

# Waeture Whakahaere Akoranga | Academic Administration Regulations

## 1. Version

These Regulations came into force on 1 January 2022.

## 2. Authority

The Tumu Whakarae | Vice-Chancellor holds authority for these regulations.

## 3. Academic Management and Responsibility

- (a) The academic divisions and their leaders, as detailed in the University regulations, are responsible for the stewardship of the qualifications of the University delegated to them. They provide recommendations to Te Kaunihera | Council via Poari Akoranga | Academic Board on issues related to the development, admission, curriculum, assessment, eligibility to graduate, nominations for scholarships and other matters of their management.
- (b) The schedule of qualifications and their delegation to academic divisions is listed in the Regulations for the Conferment of Qualifications.
- (c) The Management Team, or Executive of an academic division, will consist of the Associate Dean(s), Tumukakil| Head(s) of academic departments or schools that form the academic division together with such others as the leader of the academic division decides.
- (d) The Tumu Whakarae | Vice-Chancellor, in consultation with the relevant academic division leader, may appoint Associate Dean(s) to exercise the delegated authority of the academic division leader for operational management of those qualifications listed in the regulations.
- (e) The academic division leader may, with the written approval of the Tumu Whakarae | Vice-Chancellor, further delegate such administrative functions and responsibilities as the leader deems necessary for the effective operation of the academic division.
- (f) Academic divisions will hold regular meetings for all members to provide advice on the development and stewardship of their delegated qualifications.
- (g) The business of the academic division meeting will be conducted according to Standing Orders approved by the leader of the academic division.
- (h) Meetings considering academic matters affecting more than one academic division will invite appropriate representation from other academic divisions.
- (i) The leader of an academic division will form committees to provide advice to them as they see fit.
- (j) References in regulations, policy, and terms of reference to Te Rāngai Toi Tangata | College of Arts will refer to Te Kaupeka Toi Tangata | Faculty of Arts and reference to the Te Amorangi Toi Tangata | Pro Vice-Chancellor Arts will refer to the Amo Matua, Toi Tangata | Executive Dean of Arts.
- (k) References in regulations, policy, and terms of reference to Te Rāngai Umanga me te Ture | College of Business and Law will refer to Te Kura Umanga | UC Business School and Te Kaupeka Ture | Faculty of Law as two separate academic divisions. References to the Amorangi Umanga me te Ture | Pro Vice-Chancellor of Business and Law will refer to the:
  - i. Amo Matua, Umanga | Executive Dean of Business; and
  - ii. Amo Matua, Ture | Executive Dean of Law, as two separate academic division leaders.
- (l) References in regulations, policies and terms of reference to a Tumukaki Tari/Kura | Head of Department or School will, as appropriate for the academic division Te Kaupeka Ture | Faculty of Law, refer to the Amo Matua, Ture | Executive Dean of Law.
- (m) References in regulations, policy, and terms of reference to Te Rāngai Ako me te Hauora | College of Education, Health and Human Development will refer to Te Kaupeka Ako | Faculty of Education and Te Kaupeka Oranga | Faculty of Health as two separate academic divisions. References to the Amorangi Ako me te Hauora | Pro Vice-Chancellor of Education, Health and Human Development will refer to the:
  - i. Amo Matua, Ako | Executive Dean of Education; and
  - ii. Amo Matua, Ture | Executive Dean of Law,

as two separate academic division leaders.

- (n) References in regulations, policy, and terms of reference to Te Rāngai Pūkaha | College of Engineering will refer to Te Kaupeka Pūhanga | Faculty of Engineering and reference to the Te Amorangi Pūkaha | Pro Vice-Chancellor Engineering will refer to the Amo Matua, Pūhanga | Executive Dean of Engineering.
- (o) References in regulations, policy, and terms of reference to Te Rāngai Pūtaiao | College of Science will refer to Te Kaupeka Pūtaiao | Faculty of Science and reference to the Te Amorangi Pūtaiao | Pro Vice-Chancellor Science will refer to the Amo Matua, Pūtaiao | Executive Dean of Science.

#### 4. Delegations

- (a) The Tumu Tuarua Akoranga | Deputy Vice-Chancellor Academic carries overall management responsibility for the academic regulations and quality assurance of qualifications.
- (b) Functions or powers specified in the academic regulations of the University may be delegated, if the Kaunihera | University Council has approved the delegation, to other individual members of staff and subject to:
  - i. the delegation being approved by the named responsible Officer in the regulations; and
  - ii. the delegation being recorded in the University Delegations Schedule and communicated in writing by the responsible Officer; and
  - iii. the delegation may be subject to any general or special directions.
- (c) Individuals holding delegations may perform those functions or exercise those powers in the same manner and with the same effect as if they had been conferred on them directly by the regulations.
- (d) A delegation is revocable at will, notified in writing by the responsible Officer and, until it is revoked, continues in force according to its tenor, notwithstanding that the persons by whom it was made may have ceased to hold office, and continues to have effect as if made by the successor in office of that person.

#### 5. Hardship

- (a) Where the Tumu Tuarua Akoranga | Deputy Vice-Chancellor Academic is satisfied that the application of the regulations has or will cause more than minor hardship to a student, the Tumu Tuarua Akoranga | Deputy Vice-Chancellor Academic may provide as they see fit to relieve or avoid such hardship.
- (b) For the purposes of this Regulation, circumstances where more than minor hardship may arise for a student include:
  - i. a member of the University staff misinterpreting a regulation; or
  - ii. a regulation being changed that alters either a student's intended programme of study or the assessment requirements of a course or qualification.