

## Part 2 Administrative Structure

### Section 1 Boards and Committees

- 1.1 To give effect to this Statute, the AUT Council (Council) has established:
  - the Academic Board
  - the Ethics Committee
  - the Honours Committee
- 1.2 The Academic Board shall have the power to establish and disestablish such committees, sub-committees and boards as it sees fit, including the following:
  - Programme Approval and Review Committee
  - Learning and Teaching Committee
  - Research Committee
  - University Scholarships Committee
  - University Postgraduate Board
  - Library Committee
  - International Strategy Committee
  - Faculty Boards
    - Boards of Studies
    - Examination Boards
    - Faculty Disciplinary Committees
    - Faculty Appeals Committees
- 1.3 At all meetings of boards or committees established under this Statute, the following shall apply:
  - 1.3.1 a quorum shall be one-half of the number of members
  - 1.3.2 if the person(s) authorised by this Statute to chair the meeting is absent, then those present shall elect one of their number to take the chair
  - 1.3.3 all resolutions shall be proposed by one member and seconded by another
  - 1.3.4 any resolution shall be passed or rejected according to the voting of the members present
  - 1.3.5 each member shall have one vote
  - 1.3.6 the Chair shall have a deliberative vote, and, in the case of an equality of votes, shall also have a casting vote
  - 1.3.7 the proceedings and resolutions shall be recorded and retained in accordance with University policy
  - 1.3.8 where an appointed or elected member of a board or committee has been absent for more than three successive meetings without the approval in writing of the chair of the board or committee, that member may be replaced according to the procedure relevant to their position
  - 1.3.9 each board or committee shall regulate its own procedures

- 1.3.10 membership of boards and committees established under this Statute, if not by virtue of staff office or position, shall be for a term of two years
- 1.3.11 the establishing authority shall determine any variance to Clause 1.3.10 above

## Section 2 Academic Board

- 2.1 The Academic Board shall have as members:
- the Vice-Chancellor
  - the Deputy Vice-Chancellor
  - the Pro Vice-Chancellors
  - the Dean of each faculty
  - the Tumuaki of Te Ara Poutama
  - the Dean of Postgraduate Studies
  - the Foundation Professor of Pacific Studies
  - the Group Director, Student Services
  - the University Librarian
  - the Academic Director
  - the Director, Research
  - the Director, Postgraduate Studies
  - the Director, Learning and Teaching
  - the Director, Learning Development and Success
  - the President of the Auckland Student Movement at Auckland University of Technology Inc. (AuSM)
  - up to ten professors or associate professors elected by the professors and associate professors of the University
  - up to ten senior academic staff from each faculty
  - up to two academic staff from Te Ara Poutama
  - one senior academic administrator from each faculty
  - one enrolled student from each faculty appointed by the Auckland Student Movement at Auckland University of Technology Inc. (AuSM)
  - an appointee of TEU
- 2.1.1 The General Managers and other Directors of the University shall have ex-officio speaking and attendance rights.
- 2.2 The Vice-Chancellor or nominee shall chair all meetings of the Academic Board.
- 2.3 The Academic Board is responsible to the Council, through the Vice-Chancellor, for the academic direction, development and policies of the University including:
- 2.3.1 monitoring, promoting and defending academic freedom
- 2.3.2 the development and periodic review of the General Academic Regulations and the Standard Qualification Regulations
- 2.3.3 the development, conduct and quality standards of research
- 2.3.4 the development, conduct, validation and quality standards of programmes

- 2.3.5 the development of appropriate operating procedures relating to academic matters
- 2.3.6 the establishment of the boards and committees in Clause 1.2, Section 1 of this Part
- 2.3.7 the regulations for the granting of qualifications
- 2.3.8 the introduction of new programmes and deletion of programmes
- 2.3.9 performance evaluation against stated educational goals
- 2.3.10 such other matters as are assigned by the Vice-Chancellor of the University

### Section 3 Auckland University of Technology Ethics Committee (AUTECH)

AUTECH is an institutional ethics committee which is accredited by the Health Research Council of New Zealand. AUTECH reports annually to Council and to the Health Research Council. A copy of the annual report is forwarded to Academic Board for information. The following are the objectives and membership of AUTECH:

#### 3.1 Purpose/Objectives

- 3.1.1 To review or provide for the review of all proposed research and teaching projects being undertaken by staff or students at the University and involving human participants.
- 3.1.2 To provide advice and assistance with regard to ethical principles to anyone undertaking such research or teaching projects.
- 3.1.3 To provide an avenue for handling complaints or queries regarding ethical standards of research and teaching.
- 3.1.4 To provide comment and guidance on all aspects of institutional ethics, including the public image of the University, the use of assets of the University, ethical aspects of institutional research and other matters referred to AUTECH from time to time.

*Note: Any research or teaching at the University that involves the use of animals is to be referred for ethical review to The University of Auckland Animal Ethics Committee via the Research Ethics Advisor.*

#### 3.2 Membership

AUTECH shall be comprised of not more than seventeen members including:

- 3.2.1 A chairperson appointed by Council on the recommendation of the Academic Board.
- 3.2.2 An appointee of each faculty.
- 3.2.3 An appointee of Council.
- 3.2.4 An appointee of the Auckland Student Movement at Auckland University of Technology (AuSM).
- 3.2.5 An appointee of the Pro-Vice Chancellor, Māori Advancement.
- 3.2.6 An appointee of the Pro-Vice Chancellor (Research)

- 3.2.7 Four to six other members appointed by the Chair, the Executive Secretary and the Council's representative, the majority of whom shall be from outside the University to provide expertise and balance as required by the Health Research Council's Guidelines for the Approval of Ethics Committees and as AUTEK considers necessary.

The Executive Secretary is an ex officio member of AUTEK.

Membership shall be for a term of three years with the right of re-appointment with the exception of the Executive Secretary whose membership is ex officio.

### 3.3 Function

AUTEK shall function in accordance with the Health Research Council's Guidelines for the Approval of Ethics Committees and the procedures given in AUTEK's *Applying for Ethics Approval: Guidelines and Procedures*.

## Section 4 Honours Committee

- 4.1 The Honours Committee shall have as members:
- the Chancellor and Pro-Chancellor or their nominees
  - the Vice-Chancellor or nominee
  - the representative on Council of the AUT Student Movement (AuSM)
  - the academic staff representative on Council
  - the allied staff representative on Council
- 4.2 The Chancellor or nominee shall chair all meetings of the Honours Committee.
- 4.3 The Honours Committee shall consider nominations and make recommendations to Council, under Council approved procedures and criteria, for the granting of the following honorary degree or awards:
- Honorary Doctor of the Auckland University of Technology (HonD)
  - The Reeves Honorary Fellow of the Auckland University of Technology
  - The Seddon Honorary Fellow of the Auckland University of Technology
- 4.4 The honorary title of Emeritus Professor of the Auckland University of Technology is awarded by the Vice-Chancellor on behalf of Council.