COUNCIL

UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

EMBARGOED UNTIL 4pm WEDNESDAY 30 AUGUST 2017

Agenda

Date **Wednesday 30 August 2017**
Time 4.00pm
Venue Council Chamber, Matariki

Refer to Page No.

1. APOLOGIES: Ms Sue McCormack, Pro-Chancellor

2. CONFLICTS OF INTEREST
Every Member has an obligation to declare any material interests relevant to any University of Canterbury activities and to ensure that any conflict arising from the material interests is noted and managed appropriately

3. MINUTES (26 July 2017) 1-9

4. MATTERS ARISING

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10. PUBLIC EXCLUDED MEETING

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	Minutes of the meeting held on 26 July 2017 with the public excluded	These items concern matters that were previously dealt with during proceedings of Council from which the public was excluded.	
5	Matters arising from those minutes		
6	**From the Chancellor**	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. 7.1	**From the Vice-Chancellor** Risk Report	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University. To avoid prejudice to measures protecting the health or safety of members of the public.	7(f)(i) 7(d)
8. 8.1	**From the Finance, Planning and Resources Committee** Report from GOG meeting	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
8.2 8.2.1 8.2.2 8.2.3 8.2.4 8.2.5	UC Futures Update - Rehua Update - UC Futures Summary - EBITDA - International Growth - UC Futures Benefits	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
8.3	Student Accommodation Strategy	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)
8.4	Student First Update	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(f)(i)
8.5	Financial Forecast Report	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(a)
9. 9.1	**From the Audit and Risk Committee** Draft minutes of the Audit and Risk Committee meeting of 21 August 2017	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
9.2	Internal Audit Plan 2017	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
9.3	Half Year SSP Summary	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)

10.	**Strategic Discussion**	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.	**Vice-Chancellor Employment Committee**	To protect the privacy of natural persons	7(a)

I also move that the Deputy Registrar, UC Directors and the University Council Co-ordinator be permitted to remain at this meeting because of their knowledge of the various matters being discussed. 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 27 September 2017

COUNCIL

UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

Minutes

Date	**Wednesday 26 July 2017**
Time	4.00pm
Venue	Council Chamber, Level 6 Matariki
Present	Dr John Wood (Chancellor), Ms Sue McCormack (Pro-Chancellor), Dr Rod Carr (Vice-Chancellor), Mr James Addington, Mr Peter Ballantyne, Dr Rosemary Banks, Ms Catherine Drayton, Professor Roger Nokes, Mr Warren Poh, Mr Malcolm Peterson Scott, Mr Shayne Te Aika, Mr Steve Wakefield.
Apologies	None
In Attendance	Mr Jeff Field, Registrar and University Council Secretary Professor Ian Wright, DVC (Research and Innovation) Ms Alex Hanlon, Executive Director, Learning Resources Mr Keith Longden, Chief Financial Officer Dr Andrew Bainbridge-Smith, Academic Registrar Mr Adrian Hayes, Financial Controller Ms Robyn Nuthall, UC Futures Programme Manager Mr Bruce White, Deputy Registrar

CONFLICTS OF INTEREST

Mr Addington advised he had an interest in the 2018 domestic fees.

MINUTES

The minutes of the meeting held on 28 June 2017 were approved and signed as a correct record.

MATTERS ARISING

There were no matters arising not addressed elsewhere in the agenda.

FROM THE CHANCELLOR

Dr Wood welcomed Mr Steve Wakefield to his first meeting of the University Council.

Chancellor's Meetings

The schedule of meetings was provided for information.

Council Work Plan 2017
An updated copy of the Work Plan was tabled and Mr Field noted the changes made. This was a dynamic document that provided information on the upcoming programme of work for Council.

Report from the Governance Working Group
The Council Appointments Statute was part of the package of changes required subsequent to the adoption of the University of Canterbury Council Constitution in 2015. The proposals to establish and maintain a register of potential Council members and the process for appointment to Council were supported.

Moved

That: Council approve the Council Appointments Statute and thank the members of the Governance Working Group for their work.

Carried

FROM THE VICE-CHANCELLOR

Monthly Report
Dr Carr took his report as read and provided an update on a number of matters:

- Domestic enrolments were up 3% over the prior year but behind budget, whereas full fee paying students were 23% ahead of the prior year and above budget. Further enrolments would be received with the Executive Development Programme (October intake) and Summer School enrolments.
- Lincoln University (LU) was considering the early demolition of the Burns building if staff could be accommodated elsewhere. A meeting to explore possibilities would be hosted by Learning Resources. The key consideration for the University was to avoid additional cost.
- Minister Nick Smith would be attending a meeting on campus on 10 August. He would be hosted by the Pro-Chancellor and Professor Wright.
- The Canterbury Mayoral forum had allocated $450,000 to support research engagement between tertiary education institutions and industry.
- Planning for the reallocation of the DVC (Academic) responsibilities was ongoing.

In discussion, Council was advised that Mr Ballantyne had met with the Health and Safety team and a revised reporting format would be implemented for the August reports.

Moved

That: The Vice Chancellor's Report be received.

Carried

FROM THE FINANCE, PLANNING AND RESOURCES COMMITTEE

The Chair of the Finance, Planning and Resources Committee, (FPRC) Ms Drayton, presented her report from the meeting on 17 July.

UC Trust Funds

Quarterly Report to June 2017

Ms Drayton recommended that Council focus on the target return, which was CPI plus 4.5%. The asset mix was 50:50 between growth and defensive assets. The commitment to reduce fossil fuel investment to less than 1% of the total funds had been achieved but the target asset allocation of 50% defensive and 50% growth assets had been affected.

In discussion, the following points emerged:

- The level of cash and fixed interest holdings was considered. There was a risk of capital loss if interest rates increased.
- All asset classes were exposed to increasing uncertainty.
- The University was an intergenerational investor so a diversified portfolio was required to mitigate risk.
- The medium term returns matched expectations. It was considered reasonable to periodically review the asset allocation.
- It was likely that the trust funds would be consolidated in the University annual accounts in 2019.
- The UC Foundation (UCF) also used the same investment advisor and had $30M invested. UCF was undertaking a review of its investment advisor.

Moved

That: Council note the UC Trust Funds Quarterly report to June 2017.

Carried

Updated Statement of Investment Policy and Objectives

The significant changes to the SIPO were:

- The identification of the current fund managers.
- The explicit objective of achieving an annual return of CPI plus 4.5%.
- Including the objective of less than 1% of the fund invested indirectly in fossil fuels.

Moved

That: Council adopt the updated Statement of Investment Policy and Objectives.

Carried

FROM THE ACADEMIC BOARD

Professor Wright presented the report from the meeting of the Academic Board.

The expansion of library services in the lead up to examinations (within existing resources) was under consideration. Issues to be considered included the safety of library users when leaving late in the evening.

A number of new qualifications had been considered and were recommended for Council approval to submit to CUAP. Council noted:

- That while there was potential for a proliferation of bespoke qualifications, Academic Board had also recommended some qualifications be deleted.
- The resources required for additional qualifications and impact on existing qualifications were subject to review by the College Pro Vice-Chancellors and their financial advisors.
- The financial analysis was not provided to Academic Board.
- It would be helpful for the information provided to Council to include a summary of the financial justification of new courses.
- A Graduating Year Review also considered the enrolment levels achieved in the light of those expected in the business case.
- A strategic framework for academic programmes would be helpful when considering the addition or deletion of programmes of study. Such a framework could be presented at a Council workshop.

Moved

<u>That:</u> Council :

i) note the Academic Board Report

ii) Approve the introduction of the following qualifications and forward them to CUAP for approval:

a) Master of Strategic Communication

b) Diploma in Languages

c) Postgraduate Diploma and Postgraduate Certificate in Information Systems and Technology

d) Master of Architectural Engineering and Postgraduate Certificate in Architectural Engineering

e) Professional Master of Geospatial Science and Technology, and Postgraduate Diploma and Postgraduate Certificate in Geospatial Science and Technology

f) Master of Spatial Analysis for Public Health

Carried

Council then considered the changes to qualifications. It was noted that:

- The schedule of papers recognised as meeting the requirements to provide Bicultural Competence and Confidence (BCC) had been endorsed by the AVC Māori. There were opportunities to improve the format of the table.
- The way in which the graduate attributes were implemented was expected to be specific to each College. College of Arts provided a schedule of courses to address BCC whereas the College of Science had adopted one compulsory course.

Moved

That: *Council approve the revision of the following qualifications and forward them to CUAP for approval:*

i) *Master of Te Reo Māori*
ii) *Bachelor of Arts: Bicultural Competence and Confidence*
iii) *Certificate in Arts*
iv) *Certificate in Languages*
v) *Bachelor of Arts: Anthropology programme*
vi) *Bachelor of Sports Coaching*
vii) *Master of Engineering Studies: Transportation Engineering*
viii) *Postgraduate Biotechnology*
ix) *Bachelor of Science: Science, Society and Me*
x) *Bachelor of Science: Chemistry and Biochemistry*
xi) *Certificate in Science*

Council then considered the qualifications to be deleted.

Moved

That:

1. *Council approve the removal of the following qualifications from the New Zealand Qualifications Framework and report these to CUAP:*
   i) *Diplomas in the named languages of Chinese, French, German, Japanese, Russian, Spanish, Te Pourua Reo: Te Reo Māori*
   ii) *Te Poutahi: Certificate in Arts (Māori and Indigenous Studies)*
   iii) *Te Poutahi Reo: Certificate in Arts (Te Reo Māori)*
   iv) *Master of Hazard and Disaster Management*
   v) *Certificate in Foundation Studies*
2. *Council note the revision of regulations for a further 20 qualifications*

Carried

Productivity Commission Report

The Chancellor advised that the Government response to the Commission's report was due to be released next week. On receipt of that response, the University would consider subsequent actions, if any, to be taken.

Moved

That: ***Council:***

1) ***Receive the report from the Academic Board giving advice on the Productivity Commission's review of the tertiary education sector.***
2) ***Commend Academic Board for the timely provision of the requested advice.***

Carried

PUBLIC EXCLUDED MEETING Moved

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4	Minutes of the meeting held on 31 May 2017 with the public excluded	These items concern matters that were previously dealt with during proceedings of Council from which the public was excluded.	
5	Matters arising from those minutes		
6 6.1	**From the Chancellor** 2017 Research Medal	To protect the privacy of natural persons	7(a)
7. 7.1	**From the Vice-Chancellor** Risk Report	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University. To avoid prejudice to measures protecting the health or safety of members of the public.	7(f)(i) 7(d)
8. 8.1 8.1.1 8.1.2 8.1.3 8.1.4	**From the Finance, Planning and Resources Committee** UC Futures Update - UC Futures Summary - GOG Quarterly Scorecard - RRSIC Milestone Reset - Rehua Update	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i)
8.2	Domestic Fees 2018	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(f)(i)
8.3	Dovedale Accommodation Naming	To protect the privacy of natural persons	7(a)
8.4	Recreation Centre IBC	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(f)(i)
8.5	Warehouse Lecture Theatre BC	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(f)(i)
8.6	SMS Student First 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)
8.7	Changes to the Erskine Bequest	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)
8.8	Draft 6-Monthly Financial Report to 30 June 2017	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
8.9	Financial Forecast 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)
9.	**Strategic Discussion** 9.1 Letter from LU Transition Board	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 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.

Carried

RETURN TO PUBLIC MEETING

Members returned to public meeting at 6.48pm and confirmed the following matters for the public record:

1. **Research Medal**

Moved

That: Distinguished Professor Geoffrey Chase be awarded the Research Medal for 2017, and that a public announcement be made by the Chancellor.

Carried

2. **Domestic Fees**

Moved

That: Council approve, subject to gazetting by the Minister of Tertiary Education:

- ***i) A two per cent (2%) increase in domestic tuition fees.***
- ***ii) A two per cent (2%) increase in special programme fees.***
- ***iii) A two per cent (2%) increase in compulsory course costs and the removal of compulsory course costs of under $20***
- ***iv) Non-Tuition Fees:***
  - ***a. The discontinuation of the 'Admission Ad Eundem', 'Discretionary Entry/Special Admission', 'Late Enrolment' and 'Transfer of Credit' Fees.***
  - ***b. A $5 increase in the Administration Fee to $120***
  - ***c. A $5 increase in fees charged by Records, Examinations and Graduation to $120.***
  - ***d. The introduction of a $30 fee for the provision of a digital transcript and $10 for a digital letter.***
- ***v) The introduction of an Accommodation Services Application Fee of $100 (inc GST) for each first year applicant.***
- ***vi) Deans Award:***
  - ***a. A maximum of 20% of an international fee to be 'packaged' as a scholarship, non-tuition fee***

or additional fee, thereby varying the published fee by 10% either way, provided that the total annual cost does not exceed $150,000 per college

b. The 10% maximum to be relaxed up to a maximum of 15% discount based on direct business and volume at the discretion of the Vice-Chancellor. Direct business and volumes allowable for consideration of the 15% maximum in the context of international fees packaging constitute:

i. Full fee students who are recruited directly i.e. where we do not incur an agent's fee.

ii. Students applying from new and emerging markets to establish market penetration.

c. The Vice-Chancellor to be authorised to make decisions on the recommendation of the College PVCs using the student and market criteria above, up to $1.5million.

vii) Student Services Levy:

a. An increase to the Student Services Levy from $795.00 to $811.00 (both inclusive of GST), being a 2.0% increase.

b. that distance students, using the existing definition of 'distance' pay 20% of the full Student Services Levy

c. Allocation of funding from the Student Services Levy as per the schedule in Table 14, subject to final budget approval.

Carried

Dovedale Accommodation Naming

Moved

That: Council approve:

i) The Dovedale Development 1 be named "Hayashi"

ii) The five blocks be named Kūkū, Kiji, Ruru, Mozu and Tui, subject to consultation with Ngai Tahu

iii) That the Vice-Chamncellor be delegated authority to name a house or block "Viera Beattie".

Carried

GENERAL BUSINESS There were no items of general business.

The meeting closed at 6.50pm

NEXT MEETING The next meeting is scheduled for 4.00pm on Wednesday 30 August 2017.

SIGNED AS A CORRECT RECORD: _____

DATE: _____

Memorandum

Vice-Chancellor's Office
Email: chancellor@canterbury.ac.nz

UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

To:	Council Members
From:	Dr John Wood, Chancellor
Date:	23 August 2017
Subject:	**CHANCELLOR'S MEETINGS**

I outline for you the key events I have attended on behalf of UC since the last Council meeting:

- Erskine Visitors Morning Tea
- Met with Ms Lynn McClelland re building naming
- Met with Vice-Chancellor re meeting with the Lincoln University Transformation Board
- Met with members of the Lincoln University Transformation Board
- Attended reception in association with NZ Defence Industry Advisory Council
- Hosted a visit by the Very Reverend Professor Martyn Percy to UC, including a luncheon, lecture to invited guests, and a dinner, and attended functions hosted by others as part of his visit:
    - Civic reception and dinner at Christ's College where I presented a speech on behalf of the University
    - Visit to St Stephens Church, Kaiapoi and hangi at the home of Te Mari Tau, Tuahiwi
- Attended Executive Committee meeting
- Attended Audit and Risk Committee meeting
- Attended Finance, Planning and Resources Committee meeting
- Attended ground-breaking ceremony for new building on Lincoln University campus
- Attended Appeal Committee meeting
- Attended GOG meeting
- Member of interview and selection panel for UC nomination for Rhodes Scholarship

Dr John Wood
Chancellor

EXECUTIVE COMMITTEE

UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

Minutes

Date	21 August 2017
Time	2.45pm
Venue	Council Chamber, Matariki
Present	Dr John Wood, Chancellor Ms Sue McCormack, Pro-Chancellor Dr Rod Carr, Vice-Chancellor
In Attendance	Mr Jeff Field, University Registrar and Secretary to Council

SIX MONTHLY ACCOUNTS ADOPTION

Due to the timing of reporting to NZX and as per agreed arrangements at the Council meeting on 26 July and Audit and Risk Committee meeting on 21 August, adoption of the 6 monthly accounts was delegated to the Executive Committee.

The Executive Committee approved the accounts and would report their decision to the full Council at its meeting on 30 August.

Moved:

> ***<u>That</u> the Executive Committee adopt the six Monthly Financial Statements, associated NZX release and representation letter.***

Carried

The meeting ended at 2.47pm.

Signed as a Correct Record: _____

Date: _____

Kia ora Jeff,

As the Returning Officer for the 2017 UCSA Elections, I am pleased to advise the University Council that the elections for the UCSA Executive 2018 were conducted in a fair and transparent manner, and in accordance with the UCSA Constitution.

The elections were held for all UC students with the UCSA receiving 5,615 votes, which is 45.2% of the student body.

The 2018 student representatives are:

President	Josh Proctor
Vice-President	Laura Robinson
Finance Officer	Sam Brosnahan
Equity & Wellbeing Representative	Laura O'Dwyer
Postgraduate Representative	Emma McCone
General Executive	Harry Beaumont
	Julia Rolleston
	Jackson White
	Devanshi Gandhi
	Victoria-Rose Tucker
	Liam Donnelly
	Alex Holmes

I hereby certify that UCSA President-elect Josh Proctor has been nominated to represent the views of students by the entire student body.

Ngā mihi

Daniel Chan

Returning Officer 2017

University of Canterbury Students' Association

Memorandum

Registrar's Office
Office: Level 5, Matariki
Extension: 94511
Email: Bruce.white@canterbury.ac.nz

UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

To:	University Council
From:	Bruce White
CC:	Jeff Field
Date:	26 June 2017
Subject:	University awards
Purpose:	For Approval

Summary
The University Council has a range of awards that it can make to recognise achievement. Primarily the awards of Council are:

- Canterbury Distinguished Professor
- Honorary Doctorate
- Professor Emeritus / Emerita
- Innovation Medal
- Teaching Medal,
- Research Medal

These awards primarily recognise achievement in academic endeavours. Council does not currently have a mechanism to recognise those who have made a significant contribution in the service of the University or have contributed in a manner that would not qualify for an academic award. It is recommended that the Council consider the adoption of a University award, such as a medal, which could be awarded to those who have provided excellent service to the University. In this context, excellence could be described as significant, unique and valuable service to the University that had a long term impact on the institution.

Background
The criteria for the various awards of the University Council are listed in the table below.

Award	Criteria
Canterbury Distinguished Professor	The Canterbury Distinguished Professor title is the highest title that can be awarded by the Council and is reserved for professors who clearly demonstrate world-class academic leadership and achievements of the highest international standing over a decade or more. Its recipients are of the level of Nobel Prize winners or equivalent.
Honorary Doctorate	Nominees will be people who the University recognises within the wider national and international community and who have made outstanding contributions to their field of endeavour, to the well-being and betterment of society or to cultural development and understanding.
Professor Emeritus/Emerita	Council normally grants the title Professor Emeritus/Emerita to professors who retire after at least ten years as a Professor. Council may also grant the title Professor Emeritus/Emerita to staff who have served the

	University for at least 20 years and have retired having reached the rank of Professor.
Innovation Medal	The Medal shall be for excellence in transforming knowledge or ideas so they are adopted by the wider community in ways that contribute beneficial value.
Teaching Medal	Excellence is most likely to be demonstrated by a sustained record of research of the highest quality or by research of outstanding merit produced over a more limited timeframe.
Research Medal	The Teaching Medal is awarded annually in recognition of an outstanding and sustained contribution to teaching at the University. It is the University's highest recognition for teaching.

These awards are essentially academic in nature. It would seem reasonable for Council to have a mechanism to recognise other forms of contribution to the University such as service to the University or support for University initiatives. Other institutions have adopted a variety of mechanisms to recognise non-academic contributions.

The University of Auckland Council has the power to recognise contributions through the award of honorary doctorates and honorary master's degrees. The latter awards are specifically for non-academic staff or those that do not hold degrees. External parties who make a "unique and valuable contribution" to the University may be considered for conferment of a Fellowship (Fellow of the University).

Waikato University recognises significant achievement in the community through its Distinguished Alumni Award.

Lincoln University offer the Lincoln University Medal. This medal is similar in intent to that proposed but focusses on voluntary service. The Lincoln University website provides the following information:
The Lincoln University Medal is to acknowledge those people who, in the opinion of the Lincoln University Council, have provided long-term meritorious voluntary service and support to the fabric or reputation of Lincoln University.

Award Criteria

- Normally awarded to anyone who has provided long-term meritorious voluntary service and support to the fabric or reputation of Lincoln University

- Recipient may be a staff member, Lincoln University graduate, or a member of the Lincoln community

- The Committee will consider the quality and quantity of time and/or resources volunteered by the nominee

- The Committee will consider the effect of the volunteered work on the furthering of the interests of Lincoln University.

Proposal

It is proposed that the University Council institute an award to recognise individuals who have provided excellent service to the University. For the purposes of illustration in this document, the award is referred to as the University of Canterbury Medal (UCM).

The UCM would be awarded by Council on the recommendation of the Honours and Appointments Committee. The Committee would receive nominations in the same way that currently applies for honorary doctorates. The criteria for awarding the UCM are envisaged to be permissive rather than restrictive. It is recommended that the nominee has rendered excellent service to the University. Excellent service should be regarded as being significant, unique and valuable to the University.

Recommendation

It is recommended that Council:

1. Consider the creation of an award which would be awarded (at the discretion of Council) to recognise service to the University.

2. Request the Registrar to prepare a draft update to the "Honorary Awards and Honours Conferred by the University Council – Policy and Guidelines" and present it to the next meeting of the Honours and Awards Committee for further consideration.

Bruce White
Deputy Registrar

June 2017

Dr Rod Carr
Vice-Chancellor
Tel: +64 3 369 3836
Email: vice-chancellor@canterbury.ac.nz

UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

VICE-CHANCELLOR'S REPORT TO UNIVERSITY OF CANTERBURY COUNCIL AUGUST 2017

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1. INTRODUCTION

UC continues to work extremely hard in a variety of areas directed at recovery, transformation and growing student numbers as well as supporting those already attending the University.

In the capital works space, completion of Rehua continues to cause concern. Although assured that construction will be complete this year, UC remains concerned this milestone will not be met.

All consenting for the new UCSA building was completed as expected in July, with Leighs construction company establishing itself onsite in August. This building is scheduled to be operating from February 2019.

Civil and Natural Resource Engineering moved into the new Structures and Fluids labs at the start of August, in advance of completion of the rest of the wing, allowing research to continue. This is a particular milestone for the CETF project.

The main RRSIC building (Stage One) is 95% complete, with the interior fit-out 85% complete, remaining on target to be open for students from the start of the 2018 academic year. The College of Science reports great interest from students to study science at UC Open Day in July – the first students who will utilise this building.

Analysis of UC Open Day on 13 July highlights the success of the day despite atrocious weather, which resulted in many from around the country being unable to attend on the day. Open Day still attracted the second highest number of attendees with 3,362 people being welcomed to campus.

The Open Day app introduced for the first time this year had a phenomenal engagement rate by industry terms being downloaded by 2,340 people and accessed 27,869 times. There were 9,745 interactions over the 52 Open Day sessions, compared to 7,786 over 44 sessions in 2016. 780 people went on the accommodation tours. The Open Day survey showed that on average people attended three information sessions, the majority found out about Open Day via our website and 80% are likely to enrol – prior to Open Day 60% of people were likely to enrol. 91% of people agreed that Open Day was a worthwhile experience.

Diversity Fest, which ran from 17 July to 4 August, was again successful in promoting inclusiveness on campus. It featured a range of gender, identity and cultural sessions, and a night food market, attended by 500 students. Also during the month, 280 international students from 32 countries attended the mid-year welcome, with 99% rating the event as helpful. Also in the student support space, the Disability Resource Service is on track to support a record number of students in 2017, continuing a trend of increasing support over the last five years.

UC finalised the review of the International Growth Strategy in July. First drafted in 2013, the strategy has seen an increase in the numbers of international students studying at UC. A 22% increase on 2016 international student numbers is expected by the end of this year.

In the Student First programme, the early release of Easy Enrolment (*myUC:* Teaching) went live on 1 August as planned. This has allowed student applicants interested in the Teaching Programmes to apply online for the first time. Nearly 50 applications have been successfully submitted. These early applications are allowing resolution of issues and incorporation of feedback and improvements before the main University release occurs in October.

These results – with the exception of ongoing concerns about the completion of Rehua – bode well as UC continues to make progress across a range of key strategic and transformational imperatives.

The Chancellor and Vice-Chancellor met with the Chair of the Lincoln Transformation Board along with the Chair of the TEC and Chancellor of Lincoln. An update was provided on the work of the Board and the expectation that they would provide the Lincoln Council with advice on vision, mission and achievability in October. It was clear that Lincoln is seeking to remain autonomous and sustain multiple relationships with Crown Research Institutes, businesses and a range of tertiary institutions to address its small scale while maintaining its focus. Further review of its teaching programmes and research focus seem likely to be recommended.

2. STRATEGIC MATTERS

2.1 UC Futures

In July, UC finalised the review of the International Growth Strategy, a document which outlines our overall plans to increase both full-fee international students and international students as a whole. International students are any students without New Zealand or Australian citizenship or permanent residency and they include students paying a full-fee and doctoral students paying domestic fees.

In 2016, 13.3% of UC's students were international students compared with an average of 15% for New Zealand universities. UC's 2016 student body included 9% full-fee international students against an average 12% for New Zealand. Overall, Auckland University has above the average ratio of both international and full-fee international students, and UC and Victoria have the least.

The International Growth Strategy was first drafted in 2013 and has been regularly updated since. UC continues to implement the tactics described in it and this has been reflected in a marked rise in full-fee international students at UC. July EFTS reports indicate a 22% increase in full-fee students over last year is likely by the end of 2017. As New Zealand international education continues to grow as a whole it is not expected that UC will exceed the national average proportion of full-fee international students under this growth strategy.

2.2 Rutherford Regional Science and Innovation Centre (RRSIC)

The College of Science reported a successful Open Day this year with about 1,200 potential students and support people attending information sessions. The departments which will occupy the new RRSIC Stage One building had nearly 500 attending their sessions. This building is due for use for teaching in the first semester of 2018, when these students would likely begin at UC.

Construction of Stage One continues to progress with the overall construction reported as 95% complete by the end of July. Interior fit-out is reported to be at 85% and commissioning of the services and building at 35%. The commissioning of this building is complex and requires adequate time to ensure all of the mechanical and other services are working well. Observers walking past or looking in to this site will notice the progressive removal of internal scaffolding as each area is finished. Fletcher Construction is still advising practical completion early in October.

2.3 Canterbury Engineering the Future (CETF)

At the very beginning of August, the College of Engineering's Civil and Natural Engineering Resources department started to move into the newly rebuilt Structures and Fluids Labs to allow for student and academic research to resume. This is a major milestone for the CETF project and an important one, as this construction project has been delayed significantly since it started. Although that wing is not complete, the important laboratories are able to be used ahead of the completion of the rest of the wing to avoid further delays to the research programme scheduled for that area. This is a welcome development in the rebuild of the Engineering Precinct being carried out under the CETF project.

While Hawkins believes it may be able to complete the Mechanical Engineering wing by the 30 September contract date, it is indicating the Civil Wing may not be completed before 10 November.

2.4 Rehua completion and commissioning

UC has received and approved a new programme of work for construction of Rehua. It shows that construction will be complete this year, allowing College occupation in the New Year. However, evidence that UC now has, indicates that this is a tight schedule and the contractor is not meeting the milestones. UC has prepared plans to address the risk that this building will not be ready for occupation early in the New Year.

The College of Education, Health and Human Development continues its preparation for the historic shift from the Dovedale site to the Ilam Campus. The move will mean educators are able to use rooms which support modern learning and teaching methods both by their design and the AV technology built into them. One of the schools in the College has completed its introduction to technology available in the new rooms and this was received with acclaim by staff who have been working in older and less well-equipped rooms. Plans are also underway for the re-location of the Centre for Entrepreneurship and Executive Development Programme into Rehua.

2.5 Graduate Attributes

One of the key steps to the full implementation of the graduate attributes is to map the attributes against qualification structures and courses. Each College is working its way through this mapping process, which UC is aiming to complete by December.

A staff intranet site for the UC Graduate Profile is being piloted – key resources include guidance on developing a new course or programme and embedding attributes in existing courses or programmes.

Core Attribute: Critically competent in a core academic discipline of their degree

Learning Objective: Students know and can critically evaluate and, where applicable, apply this knowledge to topics/issues within their majoring subject.

One of the mechanisms for understanding our graduate attributes is through programme reviews. Review of core academic disciplines is a key part of reviews alongside the graduate attributes. Four undergraduate qualifications are scheduled for review in the second half of 2017.

A working group has been established to evaluate the business case requested by the Council to develop postgraduate teaching and research to support the growing opportunity in the Primary Industries. The Group will be chaired by Deputy Vice-Chancellor Professor Ian Wright and includes the Pro-Vice Chancellors of Engineering, Science, Business and Law, AVC Māori and the Chief Financial Officer. Cameron Partners will continue to provide guidance and quality assurance. The case is due before year end.

Attribute 1: Employable, innovative and enterprising

Learning Objective: Students will develop key skills and attributes sought by employers that can be used in a range of applications.

Students from Law, Business and IT engaged in a 'bootcamp" weekend with employers Lane Neave to develop technological solutions to assist the legal sector. Students were mentored by legal experts and business people to arrive at innovative solutions to real-world problems. It was the first time UC ran this type of Bootcamp inside a corporate company and the results highlighted the potential for further engagement.

Attribute 2: Biculturally Competent and Confident (BiCC)

Learning Objective: Students will be aware of, and understand the nature of biculturalism in Aotearoa New Zealand, and its relevance to their area of study and/or their degree.

Staff are being supported in implementing the BiCC attribute with the workshops on Culturally Responsive Pedagogy in August and September. These workshops are an opportunity for staff to practice culturally responsive pedagogy in their teaching. The Kaiārahi are continuing to advise on course development to provide feedback on courses and mentor staff in embedding the BiCC attribute into the curriculum.

Darryn Russell and Liz Brown participated in the World Indigenous People's Conference on Education (WIPCE) in early August. The University of Canterbury presentation clearly indicated that UC's approach to cultural competency for all student across all programmes of study, appears to be a unique approach globally. The same can be said of our evidence-based approach to student development services, to similar services nationally and internationally. Based on conference presentations and kōrero, innovation in this area of cultural competency appears to be located within indigenous programmes of study or specific disciplines. A number of useful contacts were made while at this conference and are being followed up.

Darryn Russell was also able to reaffirm First Nation's partnerships with the Ngāi Tahu Research Centre in some strategic conversations with the First Nations Tax Commission and the Tulo Centre of Indigenous Economics.

The Ngāi Tahu Research Centre is leading a Water Wānanga and a Tribal Economies presentation later in 2017. Both will be significant for the Centre and for the University and will continue to build collaborations with First Nations leaders.

The BICC hui planned for early September 2017 will be moved to later in September to suit availability of colleagues.

Attribute 3: Engaged with the community

Learning Objective: Students will have observed and understood a culture within a community by reflecting on their own performance and experiences within that community.

The Student Volunteer Army has continued to be active in the community with various activities arranged with community groups. The Community Engagement hub has recently hosted international students and visitors and provided the students with service-learning experiences with five community groups. Deans and course designers have been exploring methods of enhancing the community engagement in the curriculum and/or modifying the assessment so that the community engagement component of the course was highlighted. For instance, one course added a 'reflection' assignment to an existing community engagement module to enrich the student experience of the course.

Attribute 4: Globally aware

Learning Objective: Students will comprehend the influence of global conditions on their discipline and will be competent in engaging with global and multicultural contexts.

The Centre for Global Experience has a physical location on the first floor of Karl Popper. The Centre is engaging with a number of Colleges, UCSA clubs and the International Relationships Office. Early efforts are on events and projects across UC. The Centre is working closely with the academic lead for the Global Awareness attribute to integrate the academic and experiential sides of the attribute.

2.6 International Growth Strategy

The revised International Growth Strategy 2017 and Independent Quality Assurance of the revised Country Plans were presented to Council at end August.

2.7 International Partnerships

Applications are open for the second Peking University Summer Programme which will be held in November-December 2017. This will involve 14 UC students spending five weeks at Peking University in Beijing, China. Two information sessions have been held promoting the programme, with more than 70 students attending. The International Partnerships Coordinator also travelled to Kuala Lumpur to hold meetings with staff and students from MARA, the Malaysian government sponsorship funding. Two UC students have participated in a three week exchange programme with our partner, the Paris School of Business, and have successfully completed the course: 'Doing Business and Entrepreneurship in Europe' worth 15 credits.

2.8 Study Abroad and UC Exchange

A key focus for July has been the welcome and enrolment of Semester Two Study Abroad and Exchange students, with around 170 new Study Abroad and Exchange students now enrolled and course changes finalised. In a new initiative, two 'Go Pro' Study Abroad ambassadors have been selected from the Semester Two cohort and will provide video content throughout their semester. The team has also hosted site visits from key Study Abroad providers Arcadia and The Education Abroad Network in July, and planning is under way to welcome a number of site visits from US institutions in August. The 2018 Study Abroad prospectus has gone to print and will be distributed to all Study Abroad channels once delivered.

On the Exchange side, interviews have been completed for students applying for outbound exchanges for Semester One 2018. The Semester Two 2018 promotional round has started.

2.9 Recruitment

The new Director of International Growth Strategies spent a week in China to meet with Allen Huang, UC's Director of Marketing for North Asia based in Beijing, and received a briefing on UC in Greater China. China activities in July covered expo participation in Beijing with key agents, agent training and visits to Shanghai to meet with agents and included a China roadshow with David Wareham (from the College of Engineering) for a week to Wuhan, Xi'An and Jinan.

IRO and the College of Business and Law attended activities in India in July organised by Edwise for UC in Mumbai, Pune, Bangalore, Coimbatore, Chennai, and Delhi.

Australian-based recruitment support partner Hobsons had their staff attend UC's Open Day in July. A UC briefing was organised between Hobsons, UC Colleges and key general staff in late July to develop the relationship to a more in-depth level of engagement at the operational level.

2.10 Pre-assessment

Overall applications work in progress shows 1,529 applications compared to 1,451 the same time last year, with completed full offers 94 up. The recent recruitment trip completed in the last week of June by IRO and College of Business and Law in India resulted in a good number of applications from Edwise International.

Currently, the team is working with three FTEs, with the fourth FTE starting in first week of September. This increase will bring the team back to its required capacity to aid in meeting targets for 2018 intakes.

With the recent update from the Executive Development Programmes (EDP) Director on the cut-off dates for October intake, Pre-Assessments will focus on processing applications for October intake as a priority to ensure effective conversion management.

The agents continue to use UCLink portal to submit applications with good results. We have received 42 applications via this channel in the month of July.

Processes with Hobsons have been reworked and the service protocol document has been revived. Along with Offer and Enquiry Management and follow-up on incomplete applications, new processes have been agreed and put into practice to efficiently deal with applications from certain African countries. The changes aim at cutting down the time spent by UC staff on any application that is less likely to convert.

3. CHALLENGE

Promote an inspirational and innovative learning and teaching environment, recruiting and retaining students, raising standards and enhancing student success.

3.1 Marketing

Social media activity continues to be high with good engagement across Facebook, Instagram and Twitter. Student takeovers of our Instagram account and promotions with student clubs have driven growth. Promotions are under way with Halls of Residence. The Online Web Content Management System phase III project continues with the College of Business and Law the current focus. Google AdWords has experienced good growth as has video views and banner advertising response. Total online results (clicks, likes and video views) are up 96% year-on-year.

The undergraduate scholarship campaign has been in market utilising online and outdoor properties. The Auckland-Wellington offer, branded GO Canterbury, has been in market utilising outdoor, online and radio. A mature market campaign utilising newspaper and online marketing will be launched late August into the local catchment area. A Facebook and banner advertising campaign has been in the Australian market targeting New Zealand-born residents. There have been over 4,500 unique visitors to the website.

The development of specific 'brand stories' for the College of Education Health and Human Development and the School of Law is progressing. This has involved interviews with students, staff and alumni. A suite of videos will be implemented progressively over the year – the College of Science and the College Business and Law are currently in development.

The International Prospectus and the Study Abroad Guide have both been printed. The Postgraduate Prospectus and Enrolment Guide are being developed for launch in late September.

3.2 Liaison

The biggest recruitment event for the Liaison calendar was a very successful Open Day on 13 July (see Events report for breakdown of the day). Due to bad weather on the day, Liaison supported the Colleges in running a 'mini-open day' on the following day for those whose flights were cancelled and rebooked to July 14.

The team had a total of 54 on-campus future student appointments during the month. Liaison is now moving into the course planning cycle for the recruitment calendar with school visits starting in Auckland and Wellington.

3.3 Admissions

During July the Admissions Team was heavily involved in the development of Easy Enrolments teaching applications. The 1 August go-live for all online teaching applications was successful, and further work to ensure applications pass through to Jade (UC Student Management System) was completed later in the month.

Applications for entry to UC being assessed by the Admissions Team are progressing much faster than previously experienced following a number of changes and clarifications. The programme-specific entry requirements for postgraduate programmes were published online as part of the UC International Toolkit and clarifies entry requirements for 14 countries. This has provided a great deal of clarity for the Admissions and Pre-Assessment teams, as well as recruiters and agents, and has reduced the number of borderline deliberations.

3.4 Contact Centre and Enrolment

Preparation is under way to ensure that the team will be fully resourced by October.

The new Contact Centre software is now into the third month and is operating well, with any glitches being dealt with in a timely manner.

Applications for programme entry through the new Student First system have been tracking well, with students being able to navigate the new application with ease.

Within Shared Services the focus has been on assisting Scholarships and other teams, together with upskilling to enable the team to fully enrol UCIC students. This takes this cohort of students out of the Enrolments area during peak times of the year and ensures timely enrolments.

3.5 Scholarships

Scholarships staff participated in Open Day, providing Fees, Funding and Scholarships presentations, freeing up liaison officers to provide advice during the day. UC masters and doctoral scholarships offers were made at the end of July and the new Welcome Home Scholarship for New Zealanders living in Australia was approved and ready for market. The Scholarships Office has taken on the role as secretariat of the Scholarships Advisory Committee from July onwards.

Preparation for the closing of the school leaver round and ensuring scholarship offers are provided alongside Halls of Residence offers has progressed well and actions have been achieved ahead of plan.

Staff have been involved in investigating a malfunction with the scholarship application software that led to a privacy breach. Improvements will continue to be tested into early August.

Additional temporary resource in the team has enabled the undergraduate scholarship round (for current students) to be processed one month ahead of last year, which is designed to improve conversion rates. Work is being undertaken to identify larger improvement projects to progress in anticipation of the Student First programme.

3.6 Accommodation

July saw preparation for the application process with an update of the form to include more information for better reporting and tracking of applications. The introduction of the $100 application fee links the payment system to the application system.

A flatting expo was held on 27 July with many students attending and receiving information from property agents, Tenancy Protection Association, Tenancy Service, UCSA Advocacy and CLV. The flatting guide was handed out to provide a reference for students when embarking on the transition from halls of residence to private rentals.

3.7 UC RecCentre

Visits

July turnstile counts are about 15% lower than in 2016, numbers down by 4,000 individual visits to 23,739 in 2017. This is likely explained by the later return of students for Semester Two. July 2016 contained three weeks of term, whilst 2017 has just two weeks of term. It is still averaging 5,900 visits per week.

Membership

As at 31 July 2017, there were an estimated 8,924 members, of which 8,372 are students (93.81%). This is an additional 645 students (up 8.35%) since last month, and when compared to 31 July 2016, is an increase of 552 students (up 7.06%). All other membership types have remained steady, losing just two memberships overall. Currently, 552 memberships (6.19% of total membership), are spread relatively evenly across UC staff, UC Alumni, non-UC students, community and UC Sport, reflecting the commitment to student-centric services.

Current Promotions and Activities

A free badminton court hire promotion is currently under way. This is part of a research process to see uptake and gather feedback for possible permanent introduction in 2018, funding permitting. It follows on from the free Squash trial in Term Two, which was well received.

3.8 UC Sport

UC has more World Champions, with students Braydon Ennor, Tom Christie and Will Jordan making up part of the New Zealand Under-20 Rugby team which reclaimed the junior world championship with a one-sided 64-17 triumph over England in the final.

At the recent World U23 Rowing Championships three UC students were in action representing New Zealand. Matthew Mesman was twelfth in the double sculls, while Tom MacKintosh and George Howat were seventh in the Men's eight.

The UC men's hockey team competed strongly at the UTSNZ hockey championships. Only losing one game, which proved pivotal in missing the final, they easily took out the bronze medal match. The team received points for finishing second because the first placed team was a combined University side. Three UC players were selected in the New Zealand University team – Bryce Smith, Sam Mark and Hugh Hendrickson.

After a strong regular season, the University of Canterbury rugby club's premier men's side made the final of the premier club competition for the first time in six years. They met a powerful Lincoln University team which was the eventual winner, 25-19.

3.9 Student Success

Disability Resource Service

To date, 555 students have registered with the Disability Resource Service (DRS) and are engaged with their advisors and staff from the Alternative Format Centre to access support and assistance with their studies. By contrast, the Disability Resource Service was supporting 565 students at the end of the 2016 academic year. This means we are on track for another record number of students utilising the service. The DRS has experienced this pattern of increasing demand over the past five years.

The DRS delivered a seminar on Disability Supports in a New Zealand Tertiary Education setting to students from the Nanchang Normal University Educational Management Training Programme as part of UCs International Short Course initiative.

Careers, Internships and Employment

In educating students in career management skills and assisting employers to recruit students and graduates with matched skills, the Careers, Internships and Employment (CIE) team engage with a variety of stakeholders and in a variety of ways. In addition to the regular one-to-one career consultations, career decision-making and job search seminars and workshops, CIE activity and engagement included:

- Career education delivery for Colleges and academic programmes including the Executive Development Programme, Education, Forestry and Geography.
- Delivery into Halls of Residence – University Hall and College House.
- Seven 'Parents as Career Educators Seminars' in Nelson, Invercargill, New Plymouth, Hamilton, and Christchurch. These are targeted at parents of prospective year 11–13 students.
- Career Activator Seminar attracting about 80 mainly International students.
- ICT Career Fair involving 24 exhibiting employers and with about 500 students in attendance.
- Attendance and participation at the College of Education, Health and Human Development's 'Secondary Principals' day.
- Hosting of work place tours for students to UC departments including HR, Finance and Marketing.

- Consultations with subject matter experts for all UC major subjects for the update of the 'UC Careers Kit.'
- Collaboration with the Academic Skills Centre and delivery of a series of workshops focused on 'Career and Communication Skills.'
- Hosting of employers for student and graduate job interviews.

3.10 Student Experience

The *Mid-year Welcome*

The Student Experience Team welcomed 280 students from 32 countries at the Mid-year Welcome event on 11 July. All new-to-UC undergraduate and postgraduate students, including those on study abroad/exchange programme, were invited to attend this special welcome event. The programme included information sessions about UC support services, an opportunity to meet UC student mentors, and a range of bicultural content. Evaluations showed that 99% of attendees rated the event helpful, and that attendance made them feel welcomed by the University and able to identify resources to help them succeed in their studies. Of particular note was the popularity of the Te Reo lesson and the New Zealand Police presentation about keeping safe and well in New Zealand. A highlights video was produced and the link distributed to all new-to-UC students, along with a checking-in phone call on 29 July as part of the mid-year call out.

Diversity Fest

Diversity Fest 2017 began on 17 July with an event-filled programme running through to 4 August. Conceptualised and delivered by ten of UC's international student clubs with support from the Student Experience Team, the programme included an International Night Food Market on 28 July which was attended by 500 students who had the opportunity to share their cultures through food and performance.

PG Research Student Orientation

Seven PhD and three masters by research students attended the July Postgraduate Research Student Orientation. The group, comprising eight international students from seven different countries and two New Zealanders, all rated the session highly, especially regarding information about services to assist and support them during their student and academic journey at UC.

Semester Two Call Out

A callout took place on 29 July. The seven callers were drawn from the pool of mentors and included Postgraduate students. All had worked on the Semester One callout, so were already trained, but attended a refresher briefing. In all, 700 calls were made, with 43% successfully reaching the first-year students. Students who did not answer their phone were sent an email describing the purpose of the call and asking about their experiences. A report is currently being compiled and will be disseminated when complete.

Go Canterbury

Following the completion of mid-year exams, all students on Go Canterbury scholarships with a GPA of less than 5.0 were contacted by the Coordinator to 'check in.' Services were identified that the students were encouraged to contact, and tutoring offered with the view to improving their success. CLV staff have helped to organise tutors at UniHall and we are collaborating well on providing a strong team of tutors. Uptake has noticeably increased.

3.11 Transitions Programmes

The second Certificate for University Proficiency (CUP) intake started in July. Including seven repeating students, 88 students have enrolled for Semester Two. In 2016, this same intake had 87 students. The most significant difference is growth from 14 to 21 students in the Māori and Pasifika cohort this year.

Project update:

- Flexible learning: The first iteration of distance learning is operational. The core paper is currently available as a distance option and has five enrolments. Another four Arts and Education papers are scheduled to start in the October intake, if approved by the Board of Studies.
- Hagley agreement: Talks about the MoA with Hagley College have been concluded and the contract is ready for legal review. Over the next month logistical and administrative process with be discussed with a view to improving students' experiences of dual campus delivery. Thereafter, both parties will start discussions around pathways and marketing to grow the programme 20 percent over the next three years.

3.12 Pacific Development Team (PDT)

Retention

The Pacific Development Team (PDT) has moved its student reporting and engagements to Careers Hub. This means that all student appointments, case notes, emails, and reporting now go through this system. It is far superior to the SMS SEE tool that was being used, and PDT is the second student development team after MDT to move to the new platform. It is hoped time efficiencies will result.

Pre-enrolment call outs were made to all new to UC Pasifika students inviting them to the UC mid-year orientation and also to drop into the PDT offices to get to know the team. Academic Progress Review had 17 students come up with decisions by Academic Administration Committee, and the PDT has attempted contact with all of them to assist them through the process.

Recruitment

The UCMe XL Holiday programme was held in the July holidays with around 100 Pasifika students attending. A large number were able to come to the UC Open Day to give them an idea of what study will be like at UC. This programme was the largest for the July programme and we are looking forward to an increase in October.

4. CONCENTRATE

Enhance research and creative work in chosen areas of endeavor; increasing efficiency, especially in the use of time in teaching and related activities per EFT; raising quality in teaching effectiveness and research outputs; and increasing focus and concentration of effort.

4.1 Research and Innovation

4.1.1 Research Funding

The New Zealand public-benefit research funding landscape continues to evolve, with generally more targeted, but fragmented, funding sources.

The Strategic Science Investment Fund (SSIF) supports longer-term programmes of mission-led science and science infrastructure of enduring importance to New Zealand.

It was formed in 2016 from Crown Research Institute (CRI) core funding, independent research organisation capability funding and other infrastructure funding but where a significant proportion can now be openly competed by any research provider. The Ministry of Business, Innovation and Employment (MBIE) has released an updated Investment Plan (2017-2024) that details:

- the principles of the SSIF
- the investment signals for SSIF programmes (worth $198.7M in 2017/2018)
- the investment signals for SSIF infrastructure (worth $62.3M in 2017/2018)
- the current funding profile
- new funding and opportunities
- how existing funding will be renewed

SSIF infrastructure intentions:

Continued SSIF support	Australian Synchotron Nationally Significant Collections & Databases New Zealand eScience Infrastructure (NeSI) Research Vessel Tangaroa
Refocussed SSIF investment	Research and Education Advanced Network for New Zealand (REANNZ)
New SSIF investment	Advanced Genomics Research Platform Enhanced Natural Hazards Monitoring
Participate in negotiations	Square Kilometre Array

The plan signals the following new investments:

- $19.5 million over four years to support natural hazards research and improve our ability to monitor hazards on a 24/7 basis
- $21 million over three years to support an Antarctic Research Platform that will explore the unique environment of Antarctica
- $21 million over seven years for a new strategic investment in the Research and Education Advanced Network New Zealand (REANNZ) to enable data-intensive research and high-performance science applications.

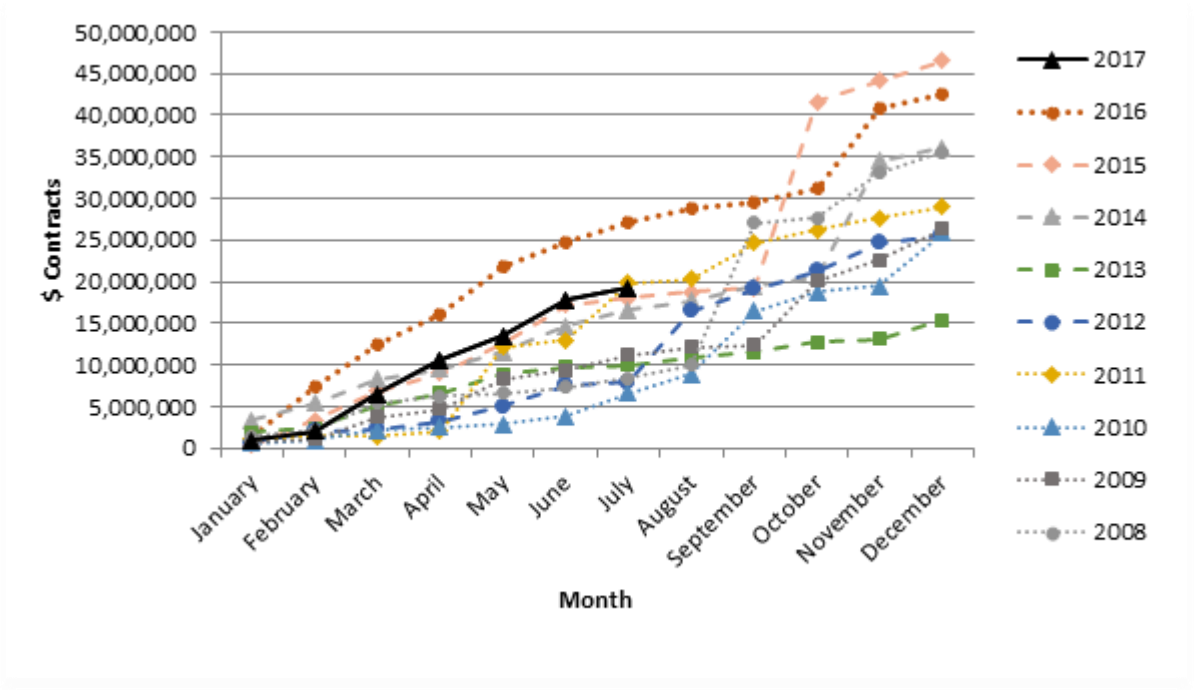
UC continues to both engage in the development of these SSIF initiatives, and the bidding for the competitive elements of them, as the process allows.

The Marsden Fund Council has produced an investment plan which outlines the changes to the fund for 2018. These include:

- introducing a new award to support large interdisciplinary projects, worth up to $3 million
- allowing researchers to apply for follow-on awards to sustain momentum for outstanding research
- modifying assessment criteria to align more closely with the National Statement of Science Investment (NSSI), including the potential for significant scholarly impact
- trialling a broader assessment panel structure, 'Humanities, behavioural and social sciences' (HBS), which would merge the Social Sciences (SOC), Humanities (HUM), and Economics and Human & Behavioural Sciences (EHB)
- undertaking additional moderation between panels to ensure the quality and consistency of research selected from all disciplines
- providing more feedback to institutions and unsuccessful applicants on preliminary proposals, in particular for fast-start applicants.

Further details on the implementation of the plan will be provided to the science community through a series of roadshows around the country. The Marsden Fund Council is developing a Performance Framework for the Fund which will be published later this year.

Research and Innovation is managing 426 research contracts, worth a total value of $**136.1m**. In 2017 year to date, 140 contracts worth a total value of $19.7m have been executed, and 21 contracts worth at least $4.6m are pending (i.e., in the process of being executed). UC holds 55 National Science Challenges contracts worth $21.1m (with four contracts worth $1.7m pending), and 72 CoRE contracts worth $27.7m (with five contracts worth $0.2M pending).



4.1.2 Research Development

UC has submitted, as lead partner a MBIE Partnership proposal through the Quake Centre, with a significant consortium of industry partners (including Fletcher Building, Trust Power, Meridian, Mercury, Genesis Energy, EQC, Fulton Hogan, Holmes, Opus, C.Lund & Son, Holcim, John Jones Steel, Powell Fenwick, Christchurch City Council, Wellington City Council, Auckland City Council and WaterCare.

The proposal, if successful, will (1) develop new material technologies, with initial focus on improving the integration an seismic restraint of non-structural elements, (2) use big data to improve infrastructure design and management, and (3) develop new digital building design strategies.

UC has submitted to the NZ Defence Force a capability statement in the "domain" of space research and service interests in response to the recent publication NZDF's Space Services Consultation initiative. This follows UC's connection with the recent Rocket Lab Limited developments, which have propelled New Zealand to be the eleventh country with a space programme that is capable of launching satellites from its own territory and the first country to launch from a fully private orbital launch range. UC is very keen to engage in research and development activity to support this nascent industry sector and New Zealand's developing space programme.

UC has significant capability in "**Space Science**" including:

(1) Detection, tracking and surveillance,
(2) Satellite remote sensing and sensor systems,
(3) Imagery, image processing and data transmission,
(4) Geospatial information systems and mapping,
(5) Earth observation which provides imagery or data relating to the Earth and its atmosphere,
(6) Scientific experimentation which gathers knowledge to better understand physical phenomena.

In parallel UC has expertise in the development of "**Space Technology**" including:

(1) Communication systems where the objective is to transmit or receive signals for a user terminal or gateway or between space technology vehicles,
(2) Guidance, navigation and control systems,
(3) Power systems,
(4) Satellite systems,
(5) Propulsion and vehicles, and
(6) UAV and autonomous vehicles.

Proposal scoping within UC is ramping up for the 2018 MBIE round, with 42 concepts being developed for either Smart Ideas or Research Programme bids.

4.1.3 Research Reputation

UC will be hosting the TEC Performance Based Research Framework (PBRF) roadshow on 24 August. The PBRF team and auditors (KPMG) will brief UC on the guidelines and the audit process – these sessions are aimed at those who administer the PBRF process. The TEC is also running a report workshop to gather feedback on the 2012 PBRF Results Report and take feedback on what should be in the 2018 PBRF Results Report. The PBRF auditors will be undertaking a process audit site visit at UC on 13-14 September. This will include a discussion of processes for determining staff eligibility to participate in the PBRF, verification of outputs and research contributions, and sample testing of eligibility, outputs and research contributions.

4.1.4 Postgraduate Research

Postgraduate research student numbers continue to increase enrolments and see a complementary trail of submissions.

Highlights for the month comprise:

- Doctoral numbers continue to increase slightly with 1,041 currently enrolled and active at the end of July. This number does not include those on suspension so actual Doctoral numbers are about 10% higher than these. Of those enrolled the majority are PhDs, with about 20 Doctors in Education (EdDs) and one Doctorate in Music Arts (DMA). There are about 761 Masters thesis students enrolled in July. These numbers are broadly similar to last year.
- In July we had 13 new PhD enrolments and 23 submitted their PhDs for examination.
- Currently we are running a series of New Supervisors workshops. These are required for new academics to become senior supervisors of PhDs. 24 academics are attending the three three-hour workshops. There are at least 18 new academics who have not been able to attend this round.
- The annual UC thesis-in-three finals were held mid-month. The thesis-in-three is an opportunity for each student to describe their thesis to a general audience in three minutes, using one Powerpoint slide. 15 PhDs and Masters students, three from each College, competed for cash prizes and an opportunity to represent UC in the Masters Nationals in Wellington, and a PhD Australasian event in Brisbane. All the presentations were filmed for use in general UC promotion and future student recruitment.
- The latest round of UC Doctoral Scholarships is being finalised. Currently 39 students have been offered scholarships. To be offered a scholarship in this round applicants needed an adjusted GPA of greater than 8.60, indicating that as usual only the very top students receive UC Doctoral Scholarships.

The numbers for July PhD and Masters comprise:
PhD = 1,041
Postgraduate taught = 1,161
Masters Research = 761
New PhD enrolments July = 13
PhD Submissions July = 23 (14 of which were scholarship holders).

4.2 Academic

4.2.1 Academic Services Group

Academic Services continues to work thorough a number of issues to prepare for the 2018 teaching year. The group has almost completed the CUAP proposal stage through to Academic Board for the year. This is by no means the end of the process, as there are CUAP rebuttals and TEC funding approval to be confirmed. It is not unusual for this process to end in the week just before Christmas. In the background, behind the academic QA processes, also lies the work around publications and loading the data into the Student Management System. This is a very intensive time because other changes that are also taking place. These include the minor course changes, setting of the fees and the major pieces of work behind the regulations review.

It is pleasing to note that all of the qualifications and the general regulations will have made Academic Board by August. Regulations review is a continuous process, but we should now see some reduction in the intensity of this work. The next piece of work in this space will however deal with the difficult topic of the course catalogue and our coding regime.

This is important for a number of reasons, but especially in planning and risk mitigation. As with all of our work a student-centric approach will be taken.

Academic Services has also been assisting the Learning and Teaching Committee with the development of a new Learning and Teaching Strategy. To date the Committee has held three workshops on the topic with a fourth later in the month. It is pleasing to note that other groups are also engaging with this process, and we have run or facilitated workshops with UCSA and for service units.

Other work in the group includes:

- The summer programme will soon be going live with the usual advertising campaign.
- The survey of postgraduate (thesis) students is currently under way (this runs every two to three years) and the response rate in the first three days has been 15%. Please encourage your students to participate.
- Other, taught, surveying is also being finalised.

Finally, the Special Consideration process has been running for over 18 months and as indicated at its introduction, a review will be undertaken. Planning for this has now begun.

4.2.2 Timetabling

The web data collector has closed and the 2018 data has been imported for scheduling. This year the team hosted drop-in sessions which were well received by the academic community on campus. Unfortunately a number of courses were missed in the data collector due to CUAP and MCCS delays, and these will need to be manually entered by the team, resulting in some inefficiencies. The timetable team will be working closely with those affected departments over the coming weeks to insure that their data is correct and will aim to improve this for the 2018 data collection process.

4.2.3 Student First Programme

The early release of Easy Enrolment (*myUC:* Teaching) went live on 1 August as planned. This has allowed student applicants interested in the Teaching Programmes to apply online for the first time. So far 46 applications have been successfully submitted. These early applications are allowing us to resolve any issues and incorporate feedback and suggested improvements prior to the main University release taking place in October.

Academic Regulations are now in the home stretch. In August, the last of the general and qualification regulations will move to Academic Board and any associated CUAP changes will be incorporated into the final 2017 CUAP submission. The Working Group continues to move quickly to advance changes for incorporation into the 2018 Calendar as does Publications with 90% of regulations loaded into our systems. Focus for August and September will centre on final proofing and supporting our staff to work with the electronic/ print versions of the new calendar.

4.3 Office of the AVC Maori

Tangata Tū, Tangata Ora staff professional development programme

As there is significant demand for this programme and a long waiting list, another general session will be scheduled in November 2017. The Registrar's Office participated in a tailored Tangata Tū, Tangata Ora programme held at Ngāti Moki Marae, Taumutu. Feedback received has been very positive on the course content and the importance of the location.

Te Ohu Reo

There have been a large number of requests over the mid-year break and into Semester Two and it is very pleasing to note the number of requests received via the online form. To best manage this mahi (work) and provide guidance about timeframes, we intend to provide a schedule for requests for 2018 and will publicise this later in 2017.

Kaiārahi Colleges

The Kaiārahi continue to work with the Colleges to achieve goals for 2017 and 2018. The Kaiārahi are also teaching into a range of undergraduate courses. A topic for focus and development into 2018 is that of bicultural competency and confidence outcomes in Masters programmes. This topic will be on the agenda at the September BICC hui. The Kaiārahi are also carrying out analysis of their 2017 work activities to date and are planning for 2018.

Kaiārahi Service Units

The Māori Library strategy was presented to the Senior Management Team recently and the Kaiārahi assisted in the development of this strategy document. Ākonga Tū was held for a student group and a tailored Tangata Tū, Tangata Ora workshop was held for the UCSA staff. Requests for bilingual signage for the John Britten, RSIC and Civil Engineering buildings have been mostly completed, with the development of specific technical terms to be handled by a wider group of translators.

SharePoint

SharePoint training has taken place in August and is almost completed. A final project involving the Te Ohu Reo workflow and resources is under way. We have been uploading 2017 documents and will have a go-live date confirmed once details are completed.

4.3.1 Te Ratonga Ākonga Māori - Māori Student Development Team

The Maori Student Development Team has been updating publications and planning for Te Wiki o Te Reo Māori in September 2017. The team is now engaged in the Term Three callout, which involves calling all new to UC second semester students and calling all first year Maori student which started in semester one. Ms Michelle Bergman is the successful candidate for the role of Maori Outreach Advisor and is now part of the Māori Student Development Team. Figures from the July 2017 trend report are below.

Domestic headcount:

Head Count	Domestic												
	JULY												
	2013	2014	2015	2016	2017	2014 change on prev year	2015 change on prev year	2016 change on prev year	2017 change on prev year	2014 % change on prev year	2015 % change on prev year	2016 % change on prev year	2017 % change on prev year
Total	**945**	**960**	**1,014**	**1,116**	**1,197**	**15**	**54**	**102**	**81**	**1.6%**	**5.6%**	**10.1%**	**7.3%**
Academic College (course based teaching splits)													
College of Arts	362	377	379	464	500	15	2	85	36	4.1%	0.5%	22.4%	7.8%
College of Business and Law	219	216	261	310	350	(3)	45	49	40	(1.4%)	20.8%	18.8%	12.9%
College of Education, Health and Human Development less Ed Plus	313	310	315	283	294	(3)	5	(32)	11	(1.0%)	1.6%	(10.2%)	3.9%
College of Engineering	214	238	267	349	372	24	29	82	23	11.2%	12.2%	30.7%	6.6%
College of Science	264	289	329	374	372	25	40	45	(2)	9.5%	13.8%	13.7%	(0.5%)
Service Units	31	35	32	52	57	4	(3)	20	5	12.9%	(8.6%)	62.5%	9.6%
Total	**945**	**960**	**1,014**	**1,116**	**1,197**	**15**	**54**	**102**	**81**	**1.6%**	**5.6%**	**10.1%**	**7.3%**

4.3.2 Maori Outreach and Recruitment

Ekea! Year 12 was a positive experience. Māori high school students were surveyed before this event and afterwards. Those who could see themselves at UC increased from 25 per cent pre-event to 48 percent after the event (self-evaluation).

The Women in Leadership breakfast was held recently which was an opportunity to re-engage with several Year 13 Māori high school students. August has been a month involving planning and organising a range of outreach and recruitment activities for the remainder of 2017 and early 2018.

5. CONNECT

Communications and Engagement

Engagement Data	
Intercom	Open rate 42% (International benchmark = 21.8%) Click rate on a story 54%
Insider's Guide (student newsletter)	Open rate 51.5% (International benchmark = 21.8%)
Twitter	Ranked second for Twitter engagement 5,353 followers (95 new followers in July)
Stakeholder Update Newsletter - July	890 Recipients Open rate 41.7% (industry average = 17%) Clicks 8.3% (industry average = 2.2%)

5.1 Project Communications

An animated video that encapsulates all existing elements of the cultural narrative as it applies to the UC campus has been commissioned. It will provide a framework that also enables future elements to be included and will be utilised through a variety of channels.

A paper has been prepared to revive the UC Legends initiative in the online environment by including our highly celebrated alumni as an accessible chapter in the UC Story.

Communications to support the UCSA ground-breaking event were implemented. Media coverage included the Press/Stuff and the Christchurch Mail. Sponsor signage was also installed on the UCSA hoardings to acknowledge the corporate donors who have contributed so far.

Design work on the UC Foundation Annual Report was completed. Final amendments are being made and the report is expected to go to print in early August.

Te reo versions of Think first posters and slides for digital screens have been produced. These will be displayed around campus in August. A brainstorming session was also held to generate new ideas for the campaign – some of those ideas are being developed further.

5.2 Media

July coverage of UC-related topics was positive, many sparked proactively. Highlights included TVNZ *One News* covering the University of Canterbury's volcanic ballistics cannon tests (Ben Kennedy and Tom Wilson interviewed) and Andy Nicol spoke on his research showing the Kaikoura quake was actually 17 fault-lines. Bronwyn Hayward commented on the upcoming general election and the new Labour leader in various media channels.

An analysis of coverage produced in the 30 days between 1 and 30 June (Broadcast, Internet, Print) found 544 items. This coverage reached a cumulative audience of 29,281,492 and had an advertising space rate of $4,754,315.

5.3 External Engagement

There were two UC Connect public lectures in July: Ekant Veer's Teaching Medal news boosted registrations to attend his UC Connect lecture on 26 July, with Simon Pollard's 19 July lecture on how to spot 'junk science' also fully allocated.

5.4 Stakeholder Relations

There have been a few complaints about student behaviour in Ilam and Riccarton neighbourhoods. Student-related complaints are handled in close collaboration with UC, the UCSA and the Police. The next Community Meeting is on 2 October.

5.5 Events and Partnerships

We hosted around 100 students from local schools at Ekea! Year 12 UC Pathways for Māori in early August. One of the objectives of this event is to strengthen relationships with prospective Māori students so that UC is the natural 'first choice' for tertiary study.

Planning is under way for the UC Cup and Championship rugby finals, Women in Leadership Breakfast Christchurch, Postgraduate Options Evening, Chancellor's Dinner and CETF opening, UC Bound, Year 10 Ekea and the end-of-year Careers Advisors breakfast.

5.6 Alumni and UC Foundation

	Income	Distribution
2016 Year End	$8.6m	$4.1m
2017 Target	$9.5m	$4.5m
2017 YTD	$5.0m	$6.0m

	Donors	Gifts
2001 to date	7,515	24,120
2017 to date	647	1136

5.7 UCFA (US)

Dr Carr met with alumnus Jon Rutherford in New York who pledged a significant amount to support the UCSA and Centre for Entrepreneurship. Dr Carr also met with Craig and Kirsten Nevill-Manning and Ronnie Peters. Preparations for a Silicon Valley event at Facebook continue.

5.8 NZ Trust (UK)

Meetings planned by local fundraiser in Aberdeen, Edinburgh and London.

5.9 UCF

The Alumni and UC Foundation team remains on target for $9.5m in total income. We were notified in July of a $1m legacy to support undergraduate scholarships for those with financial need (Bright Start) which may be received in 2017. Some negotiation is still required with the solicitor. A visit to Malaysia and Singapore raised $150k in pledges.

5.10 Stewardship

The ground breaking ceremony for UCSA attracted over 100 guests despite the terrible weather. The fund-raising campaign has raised $850k so far. Leighs have been announced as the contractors for the build. Corporate supporters are recognised on the site hoardings.

A scholarship morning tea was held in July, with scholars meeting with Trustees. The Tinsley family was contacted about naming of one of the Science buildings after Beatrice Tinsley – the family would be delighted. Engineering liaised with the family of John Sutherland about the naming of one of the new CAPE labs in recognition of his legacy gift, which has also been well received.

The UC Foundation Annual Report is almost completed, with support from the Communications and Engagement and Marketing teams.

5.11 Alumni

The Wellington Alumni event with guest speaker, former Ambassador George Troup, was a great success. The Wellington – Young Alumni Group was established.

UC Alumni Facebook page now has more than 4,850 followers and remains the second largest of New Zealand university alumni pages.

A Malaysia and Singapore alumni reception attended by 200 guests was attended by the Deputy Vice Chancellor (Academic).

Work is under way on a 50 year reunion for Civil Engineers and a Christchurch Gala Dinner for alumni as a networking and fundraising opportunity – both funded by ticket sales. Two alumni, Jon MacDonald of Trademe and Dr Robert Peach, visited campus.

Preparations are under way for an alumni visit to Mt John in September.

6. ENABLERS

Efficient, effective and sustainable use of the human, physical and financial resources available to the University

6.1 Staff Matters

From 1 September Professor Ian Wright will assume responsibility for the portfolio previously overseen by Dr Hamish Cochrane with the exception of International Education, which will transfer to Lynn McClelland and the International Relations Office. The role of Assistant Vice-Chancellor Academic will be established and recruited for over the next few months. In the interim I have asked Professor Catherine Moran to act in this capacity.

A review of teaching spaces and proposed course offerings in 2018 and 2019 has revealed the need to invest in converting some poorly utilised spaces for teaching and extending standard teaching hours. A paper has been prepared and distributed to colleagues for advice on initiatives which will help reduce demand for teaching spaces.

6.2 Health and Safety

Revised reporting to Audit and Risk Committee has been presented and will continue to evolve.

6.3 Infrastructure

Development levies due to the city council in respect of Dovedale Accommodation expansion have been agreed, significantly less than earlier foreshadowed.

Enabling works to the value of $800,000 for the UCSA build were forecast but not added into the sum Council approved for the building.

Although this sum could be accommodated within the contingency included in the business case, this would leave the project with little contingency at the start of construction. FPRC will be provided with an updated case in September.

Detailed reports on projects are contained in Appendix 13.1

7. Financial Outcomes: (Management Accounts to 31 July 2017)

July 2017	Actual Year to Date $000	Budget Year to Date $000	Budget Variance Year to Date $000 Fav/(Unfav)*	Budget Full Year $000	Forecast Full Year $000	Full Year Forecast to Budget Variance $000 Fav/(Unfav)*
Total Operating Income	206,854	206,322	*532*	351,050	355,004	*3,954*
Total Operating Expenditure	200,559	207,265	*6,706*	360,170	357,538	*2,632*
Net Surplus/(Deficit)	**6,295**	**(943)**	***7,238***	**(9,120)**	**(2,534)**	***6,586***
Net Surplus/(Deficit) as a % of Total Operating Income	3.0%	(0.5%)		(2.6%)	(0.7%)	
Capital Expenditure	**104,830**	**154,637**	***49,807***	**205,980**	**180,000**	***25,980***
Cash/ Short Term Investments/ Short Term Government Stock	**288,457**	**198,486**	***89,971***	**138,268**	**231,927**	***93,659***
Working Capital	**192,288**	**125,815**	***66,473***	**107,074**	**185,773**	***78,699***

* A variance enclosed in brackets indicates an UNFAVOURABLE financial variance e.g. income is less than budgeted income OR expenditure is greater than budgeted expenditure.

Actual Total Operating Income is favourable to budget as at July 2017. This overall favourable position is due mainly to favourable variances in research external income and interest income. This has been partially offset with unfavourable variances to budget in sundry income (mainly income from UCF/ Trusts), and tuition fees. Actual Total Operating Expenditure is favourable to budget. This favourable variance relates to operating expenses, total personnel expenses, and depreciation.

We had been budgeting for an operating **deficit** as at the end of July 2017 of ($0.943)m, but have returned an operating **surplus** of $6.295m. This is a favourable variance to budget of $7.238m. The forecast full year deficit is estimated at $2.5m.

Capital expenditure is currently $49.807m below budget. $85.357m of the expenditure incurred to date is UC Futures related (CETF, RRSIC, and Rehua) against a year-to-date budget of $117.432m. At this stage of the year the remaining capital spend (excluding UC Futures), against budget, is favourable by $17.732m. While UC Futures projects are expected to complete by 31 December 2017, other projects are being delayed and the forecast capital expenditure for the year was reduced to $180.000m in the July forecast.

7.1 Cash Flow

The July 2017 cash position of $288.457m is higher than budget by $89.971m due largely to higher than expected balances at 31 December 2016, maturing term deposits, and failure to meet budgeted capital expenditure expectations. We are holding adequate short-term cash reserves to meet expected capital costs for all mainstream projects.

Forecast cash flows including the Government's financial support now show no immediate requirement to borrow in the next three years. However, careful husbandry of balances will be required in 2018 and 2019, with capital and operating expenditure needing to be closely managed.

The TEC, which must approve all borrowing under the Education Act 1989, has provided a borrowing consent, of which a key condition is that once UC is required to borrow more than $65 million an independent advisor will be appointed who will advise on the financial risk to the Crown and assist the UC Council in managing financial risk.

There are no specific additional MOE covenants, but the Funding Agreement with the Government sets out certain financial targets to be reported to the Governance Oversight Group (GOG) appointed under the Funding Agreement. The University's achievement for 2016 was within the ranges set.

7.2 Working Capital

Working capital[1] of $192.288m at 31 July 2017 is $66.473m more than budget, mostly due to the higher cash balance explained above partially offset by lower other current assets.

Work on the draft 2018 budget is progressing and at this stage is estimated about $5m of savings are required compared to initial budget estimated. It is likely that UC will budget on a significant deficit in 2018 as a result of one-off operating expenses in part pushed out from 2017 related to decanting, decommissioning, demolitions and commissioning activities.

8. COLLEGE SUMMARIES

8.1 College of Arts (Te Rāngai Toi Tangata)

The College was recently represented at the annual meeting of the Deans of Arts, Social Sciences and Humanities around the country, which allowed us to benchmark performance and exchange notes on recent developments. Information gathered relating to changes to the BA degree at other institutions will help inform our own review process currently under way, and a comparison of academic SSRs around the country showed that we are performing very economically against our peers. Our SSR targets are now informing the staffing and budget setting process for 2018, and will involve significant changes in areas such as tutorial provision.

At the time of writing, a full business case for the remediation of the Locke and Logie buildings is in process, with the possibility of creating an identifiable Arts Precinct on campus, and making the ground floor of Locke a point of identity for Arts students. To help support the graduate profile, the

[1] assets due to become cash or be consumed within 12 months less liabilities due to be paid in cash within 12 months

College is also now hosting a Centre for Global Experience on the ground floor of Karl Popper, with a number of activities there under development.

We have recently launched the first in a series of Arts Careers events, with representatives from New Zealand Defence, New Zealand Police, Signal ICT, The Press, Vodafone, and business start-up talking to Arts students about the value of an Arts degree and what as employers they value in it. Student response to this has been extremely positive so far.

UC Arts – the name for our city location in the former Chemistry building in the Arts Centre – continues to be a focus for our interraction in the city, and in addition to regular music concert series and exhibitions in the Teece Museum, we have introduced our own Professorial lecture series there, 'An evening with ... ', with two public presentations so far.

The many other seminars, publications, performances and other events delivered from the College of Arts are advertised in our weekly newsletter *Arts Update* (contact anni.garthwaite@canterbury.ac.nz to subscribe).Examples from the August issue include seminars on topics such as the impact of Facebook in national elections, and art and material culture in post-quake Christchurch; news of UC's NCRE being the main recipient of EU Jean Monnet grants globally; and exhibitions at Ilam Campus Gallery ('Where the River Bends') and Matariki Gallery ('Constructing Memories').

8.2 College of Business and Law (Te Rāngai Umanga me te Ture)

Internationalisation and International Growth

The College's 2018-2020 International Growth Strategy (IGS), designed to support the UC IGS has been endorsed by the College and forwarded to SMTi for discussion. Key objectives of the IGS including growing full-fee paying EFTS enrolments in line with the UC Futures forecast, increasing the cultural diversity of our international students, enhancing the quality of their learning experience, and improving the academic success rates of our international students. Our College – more specifically, the Business School – has the largest number and the highest percentage of international students of any of the five UC Colleges, a trend that is likely to continue. This student profile creates challenges, but also opportunities for students and staff to create a truly international academic community. In collaboration with colleagues from relevant UC central services, the College internationalisation Committee, led by the Dean International, Dr Russell Wordsworth, is now developing an operational plan to achieve the goals outlined above.

Recent Public Events

The School of Law, in coordination with Transparency International, hosted a public lecture titled '*The state of grand corruption in our world and how to fight it: A New Zealand Perspective'*, delivered by Prof José Carlos Ugaz. Professor Ugaz, a Peruvian lawyer, has prosecuted several top-level corruption cases as Peru's *ad-hoc* state attorney, including the corruption case against former Peruvian President Alberto Fujimori and Vladimiro Montesinos, the former head of the country's intelligence services. Professor of Law at Pontifical Catholic University of Peru and chair of Transparency International, Ugaz spoke about the unmasking of grand corruption schemes, including money laundering, global networks of corrupted state officials and economic elites, as well as the implications for New Zealand of international corruption.

UC's organisational resilience experts Bernard Walker and Venkataraman Nilakant (MME Department) presented and participated in a panel discussion on "Adaptive Resilience and Governance" at the July Christchurch meeting of the Institute of Directors. The panel comprised Leanne Carson-Hughes (Executive General Manager – People and Culture for City Care) and Jim Palmer (Chief Executive of the Waimakariri District Council), whose organisations worked closely with Bernard and Nilakant following the 2011 earthquakes. Around 53 people attended the event, which was hosted by the UC Business School.

UC Centre for Entrepreneurship

Entre Qualifiers' Evening: The top 11 entries for Entre's 2017 85k Challenge have now been announced. Ventures include Biome, which makes biodegradable materials from didymo to Talk Me Through, a real time, smart phone, digital friend that guides people through anxiety episodes. Over the next six weeks the finalists will be attending workshops to assist them in further developing their ideas before the grand finale where they will pitch their ventures to a panel of judges.

Four Kaikoura Challenge projects moving ahead: Four of the five projects students presented for the NZTA Kaikoura Challenge are moving ahead. The UC Centre for Entrepreneurship is working with students, the NZTA and Kaikoura District Council to implement the following ideas:

- Kaikoura By Night, a series of events attracting locals and visitors, including a night market and a fireworks display
- Kaikoura Community Hub, a collection of containers providing spaces for Kaikoura youth to hang out, entertainment such as movies, as well as retail space
- Campermate app integration, creative 'pings' sent to tourists highlighting the benefits of stopping off in Kaikoura
- The Kaikoura VR experience, a social media campaign using virtual reality to share Kaikoura.

Logan Williams, Eureka! Finalist: UC Centre for Entrepreneurship student Logan Williams has been named a finalist for the Sir Paul Callaghan Eureka! Awards. Logan presented Polar Optics, polarised contact lenses for those with photosensitive epilepsy. The finals will be held on Friday 8 September at Government House.

2017 Ako Aotearoa Tertiary Teaching Award

On behalf of colleagues, many congratulations to Professor Ursula Cheer (Law) on being awarded a 2017 Ako Aotearoa Tertiary Teaching Award. This is a fantastic achievement and well-deserved recognition of Ursula's outstanding teaching and research expertise in pedagogy.

8.3 College of Engineering (Te Rāngai Pūkaha)

This week the College of Engineering had a full fee EFTS number of 386 against a target of 372. Part of that growth was excellent enrolments in the Master of Applied Data Science programme, which has grown from seven international students in Semester One of 2017 to 19 internationals in Semester Two. Drilling down overall, the College has enrolled around 18 new EFTS from the Chinese market in July of this year as compared to six EFTS last July. This has been across all programmes and is likely due to the fact that we have reviewed our entrance requirements and streamlined and accelerated the application and process; all of which all gives confidence to the market. Overall the number of EFTS from the Indian market has remained stable though there has been a drop in the number of EFTS in some of the more popular MEngSt programmes, most probably due to the removal of some specific July intakes. This has however been balanced by growth of the Indian market in our other areas.

The Dean (International) (DI) travelled to China in June to assist UC's embedded recruiting officer, Allen Huang with some training sessions for education agents in three cities. The primary purpose of his trip was to build agent relationships. The DI gave several talks on the College undergraduate and postgraduate programmes and offerings, with about 24 agents attending. Although there is steady and continuing interest in our engineering programmes, the Chinese agents also seemed particularly interested in our new Bachelors of Product Design degree – probably because the higher-end engineering taught material is replaced by business and entrepreneurial components.

In other news, early this month there was the national event "Week of Engineering", and we ran had a UC Engineering stand a public expo at ARA on the Saturday. Some 1,250 people attended, spanning all ages. We are updating all the Careers Brochures for every engineering subject, with departments currently approving the copy.

Finally we are having a big push on our new Diploma in Global Humanitarian Engineering – including flyers, website, info sessions and online prominence. The programme started low key last year as we were not sure of the interest it might generate, but it is clearly popular and gives us yet another point of difference in Engineering at UC.

8.4 College of Education, Health and Human Development (Te Rāngai Ako me te Hauora)

The IELTS testing centre that we established through the CEM centre under the leadership of Dr John Booreboom has proven very popular. We offer two assessment sessions each month with 50 – 55 people undertaking the assessment for each session. This is the maximum we can currently take within each session due to supervision requirements and room size. We are therefore now looking to extend to larger space and increased supervisors so we can cater for 75 people undertaking the assessments each month or a total of 150 IELTS assessments per month.

Our College continues to offer the Samoa trip experience as part of the Pasifika Education Initiative program. The Samoa-based Malaga (trip) is an education initiative that offers cultural experience opportunity for up to 15 students in teacher education, Health Sciences, or Sport coaching and can be extended to leaders in our partner schools.

This year's Malaga trip took place from 12 - 18 July and Prof Angus Macfarlane and I joined Tufulasi Taleni and our UC student group (12 students in primary teacher education and three school leaders from Riccarton Primary and Riccarton High). We had an incredible welcome and cava ceremony when we arrived at Tufulasi's village and were humbled by the generosity they showed us. We presented the village with two citations to thank the village for their support over the last 15 years in hosting our staff and students and to acknowledge Tufulasi's leadership and successful completion of his Master's thesis (with A+ grade) The experience for our students was outstanding and one I'm sure that will contribute to their enhancement of culturally responsive practices within our schools.

We are continuing to explore opportunities to extend our offerings in health sciences to meet market demand. Our student numbers in the Bachelors of Health Sciences are steadily growing each year and we are undertaking a review of our postgraduate suite of qualifications and will consider potential new areas for growth.

Following a review of our post graduate tertiary teaching certificate we are refreshing the qualification within current approval framework to better suit the needs of our academic staff and to integrate into the qualification other relevant professional learning academic staff are undertaking in relation to the graduate profile.

We are also developing an online self evaluation tool to provide baseline data about tertiary teaching capability and facilitate the identification of personalised learning needs for tertiary teachers. New modules we are developing in the qualification provide opportunities for these identified needs to be met.

8.5 College of Science (Te Rāngai Pūtaiao)

Nothing to report this month

9. Conclusion:

Significant progress is being made on many projects as UC moves from recovery to growth and transformation. The University has stretch targets for student enrolments and revenue as well as cost containment. Research engagement continues to expand. The recognition of Professor Ursula Cheer and Associate Professor Ben Kennedy who both won National Teaching Awards is affirmation of the quality of UC teaching. Completion of the UC Futures building programme in time for 2018 will mark a significant achievement and reflect the effort of many people over many years.

10. Appendices

10.1 Appendix 1: Building Update

Overall

All campus projects continue to be very busy though the number of tradespersons on campus has settled temporarily at about 450 persons. Work is continuing safely on sites with no major injuries again reported for the last period.

Campus Construction Safety Group

The Campus Construction Safety Group continues to meet focussing on the construction projects and their Health and Safety implications on the University's day to day business and reputation. A most recent observation is the return to varied levels of effective Health and Safety site management which has subsequently been discussed with senior construction project staff at the regular Project Executive team meetings. Considerable progress has also been made over the past few months in improving aligning of contractor Health and Safety reports with UC reporting systems but some small misalignment issues remain.

The Contractor Round Table Forum expanded representation continues to benefit from the increased participation by all construction project Health and Safety teams in the sharing of new safety initiatives. The group will now include Leighs Construction Limited which will establish on the UCSA site in early August.

Current Building Status

Key Progress this month:

Major work

Rutherford Regional Science and Innovation Centre (RRSIC)

RRSIC Stage One

The Construction Programme status as follows:

- Baseline Practical Completion date – 10 April 2017
- Contract completion date 2 May 2017
- *Current forecast Practical Completion date – 28 September 2017*

Programme delay is largely due to delays in starting commissioning of services as completion of building works is achieved across all floors and to the exterior of the building. Occupation for UC will be in early October for research only as all teaching has now been moved to alternate accommodation for the remainder of the 2017 Academic year. UC is closely monitoring the works against the current completion programme with an emphasis on the contractor ensuring critical building activities in advance of commissioning are being met. Capital Works, together with the College of Science, have worked closely to facilitate a decant from von Haast into temporary accommodation. This has ensured the handover to Dominion was completed on time.

On site works are as follows:

- Installation of ceiling tiles is complete (with the exception of those FCC have advised will remain out for Commissioning) thus allowing the UC AV contractors to progress with their installation.
- The installation of V baffle ceilings and decortech panels to the atrium is almost complete.
- Carpet and vinyl flooring has been installed on all levels and has been covered to prevent damage. Rubber flooring will not be laid in the atrium / common areas until these areas are near completion.
- Services installations, fire, electrical, HVAC, lab gasses, AV, security and hydraulics continue on all floors. Pre-commissioning activities are commencing where possible with BMS point-to-point testing, pressure testing of the gases and flushing of the domestic hot water system. All Air Handling Units have all been started and are in the final stages of air balancing.
- Novalab laboratory joinery installation throughout the building continues, noting completion of this item is a key commissioning pre-requisite to the commissioning of lab gases.

The percentage of progress reported by Fletcher at the fortnightly Site Meetings on 26 July 2017 is as follows:

- Overall progress on the Construction Programme: 95% an increase of 1%
- Building Services 96% an increase of 1%
- Façade Curtain Wall 97% an increase of 0%
- Interior Fit out 85% an increase of 9%
- Commissioning 35% an increase of 10%.

RRSIC Stage Two

- The contract for Stage Two has been executed, with the whole site now handed over to Dominion.
- Testing for contaminates and asbestos on level one and two is under way as significant additional asbestos has been identified on level three. The project team is working with Dominion to sequence activities as a means of mitigating delays to the main program milestones due to the discovery additional asbestos.

Canterbury Engineering the Future (CETF)

Tranche 1

- Practical completion has been awarded for both ECE and CAPE.
- CORE was handed over to UC on 15th February and teaching commenced from the start of semester 1, 2017; CORE is very well used. Plant Room 12 is substantially complete and the co-dependencies with other buildings are now minimal. Hawkins has submitted a request for Practical Completion to be awarded and this is being reviewed by the external Project Manager.
- The close out of outstanding items within Tranche One buildings remains a priority issue however whilst good progress is being made to complete the list of items a number of them have significant levels of complexity that require multiple actions/resources to achieve close out. These complicated items will remain a focal point over the next reporting period.

Tranche Two

- Under the conversion of the Hawkins contract to a Fixed Price Lump Sum (FPLS) the University elected to pursue a staged occupancy strategy for the Civil and Natural Resources (CNRE) wing. The following practical completion dates were agreed within the FPLS terms and conditions:
- Fluids and Structures labs – 30 June 2017
- Whole of the contract works (balance of CNRE and all of the Mechanical wing) – 30 September 2017
- The University took occupancy of the Fluids and Structures laboratories on 1 August, a month late therefore Liquidated Damages (LD's) will be applied beyond any approved extension of time.
- As part of the handover procedure the recommissioning of a gantry crane in the Structures Lab is still required and may have the potential to disrupt Department business as usual activities. Practical Completion will not be awarded until this work has been completed with care being taken not to impede occupation by the College.
- The Independent Programme Expert has raised concerns around progress on site and noted that trades are not able to fully complete areas and require multiple visits to complete sequenced works. Hawkins have advised the following completion dates for the remaining work areas:
- Balance of CNRE – 6 October 2017
- Mechanical wing – 11 October 2017
- Noting the historical trend for significant programme slippage to occur in the later stages of the project and the current trend for programme slippage to the Fluids and Structures Lab, it became apparent at a recent CETF Project Operational meeting that a 30 September handover for the Mechanical wing would not be achieved unless decisive mitigation action was taken to reduce the risk profile of the wing.
- In response to the requirement for decisive action Hawkins has submitted a proposal to adjust the completion date for the balance of CNRE. This proposal would change the concurrent delivery model to a programme that completes Mechanical before the balance of CNRE. The proposal is currently under review but as it may require a reset of the FPLS Agreement any recommendation to accept would necessarily need to be escalated through the appropriate approval authorities.

Electrical Link Reclad

- Demolition and Rigid Air Barrier are complete.
- Installation of the windows, alucobond cladding and the rain screen panels has commenced.
- CCC has issued consent for the roof and gutter replacement and this is under construction.
- Some program delay has been experienced but the latest programme revision by Dominion still has completion of works by the end of September 2017.

Relocation of the College of Education Health and Human Development – Rehua (NEB)

- The project is currently on budget with the major budget risk being continued programme delay. UC contingency plans for delayed occupancy (Plan B) are in progress in conjunction with the Colleges and the UC Timetabling team given lack of confidence in the contractor achieving the program.

- Construction cash flow to complete the project is unlikely to be achieved at circa $4.3m per month on account of lower than expected cash flow over the past two months. On site resource levels are averaging 120 per day. To achieve $4.3m per month will now require 215 workers per day on site. Hawkins are aware of the scale of 'ramp up' that would be required to achieve the programme due date and are currently implementing processes to increase on site contractor resources.
- Hawkins submitted a new programme Rev L.2 with a CPU date of 11 December 2017. This programme includes a parallel UC fit-out to be completed by 21 December. The UC team is aligning the UC works (AV/IT and FF&E) with the Hawkins programme.
- Progress is being monitored weekly by TPO with a report copied to UC Senior Management and Hawkins. The report has gained the attention of Hawkins management and early signs are that it appears to be influencing a programme recovery strategy.
- The building shell is now virtually water tight. The basement that was previously flooded is now drying out.
- Internal façade panels are now fitted to 90% of the building elevations and façade glazing is 90% complete.
- Completion of the external façade remains a significant programme risk with numerous unresolved quality issues. The risk is trending sideways as progress is being made with approval of shop drawings and appointment of Paul Brailey (HCL Project Director) to oversee this work and an additional site staff resource provided by Hawkins to support Quality Assurance processes.
- Fit-out works are proceeding on track in the North building and are now progressing well in the South building including internal partition installation on the first four levels. First fix fit-out work is near completion in both building wings.
- Gib installation has commenced however many of the current delays are Gib fix tasks.

Other Buildings/ Projects

UCSA

- All building consenting documentation was approved as expected in July.
- The project is on track for the building to be operational by February 2019. The current forecasted budget is within the approved Business Case budget.
- The "Sod Turning" event to ceremonially mark the beginning of the construction on the 21 July 2017 was successful with a better than expected turnout despite the wet weather.
- Leighs Construction Limited established themselves on site in the first week of August.
- The related Wellness Precinct Infrastructure Project is on track and being managed as part of these project works.

Logie and Locke refurbishment

- The refurbishment of the toilets has now commenced. The contractor is currently on site stripping out the existing toilets.
- The plans to consolidate the College of Arts into Locke and Logie has been agreed with the Client Working Group appointed by the College and have formed the basis of the Business Case for the refurbishment of the rest of the building.
- The Business Case is expected at the September FPRC meeting.

Postgraduate apartments at Dovedale

- The third and final building consent was granted by CCC in July.
- Four of the five concrete slabs have been poured on site and the water connection was successfully completed with a full campus water shut down required.
- The off-site construction of the bathroom pods and framing has commenced, with the first bathroom pod to be delivered to site in the second week of August, and erection of precast panels to commence the following day.
- The project remains on programme for occupation in February 2018.

Upgrade of Existing Residential Halls

- The design solutions in order to achieve Council policy of 67%+ NBS strengthening have been completed and final costings and an associated program of works have been presented to CLV at the UC/CLV partners meeting.
- UC are now waiting on a response from CLV before continuing with the program.
- Continuing discussions are required with CLV for them to provide access over a summer enabling these strengthening works to be carried out. The aim is to complete the first or both buildings in the 2018/19 summer break depending on CLV's response.

Projects in planning this month include:

- Vacating Dovedale and Kirkwood Villages.
- New Learning and Teaching Spaces planning for 2018/2019.
- NZ Fire Station/Education Centre proposal.

10.2 Appendix 2: Upcoming Events Calendar

Date (day/date/month)	Event name	Key goal
Tuesday 22 August	UC Connect public lecture: Who speaks for the trees? The possible futures of conservation Presented by Mr David Round	Promote
Wednesday 23 August	Professorial Lecture Series: Professor Diane Proudfoot & Professor Rick Beatson	Engage
25-Aug	UC TERM ENDS	-
Saturday 26 August	UC Championship Final	Promote
Thursday 7 September	UCF Wellington Donor Thank you	Promote
Friday 8 September	Reforming the Law of Evidence Conference	Conference
Thursday 14 September	UC Connect public lecture: Why good journalism matters more than ever. Presented by Tara Ross, Paul Thompson, Joanna Norris	Promote
11-Sep	UC TERM BEGINS	-
Wednesday 20 September	Professorial Lecture Series: Professor Colleen Mills & Professor Natalie Chaban	Engage
Wednesday 20 September	Postgraduate Info Evening	Recruit
Wednesday 20 September	UC Connect public lecture: New Zealand's rivers: Can we learn from history? Presented by Catherine Knight	Promote
23-Sep	SCHOOL TERM 3 ENDS	-
Saturday 23 September	UC Chc Youth Orchestra concert	Promote

10.3 Appendix 3: VC Activities

Past	
2 August	Spoke at Entre $85,000.00 Qualifiers at Ara
3 August	Attended Engagement Visit to Catholic Cathedral College
3 August	Attended Engagement Visit to Haeta Community College
3 August	Attended and introduced Mr Jose Ugaz- Chair of Transparency International- event hosted by the Law School
7 August	Attended Community Meeting
10 August	Attended UNZ in Wellington
11 August	Hosted The Very Revd Prof. Martyn Percy Visit
14 August	Attended Engagement Visit to Rangi Ruru Girls School
14 August	Attended Engagement Visit to Mairehau High School
16 August	Spoke at New Staff Induction
16 August	Attended UC Admin Plus Length of Service afternoon tea and awarding certificates to those with over 10 years' service
17 August	Attended Engagement Visit to Kaiapoi High School
17 August	Hosted Gabs Maklouf Visit to UC and Dinner
18 August	Attended CIP in Wellington
22 August	Attended Leadership Workshop on Student First
24 August	Attended Canterbury Mayoral Forum (Held at UC)
24 August	Hosted Committee for Canterbury Function
25 August	Attended VC Awards and Health, Safety and Wellbeing Awards
25 August	Attended Malaysia Independence Day Dinner

Upcoming Events	
11 September	Meeting with the Indonesian Ambassador
18 September	Attending Health and Safety Visit at CETF with Council
20 September	Attending UC Professorial Lecture Series
20 September	Hosting dinner with Oxford Students
22 September	Hosting lunch with Oxford Students

UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

Report to the Council from a meeting of the Finance, Planning and Resources Committee held on Monday 21 August 2017

The Committee recommends:

1. CAPEX Quarterly Report to June 2017

   THAT: Council note the CAPEX Quarterly Report to June 2017.

2. Fees and Fines

   THAT: Council approve the Fees and Fines Regulations.

Ms Catherine Drayton
Chair
Finance, Planning and Resources Committee

23 August 2017

Memorandum | Pukapuka

Financial Services | Te Ratonga Ahumoni
Office: 6th Floor, Matariki
Extension: 93454
Email: keith.longden@canterbury.ac.nz

UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

To:	Ki:	Council
From:	Nā:	Keith Longden
Date:	Rā:	22 August 2017
Subject:	Kaupapa:	30 June 2017 quarterly capital expenditure report
Purpose:	Aronga:	For information

I attach the Quarter 2, 30 June 2017 capital expenditure report.

The report shows continuing progress on many projects, but with overall underspend against the 2017 capital budget. We expect increased expenditure in the second half of the year on RRSIC and CETF projects, but Rehua in particular and other projects in general are not anticipated to meet original budget expectations.

The forecast total capital expenditure for the year was reduced to $195.000 million at 30 June 2017 from the budgeted $205.980 million, and then to $180.000 million at 31 July 2017. This continues to be monitored.

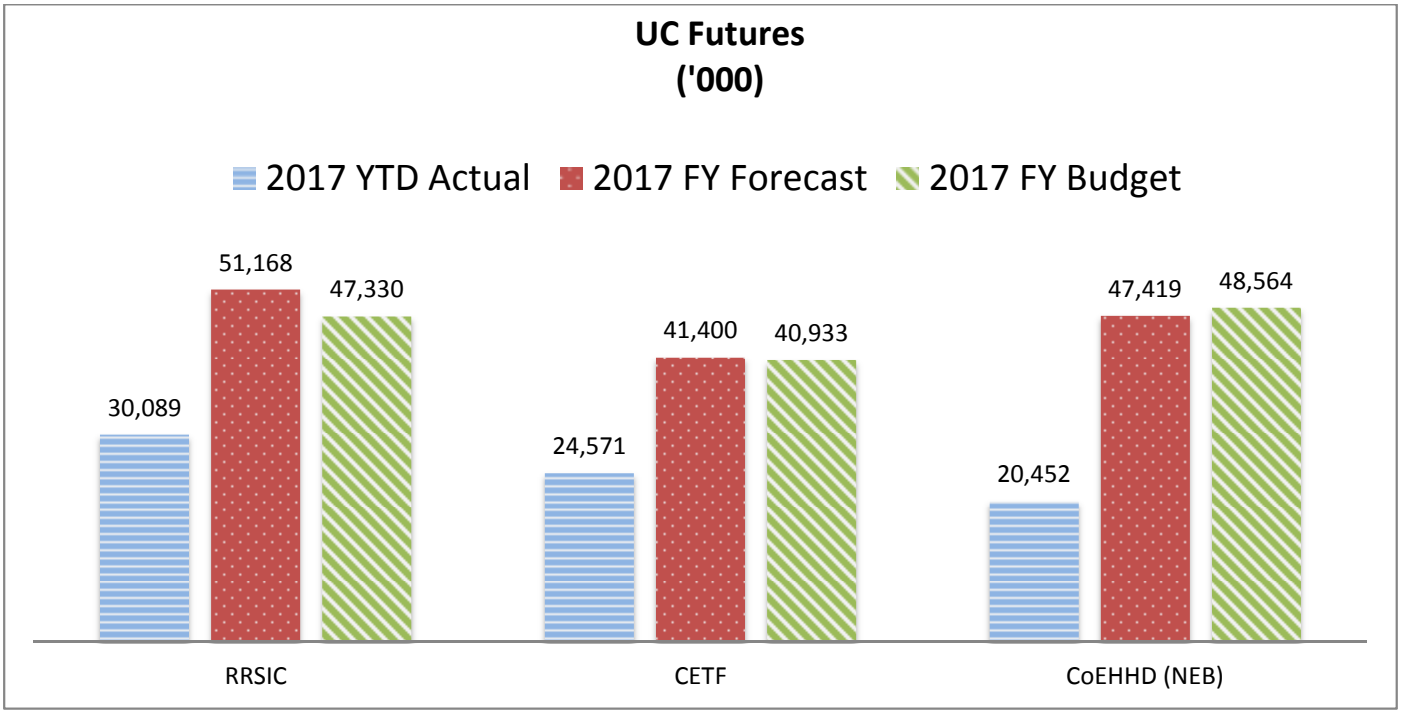
Recommendation:

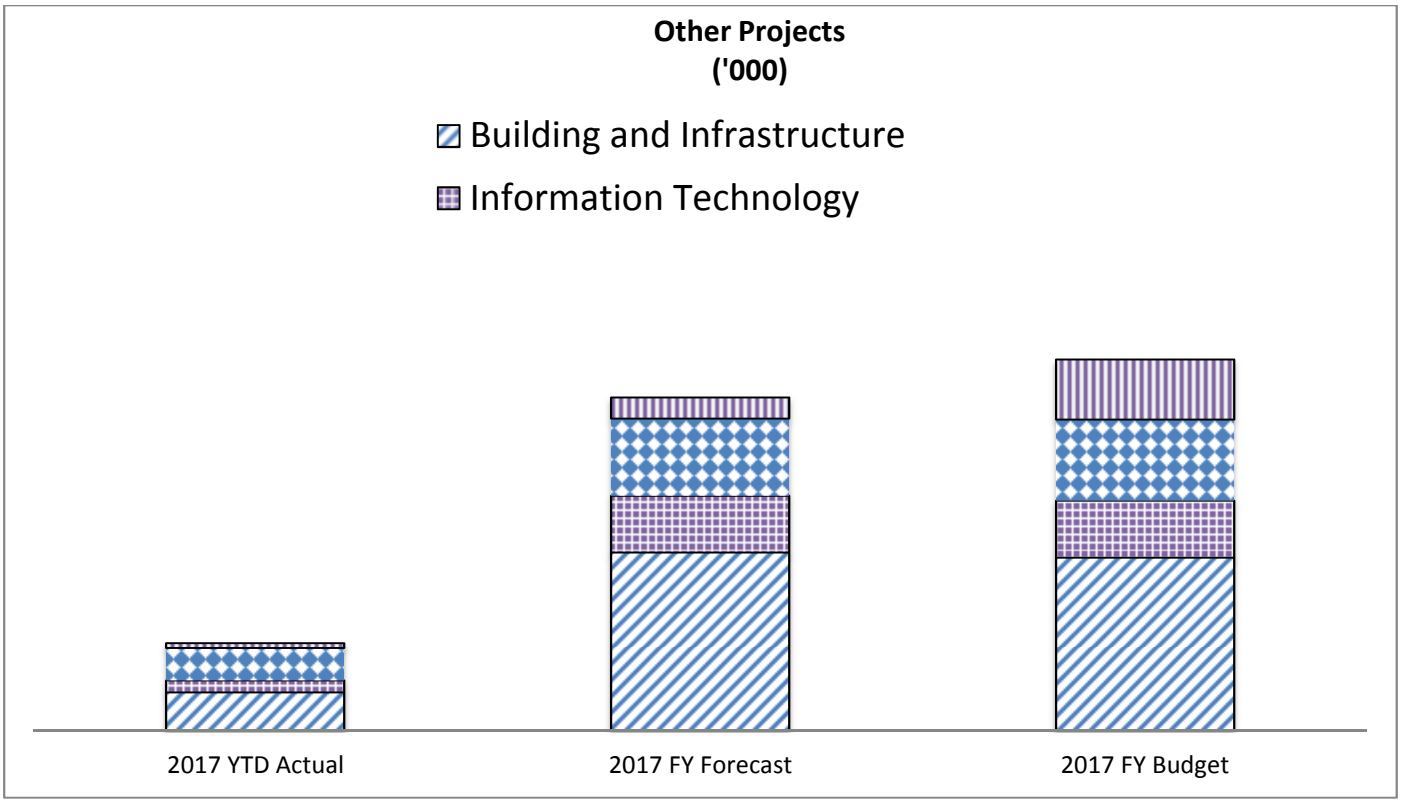
For information.

Ngā mihi,

Keith Longden
Executive Director / Chief Financial Officer | Kaihautū Matua Ahumoni

Executive Summary





Other Projects - Category	2017 YTD Actual	2017 FY Forecast	Category % of Total Forecast	2017 FY Budget
Building and Infrastructure	5,909	27,481	53%	26,727
Information Technology	1,818	8,812	17%	8,813
BAU Minor Capital	4,921	11,935	23%	12,548
Others	890	3,196	6%	9,125
TOTAL	**13,538**	**51,424**		**57,213**

Overall position – UC Capex

The reconciliation to the 30 June 2017 monthly report is as follows:

$ Capex	2017 YTD Capex Actual	2017 YTD Capex Budget	2017 FY Capex Budget as per SMT Report
UC Futures	75,111,901	105,742,700	139,093,026
Other Projects	13,537,943	26,462,510	57,212,601
Colleges + Services Units	2,418,560	4,883,631	9,674,261
Total	**91,068,404**	**137,088,840**	**205,979,888**

*** UC Futures includes RRSIC, CETF and Rehua**

Overall position – Capital Projects (excluding Colleges and Services Units)

	2017 YTD Total Project Actual a = b+c	2017 YTD Opex Actual b	2017 YTD Capex Actual c	2017 YTD Capex Budget d	2017 YTD Capex Variance e = d-c	2017 Budget f	% of Budget Spent	% of Yr elapsed	Notes
UC Futures	76,367,438	1,255,538	75,111,901	105,742,700	30,630,799	139,093,026	71.0%	50.0%	1
Other Projects	14,920,476	1,382,533	13,537,943	26,462,510	12,924,567	57,212,601	51.2%	50.0%	2
Total	**91,287,914**	**2,638,071**	**88,649,844**	**132,205,210**	**43,555,366**	**196,305,627**			

	2017 Total Project Forecast A = B + C	2017 Opex Forecast B	2017 Capex Forecast C	2017 Budget D	2017 Variance E = D-C	2017 Forecast % of Budget	Notes
UC Futures	146,461,603	6,475,000	139,986,603	139,093,026	- 893,577	100.6%	3
Other projects	54,751,160	3,327,000	51,424,159	57,212,601	5,788,441	89.9%	4
Total	**201,212,763**	**9,802,000**	**191,410,763**	**196,305,627**	**4,894,864**		

Notes:

1. At the end of Quarter two, the three UC Futures Projects are $30.6M behind YTD budget due to lower activities on site. RRSIC had an average monthly spend of around $5.3M in Quarter two instead of the $5.7M that was expected. In April, the terms and conditions (T&Cs) around conversion of the Hawkins CETF contract to a fixed priced lump sum (FPLS) were agreed and signed. The monthly payment was reduced to $3.1M plus agreed variations. As a result, CETF had an average monthly spend of around $4.3M in Quarter two instead of the $6.0M that was budgeted. The Rehua had an average monthly spend of $3.0M in Quarter one instead of the $5.0M budgeted.
2. Quarter two spend on other projects have been $12.9M behind the YTD budget. Some of the projects have not progressed as quickly as was anticipated during 2017 budget cycle, i.e.: Electrical Link Façade, Dovedale Student Accommodation – Stage 1, Skype for Business, Identity Management System and Online Experience Phase 3.
3. There is, however, an increase in spend expected in the next two quarters for UC Futures projects as the projects progress towards completion.
4. Other projects' forecasts for 2017 spend include some future projects, such as the Art Precinct – Locke & Logie and Teaching Spaces Conversion, which was agreed by CAM during the 2016 reprioritisation of the Long Term Capital Plan, and which have placeholders in the 2017 Capex Budget. These projects aim to submit their business cases in the August cycle. Therefore the forecast is based on a high level estimate and remains volatile until more information has been collected during Quarter three.
5. Minor capital sectors (ITS, Library, Engineering Services and Campus Services) are all confident in achieving annual capital spend budget.

Annex 1 – Detailed project financials

Capital Projects - Expenditure Schedule
as at: June 2017

	Project name	Project number	PM	Prior yrs CAPEX	Prior Yrs Opex	Costs to end of previous financial year	2017 Project costs from General Ledger: June 2017 YTD CapexCosts	June 2017 YTD OpexCosts	Life to date Actual costs	2017 Project $: 2017 Project Forecast spend	2017 Budget As per Oracle Does not change	2017 Expected Variance	Project Figures: Total Authorised Project $ Value	Authorised Project Contingency	Authorised Project Cost	Expected Project Cost	Variance	Project Cash Flow Forecast: Balance brought forward from previous years	2017	2018	2019	2020	2021	Oracle Budget Figures: 2017 Budget As per Oracle Does not change	2017 Variance
Summary																									
a	Project Capex - Open			14,501,020	2,543,303	17,044,323	7,726,676	1,124,928	25,895,926	39,043,390	35,540,134	(3,503,256)	92,993,651	3,874,568	89,119,083	94,708,511	(5,589,428)	17,044,323	39,043,390	25,681,137	11,826,370	1,100,759	12,532	35,540,134	(3,503,256)
b	Minor Capital			33,088,918	30,488	33,119,407	4,921,460	-	9,438,882	11,934,946	12,547,946	613,000	5,479,626	-	5,479,626	4,925,422	554,204	33,119,407	11,934,946	-	-	-	-	12,547,946	613,000
c	Approvals in Principle			1,236,612	1,305,500	2,542,112	(203,313)	234,958	2,573,758	2,631,645	7,165,000	4,533,355	-	118,550	1,254,950	-	-	2,542,112	2,631,645	-	-	-	-	7,165,000	4,533,355
d	Project Capex - Closed			199,144,088	12,408,942	211,553,030	1,093,120	22,647	212,668,797	1,141,178	1,959,518	818,340	148,413,821	4,975,428	143,438,393	212,563,811	(17,347,847)	211,553,030	1,141,178	-	-	-	-	1,959,518	818,340
	Total			**247,970,638**	**16,288,234**	**264,258,872**	**13,537,943**	**1,382,533**	**250,577,363**	**54,751,160**	**57,212,598**	**2,461,438**	**246,887,098**	**8,968,546**	**239,292,052**	**312,197,744**	**(22,383,072)**	**264,258,872**	**54,751,160**	**25,681,137**	**11,826,370**	**1,100,759**	**12,532**	**57,212,598**	**2,461,438**
	LR Budget (Total Excluding RSIC & CETF & NEB)						**13,537,943**	**1,382,533**	**250,577,363**	**54,751,160**	**57,212,598**	**2,461,438**	**246,887,098**	**8,968,546**	**239,292,052**	**312,197,744**	**(22,383,072)**	**264,258,872**	**54,751,160**	**25,681,137**	**11,826,370**	**1,100,759**	**12,532**	**57,212,598**	**2,461,438**
(a) Project Capex																									
	Largest Project Approvals																								
	Student First Programme	DVSMS	Jenny C	-	-	-	901,962	634,630	1,536,592	6,070,319	4,000,000	(2,070,319)	21,800,000	-	21,800,000	21,770,319	29,681	-	6,070,319	8,700,000	7,000,000	-	-	4,000,000	(2,070,319)
	Electrical Link (EN17)	B1857	Ian S	7,699,806	84,093	7,783,899	(7,177)	-	7,776,722	229,350	234,111	4,761	8,715,685	179,731	8,535,954	8,013,249	522,705	7,783,899	229,350	-	-	-	-	234,111	4,761
	Electrical Link (EN17) - Recladding	B1857R	Ian S	487,920	2,260	490,180	1,643,014	-	2,133,194	5,003,130	4,891,041	(112,089)	5,491,000	857,000	4,634,000	5,493,310	(859,310)	490,180	5,003,130	-	-	-	-	4,891,041	(112,089)
	Art Centre	B1846	Richard G	3,416,149	23,729.89	3,439,879	951,129	31,329	4,422,337	998,959	842,009	(156,950)	4,551,588	162,850	4,388,738	4,438,839	(50,101)	3,439,879	998,959	-	-	-	-	842,009	(156,950)
	UCSA Demo	B1785D	David W	-	1,621,676	1,621,676	4,429	177,409	1,803,514	178,552	63,959	(114,593)	2,192,640	183,200	2,009,440	1,800,228	209,212	1,621,676	178,552	-	-	-	-	63,959	(114,593)
	UCSA Building	B1785	David W	838,001	66,224	904,225	1,868,609	12,006	2,784,841	5,849,929	8,191,012	2,341,083	26,825,000	400,000	26,425,000	26,825,000	(400,000)	904,225	5,849,929	14,195,219	4,800,020	1,063,076	12,532	8,191,012	2,341,083
	Dovedale Accommodation Stage 1 (Sononda Extension)	B1984	Sonia B	13,390	41,058	54,448	1,183,682	32,514	1,270,645	9,860,674	8,850,000	(1,010,674)	10,000,000	500,000	9,500,000	10,218,554	(718,554)	54,448	9,860,674	265,748	-	37,683	-	8,850,000	(1,010,674)
	Five Largest Project Approvals Total			**12,455,268**	**1,839,041**	**14,294,308**	**6,545,648**	**887,889**	**21,727,845**	**28,190,913**	**27,072,132**	**(1,118,781)**	**79,575,913**	**2,282,781**	**77,293,132**	**78,559,499**	**(1,266,367)**	**14,294,308**	**28,190,913**	**23,160,967**	**11,800,020**	**1,100,759**	**12,532**	**27,072,132**	**(1,118,781)**
	Buildings and Infrastructure																								
	CWRK UN00 Te Papa Hauora (Health Precinct)	B1982	Alan P	53,504	60,830	114,334	7,151	39,929	161,414	82,100	82,100	-	1,610,540	52,700	1,557,840	1,610,540	(52,700)	114,334	82,100	1,387,756	26,350	-	-	82,100	-
	UC Wellness Precinct Infrastructure	B1983	David W	-	64,460	64,460	221,518	-	285,978	2,488,897	500,000	(1,988,897)	3,437,000	435,000	3,002,000	3,501,461	(499,461)	64,460	2,488,897	948,104	-	-	-	500,000	(1,988,897)
	Locke & Logie	B1989	Richard G	-	-	-	26,264	-	26,264	3,072,775	3,072,775	-	973,800	155,800	818,000	3,072,775	(2,254,775)	-	3,072,775	-	-	-	-	3,072,775	-
	CWRK UN00 Signal Project	B1987	David W	-	-	-	115,698	(121,621)	(5,924)	(5,924)	-	5,924	140,000	10,000	130,000	(5,924)	135,924	-	(5,924)	-	-	-	-	-	5,924
	EN18 Engineering Geotech Lab Upgrade	B1980	Ian S	105,715	-	105,715	(105,715)	-	-	(105,715)	-	105,715	-	-	-	-	-	105,715	(105,715)	-	-	-	-	-	105,715
	Building Retentions	B9999	Annual	706,450	-	706,450	-	-	706,450	-	-	-	-	-	-	706,450	(706,450)	706,450	-	-	-	-	-	-	-
	CWRKs Accruals	B1829		148,359	-	148,359	-	-	148,359	-	-	-	-	-	-	148,359	(148,359)	148,359	-	-	-	-	-	-	-
	Buildings and InfrastructureTotal			**1,014,027**	**125,290**	**1,139,318**	**264,916**	**(81,693)**	**1,322,540**	**5,532,133**	**3,654,875**	**(1,877,258)**	**6,161,340**	**653,500**	**5,507,840**	**9,033,661**	**(3,525,821)**	**1,139,318**	**5,532,133**	**2,335,860**	**26,350**	**-**	**-**	**3,654,875**	**(1,877,258)**
	Information Technology																								
	Skype for Business	L0180	Vincent J	731,983	271,409	1,003,392	187,597	66,027	1,257,016	580,690	546,752	(33,938)	1,584,461	84,410	1,500,051	1,584,082	(84,031)	1,003,392	580,690	-	-	-	-	546,752	(33,938)
	PeopleSoft v9.2 Upgrade	L0262	Vincent J	22,083	90,672	112,754	401,266	13,052	527,073	1,555,245	782,903	(772,342)	1,850,000	324,716	1,525,284	1,850,000	(324,716)	112,754	1,555,245	182,000	-	-	-	782,903	(772,342)
	Online Experience Phase 3	L0264	Debbie J	277,659	208,410	486,069	215,423	239,652	941,144	1,279,230	1,240,655	(38,575)	1,890,967	210,033	1,680,934	1,765,300	(84,366)	486,069	1,279,230	-	-	-	-	1,240,655	(38,575)
	Lecture Capture	L0268	Emma dL	-	8,481	8,481	86,055	-	94,536	449,013	500,000	50,987	474,804	76,434	398,370	459,804	(61,434)	8,481	449,013	2,310	-	-	-	500,000	50,987
	Identity Access Management	L0275	Stephen S	-	-	-	25,772	-	25,772	1,456,166	1,742,817	286,651	1,456,166	242,694	1,213,472	1,456,166	(242,694)	-	1,456,166	-	-	-	-	1,742,817	286,651
	Information Technology Total			**1,031,725**	**578,972**	**1,610,697**	**916,113**	**318,731**	**2,845,541**	**5,320,344**	**4,813,127**	**(507,217)**	**7,256,398**	**938,287**	**6,318,111**	**7,115,351**	**(797,240)**	**1,610,697**	**5,320,344**	**184,310**	**-**	**-**	**-**	**4,813,127**	**(507,217)**
	Project Capex - Open Total			**14,501,020**	**2,543,303**	**17,044,323**	**7,726,676**	**1,124,928**	**25,895,926**	**39,043,390**	**35,540,134**	**(3,503,256)**	**92,993,651**	**3,874,568**	**89,119,083**	**94,708,511**	**(5,589,428)**	**17,044,323**	**39,043,390**	**25,681,137**	**11,826,370**	**1,100,759**	**12,532**	**35,540,134**	**(3,503,256)**
(b) Minor Capital																									
	Library - Information Resources	LIBS	Anne S	10,038,967	-	10,038,967	1,828,629	-	1,828,629	3,810,443	3,810,443	-						10,038,967	3,810,443	-	-	-	-	3,810,443	-
	Library - Others	LIBA	Anne S	-	-	-	-	-	-	130,500	243,500	113,000						-	130,500	-	-	-	-	243,500	113,000
	Engineering Services - Minor Capital	ENGS	Rob O	9,691,203	-	9,691,203	2,077,388	-	2,077,388	4,461,193	4,461,193	-						9,691,203	4,461,193	-	-	-	-	4,461,193	-
	Engineering Services - H&S Campus Safety	ENG H&S	Rob O	-	-	-	-	-	-	-	-	-						-	-	-	-	-	-	-	-
	ITS - Equipment	ITSM	Andy K	6,331,003	11,988	6,342,991	390,441	-	390,441	2,476,310	2,976,310	500,000						6,342,991	2,476,310	-	-	-	-	2,976,310	500,000
	ITS - Network Storage	L0030	Andy K	4,498,922	18,500	4,517,422	44,543	-	4,561,965	408,000	408,000	-	5,479,626	-	5,479,626	4,925,422	554,204	4,517,422	408,000	-	-	-	-	408,000	-
	Campus Services	CMPS	Michael O	2,152,768	-	2,152,768	202,054	-	202,054.30	240,000	240,000	-						2,152,768	240,000	-	-	-	-	240,000	-
	Campus Services - Supporting Remediation	DMED	Michael O	-	-	-	-	-	-	-	-	-						-	-	-	-	-	-	-	-
	Campus Services - Fleet	CMPS F	Michael O	359,465	-	359,465	378,405	-	378,405	408,500	408,500	-						359,465	408,500	-	-	-	-	408,500	-
	LRNR Director Learning Resources	DD		16,590	-	16,590	-	-	-	-	-	-						16,590	-	-	-	-	-	-	-
				33,088,918	**30,488**	**33,119,407**	**4,921,460**	**-**	**9,438,882**	**11,934,946**	**12,547,946**	**613,000**	**5,479,626**	**-**	**5,479,626**	**4,925,422**	**554,204**	**33,119,407**	**11,934,946**	**-**	**-**	**-**	**-**	**12,547,946**	**613,000**
(c) Approvals in Principle - Still to be Business cased																									
	LTCP Future Projects (yet to be formally approved)	LTCP		1,236,612	1,305,500	2,542,112	(203,313)	234,958	2,573,758	2,631,645	7,165,000	4,533,355	-	118,550	1,254,950	-	-	2,542,112	2,631,645	-	-	-	-	7,165,000	4,533,355
	Approvals in Principle - Still to be Business cased Total			**1,236,612**	**1,305,500**	**2,542,112**	**(203,313)**	**234,958**	**2,573,758**	**2,631,645**	**7,165,000**	**4,533,355**	**-**	**118,550**	**1,254,950**	**-**	**-**	**2,542,112**	**2,631,645**	**-**	**-**	**-**	**-**	**7,165,000**	**4,533,355**
(d) Project Capex - Closed																									
	UCSA Early Works Permanent Infrastructure Relocations	B1981	David W	193,479	-	193,479	-	-	193,479	-	-	-	213,000	20,000	193,000	193,479	(479)	193,479	-	-	-	-	-	-	-
	Kirkwood Hall (Student Accommodation)	B1848	Sonia B	1,619,051	162,984	1,782,035	1,055,638	22,647	2,860,320	1,103,697	1,664,318	560,621	2,951,000	384,000	2,567,000	2,885,731	(318,731)	1,782,035	1,103,697	-	-	-	-	1,664,318	560,621
	RIMS - Symplectic Elements	L0261	Elaine W	327,980	18,978	346,958	49,697	-	396,655	49,697	251,458	201,761	591,390	73,011	518,379	396,655	121,724	346,958	49,697	-	-	-	-	251,458	201,761
	Exam Manager	L0260	Jeremy F	114,304	3,724	118,028	-	-	118,028	-	7,831	7,831	187,900	31,317	156,583	118,028	38,556	118,028	-	-	-	-	-	7,831	7,831
	SMS - MyUC	L0098		8,514,364	4,980,430	13,494,794	-	-	13,494,794	-	-	-	-	-	-	13,494,794	(13,494,794)	13,494,794	-	-	-	-	-	-	-
	Copyright Compliance & Reporting	L0213	Emma dL	47,629	14,174	61,802	-	-	61,802	-	-	-	201,800	33,633	168,167	61,802	106,364	61,802	-	-	-	-	-	-	-
	EQR projects don't included in Capex Report	Quak3		(1,341,767)	1,282,300	(59,468)	-	-	(59,468)	-	-	-	-	-	-	(59,468)	59,468	(59,468)	-	-	-	-	-	-	-
	Infrastructure EQ Works 53711 - UN00	B1739	Sonia B	29,716	-	29,716	6,876	-	36,592	6,876	-	(6,876)	-	-	-	36,592	(36,592)	29,716	6,876	-	-	-	-	-	(6,876)
	Projects - Closed in Prior Years		Completed	189,639,333	5,946,353	195,585,687	(19,091)	-	195,566,595	(19,091)	35,911	55,002	144,268,731	4,433,467	139,835,264	195,436,198	(3,823,363)	195,585,687	(19,091)	-	-	-	-	35,911	55,002
	Project Capex - Closed Total			**199,144,088**	**12,408,942**	**211,553,030**	**1,093,120**	**22,647**	**212,668,797**	**1,141,178**	**1,959,518**	**818,340**	**148,413,821**	**4,975,428**	**143,438,393**	**212,563,811**	**(17,347,847)**	**211,553,030**	**1,141,178**	**-**	**-**	**-**	**-**	**1,959,518**	**818,340**

Memorandum | Pukapuka

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UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

To:	Ki:	Finance, Planning and Resources Committee
From:	Nā:	Hamish Cochrane
Date:	Rā:	23 August 2017
Subject:	Kaupapa:	**Fees and Fines Regulations**
Purpose:	Aronga:	For approval

Please find attached a copy of the proposed new regulations for the Fees and Fines. These regulations are a product of the overall Calendar and Academic Regulations Review process.

There has been significant simplification of language and the remove of overly prescriptive procedures from the regulations. Part of the review work has been to be more clearly articulate the intended behaviours or outcomes, thus allowing for operational procedures to happen elsewhere.

The schedules attached to the regulations have been checked against those fees already agreed to by Council. As part of the Calendar proofing process a further check will be made to ensure these are correct.

The remainder of the regulations, such as Admissions, Enrolment etc. were endorsed by the Academic Board at their meeting on 11 August 2017.

Recommendation:
That Council approve the "Fees and Fines Regulations".

Ngā mihi,

Dr Hamish Cochrane
Deputy Vice-Chancellor (Academic) / Te Tumu Tuarua Akoranga

Fees and Fines Regulations

1. Version

These Regulations came into force on 1 October 2017.

2. Authority

The Vice-Chancellor holds authority for these regulations and in exceptional circumstances, on evidence provided, may alter the fees or fines levied on an individual student or vary the fees for a group of students as delegated by the University Council.

3. Enrolment Fees

(a) A student must pay tuition fees on the basis of each and every course they enrol in, except when enrolling in a Special Fees Programme where an overall fee is levied.
(b) Courses are assigned to fee bands as set out in *Schedule 1: Tuition Fees*, to these Regulations.
(c) Tuition fees cover the enrolment period; from the official start date of the course until the end of the examination period for taught courses.
(d) A student becomes liable for all fees upon accepting a formal enrolment offer.
(e) Tuition fees are due at the beginning of the enrolment period. If the fees are not paid, or suitable payment arrangements made, by the due date noted in the invoice for payment then a default in payment will be registered.
(f) Where a pre-enrolled or enrolled student makes an addition to their programme of study then they become liable for the additional fees when the change of enrolment application is approved.
(g) Where a student withdraws from a course during the Change of Enrolment period they may become eligible for a full refund of the tuition fees for that course when the change of enrolment application is approved.
(h) Where a student withdraws from a course after the Change of Enrolment period and by the last date to withdraw from a course they may became eligible for a partial refund of tuition fees.
    i Except in exceptional circumstance, a student must completely withdraw from all their studies in the period to be eligible for consideration for a late refund.
    ii The refund will be pro-rata of the remaining enrolment period up to a maximum of 50% of the tuition fee and the student services levy.
(i) A student may be eligible for a partial refund of tuition fees for each taught course deleted from their programme of study when approved by special consideration for late withdrawal.
    i Except in exceptional circumstance, a student must completely withdraw from all their studies in the period to be eligible for consideration for a late refund.
    ii The refund will be pro-rata of the remaining enrolment period up to a maximum of 50% of the tuition fee and the student services levy.
    iii The special consideration application must be lodged within the calendar year of the relevant study.
(j) A student must pay the non-tuition fees for specific courses as set out in *Schedule 2: Non-tuition Fees,* to these Regulations
(k) A student must also meet any other expenses necessary to attend a class, including excursions and field-work or similar activity, or expenses necessary to complete an assessment.
(l) The non-tuition fees and other course related expenses are non-refundable.

4. Tuition Fees and Related Expenses for Research Courses

(a) Courses are assigned to fee bands as set out in *Schedule 1: Tuition Fees*, to these Regulations.

(b) The tuition period ends on the last day of the month in which the thesis is submitted or the student withdraws from the course. A student is eligible for a full refund of the remaining portion of their tuition fee for the thesis course.
(c) A student is eligible for a full refund for any whole month periods when on an approved suspension of their studies. Application must be made in advance, eligibility for a fee refund for retrospective suspension is not permitted unless applied for within the current calendar year and for exceptional circumstances.

5. International Student Fees

(a) All students of international status must pay tuition fees at the international rate, as specified in the Schedules to these Regulations, except
    i where a student is on an approved reciprocal exchange programme covered by a formal exchange agreement, then they will pay tuition fees to their home university, not to the University of Canterbury; or
    ii where they are a PhD student resident in New Zealand, then they will pay the domestic rate for the Research Course.
(b) A full-fee international student who becomes a permanent resident after they enrol may change to domestic status and thereby become eligible for an appropriate refund in the current teaching period, or semester, whichever is shorter. A student must:
    i provide evidence of their permanent residency visa by the last day of lectures for the teaching period; or
    ii in the case of a research course this shall be before the end of any month.

6. Enrolment Administration Fees

(a) A student must pay the Administration Fee associated with their enrolment application as set out in *Schedule 3: Services Fees* to these Regulations.
(b) In addition, some qualifications or courses have admission application and acceptance fees.
(c) These administrative fees are non-refundable should a student completely withdraw their enrolment application.

7. Student Service Levy

(a) A student will pay the compulsory Student Services Levy as set out in *Schedule 3: Services Fees,* to these Regulations.
(b) Various rebates and lifetime caps apply to the Student Services Levy as specified in the Student Services Levy Policy.

8. Other Fees

A student must pay all other fees as set at in *Schedule 3: Service Fees* to these Regulations on a user pays basis for any other goods or services.

9. Fines

(a) All fines are set at in *Schedule 4: Fines*, to these Regulations.
(b) If the fees are not paid, or suitable payment arrangements made, by the last due date noted in the invoice for payment then a default in payment will be registered.

10. Default in Payment of Fees or Fines

(a) Any default, delay or failure to pay fees (other than tuition fees) or fines by the due date will result in all of the following actions:
    i examination results will not be released;
    ii conferment of qualifications will be withheld;
    iii transfers to other institutions will not be actioned;

iv re-enrolment will not be permitted;
v StudyLink will be advised for student allowance/loan purposes;
vi Immigration NZ will be advised for international students.

(b) Any default, delay or failure to pay tuition fees by the due date will result in the sanctions list in (a) and also:
i cancellation of enrolment;
ii cancellation of Canterbury Card,
iii stopping of IT access;
iv stopping of Library services;

(c) Failure to pay includes:
i where no transaction to pay is made or completed;
ii where a transaction to pay is reversed or dishonoured;
iii where StudyLink declines or fails to pay within ten working days from enrolling in courses.

(d) Subsequent payment of outstanding debt does not guarantee entry into previously approved courses.

11. Taxes

All fees and fines listed in the schedules to these regulations include New Zealand Goods and Services Tax.

12. Right of Appeal

(a) A student may object to a fees levy decision by lodging an appeal as specified in the Appeals and Grievance Regulations.

(b) A student may object to a fines levy decision by following the appeals process outlined in the regulations used to issue a fine

(c) A student may object to a penalty taken in relation to a default in payment by lodging a grievance with the University Appeals and Grievance Officer. Such an appeal must outline a manifest hardship.

Schedule to the Regulations for Fees and Fines

Effective for 2018

Schedule 1: Tuition Fees

Part A: Fee Bands: Domestic student fees (per 15 point)

Fee Band	Indicative Subject Area	Undergraduate Courses ($NZ)	Postgraduate Courses ($NZ)	Research Courses ($NZ)
1	Arts, Education, Social Sciences	5,971	7,242	6,749
2	Accounting, Business, Criminal Justice, Law	6,321	7,547	7,066
3	Computational Mathematics, Computer Science, Fine Arts, Music, Non-Bench Science, Theatre and Film	6,670	7,857	7,385
4	Antarctic Studies, Health Sciences, Bench Sciences	6,923	8,105	7,639
5	Engineering, Forestry	7,495	8,471	8,130
6	Information Systems	6,541	7,647	7,264
7	Communication Disorders	7,442	8,430	8,084
8	Ecology	7,189	8,210	7,855
9	Art Curatorship, Mathematics, Statistics	5,999	7,602	7,062

Part B: Fee Bands: Domestic student fees – Special Programmes

Prog. No	Programme	Undergraduate Programme ($NZ)	Postgraduate Programme ($NZ)
1	Master of Business Administration		36,870
2	Master of Business Management		14,040
3	Master of Professional Accounting		19,000
4	Master of Applied Finance and Economics		11,130
5	Master of Business Information Systems		14,040
6	Master of Engineering in Management		11,244
7	Postgraduate Certificate in Antarctic Studies (60 Points)		9,160
8	Graduate Diploma in Teaching & Learning (Early Childhood)	7,470	
9	Graduate Diploma in Teaching & Learning (Primary)	8,220	
10	Graduate Diploma in Teaching & Learning (Secondary)	5,970	
11	Certificate in University Preparation (1 semester)	2,980	
12	15-point STAR courses	550	
14	30-point STAR courses	1,050	

15	Headstart course (1 week)	155	
16	Headstart course (2 week)	310	

Part C: Fee Bands: International student fees (per 15 point)

Fee Band	Indicative Subject Area	Undergraduate Courses	Postgraduate Courses	Research Courses
1	Arts, Education, Social Sciences	24,300	27,600	
2	Accounting, Business	26,800	28,500	
3	Fine Arts, Law	28,800	32,200	
4	Science, Health Sciences	30,300	34,900	
5	Engineering	41,000	39,000	
6	Communication Disorders, Forestry	34,900	34,900	

Part D: Fee Bands: International student fees – Special Programmes

Prog. No	Programme	Undergraduate Programme ($NZ)	Postgraduate Programme ($NZ)
1	Master of European Union Studies		29,800
2	Master of International Relations and Diplomacy		29,800
3	Master of Linguistics		29,800
4	Master of Māori and Indigenous Leadership		29,800
5	Master of Policy and Governance		29,800
6	Master of Writing		29,800
7	Postgraduate Diploma in Māori and Indigenous Studies		22,000
8	Postgraduate Diploma in Te Reo Māori		22,000
9	Postgraduate Diploma in Arts		22,000
10	Postgraduate Diploma in Art Curatorship		22,000
11	Master of Business Administration		54,400
12	Master of Business Management		34,200
13	Master of Professional Accounting		45,600
14	Master of Applied Finance and Economics		34,200
15	Postgraduate Diploma in Business Administration		27,200
16	Master of Financial Management		34,200
17	Master of Business Information Systems		34,200
18	Postgraduate Certificate in Business		11,400
19	Postgraduate Diploma in Business		22,800
20	Postgraduate Diploma in Business Information Systems		22,800
21	Master of Engineering in Management		41,900
22	Postgraduate Certificate in Antarctic Studies (60 Points)		21,300
23	Master of Speech and Language Pathology		62,400

24	Professional Masters in Engineering Geology		45,900
25	Master of Disaster Risk and Resilience		45,900
26	Master of Applied Data Science		34,200
27	Graduate Diploma in Teaching & Learning (Early Childhood)	25,000	
28	Graduate Diploma in Teaching & Learning (Primary)	26,000	
29	Graduate Diploma in Teaching & Learning (Secondary)	25,000	
30	Master of Health Sciences Professional Practice		32,200
31	Master of Teaching English to Speakers of Other Languages		32,200
32	Study Aboard (per semester)	12,250	

Schedule 2: Non-Tuition Course Fees

Description	Fees ($NZ)
College of Arts	
FINT103 Fine Arts intermediate materials	705
JOUR407 Shorthand Fee	520
JOUR401 Field Work	375
POLS440 Field trip	204
FINA101 Fine Arts intermediate materials	281
FINA102 Field Trips	71
FINA103 Fine Arts intermediate materials	425
College of Business and Law	
MKTG316 Course resource fees	156
MGMT228 Study Tour to China. Actual costs are not known at this stage and vary from year to year, dependent on both funding arrangements (funding of scholarships/sponsorship) and travel costs.	TBC
ECON228 Chile Study Tour. Actual costs are not known at this stage and vary from year to year, dependent on both funding arrangements (funding of scholarships/sponsorship) and travel costs.	TBC
MBAD671 Study Tour to Vietnam. Actual costs are not known at this stage and vary from year to year, dependent on both funding arrangements (funding of scholarships/sponsorship) and travel costs.	TBC
College of Education, Health and Human Development	
EDTL802 ESHD Course Requirements	21
EDUC690 ESHD Course Requirements	21
EDUC686 ESHD Course Requirements	21
EDUC Nohoe Marae Trip	48
PHYSED Camp Fee	75
College of Engineering	
ENCH199 Engineering - Chemical and Process Workshop	403
ENCI199 Engineering - Civil Workshop	222
ENEL198 Engineering - Electrical - Elec Workshop	161
ENEL199 Engineering - Electrical - Mech Workshop	161
ENME199 Engineering - Mechanical Workshop	491
ENME405 Field Trip	86
FORE199 Engineering - Forestry Workshop	222
SENG199 Engineering - Software Engineering Workshop	150
Master of Engineering Management Project Fee	660
BFORSC-Compulsory Programme Cost - Field Trip Yr1	120
BFORSC-Compulsory Programme Cost - Field Trip Yr2	480
BFORSC-Compulsory Programme Cost - Field Trip Yr3	314
BFORSC-Compulsory Programme Cost - Field Trip Yr4	231
College of Science	33
ENGE410 Field Trip	33
ENGE411 Field Trip	33
GEOL111 Field Trip	33
GEOL115 Field Trip	33

GEOL240 Field Trip	33
GEOL241 Field Trip	33
GEOL351 Field Trip	33
GEOL352 Field Trip	33
GEOL473 Field Trip	33
GEOL478 Field Trip	33
GEOL479 Field Trip	33
GEOL481 Field Trip	33
GEOL483 Field Trip	38
GEOL489 Field Trip	140
HAZM401 Field Trip	55
HAZM403 Field Trip	38
SCIM101 Field trip	33
Antarctica Field Trip	3,900

Schedule 3: Service Fees

Part A: Application Fees

Description	Fees ($NZ)
Administration Fee (waived if paid on time)	120
Accommodation Services Application Fee	100
Master of Business Administration Application Fee	60
Master of Business Administration Acceptance Fee	600
Master of Business Management Application Fee	60
Master of Business Management Acceptance Fee	250
Master of Professional Accounting Application Fee	60
Master of Professional Accounting Acceptance Fee	250

Part B: Pay as you go Fees

Description	Fees ($NZ)
Student Services Levy	795
Student Visa Charge	187
Studentsafe Insurance charge per semester	295
Studentsafe Insurance charge per annum	590
Distance examination sat outside of home city (fee per venue)	120
Off-campus examinations (fee per venue)	120
Alternative exam arrangement	120
Reconsideration of Grade (per subject)	75
Copy of examination script (per subject)	65
Transcript	40
Transcript – additional copies	20
Letter – conferment of degree	40
Letter – eligible to graduate	20
Replacement of a degree or diploma certificate	95
Internet Charges (per GB)	2
Email	Free
Photocopying/Printing – A4 black & white (per page)	0.05
Photocopying/Printing – A4 colour (per page)	0.15
Printing – A3 (per page)	0.30
Parking Permit – Semester	152
Parking Permit – Full Year	304
Key deposit	35
Canterbury Card (replacement)	20

Schedule 4: Fines

Description	**Fine ($NZ)**	**Max Fine ($NZ)**
Discipline, Academic Integrity and Breach of Instruction		
Examination – Breach of Instruction fines		120
Proctors Fine		500
Discipline Committee Fine		5000
Library		
Normal overdue (per day or part thereof) (1 day grace period)	0.25	15
1 Day loan (per day or part thereof)	3.00	30
3 Day loan (per day or part thereof)	3.00	30
1 hour loan (per hour or part thereof) (15 minutes grace)	1.50	30
3 hour loan (per hour or part thereof) (15 minutes grace)	1.50	30
Recall fine rate (per day or part thereof)	3.00	30
Lost item	20	20
Facilities and Estate		
Parking - Clamping (per offence)	50	150

UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

Report to the Council from a meeting of the Audit and Risk Committee held on Monday 21 August 2017

The Committee recommends:

1. Health and Safety Report

   That: ***Council note the Health and Safety Report.***

2. Appeals, Discipline and Grievance Report

   That: ***Council note the Appeals, Discipline and Grievances Report 2016.***

Peter Ballantyne
Chair
Audit and Risk Committee

23 August 2017

Memorandum

To:	Audit and Risk Committee of UC Council
From:	Steve Hunter, Health and Safety Manager
Date:	August 2017
Subject	Health and Safety at UC

1. Review of Health and Safety reporting
2. Health and Safety team responsibilities
3. Health and Safety Priorities (includes legislation and wellness)
4. Health Monitoring
5. Governance Tracking and Reporting
6. Governance Pathway
7. ACC Benchmarking
8. Contractors update

1. Review of Health and Safety Reporting

I am currently conducting a review of Health and Safety data provision and reporting. One of the aims of this review is to provide meaningful and accurate information and commentary at senior management and governance level. I believe we need to put greater emphasis on identifying the key risks, reporting meaningful trend data (both lagging and leading) about those risks, as well as commentary about the risks and mitigations actions. Where available, e.g. the construction sector, I will also provide benchmarking data. However, as previously advised, this is not available within the New Zealand or Australasian tertiary education sectors.

A sample of intended lagging indicator trend information is attached in **Appendix A**.

The final version of this new format for Council will be available no later than the first report of 2018. In the meantime, I have included an abridged version of previous reporting, focussing on those areas of risk that I believe to be most important to Councillors now. The issues we have still to address are illustrated by these data e.g. lack of trend information.

2. Health and Safety Team

Health and Safety is the responsibility of everyone at UC. The Health and Safety team's role is to provide expertise and advice to University managers and staff about Health and Safety culture and all supporting policies, procedures and practices. This for all areas of the University - Colleges, Service Units and the staff, students, visitors and other members of the University community.

The team is part of the portfolio of the Director of Human Resources, Paul O'Flaherty, whose role is to champion Health and Safety at the SMT table.

Each member of the Health and Safety team has dedicated areas of project/process responsibility throughout the University as follows:

- Steve Hunter – Overall functional responsibility for Health and Safety
- Grant Craig – Construction, Campus Events, Emergency Management
- Jaime MacDonald– Laboratories, HSNO Management, Health Monitoring, Field Activities/Placements
- Angie Willington – Low Risk areas, RMSS, Team Coordinator

There are overlaps and numerous other duties but these are the main areas for each team member.

3. Health and Safety Priorities

As I reported to the June Council meeting, I have been impressed by the strong commitment to Health and Safety at all levels of the organisation. There is a strong Health and Safety culture, supported by a comprehensive set of Health and Safety policies, procedures and tools. Within that context, below is a list of current Health and Safety priorities and projects. These address the key Health and Safety risks:

- The University electronic health and safety management system's (RMSS) main function is to receive Health and Safety information, provide data for statistics, and assist in the early identification of trends. The system speed has further improved since a visit to the hosts in June. This has supported the continuation of a University-wide roll out following training for key staff. Students also have access to the system for directly reporting occurrences into RMSS;

- The current Council report refers to Occurrences, Events and Incidents; these terms do not have clear definitions. This terminology is under review in order to bring them in line with current legislation. Any language utilised in this report should be clearly defined and not open to interpretation which could lead to a risk/hazard being missed;

- A review of processes for the wellbeing of University staff and students is underway. This will include a dedicated manager who will deal with initial reporting and provide direction to any staff requiring services such as counselling, EAP etc. The University website on wellbeing is being updated to provide information on ways that the University supports wellbeing of its community. We will of course also continue to support and monitor the wellbeing of our students, and data for this is also being reviewed;

- Safety of our students is paramount, especially when carrying out activities off campus. We are working on a system for Student Professional Placements and Field Trip Activities in order to conform to the requirements of the Health and Safety Act 2015, particularly any overlapping duties between one or more PCBUs;

- We are in the process of assessing how recent changes to the Hazardous Substances and New Organisms Act 1996 (HSNO) impact the University, as pointed out in the July Report. A working group of University Health and Safety Managers/Directors and some Advisors has been formed in order to further discuss the contents and implications of the changes. It should be noted that UC does have a good basic system for chemical control in place. This is being further developed and assessed in readiness for implementation into the new science facility (RSIC);

- Construction projects will continue to be one of our significant risks but they are generally well controlled with good reporting systems. Construction companies supplying data in a timely manner for UC statistics is an area for concern. University expectations in regards to this issue are being reiterated at Round Table meetings;

- An emphasis on consistency of implementation throughout the University in regards to health, safety and wellness will be an ongoing focus, co-ordinated by the Health and Safety team

working with managers and staff and student representatives across campus. This will assist with both compliance and culture and is another way we can show ongoing Health and Safety leadership and commitment to our community.

These priorities are the main elements of the 2017 Health and Safety programme as presented to Audit and Risk Committee in the October 2016 report. The 2018 programme is being developed as part of the overall University planning process and will be sent to Audit and Risk in October.

4. Health Monitoring

The 2017 Health Monitoring programme has been completed. Health monitoring is part of the overall Health and Safety strategy to identify and manage hazards in the workplace.

Under the Health and Safety at Work Act 2015, the University of Canterbury has a responsibility to monitor worker exposure to a significant hazard that has been minimised.

The purpose of health monitoring is to:

- evaluate the effectiveness of the controls implemented to minimise the risk
- enable early identification of any health issues relating to the hazard and provide the necessary medical care and support.

The 2017 Health Monitoring conducted at the University included;

Type of Test	**Reason**	**# of Staff 2017**
Spirometry Testing	Staff exposed to hazardous dusts/fumes	52
Audiometry	Staff exposed to excess noise	88
Skin Checks	Staff exposed to UV	52

Overall results were good, confirming that this is a well-mitigated low-risk area.

5. Governance Tracking and Reporting

My initial observations of the effectiveness of the University's health and safety governance and supporting management systems are:

- Council safety walkabouts are a key component in raising culture from ground level upwards and are extremely well received. During a recent visit, Council conversations between students and staff displayed a healthy supportive governance culture and commitment to Health and Safety;

- Quarterly and Annual Health and Safety reports are studied by Council and any questions/issues raised are fed back to the Human Resource Director and, if required, the Health and Safety Manager for further comments/direction;

- Looking at our statistics past and present, we have a positive "Lead Performance Indicator" culture from managers which will be enhanced further by the review underway. (Note: Lead Performance Indicators can be measured without an incident, accident or property damage occurring and are extremely useful in being able to predict or prevent future events. They are often linked to processes or targeted activities, whereas Lagging Performance Indicators simply show the number and/or severity of event which have already occurred);

- Council and SMT support of a dedicated Health and Safety team with associated members (Health and Safety Representatives etc) along with regular well-attended Health and Safety Committee meetings shows commitment towards maintaining compliance and developing culture;

- Health and Safety systems and procedures are under constant review with a strong focus on our new Science building which will become a flagship model for the University;

- Incidents/Events/Occurrences are recorded within RMSS. Investigations are carried out when required, with agreed corrective actions and reports distributed to appropriate staff. When correctly reported, trends discovered at the earliest opportunity reduce our lagging performance indicators. This is an area which is under constant review and is seen as an ongoing high priority;

- External Audits take place throughout the year and provide the University with unbiased reports with actions on any gaps indicated;

- My view is that we look at minimum requirements set out by legislation, and aim to achieve and maintain a higher level compliance that will reduce risks to the university;

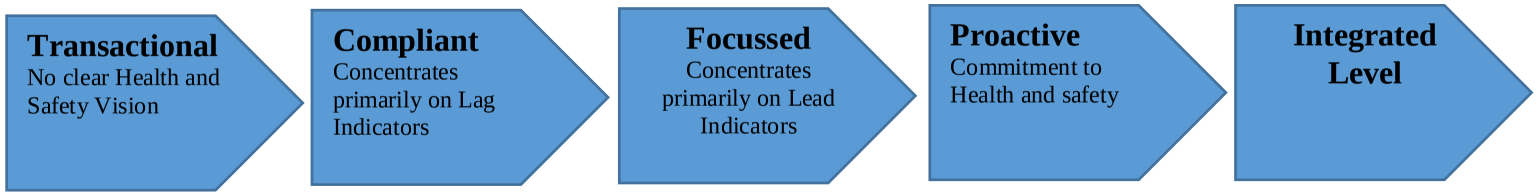
- Current health and safety procedures within the University will benefit from a more consistent approach between areas. This is under review;

- The University shares health and safety data and learnings with other universities and beyond, by way of regular attendance at National Human Resources and Health and Safety Manager Meetings;

- Success is celebrated with posts in community newsletters, annual health and safety awards and a personal email from the Health and Safety Manager.

Please refer to Safety Governance Pathway model below

6. Safety Governance Pathway



The Safety Governance Pathway model is promoted by the Institute of Directors (Health and Safety Guide: Good Governance for Directors, March 2016).

My view is that the University is certainly well clear of the base Transactional level. We are moving forwards along the path, and are mainly Compliant (reviews of procedures, codes of practice alignment and legislative requirements are underway), certainly Focussed/Proactive and working towards an Integrated process. A full integrated system is the most effective stage of safety governance which occurs when health and safety is completely integrated into the business.

Overall I believe that, while this work to be done as per the priorities outlined above, the University is meeting its Health and Safety obligations, and is working hard to build a strong Health and Safety culture. It has good systems in place, and is working on projects to further address the key Health and Safety risks identified in the University's risk register – in summary:

- wellness of the University community;
- risks associated with construction activities;
- risks associated with inconsistent implementation of policy and procedure

Definition of Integrated level: *Commitment is stated clearly in annual reports and safety disclosures are transparent. Line managers acknowledge and accept their own responsibility for safety rather than seeing it falling to the health and safety function. There is transparent sharing of safety data and learnings with other similar organisations and beyond*

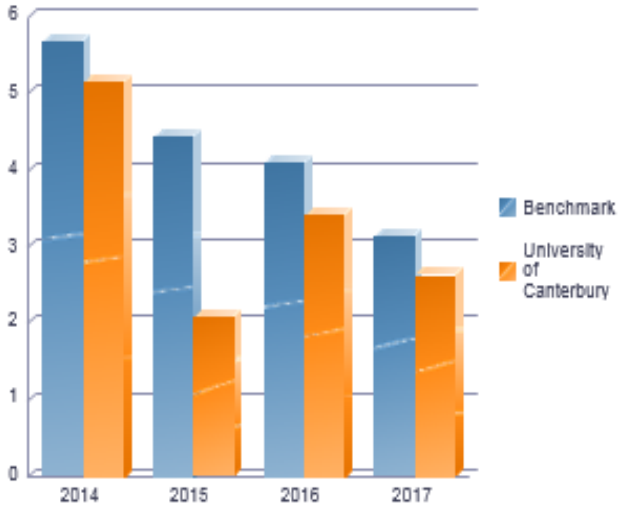
7. ACC Benchmarking

The University of Canterbury continues to track well within the national tertiary education ACC statistics:

Note: Updated ACC Statistics are due out at the end of August 2017

Number of ACC Claims per $10k Liable Earnings to 1 May 2017:

Tertiary education



8. Contractors Update

During 2017 the Health and Safety team has coordinated external audits of the major construction sites on campus. In addition to this Grant Craig, Senior Health and Safety Consultant, actively engages with the construction sites on a regular basis by attending toolbox talks, site visits with the UC Project Managers and others. Following a review of the 2016 statistics provided by the contractors and in light of the hands on knowledge from the sites the following observations have been made;

- Dominion Construction are dealing with asbestos issues in Von Haast with a professional removal specialist company. The situation is under control and well managed. Demolition of Von Haast is due to commence 24 August 2017. Note that Dominion statistics are showing their first entry to UC reporting. They are showing a high number of First Aid Injuries and Damage to Property in relation to the low numbers of workers on site and UC is working closely with Dominion to reverse this;

- Hawkins CETF has handed part of the building over to UC. There will be a presence of contractors and UC staff in the vicinity at the same time but a robust risk assessment has been carried out and implemented. They have improved in key areas such as Medical Treatment Injuries and Damage to Property. Near Miss reporting is increasing which is a key area of focus in responding to these statistics. Good safety observations have fallen which shows there is still room for improvement and this is being addressed. See comments below about Hawkins;

- NEB is still showing a high number of First Aid Injuries when compared to CETF given the similar number of workers on site and this is being addressed via an increase in toolbox talks and close monitoring of early trends;

- As the RSIC project gets closer to a hand over to UC, worker numbers on site have increased but health and safety statistics show a general fall in incidents. There has been a low level of medical treatment injuries recorded on RSIC given the number of man hours on site. This is consistent with the perception that this is a well-managed site with good sub-contractor supervision and a positive H&S culture;

- An overall analysis of the data and the principal contractors shows that Hawkins is concerningly and consistently the contractor with the most issues, and that they require constant monitoring. The recent example of the Council visit to Rehua demonstrated this; the H&S team were unavailable to check Hawkins' preparedness for the safety tour. Tight UC monitoring has ensured good site housekeeping since then, and UC management is working closely with Hawkins via the Campus Construction Safety Group and other fora outlined below. Fletchers have not been perfect but have shown an appetite to change the way they do things, work closer with their subcontractor base, and understand UC's expectations;

- After reviewing the data, we have identified some opportunities for improvement in our reporting. Rather than have up/down/across arrows indicating trends, we will show actual comparison figures in a graph form (Please see draft Appendix 1)

- As we move through a very busy year with continued and disruptive construction activities in the centre of campus and significant volumes of staff and students moving locations, we acknowledge the ongoing risk that this poses to the University community. However we think it is also important to recognise the significant time and energy being invested by the University to ensure the safety of staff and students during this time. Some of the key contributors to risk mitigation are:

1. Campus Construction Safety Group
2. Contractor Round Table Forum
3. Project Control Groups
4. Project Working Groups
5. Health and Safety Committees
6. Investment in training for Health and Safety reps, acting as our extra sets of eyes

Key Performance Indicators: Main Construction Contractors Health and Safety Reporting

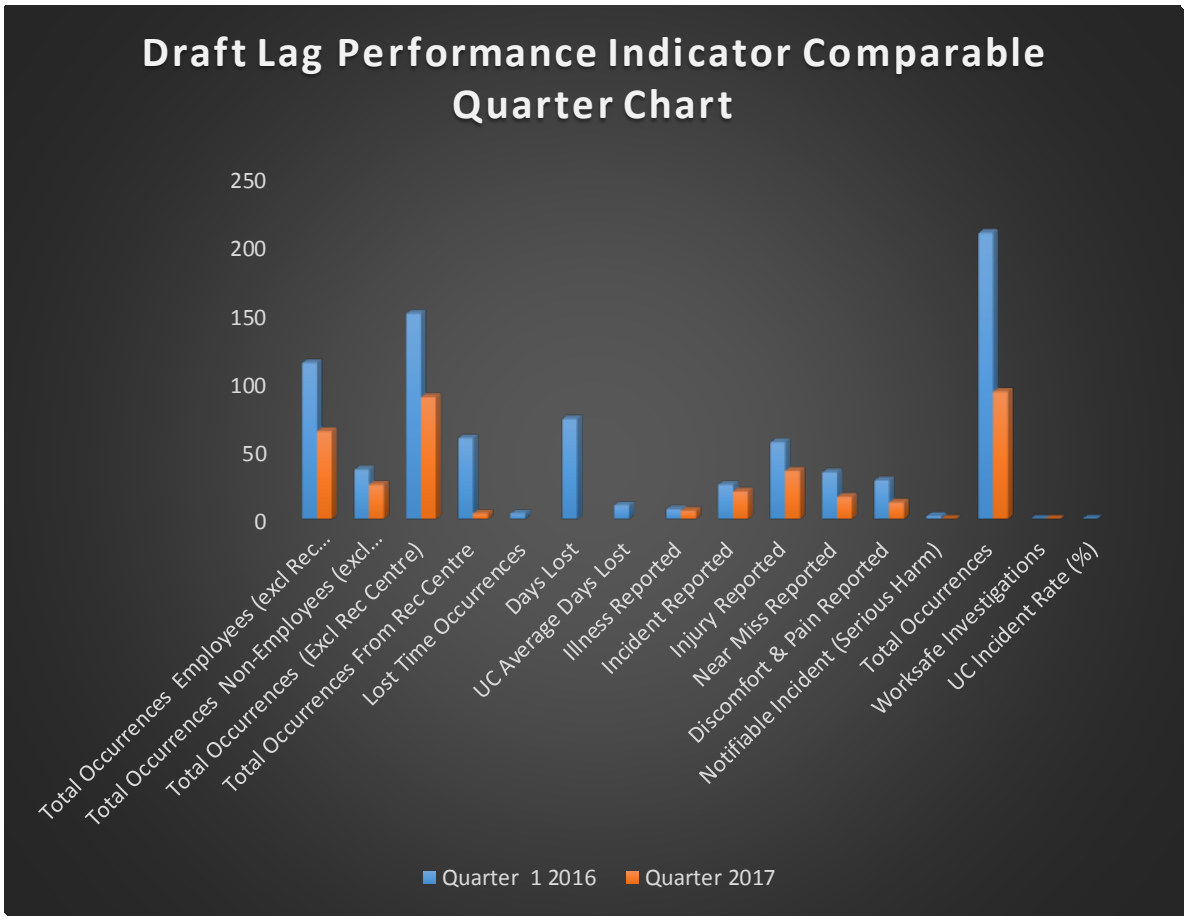
As at July 2017 , arrows indicate comparison from previous A&R report

	Hawkins – CETF		Hawkins - NEB - Rehua		Fletchers - RSIC	
KPI Description	**YTD**	**3 Month Average**	**YTD**	**3 Month Average**	**YTD**	**3 Month Average**
Incidents						
First aid treatment	16	3.33 ↑	35	1.00 ↓	15	1.33 ↓
Medical treatment injuries	6	0.67 ↓	6	.33 →	3	0.33 ↓
Near Misses	25	3.67 ↑	15	2.67 ↓	13	0.33 ↓
Damage to property	2	0.00 ↓	0	0 ↓	0	0.00 →
Total	**49**	**6.33**	**56**	**4**	**31**	**2**
Safety Observations;			21	1.33 ↓		
Good	11	1.33 ↓			163	17.33 ↓
Bad	16	3.33 ↑			84	11.67 ↑
Toolbox Meetings						
Site wide Tool Box Talk	303	45.33 ↑	70	4.33 →	13	2 →
Trade specific toolbox meetings held	238	40.67 ↑	521	54.33 ↑	216	24 ↓
Start-up Meetings held (Pre job start 1st) time)	10	1.33	25	1.33 →	18	3.33 ↑
Daily Meetings held	64	21.33 ↑	359	21.67 ↑	125	18.33 ↓
H&S Committee/co-ordination meeting	14	4.67	314	21.67 ↑	15	2.00 ↓

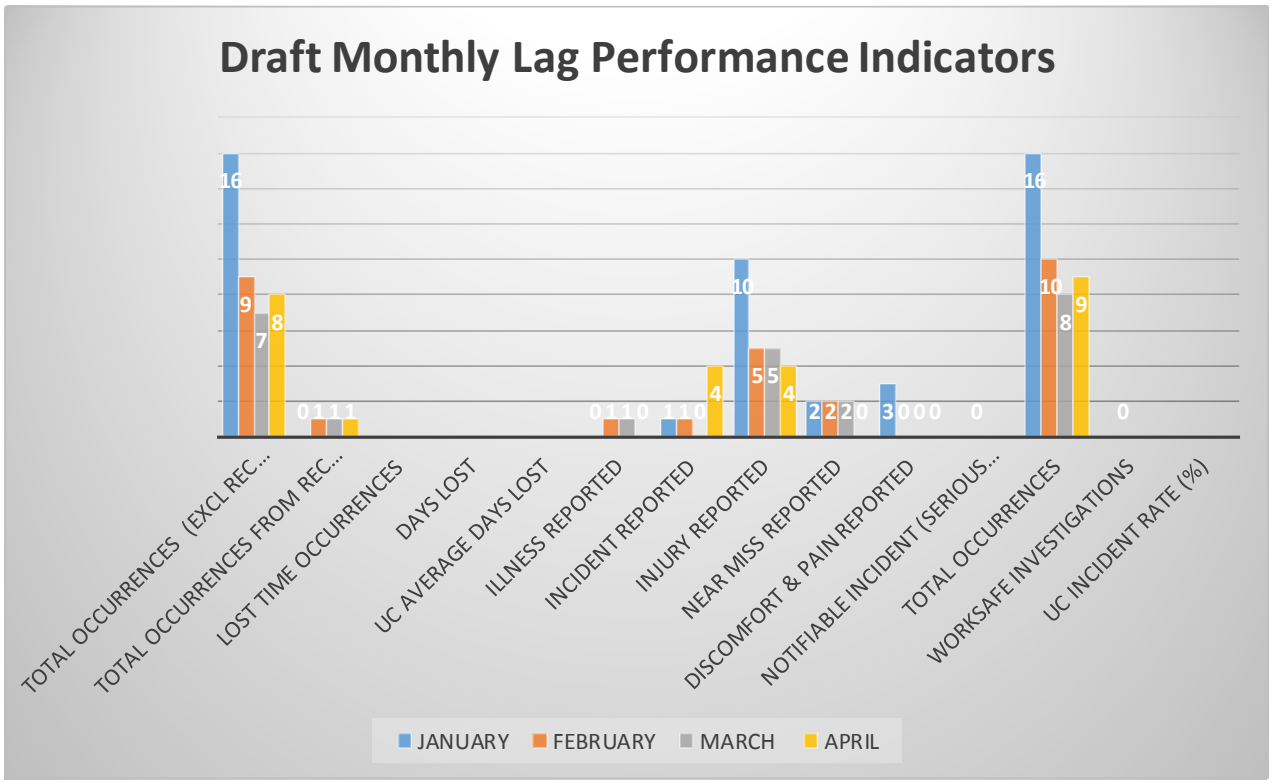
Lagging Performance Indicators (as of Aug 1st 2017)	2017
Total Occurrences employees (excluding Rec Centre)	64
Total Occurrences non-employees (excluding Rec Centre)	25
Total Occurrences (excluding Rec Centre)	89
Total Occurrences from the Rec Centre	4
Lost time occurrences	4
Days lost	29
UC Average Time lost rate (days)	7.1
UC LTI Incident Rate	0.16%
Illness reported	6
Incident reported	20
Injury reported	35
Near Miss reported	16
Discomfort & Pain reported	12
Rec Centre Event	4
Notifiable Incident (Serious Harm)	0
Total Occurrences	93
Worksafe NZ Investigations	0
Leading Performance Indicators (as of Aug 1st 2017)	**2017**
Health & Safety Tours completed by Council • Departments - 0 • Construction Sites - 1	1
Health & safety Tours completed by SMT – Temporarily Suspended	0
Health & Safety audits completed by external consultant • Departmental Assessments - 4 • Construction Site Audits – 3 • Machine Audits - 0	7
Health and Safety audits completed by internal auditors	0
Ergonomic Assessments Completed	39
# of Flu Vaccinations • Staff – 613 • Students –762 • Others (UCSA staff, Campus Living Staff etc.) - 42	1417
# of Trainings completed	9
# of Health Monitoring completed	226
# of elected Health and Safety Representatives	81
# of Health and Safety Committee meetings held	12

Appendix A

Draft Charts Examples:



Comments: …….



Comments: …….

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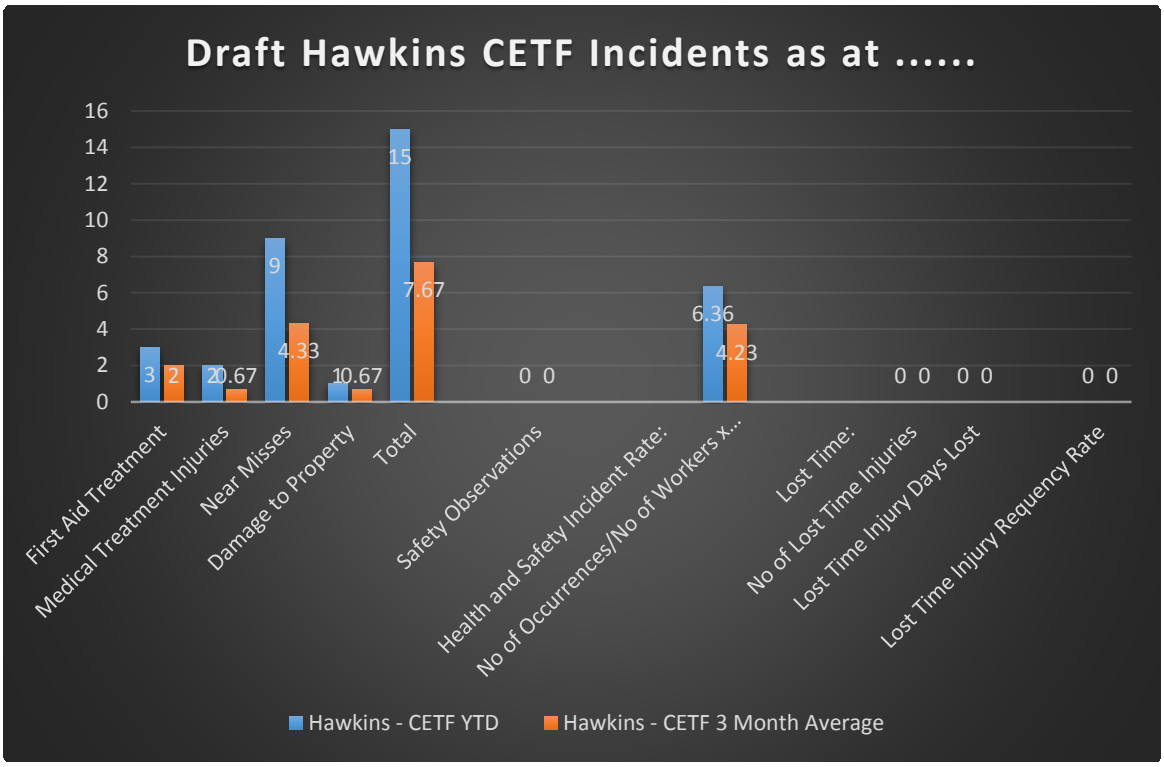
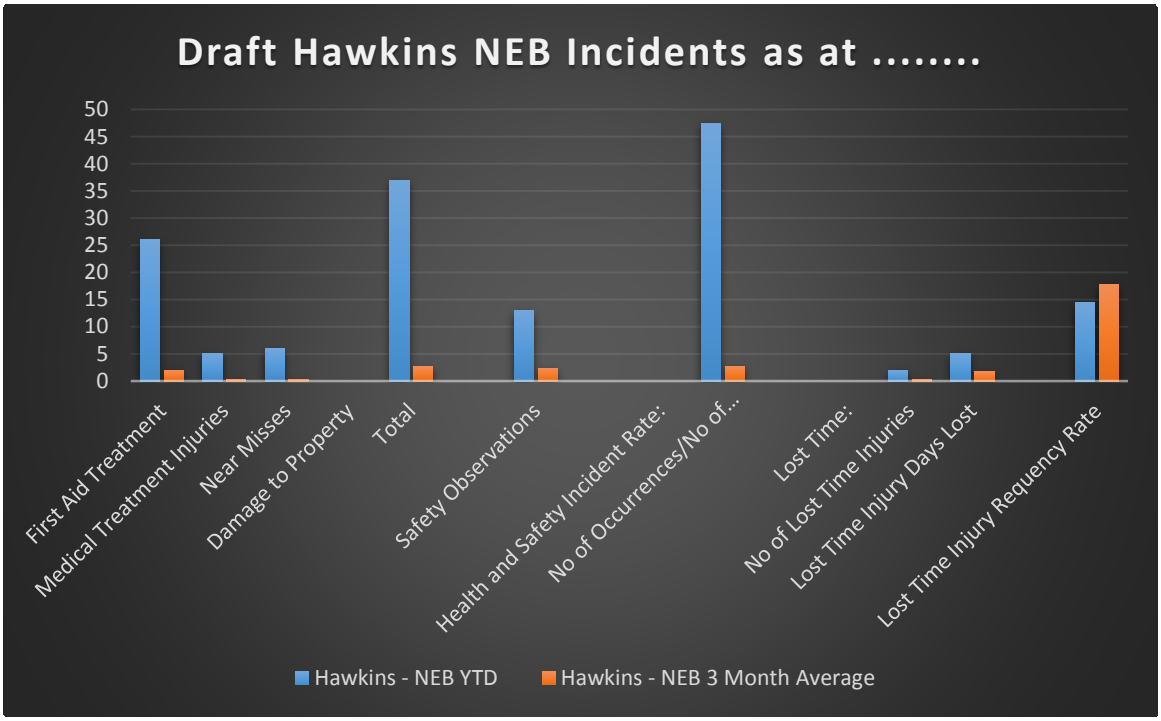
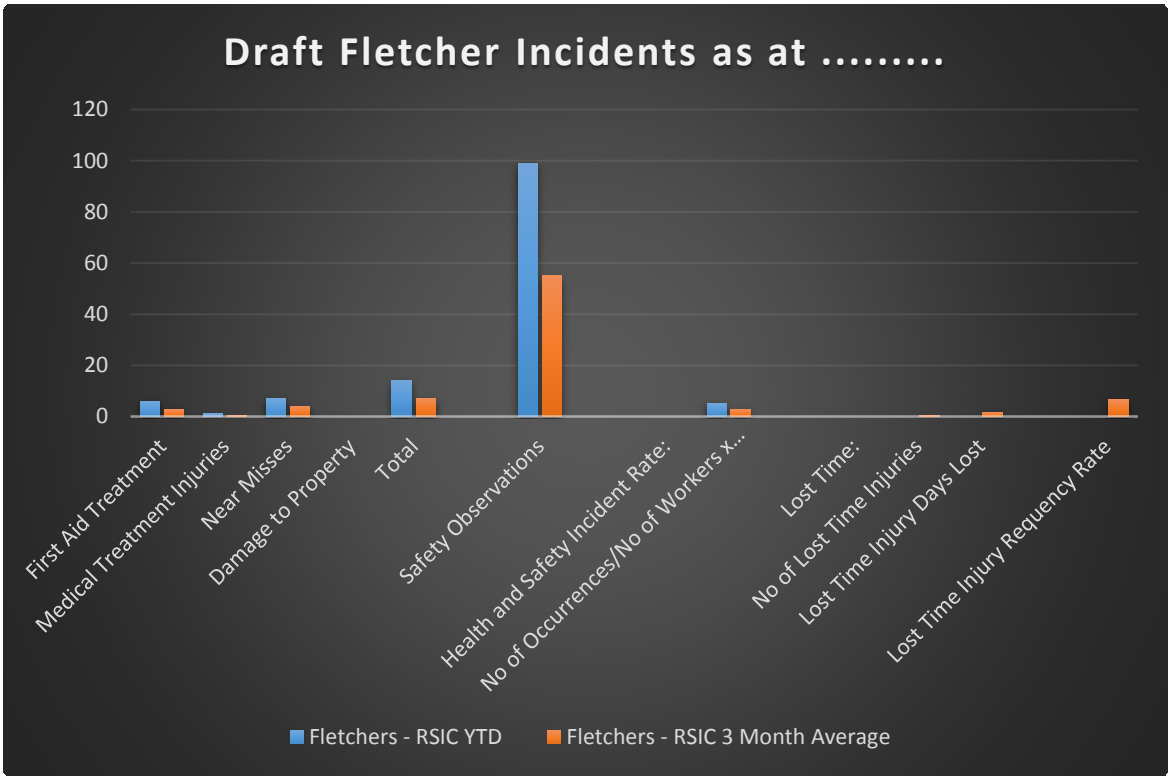
Contractor incident dashboard component draft examples:



Example comments: Medical treatments are up by ------- on the preceding period. This could be attributed to a lack of Safety Observations carried out (Data was not made available for this report) Zero LTI's are a sign that a good culture exists.



Example comments: Total number of incidents are up by ----- on the preceding month. LTI's remain the same at 2 which is a concerning trend borne out by a fall in Near Miss reporting and a high LTIFR.



Example comments: A much improved Safety Observation number on the previous period shows in a general fall in incidents. LTIFR is heading towards a lower level. This shows a generally positive culture within the project. An improvement in Near Miss reporting would improve statistics further.

Memorandum / Pukapuka

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UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

To:	Council
From:	Jeff Field, University Registrar / Pouroki
Date:	23 August 2017
Subject:	**2016 APPEAL, DISCIPLINE AND GRIEVANCE CASES**
	For Information

The Academic Appeals and Grievances Policy was adopted in December 2010. The role of the Grievance and Academic Processes Coordinator (GAPC) encompasses appeals and student progression, recognising the close relationship between the processes for academic and other student complaints. In 2016 the role was held by Liana Foster and the position sat within the portfolio of the DVC (Academic).

The role of the GAPC is to be a central contact point to establish whether an informal resolution of any concern is possible. If not, the GAPC ensures the concern is channelled in the correct direction for resolution and monitors progress to ensure the correct process is followed. The GAPC also reports annually via the Registrar to SMT and the University Council on the issues involved and on any trends.

If a grievance or concern cannot be resolved informally then it goes into the formal appeal or grievance process, with cases heard by the Academic Appeals Committee and, if necessary, the University Council Appeals Committee. Support is made available for students through the UCSA advocacy and support team, which liaises closely with the GAPC.

Attached are reports from:

- The GAPC on workload in 2016
- The GAPC on appeals to the Academic Appeals Committee and on Discipline Committee hearings
- The Registrar on University Council appeals

Student discipline issues
Student discipline issues are investigated through the University Proctors, of which there were four in 2016, two filling the role for less than the full year. Their role is outlined in the Discipline Regulations, which refer to breach of University regulations and instructions, and conduct prejudicial to the interests of UC and its students. They report to the University Registrar.

Proctors have the role of investigating complaints and dealing with minor breaches through their own powers. If there is a serious breach of discipline the Proctor refers the case to the Discipline Committee for action. If there is new evidence, a significant breach of process or a manifestly unjust decision the student can appeal decisions of the Discipline Committee to the University Council Appeals Committee, which also hears appeals against the decision of the Academic

Appeals Committee under the same criteria. No appeals were brought to the Council Appeals Committee in 2016.

There were 67 notified investigations by the Proctors in 2016. Of the 67 cases breaches of discipline fell into three main categories: academic dishonesty (55, 29 of which were decided to be unfounded or extenuating circumstances existed), harassment (3) and behavioural issues (9). The proctors considered one case of a copyright breach where a students breached the computer use policy by downloading a movie. This resulted in a reprimand and a reminder to follow the policy.

The behavioural issues were dealt with through reprimands, letters of apology and fines. Misuse of social media featured in two cases.

Proven cases of academic dishonesty resulted in fines, loss of credit and an entry on the Discipline Register in case of any future breaches. Students found to have plagiarised work were referred to the Academic Skills Centre for training on academic integrity. One serious case was referred to the Discipline Committee where the student was found to be guilty, received a $500 fine and no course credit.

A system of instant fines had been introduced in 2013 for students bringing mobile phones into examinations. The table below shows a slight increase in incidents in 2016 compared with the downward trend that was visible in response to this policy from 2013-2015.

	Mid-Year 2014	End of Year 2014	Mid-Year 2015	End of Year 2015	Mid-Year 2016	End of Year 2016
Cell phone in pocket	11	9	5	3	3	9
Cell phone made a sound during the exam	12	5	8	8	12	10
Cell phone rang in pocket	2	0	0	0	0	0
Total	25	14	13	11	15	19

From 2016 all watches were required to be placed in a plastic Ziploc bag with the student's personal belongings and placed under the desk for the duration of the exam. It should also be noted that any instances of a student carrying or using a mobile device in an examination are referred to a Proctor along with other examination breaches of suspected copying, unauthorised notes, and writing after time was called.

Jeff Field
University Registrar / Pouroki
11 August 2017

Grievance and Academic Processes Coordinator 2016 - Report to Council

The role of the UC Grievance Coordinator (UCGC) was established in 2010 to provide a central point of contact for all grievances/complaints. The role of the UCGC has evolved over recent years – responding to complainants initially in a timely manner and then at regular intervals; triaging complaints; investigating and coordinating a response from the University or escalating as necessary. 2014 saw the title changed to Grievance and Academic Progress Coordinator (GAPC) and the responsibility for the function transferred to the portfolio of the Deputy Vice-Chancellor (Academic). This change recognised the close relationship between the processes for academic and other student complaints and that issues raised can be addressed in a timely and effective manner.

Following on from 2015, we have continued to see a greater number of issues dealt with informally, between staff and students, meaning there was a further decline in registered complaints.

In 2016 there were 25 complaints received and dealt with by the GAPC. 22 were resolved within the same year. Three cases are outstanding.

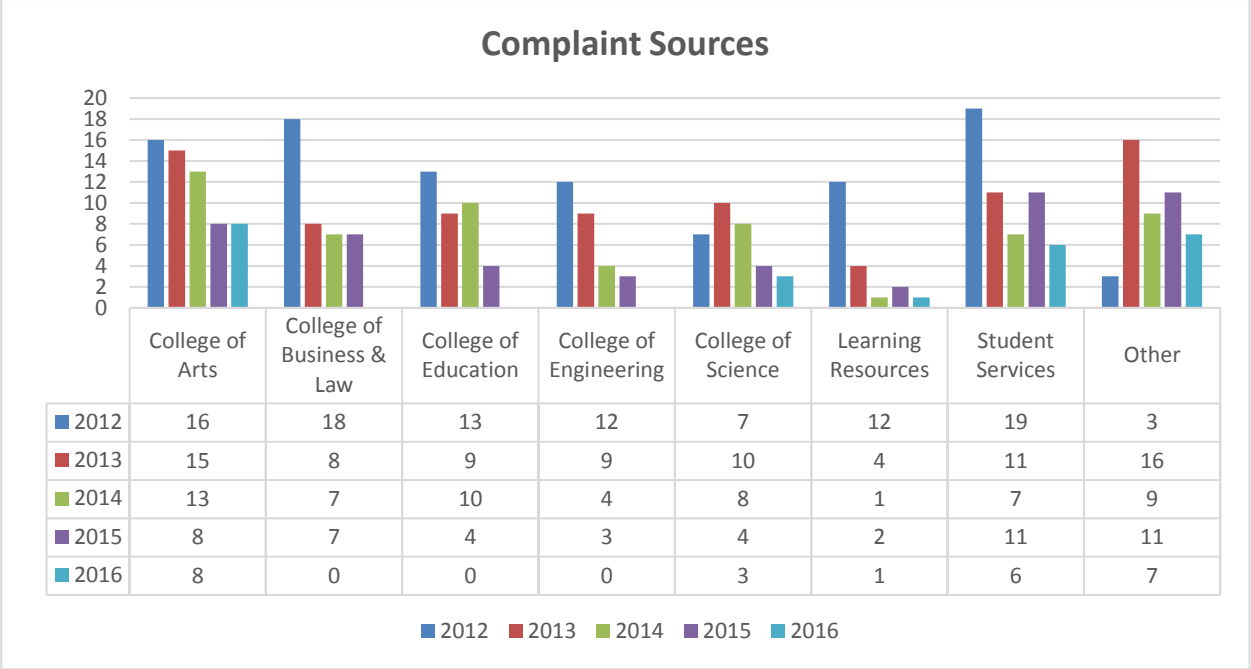
Anecdotally, the trend of students seeking advice from the GAPC continues. Students are electing to contact the GAPC to discuss their concerns, and to seek information on the possible pathways to resolve these issues. Students are also referred to the UCSA Advocate for independent advice, assistance, and support.

The analysis of the registered complaints is shown in in the table below.

	2016	**2015**	**2014**	**2013**	**2012**	**2011**
Total Complaints	25	50	69	83	117	93
Number resolved within the year	22	49	59	82	100	71
Number of complaints unresolved at year end	3	1	10	1	17	22

Of the 22 complaints that were resolved within 2016, around 90% were resolved without resort to formal appeal. This has increased from around 60% in 2015. For the purposes of reporting, this means that these complaints were resolved by the GAPC by:

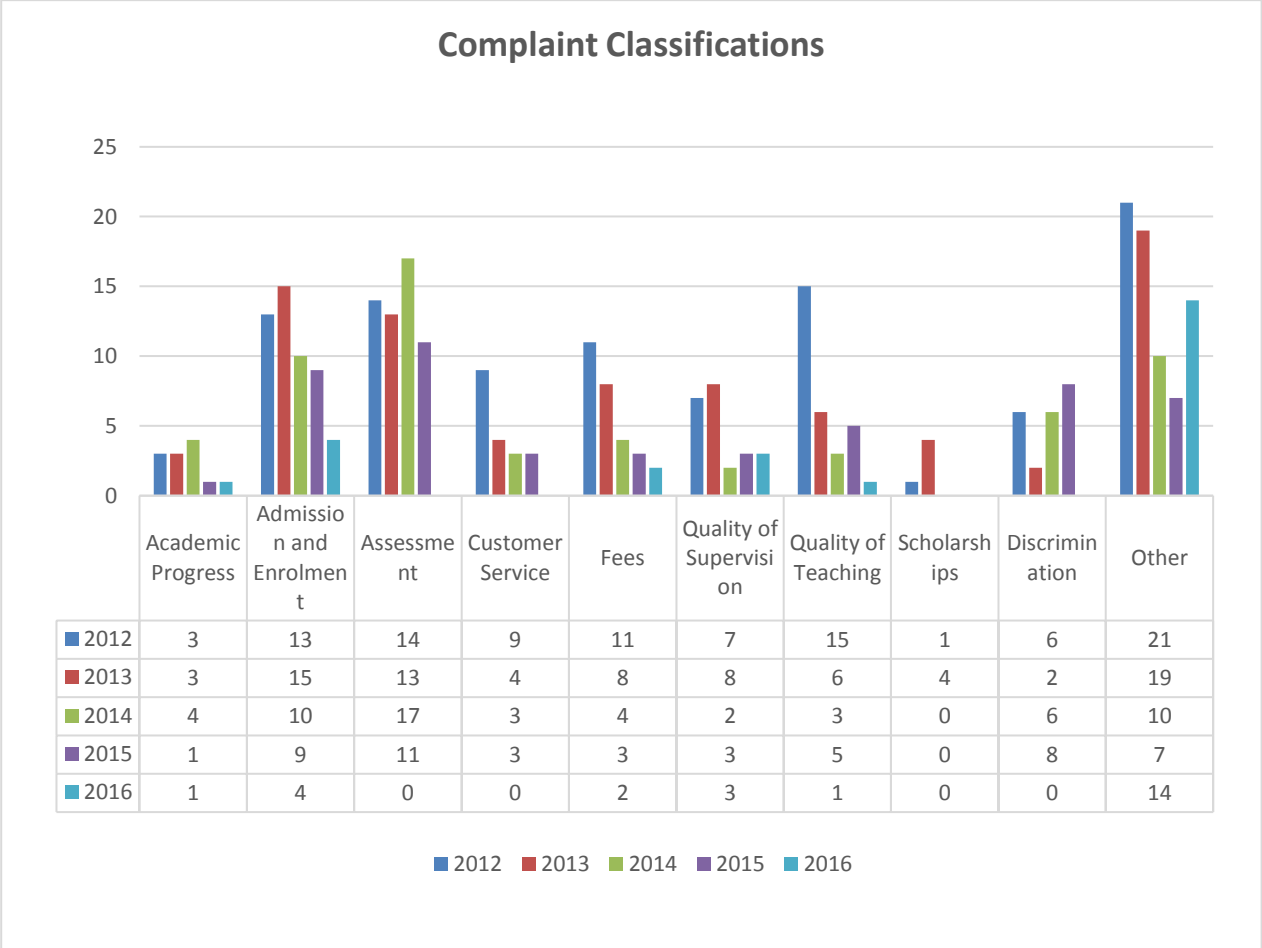
- Investigating the complaint and communicating regularly and in a timely manner with the complainant;
- Discussing the findings/evidence of the investigation with the member of staff making the decision;
- Negotiating, recommending or mediating a course of action or outcome that is acceptable to both UC and the complainant; and
- Formalising the decision and ensuring that records are kept in compliance with legislated practice.



	College of Arts	College of Business & Law	College of Education	College of Engineering	College of Science	Learning Resources	Student Services	Other
2012	16	18	13	12	7	12	19	3
2013	15	8	9	9	10	4	11	16
2014	13	7	10	4	8	1	7	9
2015	8	7	4	3	4	2	11	11
2016	8	0	0	0	3	1	6	7

There were no appeals to University Council in 2016.

"Other" complaints included those from students concerned with Disability Services and student accommodation, three concerns regarding PhD printing charges and one harassment case. Others were difficult to classify due to their complicated nature.



	Academic Progress	Admission and Enrolment	Assessment	Customer Service	Fees	Quality of Supervision	Quality of Teaching	Scholarships	Discrimination	Other
2012	3	13	14	9	11	7	15	1	6	21
2013	3	15	13	4	8	8	6	4	2	19
2014	4	10	17	3	4	2	3	0	6	10
2015	1	9	11	3	3	3	5	0	8	7
2016	1	4	0	0	2	3	1	0	0	14

Report to Council, 2016

Section 1: Academic Appeals

96 appeals from 94 students were submitted in 2016. Of these, twenty two students withdrew their appeals, two were declined due to a lack of sufficient grounds to proceed, nine were referred back to the Dean or HOD, 33 were upheld by the Chair of the Special Considerations Committee, five were heard by the Deputy Vice-Chancellor (Academic) and 25 were heard by the Academic Appeals Committee.

Table 1: Categories of appeals heard by the Academic Appeals Committee

Decision appealed against	Withdrawn	Upheld	Declined	Total Heard
Declined reassessment of grade	1		4	4
Termination of PhD	1		1	1
Transfer of credit				
Withdrawal of scholarship				
Later submission of work				
Declined special consideration	19	11	9	20
Incorrect process in MA thesis examination	1			
Declined prerequisite waiver				
Total 2016	22	11 (44%)	14 (56%)	25
Total 2015		3 (30%)	7 (70%)	10
Total 2014	2	6 (40%)	9 (60%)	15
Total 2013	3	6 (50%)	6 (50%)	12
Total 2012	5	5 (31%)	11 (69%)	16
Total 2011		3 (50%)	3 (50%)	6

As the number of appeals received has been influenced by the recent policy change to replace the Aegrotat and Backdated Discontinuation policies with Special Considerations, the following information regarding Special Consideration applications has been included for reference.

In its first year, the University received 2990 Special Considerations applications. 82% of applications were approved, 11% were declined as they did not meet the criteria, and 7% were withdrawn by admin as they did not provide any evidence. Students were sent reminders to provide supporting evidence and were provided with additional time to submit this.

Table 2: Total number of applications received and reviewed by the Special Considerations Committee in 2016 between 11 April and 31 December 2016

	Number of Applications
Backdated Discontinuations	**244**
Approved	187
Declined	16
Withdrawn by Admin	41
Impaired Performance	**2746**
Approved	2260
Declined	331
Withdrawn by Admin	155
Grand Total	**2990**

Section 2: The Review of Student Academic Progress

Following the unification of Faculties and Colleges, the Academic Administration Committee ceased use of Faculty Exclusions and Impending Faculty Exclusions for the 2016 End-of-Year Review of Academic Progress. Instead, Qualification Exclusions have been used, which is reflected in the sharp decline of Faculty Exclusions and Impending Faculty Exclusions, and steep increase in Qualification Exclusions. In addition, the Committee began reviewing all non-thesis postgraduate students during the 2016 End-of-Year round. The transcripts of 90 Postgraduate students were reviewed, resulting in 10 Postgraduate Qualification Exclusions and 23 Postgraduate Warning letters. The Committee met on several occasions during 2016 to consider the recommendations regarding the warning and exclusion of students from qualifications, faculties, and from the University as a result of unsatisfactory academic performance. In order to accommodate the very short turnaround time available for the mid-year progress review, 'Impending Exclusion' letters were favoured rather than 'Exclusion letters' at mid-year.

Table 3: Academic progress decisions approved by AAC in 2015 (mid-year and end-of-year)

Type	Commerce	Arts	Education	Eng & Forestry	Law	Science	Grand Total
Qualification Exclusion	0	12	20	56	1	0	89
Impending Qualification Exclusion	0	2	14	2	7	0	25
Restriction/ Condition	20	1	5		2	1	29
Faculty Exclusion	68	31	4	7	11	44	165
Impending Faculty Exclusion	21	20			8	32	81
University Exclusion	9	9	1	1	4	2	26
Impending University Exclusion	3	1	1		7	3	15
Grand Total	121	76	45	66	40	82	430

Note: All numbers are before the hearing of reviews.

Table 5: Number of University and Faculty Exclusions, 2012 – 2016

Category	2012	2013	2014	2015	2016
Number excluded from the University	49	25	22	22	25
Number excluded from individual Faculties	355	255	170	152	37
Number excluded from a Qualification	58	61	89	82	253
Number received an impending University exclusion	-	6	14	15	24
Number received an impending Faculty exclusion	-	62	98	81	66
Number received an impending Qualification exclusion	-	12	27	25	45

Note: All numbers are after the hearing of reviews.

Section 3: Discipline Committee Hearings

One case was heard in 2016 by the Discipline Committee. This was a case referred by the Proctor due to the severity of the offending. A summary is provided below.

Table 6: Discipline Committee Hearings, 2016 cases

Category	Guilty	Not Guilty
Submission of work copied from another student	1	

Liana Foster
Grievance and Academic Processes Co-ordinator
2016

Memorandum / Pukapuka

Registrar's Office / Te Tari Pouroki
Office: Level 6 Matariki
Extension: 6854
Email: jeff.field@canterbury.ac.nz

UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

To:	University Council
From:	Jeff Field, University Registrar / Pouroki
Date:	11 August 2017
Subject:	**UC COUNCIL APPEALS COMMITTEE**

The UC Appeals Committee hears and disposes of appeals against academic and other decisions referred under the Academic Appeals and Grievances Policy and the Discipline Regulations. It is the final appeal body within the University. Membership comprises the Chancellor (Chair), Pro-Chancellor, UCSA President or delegate, one Council member and the Deputy Vice-Chancellor, as the Vice-Chancellor's delegate. The University Registrar is the Committee Secretary.

The Council Appeals Committee reviews all the papers which form the process by which earlier decisions were made. Any further material from the student is circulated to appropriate UC staff for a response, which is then collated into the final meeting papers. The student can attend the hearing with a support person and the relevant staff are also in attendance.

In 2016 there were no matters referred to the Appeals Committee.

A breakdown of the appeals from 2010 - 2016 follows for information:

	2010	**2011**	**2012**	**2013**	**2014**	**2015**	**2016**
Declined	8	3	2	1	1	0	0
Upheld	4	1	1	1	0	0	0
Total	**12**	**4**	**3**	**2**	**1**	**0**	**0**

Jeff Field
University Registrar / Pouroki

TE POARI AKORANGA

ACADEMIC BOARD

UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

RECOMMENDATIONS TO THE COUNCIL
FROM A MEETING OF THE ACADEMIC BOARD
HELD ON FRIDAY 11 AUGUST 2017

The Academic Board met on Friday 11 August 2017 and recommends:

1. **That the Council note the report from the Academic Board**

As part of the normal curricula development of the University, the Academic Board recommends:

2. **That the Council approve the introduction of these qualifications:**
    a. **Conjoint Bachelor Degree in Product Design and Commerce**
    b. **Conjoint Bachelor Degree in Product Design and Science**

3. **That the Council approve the deletion of these qualifications:**
    a. **Master of International Law and Politics**
    b. **Mater of Fine Arts in Creative Writing**
    c. **Te Pourua: Diploma in Māori and Indigenous Studies**

As part of the review of the academic regulations of the University, the Academic Board recommends:

4. **That the Council approve the revision of the following three qualification regulations and the General Regulations as a whole:**

    College of Arts
    Doctor of Musical Arts

    College of Education, Health and Human Development
    Doctor of Education

    College of Engineering
    Bachelor of Product Design

    University
    The General Regulations

    (Regulations available on the Council Sharepoint site)

Dr Hamish Cochrane
Chair
Te Poari Akoranga – Academic Board
14 August 2017

UNIVERSITY OF CANTERBURY

REPORT OF THE ACADEMIC BOARD MEETING HELD ON

FRIDAY 11 AUGUST 2017

TE POARI AKORANGA

The Academic Board reports for information the following matters that have been considered since the July 2017 meeting of the Board:

1. CHAIR'S REPORT

The Chair noted the following:

- foreshadowed a discussion paper on timetabling, teaching spaces and core teaching hours;
- that the "Easy Enrolment" project, part of the Student First programme, had rolled out the enrolment portal for the teaching programmes.

2. THE VICE-CHANCELLOR'S REPORT

The Vice-Chancellor took the report as read, and made the following observations:

- a note that Professor Ursula Cheer and Associate Professor Ben Kennedy were recipients of 2017 National Tertiary Teaching Excellence Awards for sustained excellence;
- the 2018 University budgeting round is in full swing and there would be challenges around expenditure and lower than forecast revenue from domestic fee-paying students. Management is working towards a 2019 year that will be fiscally neutral, but is also mindful of one-off expenses particularly related to earthquake recovery work;
- that this would be the last meeting for Dr Cochrane at Academic Board and that the role of Assistant Vice-Chancellor (Academic) will be advertised with a global search undertaken, and that transition arrangements would be announced in the near future following a final plan being presented by the Deputy Vice-Chancellor (R&I) to him that evening.

Comments and questions from the floor included:

- a question was raised about the prioritisation of "teaching and externally funded research", and what was to become of other forms of research? The Vice-Chancellor replied that this was a priority and did not necessarily imply that other areas wouldn't necessary not be funded;
- it was noted the report seems very positive around liaison and other areas related to recruitment, but these do not necessary appear to be translating into actual enrolments. The Vice-Chancellor replied that there had been effective growth on a flat domestic market and therefore Canterbury had more than kept its own. He also noted that a strong job market tends to depress enrolments. Finally, he noted that the VC report is about engagement and work effort rather than outcomes;
- a question was raised about the philanthropic bond, its due date and plans. The Vice-Chancellor replied in September 2019 and the University is forecasting to be in a position to repay this if it wishes;
- what is the status of the Lincoln University review? The Vice-Chancellor replied that he and the Chancellor had met with members of the Lincoln Transformation Board

and the TEC yesterday. He noted that a report from the Transformation Board is due in October to the Minister. That the Transformation Board had spoken to both Massey University and ourselves, but that it was their view the best way forward was to form multiple non-exclusive partnership agreements. Finally, the Vice-Chancellor noted work underway by SMT to develop a business case for Primary Industries Research at Canterbury.

A motion of thanks was moved by the Vice-Chancellor to Dr Cochrane and accepted with outstanding acclamation.

3. REPORT FROM THE ACADEMIC ADMINISTRATION COMMITTEE

1. The Deputy Vice-Chancellor (Academic) put the motion, which was endorsed by the Academic Board, for the disestablishment of the following qualifications:
    a. Master of International Law and Politics;
    b. Master of Fine Arts in Creative Writing;
    c. Te Pourua: Diploma in Māori and Indigenous Studies.

2. The College of Engineering Dean (Academic) spoke to the proposal for the introduction of the following qualifications:
    a. Conjoint Bachelor Degree in Product Design and Commerce;
    b. Conjoint Bachelor Degree in Product Design and Science.

The motion was put and the Academic Board endorsed the proposals.

4. REVIEW OF THE ACADEMIC REGULATIONS

The Academic Registrar spoke to his memorandum on the review of the academic regulations, which saw the last three qualifications and the General Regulations presented to the Academic Board for its endorsement. This was the completion of this phase of the work, which had been ongoing since late 2015. Thanks was noted for the efforts of all staff who have been involved. The memorandum outlined some future work to come. The Academic Board endorsed the motion, which allowed for minor editorial changes after the meeting.

5. LIBRARY COLLECTING PLANS

The University Librarian spoke to a number of plans relating to Library collecting. There was some discussion on the definition of "exceptional" and it was recommended that a committee be established to review any offering to ensure its exceptional nature. The Academic Board endorsed the plans.

6. THE LIBRARY COMMITTEE REPORT

The Chair of the Library Committee spoke to his tabled paper. He noted the need for ongoing work on extended operating hours of the Library within fiscal constraint. He altered the Board to a process for retired staff to gain borrowing access to the physical collection; however, he was also concerned about the discretionary nature of this,

Dr Andrew Bainbridge-Smith
Secretary
Te Poari Akoranga – Academic Board
14 August 2017

TEMPLATE 5
REPORT TO CUAP COVER PAGE
2017

UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

PROPOSAL DESCRIPTION

1. CUAP Unique Identifier (Academic Services to provide)

UC/17 MILAP

2. Name of Qualification(s)

Master of International Law and Politics

3. Rationale

The Master of International Law and Politics was first introduced in 2005, alongside the partner-programme, Master of Laws (International Law and Politics).
In recent years the MILAP programme has struggled to attract a large cohort, and following a recent review of the MILAP and LLM (ILAP) programmes, the decision was made to discontinue the MILAP degree (and the BA Honours programme in Diplomacy and International Relations) and replace these with a new 180 point Masters in International Relations and Diplomacy degree (MIRAD).
Unlike the MILAP, students can enter the MIRAD from an undergraduate Bachelor's degree, and with a possible 12-month completion time, the MIRAD is a more attractive option, especially for recruiting international students who rarely had the BA Honours requirement for entry to the MILAP. The department now offers two 180 point masters degrees, the MIRAD and the Master of Policy and Governance, alongside the BA Honours and MA programmes, to both domestic and international students.
Additionally, the rationalisation of teaching programmes in the department is intended to provide an attractive array of options for students, from a sustainable number of courses and sustainable teaching workloads.
The MILAP was closed to new enrolments from 1 January 2017. The last student is completing mid-year 2017.

4. Proposed new regulations

UC Calendar 2017, page 179:

Delete entry for Master of International Law and Politics.
Delete any other entry for the MILAP elsewhere in the Calendar.

Note: The LLM (ILAP) is a continuing degree, so ILAP courses will continue to be offered for that qualification. All courses for the MILAP have been discontinued via the Minor Course Change System.

TEMPLATE 5
REPORT TO CUAP COVER PAGE
2017

UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

PROPOSAL DESCRIPTION

1. CUAP Unique Identifier (Academic Services to provide)

UC/17 MFA(CreativeWriting)

2. Name of Qualification(s)

Master of Fine Arts in Creative Writing

3. Rationale

The Master of Fine Arts in Creative Writing was first introduced in 2006. Due to staff changes and retirements over time the English department became unable to provide supervision for this programme; the programme has not been open to new students since 2012 and the last enrolment in this degree was in 2013. It is with regret that the department acknowledges that the staffing for this programme is unlikely to be available in the foreseeable future, and therefore discontinues the degree.
Between 2006 and 2013 there were 12 graduates of this programme.

The Master of Fine Arts in Creative Writing is being discontinued as the department introduces the new Master of Writing degree, which will provide an alternate pathway for students interested in a Creative Writing programme at Masters level.

4. Proposed new regulations

UC Calendar 2017, page 201:

Delete entry for Master of Fine Arts in Creative Writing.
Delete any other entry for the MFA CW elsewhere in the Calendar.

TEMPLATE 5
REPORT TO CUAP COVER PAGE
2017

UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

PROPOSAL DESCRIPTION

1. CUAP Unique Identifier (Academic Services to provide)

UC/17

2. Name of Qualification(s)

Te Pourua: Diploma in Māori and Indigenous Studies

3. Rationale

Te Pourua: Diploma in Māori and Indigenous Studies was introduced in 2006, after the introduction in 2005 of Te Poutahi: Certificate in Arts (Māori and Indigenous Studies), Te Poutahi Reo: Certificate in Arts (Te Reo Māori), and Te Pourua Reo: Diploma in Te Reo Māori (alongside the Certificate in Arts and the Diplomas in (European and Asian) Languages). The suite of sub-degree Māori and Indigenous Studies and Te Reo Māori qualifications were intended to facilitate an easier introduction to university study for especially Māori students, and to encourage stair-casing from the Certificate to the Diploma and thence to the Bachelor of Arts degree in these subjects.

Te Poutahi: Certificate in Arts (Māori and Indigenous Studies), Te Poutahi Reo: Certificate in Arts (Te Reo Māori), and Te Pourua Reo: Diploma in Te Reo Māori are being discontinued from 2018 due to the low uptake of these qualifications, and a new direction for the Te Reo Māori programme. Te Reo Māori will be added as a subject to the existing Certificate in Arts, and the restructured Diploma in Languages. Māori and Indigenous Studies is already a subject for the Certificate in Arts.

Since the introduction of this qualification in 2006, there have been three graduates; one each in 2012, 2014 and 2017. Te Pourua: Diploma in Māori and Indigenous Studies is also being discontinued due to this low uptake, and the discontinuation of the other qualifications in this suite. A recent review of the Māori and Indigenous Studies programme has indicated that there is little demand for a separate qualification such as this, particularly when Māori and Indigenous Studies is already available as a subject in both the Certificate in Arts and the Bachelor of Arts.

Recent Enrolments:

2017: one student (completing the Te Pourua Reo: Diploma in Te Reo Māori, who will have completed at the end of the year 30 points toward the Te Pourua: Diploma in Māori and Indigenous Studies, and will be able to transfer that credit to either the Certificate in Arts, or all the credit to a Bachelor of Arts degree.

2016: two students in the Diploma: one was the student enrolled in 2017 above, and the other student completed and graduated with the Te Pourua: Diploma in Māori and Indigenous Studies and is now enrolled in the Master of Arts degree.

2015: one student enrolled in the Diploma, who withdrew later that year.

2014: one student failed courses and did not return to study.

4. Proposed new regulations

UC Calendar 2017, page 147:

Delete entry for Te Pourua: Diploma in Māori and Indigenous Studies.

TEMPLATE 1 – NEW QUALIFICATION/SUBJECT/ENDORSEMENT/

<Academic Services inserts URL>

UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

SECTION A

1. Purpose of the proposal

This proposal is to introduce two conjoint degrees.

a) Conjoint Bachelor of Product Design and Commerce (BProdDesign/BCom)
b) Conjoint Bachelor of Product Design and Science (BProdDesign/BSc).

2. Justification

All universities in New Zealand other than Canterbury currently offer conjoint degrees, which are essentially accelerated programmes for good students that combine two degrees in an attractive timeframe. The accelerated programmes require 60 points less than a double degree (which allow 120 points cross credit) but also a minimum sustained GPA and in general a higher workload at 135 points per year. Students must graduate in both component degrees at the same time - completion of either component degree alone will automatically discontinue the conjoint programme and the student is then subject to meeting the relevant single or double degree regulations. Proposed conjoint degree regulations are attached.

Numerous enquiries by both prospective students and parents at student recruitment events (Intro to UC, Open Day, high school visits, etc) over the past few years suggest that New Zealand school leavers are keenly interested in these programmes. Such programmes are commonplace in Australia.

The University of Auckland appears to be the market leader in these offerings and currently has over 4000 EFTS of students enrolled in conjoint programmes (comprising 13.7% of total EFTS in 2017, and a similar % for the previous two years)[1]. Surprisingly, despite the demanding nature of the 4-year professional engineering programme, the engagement in conjoint programmes by engineering students is even higher than the overall average, at 16.1% (536 students of 3321 undergraduates). 311 of these are engineering with commerce, 143 with science, 57 with arts and 17 with law. About 5% of EFTS at Waikato are conjoint, while AUT and Victoria lag far behind, with 1.3% and 0.2% of EFTS, respectively.

The reasons behind the disparity in the proportion of students taking conjoints at Auckland, Waikato, Victoria and AUT are not clear but given that engineering at Auckland has a high entry level, it appears that good students are attracted to such programmes in disproportionate numbers.

The market research undertaken by ResearchFirst prior to embarking on the Bachelor of Product Design specifically identified the potential for perceived risk by some students and their influencers of being

[1] Data Source: *TEC Data Warehouse 2017*. Enquiries to Tony Richardson, College of Engineering Office.

amongst the first to enter a new degree programme. While the BProdDesign appears to be viewed extremely positively and early adopters will likely take it up in good numbers, it is, by definition, untested in the employment market. A sensible strategy to counter this perception of risk, suggested by ResearchFirst and consistent with the apparent general demand, is to offer conjoint degrees.

We propose a cautious approach by limiting initial offerings to BProdDesign/BCom and BProdDesign/BSc programmes. There may be other conjoint programmes with the BProdDesign that could be attractive but these can be introduced as and when demand is confirmed.

3. Proposed new regulations

The Conjoint Bachelor Degree of Product Design and Commerce (BProdDesign/BCom)

These regulations must be read in conjunction with the General Regulations for the University.

1. Version

(a) These Regulations came into force on 1 January 2018

(b) This qualification was first offered in 2018.

2. Variations

In exceptional circumstances the Dean of Engineering (Academic), in consultation with the Dean of Business, may approve a variation of these regulations.

3. The Structure of the Qualification

To qualify for the Conjoint Bachelor Degree of Product Design and Commerce, a student must:

(a) Be credited with a minimum of 540 points towards the qualification; and

(b) be credited with a minimum of 255 points from the schedule of courses in the Bachelor of Product Design; where:

- i. at least 165 points must be above 100-level; and
- ii. at least 75 points must be at 300-level; and
- iii. the requirements for a major in the Bachelor of Product Design are satisfied; and

(c) be credited with a minimum of 255 points from Schedule C of the Bachelor of Commerce; where:

- i. at least 165 points must be above 100-level; and
- ii. at least 75 points must be at 300-level; and
- iii. courses listed in Schedule A to the Bachelor of Commerce are credited; and
- iv. the requirements for a major, as listed in Schedule B of the Bachelor of Commerce, are satisfied; and
- v. optionally the requirements of a minor, as listed in Schedule B of the Bachelor of Commerce or Schedule A of the Bachelor of Arts, are satisfied.

No 300-level courses may be used to satisfy majoring requirements for both components of more than one major or minor of the component degrees.

No 200-level course used to satisfy the requirements of a minor may be used to satisfy the requirements of a second major or minor.

4. Admission to the Qualification

To be admitted to the qualification, a student must:

(a) satisfy the Admission Regulations for admission to this qualification; and

(b) either:

- I. attain either overall Merit Endorsement in their Level 3 National Certificate in Educational Attainment (NCEA) qualification prior to enrolling at the University; or
- II. attain a Grade Point Average of at least 4.0 in their previous semester of study and completed no more than 270 points for either component of the degree; or
- III. been granted Academic Equivalent Standing for one of the above.

5. Subjects

The subjects are the majors in the Bachelor of Product Design, the majors in the Bachelor of Commerce and all the minors listed as part of the Bachelor of Commerce.

6. Time Limits

This qualification adheres to the General Enrolment Regulations for 540-point conjoint qualifications with no additional stipulations.

7. Transfers of Credit, Substitutions and Cross-Credits

Not more than 60 points may be credited to a conjoint combination from a previously completed degree. In all circumstances, a conjoint degree's combination must include at least 180 points completed at the University of Canterbury.

8. Progression

This qualification adheres to the General Regulations with the following additional stipulations:

(a) A student requires permission from the Dean of Engineering (Academic) to re-enrol in the conjoint combination each year after admission and must maintain a cumulative GPA of at least 4.0 each year to remain in the qualification.
(b) A student must enrol in at least one course for each of the component degrees each year unless the requirements of one component degree have already been completed.
(c) A student may elect to abandon the qualification and continue in either one or other of the component bachelor degrees.

9. Honours, Distinction and Merit

There are no Honours classifications for this qualification.

10. Pathways to Other Qualifications

There are no pathways to other qualifications for this qualification.

The Conjoint Bachelor Degree of Product Design and Science (BProdDesign/BSc)

These regulations must be read in conjunction with the General Regulations for the University.

1. Version

(a) These Regulations came into force on 1 January 2018
(b) This qualification was first offered in 2018.

2. Variations

In exceptional circumstances the Dean of Engineering (Academic), in consultation with the Dean of Science (Academic), may approve a variation of these regulations.

3. The Structure of the Qualification

To qualify for the Conjoint Bachelor Degree of Product Design and Science, a student must:

(a) Be credited with a minimum of 540 points towards the qualification; and
(b) be credited with a minimum of 255 points from the schedule of courses in the Bachelor of Product Design; and
    i. at least 165 points must be above 100-level; and
    ii. at least 75 points must be at 300-level; and
    iii. must satisfy the requirements for a major in the Bachelor of Product Design; and
(c) be credited with a minimum of 255 points from the schedule of courses in the Bachelor of Science; and
    i. at least 165 points must be above 100-level; and
    ii. at least 75 points must be at 300-level; and
    iii. must be credited with the course from Schedule A to the Regulations for the Bachelor of Science

iv. must satisfy the requirements for a major in the Bachelor of Science.

4. Admission to the Qualification

To be admitted to the qualification, a student must:

(a) satisfy the Admission Regulations for admission to this qualification; and

(b) either:

I. attain either overall Merit Endorsement in their Level 3 National Certificate in Educational Attainment (NCEA) qualification prior to enrolling at the University; or

II. attain a Grade Point Average of at least 4.0 in their previous semester of study and completed no more than 270 points for either component of the degree; or

III. been granted Academic Equivalent Standing for one of the above.

5. Subjects

The subjects are the majors in the Bachelor of Product Design and in the Bachelor of Science.

6. Time Limits

This qualification adheres to the General Enrolment Regulations for 540-point conjoint qualifications with no additional stipulations.

7. Transfers of Credit, Substitutions and Cross-Credits

(a) Not more than 60 points may be credited to a conjoint combination from a previously completed degree. In all circumstances, a conjoint degree's combination must include at least 180 points completed at the University of Canterbury.

(b) No 300-level courses may be used to satisfy majoring requirements for both component degrees

8. Progression

This qualification adheres to the General Enrolment Regulations for progression with the following additional stipulations:

(a) A student requires permission from the Dean of Engineering (Academic) to re-enrol in the conjoint combination each year after admission and must maintain a cumulative GPA of at least 4.0 each year to remain in the qualification.

(b) A student must enrol in at least one course for each of the component degrees each year unless the requirements of one component degree have already been completed.

(c) A student may elect to abandon the qualification and continue in either one or other of the component bachelor degrees.

9. Honours, Distinction and Merit

There are no Honours classifications for this qualification.

10. Pathways to Other Qualifications

There are no pathways to other qualifications for this qualification.