

Delegations of Authority Policy

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| Review Date Rā Arotake | March 2027 |
| Approval Authority Mana Whakaae | University Council |
| Contact Officer Āpiha Whakapā | General Counsel Registrar |

Introduction | Kupu Whakataki

1. The University Council is the governing body of the University. The University Council delegates much of its responsibility to the Vice-Chancellor who also delegates responsibilities to University Staff.
2. This Policy sets out the overarching delegation principles and provides the basis for, and the limits on, the exercise of all delegated authority at the University. This Policy also provides a link to the Delegations Schedule (**Appendix 4**).
3. This Policy applies to all University Council Members and University Staff.
4. This Policy is the definitive source of all formally approved Delegated Authority. Where there is any conflict between this Policy and any other University policy, procedure, guideline or document, this Policy will take priority unless determined otherwise by:
 - 4.1. Council, in the case of a conflict affecting the Delegated Authority of Council, the Academic Board, a Committee of Council or the Vice-Chancellor; or
 - 4.2. the Vice-Chancellor, in the case of any other conflict.
5. Where a Delegated Authority is not referred to in this Policy, the matter must be referred to the Vice-Chancellor. The Vice-Chancellor must obtain Council approval if the matter falls outside the Vice-Chancellor's Delegated Authority or if the Vice-Chancellor considers it appropriate to do so.

Policy Statement | Kaupapa Here

Principles

6. The exercise of Delegated Authority at the University is subject to the following principles:

Granting and holding Delegated Authority

- 6.1. Delegated Authority may only be held by, or granted to, Council, Committees of Council, the Academic Board, the Vice-Chancellor, or a Staff Member.
- 6.2. Delegated Authority is granted through this Policy and may be granted through specific delegations given to specific roles (as listed in **Appendix 4**) or through Delegated Authority tier levels. The Delegated Authority tier levels (and the roles within each level) are set out in **Appendix 1**. The Vice-Chancellor is authorised to make changes to role titles and tier levels for each role within tier levels 2 to 7 in **Appendix 1**.
- 6.3. Delegated Authority are broadly categorised in the Delegations Schedule in **Appendix 4** as:
 - a) Academic;
 - b) Contracts;
 - c) Finance and Procurement;
 - d) Governance;
 - e) People and Culture;
 - f) Research;
 - g) Resource and Assets; and
 - h) Student.

Use of Delegated Authority

- 6.4. Delegated Authority holders have the authority to use their Delegated Authority and commit the University in accordance with this Policy.
- 6.5. Delegated Authority may be used only in the best interests of the University and towards achieving the University's strategic goals.
- 6.6. Delegated Authority holders are accountable for their use of Delegated Authority. In using Delegated Authority, Delegated Authority holders must:

- a) comply with this Policy, any other relevant University policy and any relevant legislation;
 - b) have proper regard to any standards, generally accepted practice and the potential risks to the University as a result of each exercise of Delegated Authority (including the possibility of setting an undesirable precedent); and
 - c) seek appropriate advice where necessary and prior to using or committing Delegated Authority (including People and Culture, legal and/or financial advice).
- 6.7. Managers of Staff may use the Delegated Authority held by those members of Staff within that manager's reporting line.
- 6.8. A Delegated Authority holder may not use their Delegated Authority in a situation where the Delegated Authority holder has a Conflict of Interest. In such a situation, the Conflict of Interest must be disclosed and managed in accordance with the [Conflict of Interest Policy \(PDF, 263KB\)](#) and any use of Delegated Authority must be exercised by an appropriate higher-level manager.
- 6.9. Delegated Authority holders are not compelled to exercise delegations. Holding a delegation does not oblige the holder to exercise the delegation if, in the holder's opinion, some special or unusual circumstances are involved which make it sensible or desirable to not commit the University and/or that the issue be escalated for consideration at a more senior level.
- 6.10. The Delegated Authority holder may appoint a person or group, such as a committee, to advise about the exercise of Delegated Authority, but the Delegated Authority holder remains responsible and accountable for exercising that Delegated Authority.

Sub-delegation

- 6.11. Delegated Authority cannot be sub-delegated to other members of Staff except as specifically provided for in this Policy and as listed in **Appendix 4**. Any sub-delegation remains in force until it expires or is revoked in writing.
- 6.12. Subject to the requirements of this Policy, a Delegated Authority holder may sub-delegate Delegated Authority to another member of Staff by:
- a) formally appointing that member of Staff in an acting or relieving role (for the avoidance of doubt, this means it is temporary and in most cases the Delegated Authority would be less than three months); or
 - b) giving a specific sub-delegation of a particular Delegated Authority, where permitted in **Appendix 4**.

- 6.13. A person who is sub-delegated authority may exercise that authority, subject to any conditions or limits imposed by this Policy or the original Delegated Authority holder.
- 6.14. Sub-delegations must be in writing (including email), specify the duration of the sub-delegation and specify any limits on the sub-delegation. In the event that no sub-delegation is notified during a Delegated Authority holder's absence, the delegation shall be exercised by the relevant Delegated Authority holder one tier above in the Delegations Schedule.
- 6.15. When Delegated Authority is sub-delegated under this Policy, the original Delegated Authority holder and the holder of the sub-delegation are both responsible and accountable for the exercise of that Delegated Authority.
- 6.16. Unless specified in **Appendix 4**, a sub-delegated Authority may not be further sub-delegated without the prior written approval of the Vice-Chancellor.

Revoking Delegated Authority

- 6.17. A Delegated Authority may be amended or revoked, in whole or in part, by issuing a written notification detailing the following:
 - 6.17.1. Name of Delegator and Position Title/Role of Delegator
 - 6.17.2. Name of Delegate and Position Title/Role of Delegate
 - 6.17.3. Authority Description/Function/Power
 - 6.17.4. Effective Date of Revocation or Amendment

7. Reserved Powers of Council

- 7.1. The matters set out in **Appendix 3** are the Reserved Powers of Council and these cannot be delegated without an express delegation from Council.

8. Delegated Authority Rules – General

- 8.1. Delegated Authority holders hold and may exercise Delegated Authority only within that holder's area. In addition, but without limiting the powers of other holders, the Vice-Chancellor may exercise Delegated Authority in relation to all areas and roles of the University. Further, the Executive Director – People, Culture and Campus may exercise any People and Culture categorised Delegated Authority in relation to all areas and roles of the University, and the Executive Director – Planning, Finance and Digital Services may exercise any Financial Delegated Authority in relation to all areas and roles of the University.
- 8.2. The detailed conditions and limits for exercising specific individual Delegated Authority are contained in **Appendix 4**. This includes rules about sub-delegation down the Delegated Authority tier levels and cross-delegation within the same Delegated Authority tier level, which are only permitted where specified in **Appendix 4**.

- 8.3. A Delegated Authority holder must inform their manager as soon as possible if an exercise or potential exercise of Delegated Authority is in relation to an issue that may be substantially contentious or controversial or may have substantial reputational or political implications.
- 8.4. All Delegated Authority in this Policy refers to a position and not to the individual holder of that position. A Delegated Authority to a position or to a committee, if the position or the committee is abolished, has a change in name or a change in structure, is to be regarded as referring to the successor to the function of that position or committee. If the position is vacant or does not exist within a particular faculty or area of the University, the delegation shall be exercised by the relevant Delegated Authority holder one tier above in the Delegations Schedule.
- 8.5. A specific or particular Delegated Authority will prevail over a general Delegated Authority.
- 8.6. Unless the context requires otherwise or unless otherwise specified:
 - a) a Delegated Authority applies only to a Delegated Authority holder's accountability area; and
 - b) the Delegated Authority to approve includes the Delegated Authority to vary or amend.
- 8.7. If the exercise of a function requires the exercise of some preliminary, incidental or ancillary administrative function, then the Delegated Authority extends to the exercise of that function.
- 8.8. If there is any uncertainty as to whether a particular Delegated Authority is applicable to a particular matter, the Delegated Authority holder should refer the matter to their manager (in the first instance) or the General Counsel | Registrar.
- 8.9. Further rules relating to financial and contract delegations are set out in paragraphs 9 to 10 below.

9. Delegated Financial Authority (DFA) rules

- 9.1. The high level Delegated Financial Authority (DFA) are set out in **Appendix 2**.
- 9.2. Staff are required to have read and familiarise themselves with the detailed conditions and limits for exercising DFA in the [Financial Delegation Principles and Guidance \(Staff Access Only\)](#).
- 9.3. DFA must be exercised in accordance with the approved budget, any applicable approved business case and any related delegations of authority as noted in **Appendix 4**.
- 9.4. The budget is prepared in advance of each financial year and must be approved by Council. Once it is approved:

- a) The Vice-Chancellor has authority to act within the budget;
- b) Subsequent to approval by Council of the budget, Council may approve a revised budget and/or target surplus for the financial year and, if so, the Vice-Chancellor has authority to act within the revised authority;
- c) Delegated Authority holders have authority to commit and spend money (including entering into the necessary contracts and financial transactions):
 - up to their DFA; and
 - within an approved budget.

10. Contract and Transaction Delegated Authority Rules

10.1. All contracts must be approved and signed:

- a) in the case of an expenditure contract, by a person holding the appropriate DFA for the total contract value (which may span over multiple financial years);
- b) in the case of an employment contract, by a person holding the appropriate People and Culture Delegated Authority and DFA; and
- c) in the case of any other contract (including memoranda of understanding), by a person holding the appropriate Delegated Authority as set out in the Delegations Schedule (**Appendix 4**),

however, in all cases and to avoid doubt, a Delegated Authority holder must not approve or sign a contract where they have a Conflict of Interest which may compromise or bias their professional judgment and objectivity (see [Conflict of Interest Policy \(PDF, 263KB\)](#)).

10.2. The approver of the contract must ensure that the terms and conditions are acceptable to the University and that contractual commitments are covered by an approved budget or business case and are in accordance with all applicable policy requirements (including, in the case of procurement contracts, the [Procurement Policy \(PDF, 262 KB\)](#)).

Common Seal

10.3. The University must have a common seal in the format approved from time to time by Council.

10.4. The common seal:

- a) must be affixed to the testamur;
- b) may be affixed to other documents when legally required (with such affixing reported to Council in a timely manner); and

10.5. The common seal must be countersigned (either electronically or in writing) by:

- a) Testamur: the Chancellor and the Registrar; and
- b) Other document: any two of the following; Chancellor, Pro Chancellor, Vice-Chancellor or Registrar.

11. Roles and Responsibilities

Delegating managers

11.1. Delegating managers are responsible for implementing and operating this Policy within their area. They are accountable for:

- i) oversight of this Policy within their area;
- j) ensuring that any Delegated Authority within their area reflects the requirement of the roles and responsibilities within the area and that suggested amendments are submitted to the General Counsel | Registrar in writing;
- k) ensuring that any sub-delegations are in writing; and
- l) ensuring that members of Staff in their area (including acting or relieving Staff) are aware of, and comply with, this Policy.

Delegated Authority holders

11.2. Delegated Authority holders are accountable for ensuring that they:

- a) are aware of their current Delegated Authority;
- b) actually hold Delegated Authority for any power or authority that they intend to use;
- c) comply with this Policy in exercising Delegated Authority; and
- d) do not misrepresent their authority to third parties.

11.3. Delegated Authority holders who act outside their Delegated Authority may be subject to disciplinary action, up to and including dismissal.

General Counsel | Registrar

11.4. The General Counsel | Registrar is responsible for:

- a) Maintaining, reviewing and overseeing this Policy and the delegations process. ; and
- b) ensuring that records of all delegations and sub-delegations are maintained.

Senior Leaders

- 11.5. The following senior leaders are responsible for ensuring that appropriate controls are in effect to monitor compliance and for reporting material breaches of this Policy to the Vice-Chancellor and the Chair of the Audit and Risk Committee as soon as practicable:
- a) Executive Director – Planning, Finance and Digital Services, in relation to Finance and Procurement Delegated Authority;
 - b) Executive Director – People, Culture and Campus, in relation to People and Culture Delegated Authority and Resource and Assets Delegated Authority;
 - c) Deputy Vice-Chancellor (Academic), in relation to Academic Delegated Authority;
 - d) Deputy Vice-Chancellor (Research), in relation to Research Delegated Authority;
 - e) General Counsel | Registrar, in relation to Contract Delegated Authority and Student Delegated Authority and Governance Delegated Authority.

12. Amendments

- 12.1. Where a Staff Member seeks to use a Delegated Authority which is not authorised, they must seek an amendment from the Vice-Chancellor. The Vice-Chancellor would then determine whether the amendment can be made or whether the matter needs to be escalated to Council.
- 12.2. The Vice-Chancellor is authorised to amend any Delegated Authority holder or Delegated Authority level contained in this Policy (including those listed in **Appendix 4**) and is authorised to amend any conditions applied to such delegations, except for any Delegated Authority or Delegated Authority level expressed as being held by Council, a Committee of Council, the Academic Board, or the Vice-Chancellor.
- a) For the avoidance of doubt, the Vice-Chancellor is authorised to approve the addition, amendment or rescinding of any roles within tier levels 2 to 7 in Appendix 1. This includes placing a role in a higher or lower tier level.
- 12.3. Any changes made by a Delegated Authority holder to any sub-delegation or cross-delegation must be notified to the Policy Unit in a timely manner, in order that the Delegations Schedule can be updated accordingly.

13. Exceptions

- 13.1. The Vice-Chancellor (or other most senior manager available if the Vice-Chancellor is not available) may temporarily suspend normal lines of Delegated Authority and

make executive decisions as the situation requires, where there is an emergency or the circumstances are urgent.

13.2 In the unlikely event that a power which is ordinarily reserved for Council (in **Appendix 3**) needs to be temporarily suspended where:

- a) there is an emergency or the circumstances are urgent; and
- b) it is impracticable to convene a special meeting of Council,

the Vice-Chancellor may temporarily exercise that power, and where possible, the Vice-Chancellor must first consult with the Chancellor (or other most senior member of Council available if the Chancellor is not available).

13.3 Any action taken under paragraph 13 is temporary in nature and shall be effective only until reviewed by Council. The Vice-Chancellor must report any actions taken under paragraph 13 to Council as soon as possible.

14. Review

14.1. The Audit and Risk Committee of Council will review this Policy every four years and make recommendations to Council.

Definitions | Tautuhinga

Conflict of Interest – This has the meaning given in the [Conflict of Interest Policy \(PDF, 263KB\)](#).

Delegated Authority – The granting of power to a member of Staff to act on behalf of the University in accordance with this Policy.

Delegations Schedule – The schedule of all formally approved Delegated Authority contained in **Appendix 4**.

Staff or Staff Member – For the purposes of this Policy, person/s engaged for paid employment with the University by way of an employment agreement.

University – This means Te Whare Wānanga o Waitaha | University of Canterbury.

Related Documents and Information | He kōrero anō

Legislation | Whakaturetanga

- [Crown Entities Act 2004](#)
- [Education and Training Act 2020](#)
- [Public Finance Act 1989](#)

UC Policy Library | Te Pātaka Kaupapa Here

- [Conflict of Interest Policy \(PDF, 263KB\)](#)
- [Procurement Policy \(PDF, 262 KB\)](#)

UC Website and Intranet | Te Pae Tukutuku me te Ipurangiroto o UC

- [Delegations Schedule](#)
- [Financial Delegation Principles and Guidance \(Staff Access Only\)](#)

Appendices | Tāpiritanga

- Appendix 1: Delegated Authority Levels
- Appendix 2: Financial Delegated Authority Limits (GST exclusive)
- Appendix 3: Reserved Powers of Council
- Appendix 4: Delegations Schedule

| Document History and Version Control Table | | | |
|---|---|---------------------|-------------|
| Version | Action | Approval Authority | Action Date |
| <i>For document history and versioning prior to 2013 contact ucpolicy@canterbury.ac.nz</i> | | | |
| 1.00 | Policy drafted; approved by University Council. | University Council. | Apr 2016 |
| 2.00 | Scheduled review - minor changes | Policy Unit | Apr 2017 |
| 2.01 | Minor changes | Policy Unit | Jun 2017 |
| 3.00 | Major re-write | University Council | Sep 2019 |
| 4.00 | Major re-write | University Council | Mar 2023 |
| 5.00 | Amendments and clarification changes | University Council | Nov 2023 |

This policy document remains in force until updated.

Appendix 1: Delegated Authority Tier Levels

| Tier Level | Includes (but not limited to) |
|------------|--|
| 0 | Council |
| 1 | Tumu Whakarae Vice-Chancellor |
| 2 | Tumu Tuarua Deputy Vice-Chancellor (Academic) Tumu Tuarua Deputy Vice-Chancellor (Research) Assistant Vice-Chancellor (Engagement) Executive Director of Planning, Finance and Digital Services General Counsel / Registrar Executive Director of People, Culture and Campus Life Amo Matua Executive Deans |
| 3 | Te Amorangi Pro-Vice-Chancellor (Sustainability) Amo Dean of Postgraduate Research Amo Dean (Academic Governance) Amo Dean (Student Success) Amo Tuarua Associate Deans (or equivalent role) Directors of Central Service Units (R&I, Finance, Digital, P&C, Faculty Operations, etc) Directors of standalone Institutes or Centres that report to a Senior Leadership Team Member (i.e. Ngai Tahu Research Centre, Child Well-being Research Centre, Geospatial Research Institute, MBA, etc) Tumuaki Kura Heads of School Tumuaki Tari Heads of Department |
| 4 | Deputy and Associate Directors Deputy Heads of Department/School Director of Student Operations Director of Studies Financial Controller Faculty Managers Academic Services Manager Postgraduate Research Manager Managers of an Institute, Centre or significant group that is a sub-unit of a Faculty or School, or standalone group Course/programme co-ordinators who are academic staff including postgraduate coordinators who are academic staff |
| 5 | Other Managers: Managers of small groups which are sub-units of Schools, Institutes, Centres, significant groups or standalone groups. Includes Team Leaders and other roles which have People and Culture delegations (i.e. some management responsibilities for Staff) |
| 6 | Staff who supervise other Staff. They have day-to-day operational responsibility for a Staff member or group of Staff (and may be delegated some People and Culture responsibility for those Staff) |
| 7 | Staff with no Financial or People and Culture delegated authority |

Appendix 2: Delegated Financial Authority Limits* (NZD, GST exclusive)

| Authority | Council | VC, CFO and Director of Finance | SLT | Direct reports to SLT | Managers | Supervisors and administrators | \$1,000 limit Low value items, e.g. stationery |
|--|-----------|--|--|--|--|--|--|
| Operating revenue contracts (including research and teaching contracts) | Unlimited | VC \$10,000,000 CFO \$5,000,000 DoF \$1,000,000 | DVC(R): refer to Delegation Schedules DVCA(A): \$2,000,000 for teaching Other SLT: \$200,000 | \$50,000 Research & Innovation Director: refer to Research and Innovation Contracts Delegations Schedule Other nominated Directors: amount by agreement with SLT / Director of Finance | \$25,000 | \$10,000 | N/A |
| Personnel Expenditure Within Budget (can appoint) | Unlimited | Within personnel budget | Within personnel budget | Within personnel budget | \$25,000 within personnel budget | \$10,000 within personnel budget | N/A |
| Personnel Expenditure outside of the Council approved budget. | Unlimited | VC \$1,000,000 CFO \$500,000 DoF \$250,000 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Operating expenditure and related contracts within the Council approved budget | Unlimited | VC Within budget CFO \$3,000,000 DoF \$1,500,000 | DVC (R) / (A): \$500,000 Other SLT: \$200,000 | \$50,000 within operating expenditure budget Other nominated Directors amount by agreement with SLT / DoF. unless specified in Contracts Delegations Schedule | \$25,000 within operating expenditure budget | \$10,000 within operating expenditure budget | \$1,000 within operating expenditure budget |
| Operating expenditure and related contracts outside the Council approved budget | Unlimited | VC \$1,500,000 CFO \$750,000 DoF \$375,000 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Capital expenditure and related contracts within the Council approved | Unlimited | VC Within budget and under \$5M CFO \$2,500,000 | DVC (R) / (A): \$500,000 Other SLT: \$200,000 | \$50,000 within capital expenditure budget | \$25,000 within capital expenditure budget | \$10,000 within capital expenditure budget | \$1,000 within capital expenditure budget |

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| | | | | | | | |
|---|-----------|--|-----|--|-----|-----|-----|
| budget | | DoF \$1,250,000 | | Other nominated Directors: amount by agreement with SLT / DoF. unless specified in Contracts Delegations Schedule | | | |
| Capital expenditure and related contracts outside the Council approved budget | Unlimited | VC \$1,500,000 CFO \$750,000 DoF \$375,000 | \$0 | \$0 | \$0 | \$0 | \$0 |

** These limits apply to a single transaction. A commitment that is, in substance, a single commitment may not be split to fall within the approver's DFA. That is the whole of the commitment (including previously included costs) must be authorised by a person with the appropriate DFA.*

Appendix 3: Reserved Powers of Council

Note: These reserved powers held by Council are above the delegated authority of the Vice-Chancellor. The Vice-Chancellor's specific delegated authority and that of staff are set out in the Delegations Schedules **Appendix 4**.

| Authority | Conditions |
|---|---|
| Governance | |
| Govern the University | In accordance with relevant legislation and investment and strategic plans |
| Approve the University's long-term strategic direction, strategic plan, mission, values and vision (including institution KPIs) | |
| Approve the overall annual budget of the organisation | On the recommendation of the Audit and Risk Committee |
| Approve the Annual Report | On the recommendation of the Audit and Risk Committee |
| Appoint, reappoint (and terminate employment of) a Vice-Chancellor | |
| Appoint (and remove) an acting Vice-Chancellor | |
| Monitor and evaluate the Vice-Chancellor's performance | On the recommendation of the Vice-Chancellor's Employment Committee |
| Authorise other people to sign documents on behalf of the University | |
| Oversee and monitor the assessment and management of risk across the University and its controlled entities | |
| Appoint the external auditor, approve external audit fees and approve related documents | Chancellor permitted to sign documents on behalf of Council (after approval by Council) |
| Approve the internal audit plan | On the recommendation of the Audit and Risk Committee |
| Approve statutes | |
| Agree to the disestablishment of the University and its incorporation in another institution of the same class or a different class | |
| Act as spokesperson for the Council and the University on governance issues | Chancellor or Pro-Chancellor |
| Grant honorary degrees and fellowships | On recommendation of Honours and Appointments Committee |
| Approve naming rights (Note the Vice-Chancellor's naming rights delegations in the Naming Rights Policy) | On recommendation of Vice-Chancellor |

| Authority | Conditions |
|---|---|
| Determine objective criteria for consideration of Council members | |
| Appoint as a member of Council, the Vice-Chancellor and up to 4 other people (one member following consultation with Ngāi Tahu and three other members, two of whom must be graduates of UC) | In accordance with the Constitution of the University of Canterbury |
| Elect (and end the term of) a Chancellor and Pro-Chancellor | |
| Determine rates of payment for members of Council (other than the Vice-Chancellor) | In accordance with schedule 11, clause 17 of the Education and Training Act 2020 |
| Dismiss or suspend a member of Council or recommend to the Minister that a member be suspended or removed from Council | |
| Initiate action against a member of Council for breach of any individual duty | |
| Recommend to the Minister that the Constitution of the Council be amended | |
| Determine Council's annual work plan and any matters to support the business of Council | |
| Determine procedures for meetings of Council and Committees of Council | |
| Manage disclosures of interest from Members of Council | |
| Review and assess the performance of Council on a regular basis | |
| Undertake performance appraisal of each Council member (except the Vice-Chancellor) on an annual basis | Chancellor. In accordance with Minister guidance |
| Appoint, alter, discharge and reconstitute committees of Council, other committees to exercise delegated powers and boards or other bodies within the University to give advice to Council (including determining the structure of such and the terms of reference) | |
| Delegate or revoke any of Council's powers to the Vice-Chancellor or to a committee (including the Academic Board) | |
| Decide how to fill vacancies on Council | Includes deciding not to fill a vacancy that occurs within 3 months of the end of Council member's term of office |

| Authority | Conditions |
|---|--|
| Appoint trustees to the University of Canterbury Foundation and appoint representatives of Council to other boards (e.g. Canterbury Museum), where required | |
| Appoint directors and trustees of University subsidiaries and controlled entities where the University has a major shareholding/interest | |
| Approve any new subsidiary or controlled entity of the University or the disestablishment of any existing entity | |
| Approve or amend or rescind General Regulations | |
| Approve or amend or rescind Statutes and Policies (where Council is Approval Authority) | |
| Approve the design of the common seal | |
| Approve the design of the coat of arms | |
| Academic | |
| Establish an Academic Board (and other committees) and consider any advice from the Academic Board (and other bodies or committees) | |
| Determine the composition of the Academic Board (and other bodies or committees) | |
| Approve or amend or rescind Qualification Regulations | Must consult with Academic Board |
| Grant (and rescind) qualifications and awards | |
| Determine the wording on Qualification Certificate | |
| Approve amendment of already issued Qualification Certificate | Other than editorial corrections (such as a misspelling or formatting errors) which can be approved by the Academic Records Team |
| Approve academic dress for individual qualifications | |
| Approve posthumous award of qualification to undergraduate student | On recommendation of Deputy Vice-Chancellor (Academic) |
| Approve posthumous award of doctoral or master's degree to postgraduate student | On recommendation of Deputy Vice-Chancellor (Academic) |

| Authority | Conditions |
|--|--|
| Finance and Contracts | |
| Approve any matter set out in Appendix 2 | |
| Approve business cases | |
| Approve fixed and working capital lines for subsidiaries and controlled entities | |
| Set tuition fees, fees for the provision of student services (known as the Student Services Levy), fees to assist students suffering exceptional financial hardship (known as the Student Assistance Levy), and any other fees prescribed by Council | |
| Approve discounts on tuition fees and student services levies (including refunds) | |
| Approve limits on treasury financial transaction and financial authorities (as set out in the Treasury Management Framework) | Taking into account the recommendations of the Audit and Risk Committee |
| Authorise grants or loans to the Vice-Chancellor, members of staff, students, or to any association of staff or students, and guarantee loans to the Vice-Chancellor or members of staff for housing purposes | In accordance with section 283(c) of the Education and Training Act 2020 |
| Approve tax payments | Where required |
| Approve debt and asset write-offs | Over \$1,000,000 |
| Approve acceptance of gifts from a third party | |
| Approve expenditure on gifts, koha and/or hospitality | |
| Approve donation or sponsorship (excluding gifts, koha and/or hospitality) to a third party | |
| Approve acceptance of donation or sponsorship from a third party | |
| Approve travel arrangements and expenses | |
| Approve social functions, entertainment, events, ceremonies, meetings, special events or conferences as official University functions | Chancellor for Council functions, etc. Sub-delegation permitted to Pro-Chancellor |
| Approve core borrowing | Consultation with TEC required and approval from Ministry of Education (above capital threshold) |
| Approve interest rate risk management contracts | Subject to Treasury Management Framework |

| Authority | Conditions |
|--|--|
| Approve foreign exchange risk management contracts or cash approval | Requires two quotes. Transactions must match identified liabilities |
| Approve the placement and level of insurance coverage | Taking into account the recommendations of the Audit and Risk Committee |
| Affixing of the common seal onto qualification certificates/testamurs | Requires countersigning by two or more of the following: Chancellor, Pro-Chancellor, Vice-Chancellor and Registrar |
| Enter into deeds | If it requires the common seal to be affixed, must be countersigned by two or more of the following: Chancellor, Pro-Chancellor, Vice-Chancellor and Registrar. Must consult with Legal Services |
| Approve external legal engagement or external legal services | |
| Enter into, amend, renew, terminate manage and/or enforce capital expenditure contracts and operational expenditure contracts (including construction contracts and information technology product or service contracts) | |
| Enter into, amend, renew, terminate, manage and/or enforce non-research revenue contracts (such as agreements for the provision of services by the University and teaching services) with associated unfunded or funded costs | |
| Enter into, amend and renew agreements for the acquisition and disposal of land and buildings (including leases) | |
| Enter into and amend agreements for the sale or disposal of University assets (not including land and buildings) | With the written consent of the Secretary of Education (where required). Must seek advice from Finance and Legal Services |
| Enter into, amend and renew legally binding relationship agreements and collaboration agreements with other institutions or organisations (including memoranda of agreement (MOAs), memoranda of understanding (MOUs), joint ventures, data sharing agreements, articulation agreements) | This excludes agreements for research and/or consultancy services by UC. Consult with Vice-Chancellor or Assistant Vice-Chancellor (Engagement) as needed |
| Enter into, amend and renew agreements that commit the University to the sale of shares/equity or purchase of shares/equity in a company | With the consent of the Secretary of Education (where required). Above the Vice-Chancellor's delegated authority |

| Authority | Conditions |
|--|-------------------|
| Enter into, amend and renew contracts for (i) research and consultancy services provided by the University; (ii) funding applications whether led by the University or third parties; (iii) commercialisation activities with respect to UC owned intellectual property; and/or (iv) research project service agreements and sub-contracting agreements (where the expenditure is from research funding) | |
| Enter into, amend and renew agreements for the management and exploitation of intellectual property with third parties, including the granting or accepting of licences, intellectual property assignments or share of benefit agreements, including agreements which may involve the University taking equity in a company up to the stated limits of total contract value | |

Appendix 4: Delegations Schedule

Specific delegations can be found under the following categories:

[Academic Delegations](#)

[Research Delegations](#)

[Governance Delegations](#)

[People and Culture Delegations](#)

[Research and Innovation Contracts Delegations](#)

[Finance and Procurement Delegations](#)

[Contract Delegations](#)

[General Delegations](#)

Note that the Delegations Schedules are currently being reviewed and updated. Please contact the Policy Unit (UCPolicy@canterbury.ac.nz) with any queries.