeing (HSW) Executive Committee Meetings – 4 & 28 March HSW Report HSW – Other Matters	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 free and frank expression of opinions by or between or to members or officers or employees of the University. 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) 7(f)(i) 7(f)(i)
10.0 10.1	Digital Screen Campus Independent Quality Assurance – Verbal 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)
10.2	DSC Package 1 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)
11.0 11.1	From the Audit & Risk Committee Audit & Risk Committee Meeting 28 March 2022 Verbal Update	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)

11.2	Pūtaiao Koiora Building Update	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
		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)
		To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
12.0 12.1	Annual Report 2021 Annual Report 2021	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)
		To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
12.2	Student Service Levy Statement 2021	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)
		To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
12.3	Introduction & Statement of Service Performance	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)
		To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
12.4	Audit Opinion	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)
		To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
12.5	Representation Letter	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)
		To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
13.0 13.1	Finance 31 March 2022 Financial Statements – Verbal Update	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)
		To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
14.0 14.1	Other Items Executive Committee Meeting – 12 March	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)
14.2	Trust Amalgamation – Verbal Update	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	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.

11. REPORT FROM THE PUBLIC EXCLUDED SESSION
12. GENERAL BUSINESS
13. NEXT MEETING – Wednesday 4 May 2022 at 11.00am

**UC COUNCIL
Register of Interests
6 April 2022**

Name (Council Member)	Date notified	Person and/or organisation with interest	Nature of interest
Amy ADAMS (Chancellor)	2021	Health NZ Establishment Board	Member
	2021	Melanoma NZ	Director
	2021	AMDON Farms Limited	Director and Shareholder
	2021	AMDON Investments Limited	Director and Shareholder
	2021	Montford Trust	Trustee and Beneficiary
	2021	Hampton Downs Trust	Trustee and Beneficiary
	2021	University of Canterbury	Graduate and Mother of enrolled student
	2021	St John	Volunteer Ambulance Officer
Peter BALLANTYNE	2013	Canterbury District Health Board subcommittees	Member Quality, Finance, A&R
	2021	Canterbury Health Care of the Elderly Education Trust	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
Pierce CROWLEY	2022	University of Canterbury	Student
	2022	UCSA	President
Roger GRAY	2022	Ports of Auckland Limited	CEO
Jack HEINEMANN	2021	Tertiary Education Union	Member
	2021	University of Canterbury	Employee
Keiran HORNE	2019	AJ & MJ Horne Family Trust	Trustee and Discretionary Beneficiary
	2019	CEC Charitable Trust	Trustee and Treasurer
	2019	Conductive Education Canterbury	Treasurer
	2019	Hamilton City Council	Chair, Audit Risk Committees
	2019	Horne Wildbore Family Trust	Trustee and Discretionary Beneficiary
	2019	New Zealand Lotteries Commission	Chair Audit Risk Committee, Commissioner
	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
Warren POH	2020	Christchurch Netball Centre	Board Member
	2017	E&S Hop Holdings Limited	Director
	2021	FAN Advisory Board	Member/Independent advisor
	2018	GHD Limited	Employee
	2018	GHD 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
	2018	Olsson Fire and Risk New Zealand Ltd	Director and Shareholder
	2020	University of Canterbury	Husband of enrolled student
Cheryl de la REY (Vice-Chancellor)	2021	Academic Quality Assurance Board	Board Member
	2020	Association of Commonwealth Universities	Council Member
	2020	New Zealand Qualifications Authority	Board Member
	2019	Universities New Zealand	Member
	2019	University of Canterbury Foundation	Trustee (Ex-officio)
	2019	University of Canterbury Trust Funds	Vice-Chancellor
Gillian SIMPSON	2019	Anglican Schools Board	Board member
	2019	Canterbury Rugby Football Union	Independent Director
	2019	Christ's College Canterbury	Board member
	2019	Ministry of Education Statutory Services Provider	Independent contractor
	2019	New Zealand Education Scholarship Trust	Trustee
Shayne TE AIKA (Pro-Chancellor)	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

DATE	Wednesday 2 March 2022
TIME	11:00am
VENUE	Council Chamber, Level 6, Matariki
PRESENT	Mr Peter Ballantyne (Chair), Professor Cheryl de la Rey (Vice-Chancellor), Ms Amy Adams, Ms Liz Bond, Mr Pierce Crowley - via Zoom, Mr Roger Gray, Professor Jack Heinemann, Mr Warren Poh, Ms Gillian Simpson, Mr Shayne Te Aika.
APOLOGIES	Ms Keiran Horne.
IN ATTENDANCE	Ms Adela Kardos (General Counsel/Registrar & Council Secretary) Mr Keith Longden (Executive Director Planning, Finance & ITS) Professor Catherine Moran (Deputy Vice-Chancellor (Academic)) Professor Ian Wright (Deputy Vice-Chancellor (Research)) Ms Lelanie Crous (Administration Team Leader) Mr Grantley Judge (Governance and Compliance Manager)
KARAKIA	Mr Shayne Te Aika opened the meeting with a karakia / prayer.
ELECTING CHAIR OF MEETING	Due to the absence of a Chancellor or Pro-Chancellor being present at the public meeting, Ms Adela Kardos suggested that Mr Peter Ballantyne be Chair of the meeting. <u>Moved:</u> <i>That Mr Peter Ballantyne chair the meeting in the absence of a Chancellor and Pro-Chancellor.</i> Carried
REGISTER OF INTEREST	The Chair requested that the Registrar be advised of any changes to the interests register. The Vice-Chancellor noted an error in the listing of her interests.
CONFLICTS OF INTEREST	There were no conflicts of interest arising.
MINUTES	<u>Moved:</u> <i>That the minutes of the meeting held on 2 February 2022 be accepted as a true and accurate record.</i> Carried

MATTERS ARISING

There were no matters arising.

**FROM THE
CHANCELLOR****Chancellor's Meetings**

The list of Chancellor's meetings was noted.

Moved:

That Council note the report on the Chancellor's meetings.

Carried

Degrees Conferred in Absentia

The Chair advised Council of the schedule of degrees to be awarded in absentia. The names of the graduates would be entered into the public record.

Moved:

That Council approve the degrees awarded in absentia for the public record.

Carried

**FROM THE VICE-
CHANCELLOR****Vice-Chancellor's Monthly Report**

Professor Cheryl de la Rey highlighted the following items and updates:

- Appreciation was shown for the approval of the Vice-Chancellor's leave and to Professor Ian Wright for standing in as Acting Vice-Chancellor in her absence;
- The University had been responding to daily changes due to the Covid-19 pandemic. The University was continuing to follow the Ministries of Health and of Education guidelines for the tertiary sector. All students, staff and visitors were required to wear face masks indoors in public areas.
- Vice-Chancellors have meet with the Minister of Education. The relationship with the Minister is open, frank and constructive;
- A Chancellor and Vice-Chancellor Summit was held recently and was a great opportunity to exchange views and share experiences. Mr Grant Guilford, Vice-Chancellor at Victoria University and Mr Derek McCormack, Vice-Chancellor of AUT, were farewelled and tribute was paid for their contributions to the tertiary sector;
- The Vice-Chancellor has been appointed deputy chair of Universities New Zealand for 2022 and will become chair in 2023;
- The Vice-Chancellor noted the framework for the UC Mātauranga Research Fund had been established. The goal was to increase Māori researchers' capacity and experience in applying for government funding;
- The UC Business School has expanded its short course offering and has further enhanced relationships with businesses and was in a good position to be accredited;

- Professor John Page has been appointed as the new Executive Director of the Law Faculty. He was waiting to be granted an exemption to enter New Zealand.

In discussion it was noted that:

- Council congratulated Professor Bronwyn Hayward on being named the Supreme Winner at the annual Women of Influence Awards 2022;
- The University's Internationalisation Strategy has been reviewed in light of Covid-19 and New Zealand's borders reopening. Exchanges with Australian universities were to be reignited. A Council workshop on internationalisation was suggested.

Moved:

That Council note the Vice-Chancellor's monthly report.

Carried

ACADEMIC BOARD Academic Board Report

Professor Matthew Turnbull joined the meeting and spoke to the report.

The following was noted:

- Two Academic Board meetings had been held since the previous report. Minutes were provided for 10 November 2021 and an Academic Board Report for February 2022 were distributed;
- That clarity as to the role of Council and Academic Board was required with respect to the proposed "Sustainability Committee" of Academic Board. The Vice-Chancellor agreed that the proposed terms of reference for the Sustainability Committee needed amendment and indicated that she would oversee the amendments;
- Date of Academic Board Report was to be corrected;
- The Academic Board's composition was to be reviewed at their next meeting to align the membership with the new Faculty structure. The Vice-Chancellor confirmed that the Academic Board is an advisory board to the Council by statute.

Moved:

That Council:

1. *approve the new subject proposal: Data Science (DATA) to the degree of Doctor of Philosophy and that it be forwarded to CUAP for approval;*
2. *approve the attached Graduating Year Review Reports (GYRs) endorsed by the Academic Board for forwarding to CUAP;*
3. *approve the establishment of a new permanent committee of the Board: The Sustainability Committee; and*
4. *note the report from the Academic Board.*

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	Minutes of the meeting held on 2 February 2022, held with the public excluded.	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 from those minutes	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	Chancellor & Pro-Chancellor Elections	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)
7.0 7.1	From the Chancellor Council Work Plan 2022	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)
8.0 8.1	From the Vice-Chancellor Monthly Report	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)
8.2	Emeritus Professor Nominations	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)
9.0 9.1	Health, Safety & Wellbeing Executive Committee Meetings	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)
9.2	HSW Report	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)
9.3	HSW – Other Matters	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)
10.0 10.1	From the Audit & Risk Committee Audit & Risk Committee Meeting 21 Feb 2022 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)
10.2	Risk Appetite Review	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)
11.0 11.1	Finance 31 December 2021 Consolidated Financial Statements	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)

11.2	28 February 2022 Financial Statements	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
		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)
11.3	.Quarterly Report on UC Trust Funds	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
		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)
11.4	Major Investment Expenditure Report	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
		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)
		To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
12.0 12.1	Information Technology Quarterly Cyber Security Report	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)
13.0 13.1	Strategy & Planning 2021 Q4 Strategy Implementation Update	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 14.1	Other Items Committee Membership Extensions	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)
14.2	Trust Amalgamation Update	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)
14.3	Project Creative Economy Update	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	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

**RETURN TO
PUBLIC
MEETING**

Council returned to the public meeting at 2:45pm.

**GENERAL
BUSINESS**

The following items were discussed:

- The new timing of Council meetings in 2022, where meetings started at 11:00am, was to allow staff to present to Council during business hours. It also allowed for more discussion time of papers that had previously been considered by the Finance, Planning and Resources Committee, which was disestablished at the end of 2021;
- The intention was not to use an entire day for Council activities each month, but to block out the day in case a whole day was required. The aim was for Council to have a workshop in the morning and the Council meeting would run from approximately 11:00am to 3:00pm.

NEXT MEETING

The next meeting is scheduled for 11:00am on Wednesday 6 April 2022.

**MEETING
CLOSED**

The public meeting closed at 2:51pm.

SIGNED AS A CORRECT RECORD: _____

DATE: _____

Vice Chancellor's Report to Council

March 2022

Introduction

Semester 1 started off busily with a buzz of students on campus despite COVID-19 restrictions. The impact of Omicron coincided almost exactly with Orientation week. As a result most planned social activities had to be cancelled or in some cases moved online in reduced form. The University of Canterbury Student Association's traditionally popular Clubs Day, a key element in providing students with a way to connect with others, was held in modified form, and was relatively successful.

Staff and students continue to demonstrate their adaptability as we navigate the waves of Omicron and the changes in the national approach to vaccine passes and mandates, scanning and the traffic light system. As the close of the term approaches, students and staff are working on assessments and looking forward to the Easter holiday break.

Recognising that the impacts of the pandemic are disproportionate, equity has been an important aspect of our COVID-19 response. In addition to the overall UC response, Te Waka Pākākano (Māori, Pacific and Equity) has been focused on implementing distinctive strategies to respond to Māori, Pacific and Rainbow students affected by COVID-19. Among these strategies were making welfare checks with all students in these groups, brokering access to community support packages, including food, hygiene and other isolation supports, and supporting students to access existing UC services, including hardship funds. Related communication strategies include hosting both information sessions and daily online hui to provide a sense of connection among those isolating, as well as proactive engagement with all first-year Māori and Pacific students.

With our ongoing goal of being at a sustainable scale by 2030, UC continues to keep a keen eye on enrolments. While 2021 was a truly exceptional year for student enrolments, 2022 has seen a different trend across the sector. New enrolments across the country are not growing as much as they did in 2021, and UC's experience is no exception.

UC had a significant increase in domestic student enrolments in 2021 as a result of border closures, recession and a small increase in domestic market share. For 2022, domestic enrolments have held at the high 2021 levels overall. International student numbers have continued to decrease, as students studying in New Zealand complete their degrees and only a few new full-fee students are granted visas to arrive here.

Morning karakia and waiata led by the School of Teacher Education (STED) recommenced on 14 February. Each morning at 9am for 10 to 15 minutes, STED staff lead all who care to join from the School (and people come from across the University) in a fun-filled, informative opening for the day. Participants learn new waiata, sing some favourites and engage in mātauranga Māori. The venue is outdoors – by the Blue Light Emergency Tower beside Rehua – while we are at COVID-19 Level Red. For the booklet guiding these sessions, see: [Ngā Karakia me Ngā Waiata](#).

Engagement – UC as an Engaged University

The University of Canterbury Young New Zealander of the Year award | Te Mātātahi o te Tau recognises a young person with exceptional potential to build a bright future for Aotearoa. From among the finalists who included Jacinta Gulasekharam, Stan Walker and Ezra Hirawani in this category - Ezra was the winner. Determined to find solutions for whānau without power, Ezra set up his own power company. He co-founded Nau Mai Rā, a purpose-built, kaupapa Māori energy retailer, delivering affordable, ‘always on’ power after discovering how many families lived in power poverty. A big congratulations to Ezra.

In the Parliamentary Education and Workforce Selection Committee’s 2020/21 Annual review the Tertiary Education Commission (TEC) MP Jo Luxton asked about educational outcome parity for Māori and Pasifika students in New Zealand. The TEC and Ministry of Education have had a longstanding objective for Māori and Pasifika educational outcomes to achieve parity by 2022, but Aotearoa New Zealand is unlikely to achieve that goal. TEC Chair, Jenn Bestwick responded that this was the primary focus of the Board, and specifically noted that UC is refreshing its Learner Success Plan at present. She signalled to the sector that the TEC would start moving money around and that it would not continue to fund poor outcome provision, and that those providers were on watch. She indicated that the real gains are coming where providers have enterprise-wide programmes and noted UC as an example of institutional commitment.

Late last year UC and the Western Institute of Technology, Taranaki, signed a Memorandum of Understanding to work together to support better provision of education and research in the region. Our first initiative to enact this agreement has been to fund jointly a staff member in engineering, based in Taranaki. Anna McMullen has been appointed under this arrangement. WITT’s focus will be on undergraduate engineering education and UC’s focus will be on research opportunities and postgraduate professional development. Overall, the agreement is to work to support transition engineering to a lower carbon future for the region and nation.

UC has partnered with ChristchurchNZ and KiwiNet to run the Food, Fibre and Agritech Supernode Challenge 2022. This competition promotes world-leading innovation occurring here in Canterbury and uncovers cutting-edge thinking to help local industry and encourage entrepreneurship and innovation.

As an active participant in Te Parakiore Sport and Recreation Centre, Te Kaupeka Oranga | Faculty of Health has begun discussions to connect stakeholders and set the scene for future opportunities. The Centre’s emphasis on wellbeing in the broadest sense fits well with the focus of Te Kaupeka Oranga and offers great promise for collaborations in teaching and research in the future. UC already has Memoranda of Understanding with other partners in Te Parakiore, High Performance Sport NZ and Active Health.

Te Kaupeka Oranga also hosted SEXwise – a national touring theatre programme that promotes sexual health by using live performance and dynamic facilitation to engage rangatahi | youth, whānau and communities in dialogue. This event was for all community members, including health promoters, teachers, whānau and anyone working with rangatahi.

Women in Space Aotearoa New Zealand is a new organisation dedicated to expanding opportunities for women and other gender minorities to work in space fields and pursuing gender equity in the space sector. Inaugural members from UC include Senior Lecturer Dr Michele Bannister, Senior

Lecturer Dr Sarah Kessans and Engineering graduate Kate Breach. Women in Space Aotearoa New Zealand aims to provide a professional network and inclusive community that supports women working in the space sector in New Zealand, provides mentorship for women wanting to enter the sector and encourages the next generation of New Zealand women to pursue a career in space, particularly in science, technology, engineering and mathematic (STEM) fields.

Associate Professors Cheryl Brown and Kathryn MacCallum, School of Educational Studies and Leadership are featured on photographic boards at Christchurch bus stop shelters currently. They are advertising the 2023 Australasian Society for Computers in Learning in Tertiary Education (ASCILITE) conference, which UC is co-hosting with Tourism New Zealand.

Associate Professor MacCallum was an invited trendsetter and keynote presenter at the Scholarship of Technology Enhanced Learning Symposium (SoTEL). She spoke on the topic of “Digital transformation and its impact on our digital wellbeing”. She was also a panel member for EDTech NZ’s Aotearoa EdTech Excellence Whitepaper Official Release and panel discussion. The discussion focused on how we can better support the transformation of educational experiences, digital innovation and economic outcomes in the educational technology sector.

The Herenga Delta Conference 2021 attracted just over 100 attendees from six continents. Despite the challenges around time zones, the week was full of invigorating discussion. Presentation topics included applications of cognitive psychology to maths education, challenges and successes of online/pandemic teaching, and Māori and Pasifika perspectives. Dr Robert Culling’s talk, on behalf of the School of Mathematics and Statistics, presented a demonstration of the School’s 100-level learning modules. It was very well received as complementing the work of several other departments doing similar online teaching. Dr Rosie Cameron presented the design rationale for the recent transformation of MATH101, which generated some excellent conversations around supporting Māori and Pasifika learners and tracking student progress through subsequent courses.

Our students have had diverse opportunities for engagement with industry and other community partners. For instance, in completing their DATA601 summer projects, 41 Applied Data Science students from the Faculty of Engineering worked with an impressive range of companies and institutions throughout New Zealand, from the National Library to the Cancer Society, Orion Health to ANZ bank, AgResearch to Spark New Zealand, to name just a few. James Williams, Nick Ward, and Phil Davies supervised the summer projects – a substantial undertaking.

Our alumni are also demonstrating excellent achievements. School of Music graduate Gemma New has been appointed as the first woman Principal Conductor of the New Zealand Symphony Orchestra in its 75-year history. Gemma studied at UC in the 2000s, graduating with a BMus (Hons) in performance violin before studying for a Master of Music in orchestral conducting at the Peabody Institute in Baltimore, USA.

Chemical and Process Engineering staff are developing teaching activities for engaging diverse communities in STEM subjects at school. These activities have drawn on feedback from our Unlocking Curious Minds applications from 2021, demonstrating good engagement with mana whenua and including strong bicultural elements.

Te Rū Rangahau | Māori Research Laboratory has launched its open access resource, *Ngā Hau e Whā o Tāwhirimātea: Culturally responsive teaching and learning for the tertiary sector*. This practical guide to culturally responsive practice in the tertiary sector has a focus on embracing kaupapa Māori

and diversity. Published by Canterbury University Press (CUP), it is available through the Research Commons and a print version will be available for purchase by the end of March. It will have an online book launch in April. Lead author Mātiu Ratima recently spoke on Radio 95bFM: [Ngā Hau e Whā o Tāwhirimātea: Culturally Responsive Teaching w/ Dr Mātiu Ratima: Thursday, March 11.](#)

The Confucius Institute at the University of Canterbury (CIUC) held its first online Facebook event for 2022. Running for the first time, the Chinese New Year Greetings Phrases Challenge asked participants to submit a short (one- to two-minute) video delivering a Chinese New Year greeting to welcome in the new Lunar calendar – the Year of the Tiger. With nine videos submitted, the week of online voting through the CIUC Facebook page brought in a total of 264 votes (‘likes’) and 2,080 views across the nine entries. In the end it was St Margaret’s College students Zara and Anna who took first place with 89 votes, while Emma from Lincoln High School came in second with 52 votes.

The Faculty of Health and School of Psychology, Speech and Hearing submitted a request for proposal to the Ministry of Health for the delivery of talking therapy courses to the mental health and addictions workforce. The bid was successful for 2022/23 and will be added to the suite of lifelong learning initiatives.

Dr Mahdis Azarmandi, School of Educational Studies and Leadership was featured on a new podcast series by Pat Brittenden, Department of Conservation and spoke in the hour-long podcast with Marama Davidson and John Minto. Mahdis spoke about the protests in Wellington and the current invasion in Ukraine. Her focus was to draw attention to racist framing.

Education – Accessible, Flexible Future Focussed

With the start of the new academic year came several ‘firsts’ across the University with the introduction of new programmes, pathways and student academic initiatives to ensure flexible and accessible education. New degree programmes include the Bachelor of Environmental Science with honours (99 students) and the Bachelor of Data Science (70 students). The Faculty of Health welcomed the first cohort of the Doctor of Health Sciences students.

Student support initiatives have been in full flight. Te Pātaka, the new student hub, was fully operational for the start of the 2022 academic year and by the end of Week 2 more than 4,000 students had engaged with one or more services. Feedback on Te Pātaka has been overwhelmingly positive, and continuing students (who best understand the change) have noted the value of having a range of services in one place.

The new Kaitoko team also began advising during this period. Despite traffic light settings prompting a shift to a mix of online and in-person appointments, Kaitoko engaged with more than 800 new students by the end of Week 2.

Student support initiatives in the Faculties include the Faculty of Arts’ new mentoring programme for new to UC students in the Bachelor of Arts. Over the semester, 27 academic mentors have met with students to offer academic advice and support to get their studies off to the best possible start. EngME, a Faculty of Engineering mentorship programme, is also up and running.

Course-specific support has been expanded for first-year students after the successful delivery of Peer Assistant Learning Sessions (PALS) in 2021. It now covers four large first-year courses in Semester 1. The PALS coordinator has started to promote the programme in collaboration with course coordinators, and initial indications show very promising interest in the programme.

Library staff are making their own contribution in supporting students. They have been busy delivering online and face-to-face teaching to familiarise students with information resources and tools and how to find and use them.

With the increasing emphasis on flexible delivery, the Educational Technology team has been supporting the move to dual mode teaching for the beginning of Semester 1 under COVID-19 restrictions. It has implemented the PreUC server to support potential student groups or groups of students who need information or community before enrolment. The team has also created 'user tours' for the Analytics for Course Engagement (ACE) dashboards in AKO | LEARN.

The Blended Learning Development team has completed tutor, demonstrator and mentor training for Semester 1, with over 370 participants. The newly developed Academic Integrity module has now been incorporated into six new courses across UC. Multiple seminars and workshops, mainly focused around blended and online methods, were given to more than 120 staff via a hybrid format. The UC Taurikura | Thrive site has been developed and is now live in AKO | LEARN.

Extensive redevelopment of the layout and content of the eLearning Help for Staff page in AKO | LEARN is underway and ongoing, and is already drawing positive feedback from staff. Flexible programmes through our massive open online courses (MOOCs) and microcredentials continue to grow. The Educational Media Production team has been busy creating new UCx MOOCs and other online and blended courses for academics across UC. Updated MOOC numbers as of 10 March indicate 61,264 students are enrolled in 24 UCx MOOCs, an increase of around 3,000 students in the last month.

Executive Education has seen two Professor of Practice appointments. Professor Lee Parkinson is a well-respected strategy and foresight practitioner with over 30 years of experience working in the commercial creative sector. His main areas of focus are on helping businesses prosper while navigating through uncertainty, and adopting smart approaches to positioning, brand and business strategies. He has held senior roles at Clemenger BBDO, Publicis Group and WPP-owned network agencies and has worked with a diverse range of business verticals including postal services, telecommunications, banking and financial services, airlines, transport and logistics, consumer technology, fast-moving consumer goods, movie studios, local government and not-for-profits, internationally and across New Zealand. Lee will be delivering courses on [strategic foresight](#) and a [Masterclass in Futures Thinking](#).

The second Professor of Practice, Alan Win, is a respected management consultant and educator in logistics, supply chain and value chain management. He has over 45 years' experience of working with some 150+ private, public, governmental and not-for profit organisations across 12 countries and most industry verticals. As a director as well, he sits on the boards of 10 companies in New Zealand and Australia. In addition to providing strategic advice to established corporate clients (national and multinational), Alan has been instrumental in framing logistics and supply chain strategies for more than a dozen new company start-ups, including major brands such as Yoplait, Pepsi-Cola, Maxxium (a global joint venture between Jim Beam, Remy Martin, Highland Distillers and Vin & Sprit). Alan will be delivering courses on [futureproofing logistics and supply chain management](#).

The Law Faculty continues its preparatory work to give effect to the resolution of its professional body, the Council for Legal Education, that Māori tikanga be taught in New Zealand law degrees. The Faculty is proud to have made three important appointments to create a Māori academic lecture team: two new appointees, Rachel Evans and Liam Grant, and a valued existing staff member, Adrienne Paul.

Adrienne has led the Law Faculty’s participation in Phase Two of the national project funded by the Suzanne Borrin Foundation, “Inspiring National Indigenous Legal Education for Aotearoa New Zealand’s LLB Degree”. Adrienne interviewed individuals across the legal environment and Māori communities in Ōtautahi. The national results have been published: the [Phase Two: Consultation Summary](#) and the [Phase Two Report \(Part 1\)](#) on strengthening the ability for Māori law to become a firm foundational component of a legal education in Aotearoa New Zealand. Rachel and Liam will now join Adrienne as part of the project team.

Research – Impact on a Changing World

Support, delivery and recognition of UC research have continued apace over the first months of 2022, even during the response to COVID.

The inaugural UC Vision Mātauranga Development Fund has awarded \$100,000 to seven successful projects, chosen from 17 applications from across all faculties, as a mechanism to seed-fund the development of new ideas to give effect to Vision Mātauranga. Among the successful applicants who are to lead the research projects, 59% identified as Māori.

The following are the successful projects and project leads.

Dr David Jefferson, Faculty of Law	From Kawanatanga to Tino Rangatiratanga: Towards an Effective Crown-Māori Partnership in the Legal Protection of Taonga Plants and Mātauranga Māori
Dr Matthew Scobie, UC Business School	Building Māori and Indigenous research capability and capacity in the UC Business School
Dr Lindsey Te Ata o Tū MacDonald, Faculty of Arts	Mana Motuhake research and Q method publications
Dr Rory Clifford, HITLabNZ	Noho Marae te Ao Mariko
Kari-Moana Te Rongopatahi, Faculty of Education	Maramataka Kāi Tahu
Associate Professor Aisling O’Sullivan, Faculty of Engineering	Encapsulate and give effect to Māori aspirations in the development of a wellbeing approach to assessing clean water technologies
Dr Sarah Flanagan, Faculty of Science	Building climate resilience into Aotearoa’s tourism sector: local response to global problems

Research outputs continue to be published and accessed via UC’s research repository, which provides public access to otherwise potentially inaccessible resources.

Since the beginning of the year, UC academic papers have been published in some of the highest-impact journals. A subset of these papers includes:

- “Heterogeneity within and among co-occurring foundation species increases biodiversity” by Mads Thomsen (Biological Sciences) and co-authors in *Nature Communications*
- “National identity predicts public health support during a global pandemic” with Andrew Vonasch (School of Psychology, Speech & Hearing) as a co-author in *Nature Communications*
- “Effective climate change adaptation means supporting community autonomy” with Jason Tylianakis (Biological Sciences) as a co-author in *Nature Climate Change*
- “Conservation needs to integrate knowledge across scales” with Jason Tylianakis (Biological Sciences) as a co-author in *Nature Ecology and Evolution*.

This year Dr Jonathan Dunn has published a new textbook with Cambridge University Press: *Natural Language Processing for Corpus Linguistics: Elements in corpus linguistics*. Each section in the book is accompanied by an interactive online code notebook that shows how to implement the analysis in Python, and a new stand-alone package in Python was also built to accompany the book.

Associate Professor Kathryn MacCallum from the School of Educational Studies & Leadership has submitted the final report for the Teaching and Learning Research Initiative (TLRI) on “Experiences and reflections of teachers on the use of mixed reality technologies to foster cross-curricular learning opportunities”. It will appear on the TLRI website in the near future.

The latest special issue of the *New Zealand Geographer*, edited by UC’s Associate Professor Malcolm Campbell and Professor Robin Kearns (Auckland), takes a look at the pandemic geographies in Aotearoa New Zealand. The special issue features contributions from several School of Earth and Environment geographers (and UC colleagues) with expertise in the geography of health and wellbeing.

Associate Professor Heather Purdie led the third and final field campaign in the Tasman Glacier crevasses associated with her Marsden Fast-Start project, which is exploring the way in which crevasses influence glacier melt. The team installed weather stations and in-crevasse temperature sensors, and undertook a drone survey of the study site. New techniques applied this year included installing in-crevasse wind sensors and capturing 3D models of crevasse morphology.

A nationwide study led by Public Health Senior Lecturer Dr Matt Hobbs shows that living in areas that have ‘health constraining’ features, such as fast-food outlets, dairies and liquor stores, is associated with poorer physical and mental health outcomes for residents. It is also linked to higher rates of vaping and tobacco smoking. The geospatial study, which was recently published in *Social Science and Medicine*, is an extension of Matt’s previous research showing that characteristics of the nearby environment influence mental health.

The following views were recorded on the UC research repository page this month:

- (NEW) *Ngā Hau e Whā o Tāwhirimātea: Culturally responsive teaching and learning for the tertiary sector* (2022) brought 153 total visits. Top country views: New Zealand, Australia, United States, South Africa, Germany.
- *Rape Myths as Barriers to Fair Trial Process: Comparing adult rape trials with those in the Aotearoa Sexual Violence Court Pilot* (2020) brought 75 total visits. Top country views: New Zealand, Australia, United States, United Kingdom, Canada.
- *Ngā Kōrero a Mohi Ruatapu: The writings of Mohi Ruatapu* (CUP, 1993; OA facsimile digital edition 2020) brought 29 total visits. Top country views: New Zealand, United States, United Kingdom, China, Germany.

- *Ngā Kōrero a Pita Kāpiti: The teachings of Pita Kāpiti* (CUP, 1997; OA facsimile digital edition 2020) brought 18 total visits. Top country views: New Zealand, United States, Canada, United Kingdom, Germany.

Professor Stephen Todd, Faculty of Law has been elected as a Fellow of the Royal Society of New Zealand Te Āparangi, one of only 23 new Fellows so elected in 2021 across the whole range of sciences, engineering and technology, and arts and humanities. A highly influential scholar in private law, Stephen has written a number of important books and other publications that have had an exceptional impact in New Zealand courts and in higher courts overseas. He is one of a very few legal scholars in New Zealand who has ever been elected as a Fellow.

Senior Lecturer Dr Sandra Williamson-Leadley, School of Teacher Education is the recipient of the Outstanding Reviewer Award for the 2022 American Educational Research Association (AERA) Conference. This is being awarded for her work within the AERA SIG-Technology as an Agent for Change in Teaching and Learning (TACTL).

The 26th New Zealand Finance Colloquium, held virtually on 17 and 18 February, was a very successful event for the UC Finance group. The study by Jędrzej Białkowski and Xiaopeng Wei, “Does the quality of political signals matter for financial markets? Evidence from return predictability”, won the overall best paper award – ***BLR Cup for Outstanding Research Award***.

The study by Jędrzej Białkowski, Moritz Wagner and Xiaopeng Wei, “Differences between NZ and US individual investor sentiment: More noise or more information?”, won two awards – ***NZX Award for Outstanding Research*** and the ***Consilium Best Paper Award for Financial Literacy***.

The Faculty of Engineering’s Associate Professor Stephen Weddell is the Principal Investigator leading the Computational Design and Adaption (CDA) Research Group in a project that is significantly improving the image quality of low Earth-orbiting satellites and space debris. Stephen, along with a postdoctoral fellow, four senior academics and five postgraduate students, has found ways to improve the clarity of objects beyond Earth’s atmosphere by up to 60% using a technique called adaptive optics that controls and reduces the effects of turbulence due to our atmosphere. With this technique, it is possible to take better images of satellites while they orbit around Earth and get a clearer view of their location and possible condition. The research project is funded by a Royal Society of New Zealand Marsden grant. The group has strong international collaborations with specialist research groups in Australia (UNSW Space), European Southern Observatory in Germany and the Instituto de Astrofísica de Canarias, Spain.

Associate Professor Allan Scott and his team are taking up the challenge of discovering which materials available on Mars could be used to make concrete or ‘Marscrete’. Earthly concrete is made with Portland cement, which is produced by heating limestone to drive off the carbon dioxide. Cement, the main binder, is mixed with sand, stone and water to create concrete. With little limestone available on Mars, the team is looking for alternative options to use as a binder. Magnesium oxide and silica can be extracted from the basaltic rock found on both Earth and Mars, before recombining the magnesium oxide and silica to make a binder with properties similar to Portland cement. And while space research is important, the team has discovered that using basaltic rock instead of traditional cement can help reduce the carbon footprint of concrete on Earth. This research extends to looking at the difference in environment between Earth and Mars and how the lower pressure and

temperature on Mars might affect the production of concrete. Working with Aerospace Christchurch and the New Zealand Space Agency has helped open up the team's contacts.

The first doctoral orientation for 2022 was held in early March, with 27 new students participating both in person and via Zoom. New students had the opportunity to meet other members of their cohort, hear tips on doctoral studies from experienced fellow students and supervisors, and understand the milestones in the doctoral students' journey. In addition, they learnt more about what to expect on the journey as well as what UC expects of them. Initial feedback has been very positive, and students were highly engaged.

Over 70 students have now begun their doctoral studies from overseas over the last 12 months. The Postgraduate Research Office (PGRO) is coordinating with the International Relationships Office (IRO) on what proportion of this PhD cohort to consider for UC's quota of around 140 international students as part of the Government's recently announced 5,000 places. As one of the initiatives to enhance these students' sense of belonging to the UC community, the PGRO holds monthly online catchups, including guest speakers, for this cohort. In February, students who had recently arrived from overseas shared their experiences of settling into New Zealand and UC. This month, staff from the IRO will meet with the group.

The first doctoral supervision workshops for 2022 are underway, with some 15 UC staff participating in the current series. Staff must complete two of the two-hour introduction workshops in order to become a senior supervisor at UC. An important aspect of the new Graduate School will be to provide ongoing professional development for postgraduate supervisors in place of the one-off experience that tends to happen currently.

Through its connection and shared research interest with US government agency National Institute of Standards and Technology (NIST), the Wireless Research Centre (WRC) is sending one of its PhD students to the NIST facility near Washington DC for a year. NIST is fully funding the student's expenses for this visit. This student is co-supervised by WRC and Electrical and Computer Engineering, with external supervision support from Spark. NIST was established about 120 years ago to help the US to be more industrially competitive.

People – Nurturing Staff, Thriving Students

As with last month, most of the focus on staff and students has been concerned with maintaining on campus teaching and research activities in the interests of keeping our community connected and protected against the risks of further isolation. Alongside this, considerable effort has gone into ensuring good communication with and welfare support for sick and isolating students and staff, as detailed in this section. We have received much positive feedback from students and others about our efforts to maintain on campus teaching. Only a small number of classes have been fully online, due the circumstances of individual lecturers.

Support and care for those impacted by Omicron are ongoing. Managers, supported by People and Culture, are encouraged to keep in touch with sick or isolating staff. This is supplemented by a structured telephone calling programme, with the Staff Welcome team in People and Culture contacting all staff who have notified that they have COVID-19 to check on their needs. Staff also have access to a telephone and email service where they ask questions or advise concerns. The approach to sick leave is flexible; most staff have sufficient accrued sick leave but, where that is not the case, paid discretionary leave is being used on a case-by-case basis.

As well the care for student residents led by Halls management, a student welfare team has been working together with the University of Canterbury Student Association (UCSA) to deliver groceries to flats. The main way that the need for this and other types of support, such as academic information, has been identified is through a structured programme of making a phone call to each student and staff member who reports that they have COVID. Te Waka Pākākano has also been very active in providing resources and support to students.

During the peak of COVID cases and close contacts in the halls of residence, a group of about 70 staff volunteered to help halls leadership deliver meals and parcels to residents' rooms. Over 4,000 lunches were delivered, along with a large number of parcels, amounting to about 16,000 deliveries in all. I am grateful to staff for their flexibility and generosity in relieving pressure on our halls colleagues and for contributing in a tangible way to student welfare.

UC has provided staff with rapid antigen tests (RATs) to use at their discretion. An unlimited supply of surgical masks is available to students and staff, and KN95 masks are available mainly to staff and students going into clinical settings.

Limited social opportunities for students because of the government COVID rules has, we believe, been the primary factor for an unwelcome level of weekend disturbance on Ilam Fields and in other places in the wider neighbourhood. Our Security staff, the Police and other authorities are working together in ongoing planning efforts to limit or quickly address any unwelcome activity. We of course want our students to have a good social experience and share the UCSA's view that one advantage of an eventual loosening of COVID regulations will be that it will bring the opportunity to offer students a range of events to compensate for their challenging start to the academic year.

Good progress has been made in the project to ensure UC's compliance with the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021. A project team is working on the nature and scale of any substantial investment in the new Recreation Centre facilities. In the meantime, over the summer academic break, construction works totalling \$1.6 million were undertaken on the existing Recreation Centre to address immediate health and safety concerns and focus on improvements related to the user experience. Works included new flooring, roof repairs, light refurbishment of the toilets, changing rooms and reception area, heating and ventilation upgrades and improved accessibility, such as with new electronic entry gates. During this time, the building was closed and a reduced sport and recreation offering (RecLITE) was provided at four locations across campus.

UC has recently renewed its three-yearly registration with the Office for Human Research Protections in the US Department of Health and Human Services. This credentials UC as having approved human ethics policies to collaborate with US researchers under Federal Policy for the Protection of Human Subjects and the Food & Drug Administration.

After New Zealand Paralympian skier Corey Peters won both gold and silver medals at the 2022 Beijing Winter Paralympics, Mechanical Engineering Lecturer Dr Natalia Kabaliuk, along with Mechanical Engineering students Tessa Impey, Matthew Henderson and Ekaterina Lieshout, waited with bated breath to hear the outcome of Corey's final event, the giant slalom.

Since late 2020, Natalia and her team – which also includes several Faculty of Engineering technicians – have worked on improving the aerodynamic design of Corey's standard, off-the-shelf sit ski. Matthew and Ekaterina worked on redesigning the leg cover of the sit ski with the help of a

local composite manufacturer, Dynamic Composites, while Tessa redesigned the seat to incorporate a Kamm tail – an innovative rear design feature to minimise aerodynamic drag. The aerodynamic improvements led to a maximum 10% ‘drag force reduction’ in the modified sit ski – which compares with a 2% reduction at best that other countries achieved previously. Clearly, the aerodynamic improvements Natalia and her team have made at UC have defined New Zealand as a world leader in aerodynamic design – we are the only country to reduce overall drag by improving airflow at the back of the sit ski.

Dr Adriel Kind from the Wireless Research Centre is currently working with a UC team, including Associate Professor Wolfgang Rack, Associate Professor Heather Purdie and Paul Bealing, to develop innovative snow radars. These radars will be mounted on drones or helicopters to measure snow depth in New Zealand’s alpine areas, helping to predict avalanche risk and monitoring the impacts of climate change. An earlier drone radar prototype that the team built has been tested over the past five years in shallow snow on Antarctic sea ice, and the team is now adapting it to make it more suited to the New Zealand alpine environment.

Professor Thomas Wilson has been appointed as the Chief Science Advisor to the National Emergency Management Agency (NZ).

Internationalisation – Locally Engaged, Globally Networked

International enrolment has gone well given the circumstances, with approximately 670 international onshore and 455 offshore student enrolments. Among the offshore enrolments, 308 students are being supported on the Online to On-Campus pathway.

Every year the Wireless Research Centre admits about half a dozen interns from a pool of applicants. Most of these interns come from France and Germany, and they are fully funded by their local industry and/or government. They spend between 6 and 26 weeks here, working on a project of interest to WRC, as part of their master’s degree requirements. Although the pandemic has interrupted these arrangements, WRC is hopeful that they will restart with the arrival of an intern from Germany scheduled for this July.

In the inaugural Global Virtual Micro-Internship programme in 2021, 35 international students undertook market research in their home countries on behalf of six Canterbury businesses. They worked in nine teams, covering the five countries the students represented. The purpose of the programme was to provide real-world experience to international students, while enabling Canterbury businesses interested in expanding overseas to benefit from the students’ unique knowledge of and expertise in their country of origin. Backed by positive feedback from both students and clients, the programme will be offered again in 2022. This time it will include domestic students, giving them an opportunity to gain experience of working in an international team on a global problem.

Organisational Efficacy – of a sustainable scale by 2030

The University continues to improve its long-term sustainability, efficiency and effectiveness through a series of strategic initiatives. These include the transformation of our digital services, continuous improvement in the efficiency of our processes and an ongoing effort to support our work towards our goal of sustainable growth by 2030.

In January this year, the University announced our intention to redevelop the Dovedale Campus to focus on digital screen industry education, research and commercial collaboration. The initiative responds to global demand for graduates and research and development in these industries. In addition, it supports many of the University's goals and key objectives. First and foremost, it contributes to our education and research goals. It is also a key plank in achieving sustainable scale, contributing to our positive economic impact on the local economy and making the best use of underused building assets.

The University is following an investment decision-making process, guided by Treasury best practice, to develop increasingly detailed plans for this project. This month, the University published [an online guide to the initiative](#). The campus initiative is led by Professor Andy Phelps and the academic development by Professor Kevin Watson (Acting Executive Dean of Arts). The University has made key appointments to the roles of Programme Manager, Partnership and Commercial Director and Innovation Hub Project Manager.

Digital Services (formerly ITS) has again been providing critical operational support in the past month as our staff and students are impacted by the Omicron outbreak. Its work has included providing laptops, headsets and software so that our Kaitaki (Māori and Pacific senior student casual staff) are equipped to call all first-year and new to UC Māori and Pacific students to check on their welfare, as well as enabling our Kaiurungi (student advisors) to provide targeted support. Digital Services responded within 24 hours of the request to supply these resources.

One of the key objectives for the University is to improve the efficiency of its processes. The Service Experience Programme team is currently developing Service Now to replace Assyst, which will provide a feature-rich and more intuitive platform for asking for help, requesting services and automating process. Service Now will initially launch for Digital Services, Libraries and Future Learning teams in June. In addition, work has begun on the service experience for People & Culture, with the aim of delivering the new platform in late 2022.

We continue to support and enhance our existing robotic process automation (RPA) processes, which includes taking the opportunity to expand processes with workflow digitisation. All new staff and students at UC this year are likely to have had some RPA assistance in their onboarding. The programme is tracking against targeted benefits; however, maintaining existing processes and enhancements has been more challenging than anticipated, reducing the team's ability to build new processes as quickly as it would like. Over the last month the team has worked with Finance Shared Services and the Child Well-being Research Institute to make the process more efficient. Purchase orders for facilitator payments and teacher release days are raised through a robotic workflow. The output is checked to ensure it is in line with source data before receipting the purchase order and sending an email communication to the school to request an invoice. This reduces workload from both teams and creates a better experience for the schools involved.

The key objective to use technology and data in a responsible, ethical, effective and efficient way is delivered through the UC Digital vision. To support this vision, in the past month we have formed the Data & Analytics team by moving the existing Business Intelligence and Reporting team under Digital Services. This new team has a wider brief to enable the advancement of our big data, analytics and machine learning capabilities – which will be leveraged by optimising our operations, enhancing experiences for our students in the future and providing advanced analytical capabilities to our staff. A data hit squad has been formed with our partner Datacom to rapidly advance the platform

development and to support the establishment of data governance and supporting frameworks, while working to progress new data use cases rapidly.

Development has also continued on increasing the impact and value of ACE for students and staff. Last month the combined Digital Services and Kia Angitu ACE squad went live with ACE integrating to our relationship management platform (Dynamics 365). With this change, ACE can be scaled up beyond first-year students and, despite the increase in case numbers this is expected to bring, the ACE team will still be able to effectively coordinate case management. The ACE integration with Dynamics was a key technical milestone of the Kia Angitu programme, as we continue to scale the '360' degree view of students for advisory and pastoral care.

Underpinning all the work being undertaken digitally is a commitment to the protection of UC people, assets and data. Chief Digital Officer Michael Oulsnam and Chief Information Security Officer Rudo Tagwireyi have been progressing significant tactical initiatives to make immediate improvements in our protection while developing a comprehensive cybersecurity strategy and programme for UC. Many of the initiatives are invisible to people at UC. Others have required us to make small changes to our daily work habits, such as in adopting multi-factor authentication (MFA) to connect with UC Digital Services. The roll-out of MFA is one of the many critical initiatives the Digital Services security team is currently progressing: it has now been completed with all administrative departments and is due for completion with all faculties by June.

In response to a low seismic assessment of the Pūtaiao Koiora building, Facilities Management tabled the outcome of a feasibility study into the options for the future of the building to the Planning, Finance and Resources Committee (PFRC). This study recommended the replacement of the building in its existing location with a three-level building of a larger footprint but smaller overall area. For this predominately research-based laboratory solution to progress, it is important that this be considered in light of a better understanding and investigation into UC's wider site investment planning needs and any co-investment opportunities. This has initiated new planning work around the future of the West building and its remaining occupants. Discussions with a small number of Crown Research Institutes and commercial research groups are now underway to explore colocation and investment opportunities within a new and potentially enlarged new Pūtaiao Koiora building.

In October 2021 Council approved the demolition of the Kaikōura field station and the initiation of a project to establish a case for future UC investment in the region. A UC Academic Vision and informing the teaching and research requirements for Kaikōura are currently being developed by Faculty of Science and DVC Research. Preparation for the demolition of the existing facilities and the return of the site back to Kaikōura District Council is now underway. Market engagement with demolition contractors will occur early next month with actual works to be undertaken mid-year. Early communications with key stakeholders including the Kaikōura District Council, Te Rūnanga o Kaikōura, Alumni and UC staff has begun with further work required to support the likely strong local media interest.

Environmentally Sustainable

The Waste Plan for 2022 is underway. A contractor has been appointed to assist in developing key areas, while a student-focused education campaign has begun to help improve contamination rates in our bins.

A new [Sustainability Hub web page](#) has been developed to feature all our strategic work in this area. It covers teaching, learning and research related to sustainability, as well as providing a direct link to the work of the Sustainability Office and information about recognition UC has received, including rankings results and awards news. The web page appears under the 'About' section of the University website.

Congratulations are due to the Faculty of Engineering's Mechanical Engineering Solar Decathlon Team who have made it into the finals of the 2022 US Department of Energy Solar Decathlon – the only team outside the US to do so. The decathlon is a student-led design challenge to improve energy efficiency and sustainability of buildings, with the aim of designing net-zero buildings to reduce climate impact. Led by Bill Mohs and Finn McIntyre, this amazing group of UC students submitted a superb presentation, which resulted in their selection to compete in the finals. We wish them all the best for this final challenge.

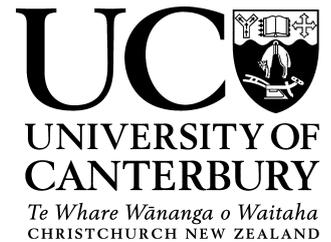
Orientation events were lower key than in previous years due to COVID, but interest in sustainability among the student community continues to be high. With students especially interested in ways of getting involved, the Eco Volunteer programme run through the Sustainability Office remains strong. The Sustainability Office has received a number of inquiries from students wanting to get hands-on involvement with biodiversity projects this year. A Biodiversity Advisory Group is being reconvened to provide high-level oversight.

On Wednesday 16 March the University Alumni Office held a filmed panel event on sustainability with some excellent external speakers, including the Chair of the Climate Change Commission. Alumni were invited to pre-submit their questions for the panel, who received some very thought-provoking challenges. Chair of the panel was UC alumnus Phil Vine, a print, radio and television journalist with over 30 years of experience. This online event had registrations from 250 people

VC Activities

Events for March 2022	
1 March	First meeting of the Academic Leadership Group (VC, Deputy VCs, Executive Deans and Heads of Schools and Departments)
1 March	Meeting with outgoing Chancellor, Sue McCormack
2 March	Meeting with Sheelagh Matear and John Morrow from the Academic Quality Agency (AQA) Board via Zoom
7 March	Meeting with UC's Admin Plus group
7 March	Meeting with the incoming Chancellor, Amy Adams
8 March	Attended the Harvey Cameron's International Woman's Day breakfast as a panel member
8 March	Moderator for Association of Commonwealth Universities 'International Women's Day live Panel.
9 March	Meeting with John Hearn, Chief Executive of the Australian African Universities Network via Zoom
9 March	Meeting with Joanna Newman from ACU via Zoom
16 March	Meeting with Mary Devine, CEO Foodstuffs
17 March	Meeting with Alison Adams, CEO Christchurch New Zealand
21 March	Association of Commonwealth Universities Executive meeting via Zoom
24 March	Meeting with the Ambassador of Zimbabwe
29 March	Academic Quality Agency Board meeting via Zoom
31 March	New Zealand Qualifications Authority meeting via Zoom
31 March	Meeting with Minister Hipkins and Chancellor Amy Adams via Zoom

Memorandum/Pukapuka



To:	Ki:	University Council
From:	Nā:	Professor Cheryl de la Rey, Vice-Chancellor
Date:	Rā:	6 April 2022
Subject:	Kaupapa:	Academic Board report

Recommendations:

1. *that the Council approve the attached updated composition for the Academic Board;*
2. *that Council notes the revised terms of reference for the Learning and Teaching Committee;*
3. *that the Council notes the attached report of the Academic Board.*

Executive Summary:

The Board discussed and endorsed the changes to its composition, the Special Considerations regulations (which are included elsewhere in the Council agenda) and the terms of reference for the Learning and Teaching Committee. It received an early update on work being undertaken on how the library can best support research in the future.

Attachments:

- **Composition of the Academic Board**
- **Revised Terms of Reference for the Learning and Teaching Committee**
- **Report from the business of the Board**

Full papers commence overleaf.

Paper Progress:

To:	Date:	Decision:
PFRC/RAC/SLT/FPRC/ARC	N/A	
COUNCIL	April 2022	Pending

COMPOSITION OF THE ACADEMIC BOARD

- (a) The Board shall consist of:
- (i) the Vice-Chancellor;
 - (ii) the Deputy Vice-Chancellors ~~Research;~~
~~the Deputy Vice-Chancellor Academic;~~
 - (iii) **Pou Whakarae or nominee from the Office of Treaty partnership/Ngāi Tahu** ~~the Assistant Vice-Chancellor (Māori);~~
 - (iv) **the Executive Deans** ~~the College Pro Vice-Chancellors;~~
 - (v) the **Associate Deans Academic** ~~and Associate Deans;~~
 - (vi) the Heads of Schools/Academic Departments, and the Directors of University Research Institutes or their nominees;
 - (vii) ~~the Professor of Māori Research;~~
 - (viii) the University Librarian;
 - (ix) The Dean (Academic Governance) and Dean (Postgraduate Research);
 - (x) the President **and Vice-President** of the University of Canterbury Students' Association;
 - (xi) Chairs of Academic Board Committees;
 - (xii) 1 academic staff member of the Council elected by the continuing members of the academic community at large;
 - (xiii) **Up to 5** ~~7~~ academic staff members **elected** from each of the **Faculties of Arts, Business, (UC Business School), Education, Engineering, Science** ~~Colleges of Arts, Education, Health and Human Development, Science and Engineering and the College of Business;~~ at least 5 ~~elected from the faculty and up to 2 may be nominated by the Dean and approved by the faculty;~~
 - (xiv) 2 academic staff members elected from the Faculty of Law **and 2 academic staff members elected from the Faculty of Health**
 - (xv) **Up to 4** ~~6~~ students selected by UCSA;
 - (xvi) **Up to 2** ~~4~~ students representing Māori students selected by Te Akatoki.
- (b) Members of the Board will nominate a senior academic for the position of Deputy Chair of the Board, to be chosen by the Vice-Chancellor. The Deputy Chair will be appointed for an initial period of three years.
- (c) Members of the Board under subsections a(i) to a(xi) are members ex-officio. Elected members under subsections a(xiii) to a(xvi) will serve for periods of a maximum of 3 years. Under subsection a(xv) UCSA will determine its members through its own processes and under subsection a(xvi) the Māori Student representatives will be determined by Te Akatoki through its own processes.
- (d) Election of members under subsections a(~~xiii~~) to a(xiv) will be by secret ballot carried out by the returning officers of the **Faculties**. ~~Colleges and Faculty of Law.~~
- (e) Where expertise is required for a particular item of business a member of the University who is not a member of the Board may attend the meeting by arrangement and speak with the permission of the Chair.
- (f) If unable to attend a meeting or meetings, and with the approval of the Chair, any member may send a replacement. Should an acting **Faculty** ~~College~~ representative ~~or Dean's nominee~~ be required due to a member being absent for study or other leave, the acting **Faculty** ~~College~~ representative will be appointed by the relevant **Executive** Dean and confirmed by the **Faculty** ~~College~~.
- (g) A number of university staff (e.g. ~~College~~ Academic Managers, Director of Māori Teaching & Learning, Kaiārahi Māori, and TEU representatives), may be granted observer status by the Chair and may be deemed to be "in attendance". These persons may speak only with the permission of the Chair.

Learning and Teaching Committee

Draft Terms of Reference

Purpose, Role and Function

- 1.1. The purpose of the Learning and Teaching Committee (LTC) is to exercise academic leadership in teaching and learning, under the oversight of the Academic Board and to effectively engage the Faculties and wider University community in academic decision-making. The Committee will also contribute to the quality agenda as defined by the University's strategies, international best practices, Te Tiriti o Wāitangi and internal and external compliance frameworks. The Learning and Teaching Committee will be guided by the cultures, values and principles outlined in the 2020 UC Academic Strategy: <https://www.canterbury.ac.nz/strategy/>
- 1.2. A key principle is to foster the UC ethos of excellence, relevance, impact and kotahitanga, and a culture of high ethical standards, collaboration, and innovation. The Committee is a standing committee of the Academic Board. The Academic Board may convene sub-committees to undertake specific duties on behalf of it. Those sub-committees may further delegate as appropriate.
- 1.3. The Learning and Teaching Committee will support the Deputy Vice-Chancellor Academic to deliver UC's vision for Education that is accessible, flexible, and future focused. It will engage in, amongst other things, envisioning a plan for the future of Learning and Teaching, support the development of a curriculum that prepares students at all stages to be enquiring lifelong learners, and an enabling environment for staff to develop educationally and professionally as stewards of the learning environment. In these ways the Committee contributes to UC's position of being New Zealand's leading university in research-informed Learning and Teaching.
- 1.4. The Learning and Teaching Committee will engage with and advise the Academic Board and Faculty Learning and Teaching Committees on academic matters, including but not limited to: academic policies, equity and diversity, the protection of institutional autonomy, academic freedom of students and staff and contribution as critic and conscience of society, the learning environment, research informed teaching and learning, assessment, teaching innovation, teaching quality and academic development, student success and scholarship. The Learning and Teaching Committee will also support the enhancement of Māori and Pacific academic capacity and support of Māori and Pacific academics, the creation of new Māori and Pacific knowledge, and the assurance of equitable outcomes for all students.

Membership of Learning and Teaching Committee

- 2.1 Membership of the Learning and Teaching Committee is as follows:
 - Deputy Vice-Chancellor (Academic) (Chair, or nominee)
 - The Chair of each Faculty Learning and Teaching Committee (or nominee)
 - Representative of Māori staff
 - Representative of Pacific staff
 - At least two academic staff members, elected by the Academic Board
 - A Student representative appointed by UCSA
 - A Student representative from Te Akatoki
 - Representative from the Library
 - Representative from the Graduate School
 - Dean (Future Learning) or delegate

- Up to two additional members as needed to achieve representative balance including staff who have less voice in institutional matters because of gender and age for example or specific skills who may be appointed for a specific time period.

2.2 The Secretary of the LTC will be appointed by the Deputy Vice-Chancellor Academic.

Period of Appointment

- 3.1 **Ex officio members:** Ex officio members shall hold their position for the duration of their appointment in that role.
- 3.2 **Elected members:** Elected members shall hold their position for a two-year term, or until their resignation, whichever is earlier. Where possible, elections should be staggered across the year to ensure continuity of experience. Members whose term has expired may continue as members until their replacement has been appointed.
- 3.3 **Student representatives:** Will be appointed for the term of one year.

Representation by Proxy

- 4.1 On request, the Chair may permit a proxy nominated by a member to attend the meeting in the member's place; the proxy will be able to participate as a full member of the LTC for the meeting(s) and will count toward the quorum.

Members 'In Attendance'

- 5.1 The Learning and Teaching Committee may wish additional staff to attend the meeting either regularly or from time to time without granting them full membership. These staff may be granted speaking rights as appropriate. These may include but are not limited to: the University Librarian or nominee, academic developers, other professional/general staff members with expertise useful to the LTC. All regular meetings may be attended by observers from the University.

Meetings

- 6.1 The LTC shall meet every month from February to November on a regular date and time, and at such other times as the Chair shall decide.
- 6.2 The conduct of the business of the meeting shall be subject to the Academic Board Standing orders. Motions before a meeting shall be decided by consensus of the members present.
- 6.3 Documents for discussion should normally be sent to the Secretary not later than seven working days before a meeting, and the Committee agenda and meeting papers should be circulated to Members at least five days prior to the meeting. The agenda and papers will be circulated to the Board by the Secretary, and also communicated at the same time on the intranet to allow direct feedback at Faculty meetings or from any UC staff.
- 6.4 The quorum for a meeting will be 50% of the members. With the agreement of the Chair, members may participate in a meeting from separate locations by electronic means.
- 6.5 The Committee Secretary shall be responsible for ensuring correspondence and decisions made by the LTC are available to the wider UC community. Draft minutes from the Committee will be made available within seven days of a meeting.

Reporting

- 7.1 Approved minutes of the LTC are to be communicated to the wider University and kept on the intranet. The LTC will report regularly to the Academic Board on its activities and the exercise of its delegations.

Review

- 8.1 These Terms of Reference will be reviewed in one year after establishment and subsequently every three years.

TE POARI AKORANGA | ACADEMIC BOARD

REPORT TO THE COUNCIL

FROM A MEETING OF THE ACADEMIC BOARD

HELD ON FRIDAY 11 MARCH 2022

REPORT FROM THE VICE-CHANCELLOR

The Vice-Chancellor noted that the Covid-19 situation continued to evolve. It was becoming apparent that there would not be a definite post-Covid period soon – the pandemic will continue to require flexibility and adaptability. She thanked members for their outstanding contributions to date. She noted that the UCSA had also expressed their appreciation for staff working in their best interests. The foremost principle was flexibility, and it was up to the Executive Deans and Heads to make the most meaningful decisions based on their own situation on the form this would take. The Health and Safety Committee had met the previous day to discuss resourcing and allocated more funding for students and staff.

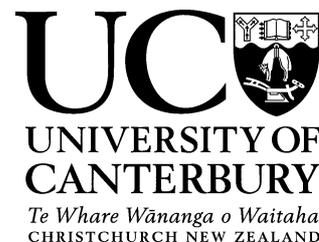
The latest enrolment figures showed an increase in domestic enrolments but that would not be equivalent to the projected increase in the 2022 budget. The University remained in a healthy financial position however in 2023, more domestic students may choose to go on gap years and postpone their enrolment, whilst the number of international students enrolling had been declining for the previous two years. Planning was being undertaken to address this potential period of flattening enrolments in 2023. The government had recently announced 5,000 places for international students to the tertiary sector by mid-2022, allocated on 2019 enrolment data pre-Covid, which would mean around 130-140 students for UC. However Immigration New Zealand visa processing would only commence in October, so the Vice-Chancellors collectively had expressed their concerns to the Ministry of Education about this.

She had recently attended the first meeting of the new quarterly Academic Leadership Group with the Deputy Vice-Chancellors, Executive Deans and Heads of School. The Group discussed the University's strategic directives around internationalisation which will also be considered across Faculty Boards. She acknowledged the dual challenge for the University: to be responsive in navigating the unfolding Covid situation, particularly with winter approaching and ensuring that the academic strategy remains on track.

FUTURE COMPOSITION OF THE BOARD

The Vice-Chancellor introduced the proposal which was being brought forward following the change from Colleges to Faculties and in response to feedback about a need to increase the proportion of elected members. Most current categories of member – Heads of School, Deputy Vice-Chancellors, Executive Deans etc would continue and there would be no change in the inclusion of Directors of Research Institutes pending a review from Professor Ian Wright. There would be no abrupt end of term for the current Dean's nominees – they would serve out their current terms to ensure a phased transition. There were a number of members whose terms had come to an end or were about to end, so calling for elections was a matter of some urgency. The motion to support the proposal was carried.

COVER SHEET



To:	Ki:	Council
From:	Nā:	Professor Catherine Moran - DVCA
Date:	Rā:	6 April 2022
Subject:	Kaupapa:	Special Consideration Regulations

Recommendation:

That Council approve the attached Special Considerations Regulations

Purpose:

That the regulation change is proposed following an extensive review of the special considerations process.

Executive Summary:

Following a review of the special considerations process, which was led by Professor Janet Carter, a report was prepared which contained several suggestions about how the special consideration process could be improved. The recommendations have been implemented which included reviewing and updating several key documents relating to the special consideration process including the Special Consideration Regulations.

Key Points/Strategic fit:

- Organisation Efficacy: The revised documentation has simplified and standardised business processes across the University.
- People – Nurturing Staff, Thriving Students: The revised documentation and special considerations process assists and supports those students who have experienced an unexpected/acute event which has impacted their studies.

Financial implications:

None

Attachments:

Memo and revised Special Consideration Regulations.

Paper Progress:

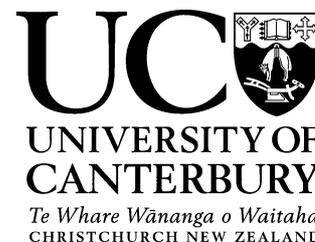
To:	Date:	Decision:
P ERC/ R AC/ A AC	21 February 2022	Approved
SMT	N/A	N/A
F PRC/ A RC	N/A	N/A
ACADEMIC BOARD	11 March 2022	Approved
COUNCIL	6 April 2022	N/A

Pukapuka | Memorandum

Te Ratonga Akoranga | Academic Quality Team

Matariki – Level 2 North

Email: ross.james@canterbury.ac.nz



Ki To:	Council
Nā From:	Ross James – Dean Academic Governance
CC:	
Rā Date:	6 April 2022
Kaupapa Subject:	Special Considerations Regulations
Purpose:	For Approval

In 2016 the current special considerations process was implemented, and a review of the revised process was subsequently undertaken by a panel led by Professor Janet Carter. The Special Considerations Review Panel was tasked with reviewing the special consideration process and identifying any areas of refinement. A report was prepared which contained several suggestions about how the special considerations process could be improved.

Over recent years the recommendations in the report have been used to make process improvements as well as the basis for further discussions with key stakeholders about how best to revise key documentation such as the Special Considerations Regulations and Policy.

Following discussions with a wide range of stakeholders including the UCSA, UC Medical Centre, Student Care, Academic Skills, Te Waka Pākākano and staff involved with the special considerations process across all faculties the following documents have been revised:

- Special Consideration Regulations;
- Special Consideration Policy and Procedures;
- Special Consideration applications forms for impaired performance and backdated withdrawals; and
- UC Medical Certificate.

The revised documentation has been extensively discussed at Faculty meetings and by both AAC and the Academic Board. The Academic Board approved all the aforementioned revised documentation at its meeting on 11 March 2022 and recommended that the Special Consideration Regulations be forwarded to Council for approval.

Attached at Appendix A are the revised Special Consideration Regulations that Council are asked to approve. The changes to the regulations are primarily clarifying expectations and using more specific language.

Recommendation:

That Council approve the attached Special Consideration Regulations.

Special Consideration Regulations

1. Version

These Regulations came into force on 1 July 2022

2. Authority

The Tumu Tuarua Akoranga | Deputy Vice-Chancellor Academic holds authority for these Regulations.

3. Special Consideration of Assessment Items

A student may apply for special consideration of assessment items (including formal examinations) where,

- (a) they have been impaired by a significant acute or temporary illness or injury or other exceptional and/or unforeseeable circumstances beyond the student's control
 - i) which has prevented them from completing any major item(s) of work for assessment in a course; or
 - ii) which has impaired their performance (at the time of or within a 14-day period immediately prior to the assessment) to the extent that the result(s) are likely to under-represent their true and evidenced level of mastery of the material in the course; or
- (b)
 - i) they have been selected to perform, compete, adjudicate or officiate as a national sporting representative at national or international competitions; or
 - ii) they are members of a national cultural group on tour nationally or internationally.

4. Special Consideration for Late Discontinuation

Only in exceptional circumstances, may a student apply for special consideration for a late discontinuation where the student, is able to demonstrate:

- (a), that they have been prevented from engaging and completing the course(s), due to circumstances beyond the student's control or that were not reasonably foreseeable, and
- (b) that they did not sit the final examination; and
- (c) were unable to withdraw from the course(s) by the published withdrawal deadline.

5. Applications must be Timely

Applications must be made to the Special Considerations Coordinator within the timeframes listed below. It is permitted to consolidate several different assessment items into a single application where the justification and evidence are the same.

- a) Applications under Regulation 3(a) must be submitted within five working days of the due date of the assessment item.
- b) Applications under Regulation 3(b) must be submitted prior to the commencement of the course or no later than five working days after the student's selection to participate in the relevant event whichever is later.
- c) Applications under Regulation 4 must be submitted no later than five working days after the final date of the relevant examination period relating to the course(s).
- d) An application made after the relevant deadline indicated in Regulation 5(a)–(c), must be

accompanied by a detailed explanation outlining the reason for the delay. The explanation must refer to any prior communications with the University and specify the dates of those communications. If the explanation for the application delay is judged to be unsatisfactory, the application as a whole will be declined.

- e) Any application lodged after the publication of grades must be approved by the Tumu Tuarua Akoranga | Deputy Vice-Chancellor Academic (or delegate) before it is considered further. Exceptional cases, which require a compelling case, will only be approved under Regulation 5(d).
- f) Applications under Regulation 4 submitted after the publication of grades must apply to all courses studied during the relevant period of study (semester), inclusive of those that are not completed during that period.

6. Applications must be Supported with Evidence

- a) Evidence must be supplied for all types of special consideration applications, (as listed in Regulations 3 and 4 above) and must relate to the condition(s) or circumstances of the student at the time of the affected assessments or the course as a whole.
- b) In the case of illness or injury to the student, an approved health professional as listed in the Special Considerations Policy and Procedures must provide evidence in the form of a confidential report on the prescribed form stating:
 - i. The nature, severity and duration of the illness or injury and the practitioner's professional opinion about its effect on the student's ability to complete or undertake the assessment item.
 - ii. That the consultation that took place within a period that is relevant to the assessment item. For a missed examination this should be within 48 hours of the examination and for impaired performance the medical certificate should be dated within 10 working days of the assessment unless special circumstances apply.
- c) In the case of bereavement, appropriate evidence should include a death notice from a newspaper or a letter from a medical practitioner, funeral director, minister of religion, religious leader, kaumatua, pacific elder/matua or the police. Where the notice or letter does not indicate the relationship of the deceased to the student, the student should attach a letter, from a third party, stating the relationship.
- d) In cases not covered under Regulation 6(a)–(b), the nature of the supporting evidence will depend on circumstances, but might include police reports, medical certificates or letters from others involved in the situation that has led to the application.

7. Remedies for Special Consideration of Assessment Items

If an application is accepted by the Special Consideration Panel or an appropriate delegate, the application will then be assessed (as below) to determine the appropriate academic remedy(ies), which may be subject to conditions and may include penalties where the conditions are not met. Regulations 7(a to e) below list appropriate academic remedies which may be granted for an approved Special Considerations application. Applications approved under Regulation 3(b) must have a remedy from Regulations 7(a)–(c) below only.

- a) For assessment items other than tests or examinations, the course coordinator may approve a specified time extension as supported by the evidence. The course coordinator will notify the student directly of this extension.
- b) For tests or examinations where there is sufficient time to make arrangements, the course coordinator (or examiner(s)) may approve the assessment to be undertaken using special

facilities and/or over an extended period. The course coordinator will notify the student of the approved arrangements.

- c) For late arrivals or missed tests or examinations, the Kairuruku Matua Whakamātautau | Examinations Arrangements Senior Coordinator may approve the assessment to be undertaken at another, later time. Such approval will be given only after consultation with the course examiner(s) and when satisfied that the integrity of the assessment has not been (and will not be) compromised. The Kairuruku Matua Whakamātautau | Examinations Arrangements Senior Coordinator will directly communicate the approved arrangements with the student.
- d) The Tumuaki Tari/Kura | Head of Department or School may approve an alternative special assessment (including an examination) to be undertaken. The Tumuaki Tari/Kura | Head of Department or School will notify the student of the approved arrangement.
- e) Where none of the arrangements in Regulation 7(a)–(d) are appropriate, then the Tumuaki Tari/Kura | Head of Department or School will consider the application after the final assessment item of the course has been marked. In consultation with the course examiner(s), the Tumuaki Tari/Kura | Head of Department or School will determine a computed grade based on appropriate items of other assessment completed during the course and (where relevant) other related courses undertaken at the same time or earlier. The computed grade will be applied only where the student has completed:
 - i. at least 50% of the assessment of the course; and
 - ii. has performed at a satisfactory level in a substantial proportion of the assessment items for the course.

If the Tumuaki Tari/Kura | Head of Department or School is satisfied that the student would have attained the computed grade (or at least a pass 'P' grade) had the assessment been undertaken without impairment, then the grade (including a 'P' grade) will be approved with a postfix of "AEG"; otherwise the non-computed grade, including failing grades, will be approved without a postfix. The final outcome will be communicated to the student via the posting of final grades.

8. Approval for Special Consideration for Late Discontinuation

If the grounds for an application for special consideration for late withdrawal (Regulation 4) are accepted by the Special Consideration Panel, then the relevant Dean (or delegate) will determine, in consultation with the relevant course coordinator(s), whether to approve the late withdrawal. Approval will be determined on the basis of evidence as to the extent to which the student has completed or engaged in the course of study. Notification of the decision will come from the Academic Records Office.

9. Relevant Policy

Special Consideration Policy and Procedures

10. Right of Appeal

- a) A student may object to the decision made with respect to their application by lodged in writing an appeal within 10 working days with the Kairuruku Nawe | University Grievance and Concerns Advisor.
- b) An appeal of a decision made by the Special Consideration Panel will be heard by the Chair of the Special Considerations Panel or a delegate. A student who is still aggrieved by the outcome after their first appeal must seek leave to appeal that decision to the Academic Appeals Committee, as outlined in the Appeals Regulations.
- c) All other appeals will follow normal procedures as detailed in the Appeals Regulations.

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	Minutes of the meeting held on 2 March 2022, held with the public excluded.	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 from those minutes	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 Strategy Day Council Only Time Council Work Plan 2022	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)
7.0 7.1	From the Vice-Chancellor Monthly Report	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)
8.0 8.1	Arbitration Matter Executive Committee Meeting – 9 March	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)
8.2	Arbitration Matter Update	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)
9.0 9.1 9.2 9.3	Health, Safety & Wellbeing Executive Committee Meetings – 4 & 28 March HSW Report HSW – Other Matters	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 free and frank expression of opinions by or between or to members or officers or employees of the University. 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) 7(f)(i) 7(f)(i)
10.0 10.1	Digital Screen Campus Independent Quality Assurance Report – Verbal 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)
10.2	DSC Package 1 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)

11.0	From the Audit & Risk Committee		
11.1	Audit & Risk Committee Meeting 28 March 2022 Verbal Update	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)
		To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
11.2	Pūtaiao Koiora Building Update	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)
		To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
12.0	Annual Report 2021		
12.1	Annual Report 2021	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)
		To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
12.2	Student Service Levy Statement 2021	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)
		To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
12.3	Introduction & Statement of Service Performance	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)
		To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
12.4	Audit Opinion	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)
		To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
12.5	Representation Letter	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)
		To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
13.0	Finance		
13.1	31 March 2022 Financial Statements – Verbal Update	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)
		To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
14.0	Other Items		
14.1	Executive Committee Meeting – 12 March	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)
14.2	Trust Amalgamation – Verbal Update	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	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.