

## The General Academic Statute

The General Academic Statute of the Auckland University of Technology is made by the Council under the powers of Section 194 of The Education Act 1990. This statute provides the University with overarching policy statements in the areas covered by the following parts:

Part 1	Introduction
Part 2	Administrative Structure
Part 3	Qualifications and Awards
Part 4	Academic Regulations

## Part 1 Introduction

- 1.1 The purpose of the General Academic Statute is to prescribe the conditions under which qualifications of the University shall be granted.
- 1.2 This Statute shall apply to all qualifications granted by the University.
- 1.3 Where a programme of study leads to a qualification from another authority, in addition to meeting the requirements established by that authority, a programme must meet the requirements of the General Academic Statute.
- 1.4 Where a programme leads to a qualification from another authority and there is conflict between the regulations of that authority and the regulations of the University, then the regulations of that other authority shall apply in respect of that programme.
- 1.5 This Statute is effective from 1 January 2007.

## 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
    - Assessment 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 Group Director, Student Services
  - the University Librarian
  - the Academic Director
  - the Director, Research
  - the Director, Learning and Teaching
  - the Director, Learning Development and Success
  - the President of the Auckland University of Technology Students' Association (AUTSA)
  - 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 University of Technology Students' Association (AUTSA)
  - 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 (AUTEC)

AUTEC is an institutional ethics committee which is accredited by the Health Research Council of New Zealand. AUTEC 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 AUTEC:

#### 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 AUTEC 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

AUTEC 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 University of Technology Students' Association (AUTSA).
- 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 AUTEC considers necessary.

The Executive Secretary is an ex officio member of AUTEC.

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

AUTEC shall function in accordance with the Health Research Council's Guidelines for the Approval of Ethics Committees and the procedures given in AUTEC'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 Auckland University of Technology Students' Association (AUTSA)
  - 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.

## Part 3 Qualifications and Awards

### Section 1 List of Qualifications

- 1.1 The qualifications granted by the University are:
  - doctoral degrees
  - master's degrees
  - postgraduate diplomas
  - postgraduate certificates
  - bachelor's degrees with honours
  - bachelor's degrees
  - graduate diplomas
  - graduate certificates
  - diplomas
  - certificates
  - certificates of proficiency
- 1.2 Qualifications may be granted on the successful completion of an approved programme determined by the accumulation of a required number of points at a defined level and the fulfilment of specific requirements as described in each programme regulation.
- 1.3 Honorary qualifications shall be granted in accordance with the provisions of Section 4 below
- 1.4 The University shall publish annually a list of the University's current qualifications in the Calendar.

### Section 2 Granting of Qualifications

- 2.1 The Academic Board shall establish regulations for the granting of the qualifications of the University
- 2.2 The Director, Student Administration shall establish procedures for the granting of the qualifications of the University.
- 2.3 Subject to Clauses 2.1 and 2.2 above, qualifications shall be granted to a student in pursuance of a resolution of Council.
- 2.4 The Director, Student Administration shall organise graduation ceremonies for the ceremonial granting and presentation of qualifications to students by Council.
- 2.5 Notwithstanding Clause 2.4 above, qualifications may be granted and presented to students at such other times as may be deemed appropriate by the Director, Student Administration.
- 2.6 Each student who has been granted a qualification shall receive, subject to Clauses 2.2 and 2.3 above, a parchment certifying that the requirements for the qualification have been met.
- 2.7 The Academic Board shall determine the appropriate form of the parchment for each qualification.
- 2.8 The Council may withdraw or refuse to grant any qualification if satisfied that the student made any untrue or misleading statement(s), or was guilty of dishonest practice or of a breach of University academic regulation(s) in relation to the qualification.

- 2.9 The Council may grant a qualification to a student who has not fully satisfied the provisions of Clause 1.2 above where:
- (i) the student died prior to their completion of the qualification
  - (ii) the student is diagnosed with a terminal illness prior to their completion of the qualification

### **Section 3 Academic Dress**

- 3.1 Staff and graduands of the University shall appear for University graduation ceremonies in the academic dress appropriate to their qualification.
- 3.2 Staff and graduates of the University attending or taking part in public ceremonies for which academic dress is prescribed are entitled to wear the academic dress appropriate to their qualification.
- 3.3 Recipients of a University honorary award attending or taking part in public ceremonies for which academic dress is prescribed are entitled to wear the academic dress appropriate to their qualification.
- 3.4 The Academic Board shall establish regulations regarding the determination and wearing of academic dress.

### **Section 4 Honorary Qualifications and Awards**

- 4.1 Each honorary qualification or award shall be conferred by Council.
- 4.2 The Honours Committee may, subject to Clauses 4.3 to 4.8 below, recommend to Council any person(s) for the honorary qualifications or awards specified in Clause 4.3, Section 4, Part 2 of this Statute.
- 4.3 Nominations for the granting of an honorary qualification or award may be made by any two persons, one of whom shall be a member of Council or Academic Board, and shall be made in confidence to the Chancellor or Vice-Chancellor, who shall, upon consideration, bring the nomination to the Honours Committee.
- 4.4 Each nomination shall be accompanied by a statement of the nominee's background in relation to the stated criteria for the qualification or award.
- 4.5 An honorary certificate, diploma or degree may be granted in special circumstances or posthumously to any student who died before completing their qualification at the University. Such a qualification may be granted at the time the student would normally have completed their course of study.
- 4.6 An honorary doctoral degree may be granted to any person who:
- is academically distinguished, or
  - has made an outstanding contribution to society, or
  - is of international repute and is visiting, or has visited, the University in an official capacity, or
  - has been approved by Council for some other reason.



- 4.7 The award of Seddon Honorary Fellow of the Auckland University of Technology may be granted to any person who:
- is not a current or former University employee or University Council member, and
  - has undertaken nationally or internationally respected quality teaching or research or
  - has demonstrated innovative and strategically important leadership or
  - has been a major benefactor to the University, or
  - has made a distinguished contribution to the University as a distinguished visitor or
  - has been approved by Council for some other reason.
- 4.8 The Reeves Honorary Fellow of the Auckland University of Technology may only be granted to any former employee or University Council member who:
- has made an outstanding contribution to the leadership of the University through Council, one of the University committees, or a section of the University, and
  - is no longer an employee of the University
  - has undertaken nationally or internationally respected quality teaching or research, or
  - has demonstrated innovative and strategically important leadership, or
  - has made an outstanding contribution to the life and wellbeing of the University over and above normal duties, or
  - has developed a dimension of the University in a new way, or
  - has been approved by Council for some other reason.
- 4.9 The honorary title of Emeritus Professor of the Auckland University of Technology may be granted to any person who has been an academic member of staff and has given long and distinguished leadership to the University through either teaching or research and who is now no longer employed by the University.

### Section 5 Other Awards

- 5.1 The University may offer attendance awards and certificates of personal interest.
- 5.2 Each faculty may grant attendance awards and certificates of personal interest.
- 5.3 All students shall complete the minimum number of hours approved by the faculty in order to gain an attendance award.
- 5.4 Each student who has been granted an attendance award shall receive a parchment certifying that the requirements for the award have been met.
- 5.5 Each student who has been granted a certificate of personal interest shall receive a statement certifying that the requirements for the award have been met.
- 5.6 The Academic Board shall determine the appropriate form of the statement for a certificate of personal interest.

## Part 4 Academic Regulations

### Section 1 General Academic Regulations

- 1.1 The General Academic Regulations are determined by the Academic Board under Clause 2.3, Section 2, Part 2 of this Statute.
- 1.2 The General Academic Regulations shall be published in such publications as are deemed appropriate by the Academic Board.
- 1.3 Matters requiring regulation shall include but are not restricted to the following:
  - entry and admission of students
  - granting of credit, including recognition of prior learning
  - assessment procedures
  - academic discipline
  - regulations and provisions applying to the various types of qualifications offered by the University

### Section 2 Standard Qualification Regulations

- 2.1 The Standard Qualification Regulations are determined by the Academic Board under Clause 2.3, Section 2, Part 2 of this Statute.
- 2.2 The Standard Qualification Regulations shall be published in such publications as are deemed appropriate by the Academic Board.
- 2.3 Any variance to the Standard Qualification Regulations stated in the programme regulations shall have been approved by the Academic Board.
- 2.4 The Standard Qualification Regulations provide the minimum admission and completion requirements. Regulations for a programme may prescribe higher admission and completion requirements.

### Section 3 Application and Enforcement of Regulations

- 3.1 All students will be informed of the existence of and access to the General Academic Statute, the General Academic Regulations and the Standard Qualification Regulations.
- 3.2 A lack of knowledge of any regulation does not provide a valid excuse for non-compliance.
- 3.3 The only version of the General Academic Regulations, the Standard Qualification Regulations and the programme regulations that is valid is that approved and published in the manner prescribed by the Academic Board for the stated year.
- 3.4 Pursuant to Clause 3.3 above, the Academic Board reserves the right, in exceptional circumstances, to approve modifications to the General Academic Regulations, the Standard Qualification Regulations and the programme regulations for that stated year.
- 3.5 Verbal information on any purported change(s) in the General Academic Regulations, the Standard Qualification Regulations and the programme regulations does not constitute an authority for such change(s).