

Academic Delegations Schedule (Council approved - 15 April 2024)

Reference Code	Subcategory	Authority Delegated To:	Tier Level	Authority Description / Function / Power	Conditions/Limits of Delegated Authority	Permitted Sub-delegation
A1	Academic Governance	Academic Board		Co-opt members to Academic Board to ensure balance		No sub-delegation permitted
A2	Academic Governance	Academic Board		Advise on requirements relating to academic matters including credit transfer and recognition of prior learning; design, delivery, administration and quality assurance of courses, programmes of study and microcredentials; assessment; academic progress; academic grievances		No sub-delegation permitted
A3	Academic Governance	Academic Board		Advise Council and Vice-Chancellor on matters relating to course of study or training, awards and other academic matters		No sub-delegation permitted
A4	Academic Governance	Academic Board		Sub-delegate (or revoke) powers to member(s) of staff/sub-committees	for powers delegated to Academic Board	No sub-delegation permitted
A5	Academic Governance	Academic Board		Advise on Academic Regulations		No sub-delegation permitted
A6	Academic Governance	Academic Board		Advise on definitions for academic requirements for new or amended qualification		No sub-delegation permitted
A7	Academic Governance	Academic Board		Advise on requirements for enrolment in and disenrolment from, qualifications and credit-bearing courses		No sub-delegation permitted
A8	Admission	Academic Board		Advise on minimum requirements for admission to the University		No sub-delegation permitted
A9	Curriculum approval	Academic Board		Advise on academic quality aspects of qualifications, subjects, courses, majors, specialisations, minors and special topic slots		No sub-delegation permitted
A10	Curriculum approval	Academic Board		Advise on academic quality aspects of changes to qualification structure		No sub-delegation permitted
A11	Curriculum approval	Academic Board		Advise on academic quality aspects of new qualifications, subjects, courses, majors, specialisations, minors		No sub-delegation permitted
A12	Curriculum approval	Academic Board		Advise on deletion of qualifications, subjects, courses, majors, specialisations, minors		No sub-delegation permitted
A13	Academic Governance	Academic Board		Exercise powers delegated to it by Council		No sub-delegation permitted
A14	Students' personal course of study	Academic Services Manager	4	Allow a student to register in a course already passed or exempted with credit		No sub-delegation permitted
A15	Academic Governance	Associate Dean (Academic)	3	Operational management of qualifications listed in Qualification Regulation and administrative functions and responsibilities		This can be sub-delegated one tier down

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A16	Enrolment	Associate Dean (Academic)	3	Approve enrolment over stated limit of students for specified course		This can be sub-delegated one tier down.
A17	Enrolment	Associate Dean (Academic)	3	Approve a student's programme of study which does not conform to the regulations or refuse enrolment of a student in programme of study if proposed enrolment is unsuitable		This can be sub-delegated one tier down
A18	Enrolment	Associate Dean (Academic)	3	Approve student's programme of study which exceeds maximum workload		This can be sub-delegated one tier down
A19	Enrolment	Associate Dean (Academic)	3	Approve exemption from prerequisite or corequisite	In accordance with Enrolment Regulations para 5(f)	This can be sub-delegated one tier down.
A20	Enrolment	Associate Dean (Academic)	3	Approve late enrolment in a course		This can be sub-delegated one tier down.
A21	Enrolment	Associate Dean (Academic)	3	Approve first time enrolment in a research course	In accordance with Enrolment Regulations para 6	This can be sub-delegated one tier down.
A22	Enrolment	Associate Dean (Academic)	3	Approve enrolment in Certificate of Proficiency or allow more than 50% of a qualification in Certificate of Proficiency, or approve transfer of courses from Certificate of Proficiency to a qualification	In accordance with Enrolment Regulations para 8	This can be sub-delegated one tier down.
A23	Enrolment	Associate Dean (Academic)	3	Approve suspension of enrolment in a research course	In accordance with Enrolment Regulations para 10	This can be sub-delegated one tier down.
A24	Enrolment	Associate Dean (Academic)	3	Approve enrolment in course for a third time (undergraduate) or second time (postgraduate)	In accordance with Enrolment Regulations para 11(a)	This can be sub-delegated one tier down
A25	Credit transfer	Associate Dean (Academic)	3	Approve exemption from work or assessment for a repeated course	In accordance with Enrolment Regulations para 11(b) and Taught and Project Course Regulations para 6 and in consultation with Head and student	This can be sub-delegated one tier down.
A26	Enrolment	Associate Dean (Academic)	3	Approve late application to enrol in course		This can be sub-delegated one tier down.
A27	Credit transfer	Associate Dean (Academic)	3	Approve credit for courses passed at another university in New Zealand or overseas	In accordance with Credit Recognition and Transfer Regulations	This can be sub-delegated one tier down
A28	Admission, enrolment and credit transfer	Associate Dean (Academic)	3	Granting any transfer of credit, or cross-credit, to a University qualification	In accordance with the Credit Recognition and Transfer Regulations para 3	This can be sub-delegated one tier down
A29	Assessment	Associate Dean (Academic)	3	Report to Deputy Vice-Chancellor (Academic) course results for each student		This can be sub-delegated one tier down
A30	Assessment	Associate Dean (Academic)	3	Approve change in course grade		This can be sub-delegated one tier down
A31	Assessment	Associate Dean (Academic)	3	Approve change of grades after Examiners Meeting	In accordance with Assessment Policy and Principles	This can be sub-delegated one tier down
A32	Assessment	Associate Dean (Academic)	3	Reconsideration of final grade		This can be sub-delegated one tier down
A33	Assessment	Associate Dean (Academic)	3	Allow significant changes to assessment scheme more than two weeks after a course has started	In consultation with students	This can be sub-delegated one tier down
A34	Curriculum approval	Associate Dean (Academic)	3	Approval of special topic courses		This can be sub-delegated one tier down
A35	Curriculum approval	Associate Dean (Academic)	3	Approve change to course prerequisites, corequisites, restrictions or significant change to a course (<20%) including points value		This can be sub-delegated one tier down

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A36	Curriculum approval	Associate Dean (Academic)	3	Approve minor change to course learning objectives		This can be sub-delegated one tier down
A37	Curriculum approval	Associate Dean (Academic)	3	Approve minor change to course title		This can be sub-delegated one tier down
A38	Curriculum monitoring and review	Associate Dean (Academic)	3	Power to author a self-review report relating to an academic review assessment		This can be sub-delegated one tier down
A39	Research processes	Associate Dean (Academic)	3	Appoint senior supervisors for research courses	In accordance with Research Course Regulations para 3(c)	This can be sub-delegated one tier down.
A40	Research processes	Associate Dean (Academic)	3	Appoint other supervisors for research courses	In accordance with Research Course Regulations para 3(d)	This can be sub-delegated one tier down.
A41	Students' personal course of study	Associate Dean (Academic)	3	Approve substitute of another course for any given 200-level course that is specifically required for a major or minor but contributes to a different major or minor	For student completing minor	This can be sub-delegated one tier down.
A42	Students' personal course of study	Associate Dean (Academic)	3	Approve study for a course away from the University	In accordance with General Conditions for Credit Regulations para 7(a)	This can be sub-delegated one tier down
A43	Students' personal course of study	Associate Dean (Academic)	3	Approve subsuming into a higher qualification	In accordance with the General Conditions for Credit Regulations para 10	This can be sub-delegated one tier down
A44	Students' personal course of study	Associate Dean (Academic)	3	Approve request for alternative submission format for research course		This can be sub-delegated one tier down.
A45	Students' personal course of study	Associate Dean (Academic)	3	Approve late withdrawal from course due to special considerations	In accordance with Special Consideration Regulations para 9	This can be sub-delegated one tier down.
A46	Students' personal course of study	Associate Dean (Academic)	3	Impose conditions and restrictions on enrolment due to academic progress and performance	In accordance with Academic Progress Regulations para 5(i) to (iv)	This can be sub-delegated one tier down.
A47	Students' personal course of study	Associate Dean (Academic)	3	Approve re-admission (or re-enrolment) of student who has been excluded from a course, subject or qualification	In accordance with Academic Progress Regulations para 8(a)	This can be sub-delegated one tier down.
A48	Students' personal course of study	Associate Dean (Academic)	3	Exclude student from laboratories and workshops or from using such equipment or other material	In accordance with Behavioural Misconduct Regulations para 5(c)	This can be sub-delegated one tier down.
A49	Students' personal course of study	Associate Dean (Academic)	3	Review academic decision made under General Regulations or Qualification Regulations, on request of student	In accordance with Appeals Regulations para 5(f) and (g)	No sub-delegation permitted. Cross delegation permitted.
A50	Students' personal course of study	Associate Dean (Academic)	3	Waive entry requirements to a qualification		No sub-delegation permitted. Cross delegation permitted.
A51	Students' personal course of study	Associate Dean (Academic)	3	Approve a personal programme of study that does not conform to the Qualification Regulations (For example, approve an exemption from a course or allow a student to credit courses towards a qualification that do not appear in the qualifications schedule)		This can be sub-delegated one tier down
A52	Students' personal course of study	Associate Dean (Academic)	3	Variation of Regulations / to relieve or avoid (more than minor) hardship to a student caused by application of Regulations	In accordance with Academic Administration Regulations para 5(b)	This can be sub-delegated one tier down
A53	Students' personal course of study	Associate Dean (Academic)	3	Granting of credit for students on exchange programmes		This can be sub-delegated one tier down
A54	Students' personal courses of study	Associate Dean (Academic)	3	Approve personal programme of study which does not conform to Master's Regulations	In exceptional circumstances	No sub-delegation permitted. Cross delegation permitted.
A55	Students' personal courses of study	Associate Dean (Academic)	3	Approve a student's enrolment/admission to Master's degree	In accordance with admission criteria in applicable Regulations	This can be sub-delegated one tier down. Cross delegation permitted.
A56	Students' personal courses of study	Associate Dean (Academic)	3	Grant suspension of enrolment in Master's degree	In accordance with applicable Regulations	This can be sub-delegated one tier down. Cross delegation permitted.

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A57	Students' personal courses of study	Associate Dean (Academic)	3	Extend maximum enrolment period for Master's degree, with or without conditions	In accordance with applicable Regulations	No sub- delegation permitted. Cross delegation permitted.
A58	Students' personal courses of study	Associate Dean (Academic)	3	Grant permission to transfer from full time to part time status, or vice-versa for Master's degree	In accordance with any criteria in applicable Regulations	This can be sub-delegated one tier down. Cross delegation permitted.
A59	Students' personal courses of study	Associate Dean (Academic)	3	Approve transfers of credit, substitutions and/or cross-credits for Master's degree	In accordance with applicable Regulations	This can be sub-delegated one tier down. Cross delegation permitted.
A60	Students' personal courses of study	Associate Dean (Academic)	3	Permit re-enrolment in course or dissertation for Master's degree	In accordance with applicable Regulations	This can be sub-delegated one tier down. Cross delegation permitted.
A61	Students' personal courses of study	Associate Dean (Academic)	3	Award Diploma or Certificate where student wishes to withdraw from the Master's degree or has not met requirements for Master's degree	In accordance with applicable Regulations	This can be sub-delegated one tier down. Cross delegation permitted.
A62	Students' personal courses of study	Associate Dean (Academic)	3	Approve transfer of Master's degree to other qualifications	In accordance with applicable Regulations	No subdelegation permitted. Cross delegation permitted.
A63	Certificates and recognition	Chancellor	0	Sign testamur (conferring qualification)		No subdelegation permitted.
A64	Academic Governance	Council	0	Establish an Academic Board (and other committees) and consider any advice from Academic Board (and other bodies or committees)		No sub-delegation permitted
A65	Academic Governance	Council	0	Determine the composition of Academic Board (and other bodies or committees)		No sub-delegation permitted
A66	Academic Governance	Council	0	Approve changes to University Regulations (UC Calendar)		No sub-delegation permitted
A67	Certificates and recognition	Council	0	Determine wording on Qualification Certificate		No sub-delegation permitted
A68	Certificates and recognition	Council	0	Approve amendment of already issued Qualification Certificate	Other than editorial corrections (such as misspelling or formatting errors) which can be approved by the Academic Records Team	No sub-delegation permitted
A69	Graduation	Council	0	Approve academic dress for individual qualifications		No sub-delegation permitted
A72	Certificates and recognition	Council	0	Grant (and rescind) qualifications and awards, including posthumous awards.		No sub-delegation permitted
A73	Admission	Dean (Academic Governance)	3	Grant admission to a student under the age of 16	In consultation with Associate Dean	No sub-delegation permitted. Cross delegation permitted.
A74	Admission	Dean (Academic Governance)	3	Enrol student in Special Admission Category (discretionary entry, discretionary entry - summer programme, provisional admission)		No sub-delegation permitted. Cross delegation permitted.
A75	Admission	Dean (Academic Governance)	3	Determine an equivalent minimum standard of English language for admission to the University for an applicant not meeting the designated IELTS, TOEFL or Pearson standard		This can be sub-delegated one tier down. Cross delegation permitted.
A76	Assessment	Dean (Academic Governance)	3	Approving special consideration application lodged after publication of grades		This can be sub-delegated one tier down. Cross delegation permitted.
A77	Curriculum monitoring and review	Dean (Academic Governance)	3	Approve academic programme review panel membership	On recommendation of Head of School and Dean	This can be sub-delegated one tier down. Cross delegation permitted.
A78	Enrolment	Dean (Academic Governance)	3	Refuse to enrol a student or cancel enrolment of student for academic reasons	In accordance with Admissions Regulations para 12	No sub-delegation permitted.
A79	Enrolment	Dean (Academic Governance)	3	Terminate enrolment on grounds of fraudulent admission documentation		No sub-delegation permitted. Cross delegation permitted.
A80	Students' personal course of study	Dean (Academic Governance)	3	Decisions on conditional enrolment, exclusions from qualifications or University (graduate and undergraduate)	on recommendation of relevant Dean	This can be sub-delegated one tier down . Cross delegation permitted.

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A81	Students' personal course of study	Dean (Academic Governance)	3	Decisions on conditional enrolment, exclusions from qualifications or University (postgraduate)	on recommendation of relevant Dean	This can be sub-delegated one tier down. Cross delegation permitted.
A82	Students' personal course of study	Dean (Academic Governance)	3	Cancelling enrolment due to poor academic progress		This can be sub-delegated one tier down. Cross delegation permitted.
A83	Students' personal course of study	Dean (Academic Governance)	3	Readmitting student previously excluded from the University for academic reasons		No sub-delegation permitted. Cross delegation permitted.
A84	Students' personal course of study	Dean (Academic Governance)	3	Approve fourth time enrolment		This can be sub-delegated one tier down. Cross delegation permitted.
A85	Students' personal course of study	Dean (Academic Governance)	3	Approving re-enrolment (or re-admission) of a student who has been excluded from the University for academic reasons	In accordance with Academic Progress Regulations para 8(b)	This can be sub-delegated one tier down. Cross delegation permitted.
A86	Students' personal course of study	Dean (Student Success)	3	Authorise special examination arrangements for students with impairments	On recommendation of Student Accessibility Service	This can be sub-delegated one tier down. Cross delegation permitted.
A87	Assessment	Deputy Vice-Chancellor Academic	2	Approve scheduling of assessment item with compulsory attendance during a weekend or other non-standard period		This can be sub-delegated one tier down. Cross delegation permitted.
A88	Curriculum approval	Deputy Vice-Chancellor Academic	2	Approve change to course prerequisites, corequisites, restrictions or significant change to a course (>80%) including points value		This can be sub-delegated one tier down. Cross delegation permitted.
A89	Curriculum approval	Deputy Vice-Chancellor Academic	2	Cancel course offering (with students enrolled) in emergency situations or exceptional circumstances	In accordance with Enrolment Regulations paragraph 9(c)	This can be sub-delegated one tier down. Cross delegation permitted.
A90	Curriculum approval	Deputy Vice-Chancellor Academic	2	Approve new code for major, subject, specialisation or course		This can be sub-delegated one tier down. Cross delegation permitted.
A91	Curriculum approval	Deputy Vice-Chancellor Academic	2	Overall management responsibilities for academic regulations and quality assurance of qualifications		No sub-delegation permitted.
A93	Academic Governance	Executive Dean	2	Establish Faculty-level committees and to receive advice from such committees		No sub-delegation permitted.
A94	Academic Governance	Executive Dean	2	Approve Standing Orders for the Faculty meetings		No sub-delegation permitted.
A95	Academic Governance	Executive Dean	2	Approve or make changes to Faculty Procedures for their Faculty	Following advice from Faculty Board	No-subdelegation permitted.
A96	Enrolment	Executive Dean	2	Cancel a course where enrolments are insufficient	In accordance with Enrolment Regulations para 9(b)	This can be sub-delegated one tier down.
A97	Assessment	Executive Dean	2	Authorise Examiners Meeting to review and finalise student grades		This can be sub-delegated one tier down.
A98	Assessment	Executive Dean	2	Determine class of honours, merits or distinctions	In accordance with General Conditions of Credit Regulations para 11	This can be sub-delegated one tier down.
A99	Curriculum approval	Executive Dean	2	Approve variations to Qualification Regulations		This can be sub-delegated one tier down.
A100	Curriculum approval	Executive Dean	2	Power to commission ad hoc reviews of qualifications	Must advise DVCA of academic review proposals before they take place	No sub-delegation permitted.
A101	Curriculum approval	Executive Dean	2	Approve strategic and financial aspects of significant academic proposals		No-subdelegation permitted.
A102	Curriculum approval	Executive Dean	2	Approve new proposals for non-credit bearing courses (Certificate of Achievement and/or Proficiency)		This can be sub-delegated one tier down.

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A103	Curriculum monitoring and review	Executive Dean	2	Approve response to academic programme review and provide an implementation plan		This can be sub-delegated one tier down.
A104	Certificates and recognition	Executive Dean	2	Determine wording and format of Certificate of Achievement and/or Proficiency	For student completing minor	This can be sub-delegated one tier down
A105	Certificates and recognition	Executive Dean	2	Issue and sign Certificate of Achievement and/or Proficiency		No sub-delegation permitted. Cross delegation permitted.
A106	Students' personal courses of study	Executive Dean	2	Approve extended enrolment period for completion of qualification		This can be sub-delegated one tier down. Cross delegation permitted.
A107	Academic Governance	Faculty Board		Drafting and development of Faculty procedures for their area	procedures must be approved by Executive Dean of that area	No sub-delegation permitted.
A108	Enrolment	Faculty Board		Limit number of students enrolled in a programme (add or restrict limitation of entry)	academic quality aspects have advice from Academic Board	No sub-delegation permitted.
A109	Assessment	Head of Department or Head of School	3	Approve an alternative assessment item for student with exceptional personal circumstances	In accordance with Special Consideration Regulations	No subdelegation permitted. Cross delegation permitted.
A110	Assessment	Head of Department or Head of School	3	Determine a computed grade for a student when special circumstances prevail and no alternative available	In accordance with Special Consideration Regulations	No subdelegation permitted. Cross delegation permitted.
A111	Assessment	Head of Department or Head of School	3	Appoint examiners or assessors		This can be sub-delegated one tier down. Cross delegation permitted.
A112	Assessment	Head of Department or Head of School	3	Approve overall grade distribution and report on moderation		No subdelegation permitted. Cross delegation permitted.
A113	Curriculum approval	Head of Department or Head of School	3	Approve change of course format or course materials (e.g. face to face that is going online or changing text books)	If changing learning outcomes must consult with Executive Dean or Associate Dean (Academic)	This can be sub-delegated one tier down. Cross delegation permitted.
A114	Scheduling	Head of Department or Head of School	3	Decide to offer a course in a particular year or semester (or not)		No sub-delegation permitted. Cross delegation permitted.
A115	Scheduling	Head of Department or Head of School	3	Determine attributes of a course, e.g. number of streams, number and type of classes per week, equipment, facilities, teaching staff and do-not-clash requirements		This can be sub-delegated one tier down. Cross delegation permitted.
A116	Students' personal courses of study	Head of Department or Head of School	3	Allow enrolment in a course with an applicable restriction (limited entry course or academic restriction)		No sub-delegation permitted. Cross delegation permitted.
A117	Assessment	Head of Department or Head of School	3	Oversee assessment in a course, including design, quality, marking and moderation		No sub-delegation permitted. Cross delegation permitted.
A118	Assessment	Head of Department or Head of School	3	Certify an examination paper	In discussion with academic colleague(s)	This can be sub-delegated one tier down. Cross delegation permitted.
A119	Certificates and recognition	Registrar	2	Sign testamur (conferring qualification)		No sub-delegation permitted
A120	Curriculum approval	Vice-Chancellor	1	Approve qualifications, subjects, courses, majors, specialisations, minors and special topic slots	Consider advice from Academic Board on academic quality aspects	This can be sub-delegated one tier down.

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A121	Curriculum approval	Vice-Chancellor	1	Approve changes to qualification structure	Consider advice from Academic Board on academic quality aspects	This can be sub-delegated one tier down.
A122	Student - Special Consideration	Special Consideration Panel Chair		Decline application for special consideration due to not meeting deadline	In accordance with Special Consideration Regulations	No sub-delegation permitted, unless authorised in writing by Council
A123	Student - Special Consideration	Special Consideration Panel		Approve or decline special consideration application	In accordance with Special Consideration Regulations	No sub-delegation permitted, unless authorised in writing by Council
A124	Student - Special Consideration	Head of School/Department or Course Coordinator		Impose academic conditions and/or time limits (after special consideration application is approved by Special Consideration Panel)	In accordance with Special Consideration Regulations	No sub-delegation permitted, unless authorised in writing by Council