



MEETING OF
COUNCIL

ORDER PAPER AND DOCUMENTS

- PUBLIC -

11.00 AM, MONDAY, 14 SEPTEMBER 2026
ROOM RH1209, LEVEL 12,
RUTHERFORD HOUSE



COUNCIL

Order paper for the meeting to be held in
RH1209, Level 12, Rutherford House, Pipitea Campus, Wellington
at 11 am on Monday, 14 September 2026
PUBLIC BUSINESS

11.00 am	PROCEDURAL ITEMS		
<i>All timing approximate</i>	1. a) Karakia / b) Welcome and Apologies		W Bell-Purchas/ Chancellor
	2. Disclosure of Interests		Chancellor
	3. Council Minutes, meeting held 27 July 2026		Chancellor
	MATTERs for CONSIDERATION		
11.10 am	4. Report from the Chancellor	Oral report	Chancellor
	5. Report from the Vice-Chancellor	VUWC 26/92	Vice-Chancellor
11.20 am	6. Financial report to 31 July 2026	VUWC 26/93	CFO
	ITEMs for APPROVAL		
11.25 am	7. Conferment of Qualifications	VUWC 26/94	Chancellor
	8. Reappointment of Council Member	VUWC 26/95	Chancellor
	9. Appointment of Council Member following student representative election	VUWC 26/96	Chancellor
11.30 am	10. People & Culture Committee Terms of Reference	VUWC 26/97	Chancellor
	11. Appointment of Foundation Trustee	VUWC 26/98	Chancellor
11.40 am	12. Domestic Tuition Fees – 2027	VUWC 26/99	DVC, Students
	13. Student Services Fee – 2027	VUWC 26/100	DVC, Students
12 noon	14. Student Fees Statute and Fees Procedure	VUWC 26/101	DVC, Students
	ITEMs for NOTING		
12.10 pm	15. Report from Student Presidents Ngāi Tauira and VUWSA	VUWC 26/102	Student Presidents
12.25 pm	16. Forthcoming Events and Next Meeting	VUWC 26/103	Chancellor
	17. Committee and Academic Board minutes		Committee and Academic Board Chairs
	- Academic Board, 14 July and 18 August 2026 - Audit & Risk Committee, 17 August 2026		
	PROCEDURAL ITEM		
12.35 pm	18. Resolution to Exclude the Public	VUWC 26/104	Chancellor
	Adjourn for lunch until 1.15 pm		
Attached	Governing Documents Council Manual/Standing Orders/Code of Conduct Te Tiriti o Waitangi Statute/Committee Terms of Reference		

Agenda Item 1

- a. Karakia
- b. Welcome/Acknowledgements/Apologies

To resolve: that the apologies be sustained

Agenda Item 2

Disclosure of Interests

To receive: any declarations and disclosures of interest by members of Council.

To note: that the Disclosure of Interests register is attached.

- To consider:**
- 1 declarations and conflicts of interest by Council Members.
 - 2 whether a conflict of interest exists or is perceived to exist and, if so, how the matter should be managed.

NAME	ENTITY	POSITION	START DATE (or entry date)	END DATE
Richard Arnold	Tertiary Education Union	Member	2001	
William Bell-Purchas	Parliamentary Services	Employee	28.11.22	
	New Zealand Labour Party	Member	11.02.22	
	E tū Union	Member	19.09.22	
	Living Wage Movement	Volunteer	26.05.22	
	Masons Lane Chambers	Contractor	26.02.25	
Brigitte Bönisch-Brednich	Nil			
Megan Evans	MinterEllisonRuddWatts	Partner		
	Foundation Board of Trustees	Trustee	1.1.26	31.12.26
	Son studying at University during 2026			
Pania Gray	Kororā Consulting	Managing Director	August 2010	Ongoing
	Education Services Limited	Independent Chair	July 2014	Ongoing
	Te Wānanga o Raukawa	Part-time student	2021	Ongoing
	Treasury Risk & Assurance Committee	Member	September 2026	
Asifa Hanif	Wairarapa Women Centre Board	Member	1.3.24	
	Carterton Youth Council	Member	1.9.22	
Professor Bryony James	VUW Research Trust	Trustee	2024	
	Victoria Link Ltd (WUV)	Director	2024	
	Wellington UniProfessional Ltd (WUPL)	Director	2024	
	National University of Samoa	Council member	2025	
	New Zealand School of Music	Director	2026	
	Universities New Zealand Vice-Chancellors' Committee	Member	June 2026	
	Victoria University of Wellington Foundation Board	Trustee	June 2026	

NAME	ENTITY	POSITION	START DATE (or entry date)	END DATE
Mei Fern Johnson	Russell McVeagh Board of Directors at SEADRIF Insurance Company (Southeast Asia Disaster Risk Insurance Facility)	Partner Director	Dec 2025	
Alan Judge	Biotelliga Holdings Ltd Victoria University of Wellington Foundation Board	Shareholder Trustee	13.7.17 15.2.21	
David McLean	Kiwi Group Capital Ltd NZ War Memorial Trust Weel Holdings Pty Ltd Financial Services Council	Chair Trustee Director Chair	23.11.22 13.2.24 1.9.24 1.1.26	
David Smol	Contact Energy Cooperative Bank Earth Sciences New Zealand NZTA MSD Risk and Audit Committee DIA External Advisory Committee Department of Prime Minister and Cabinet Risk and Audit Committee Defence Capability Board Rimu Road Consulting Ltd	Director Director Chair Board Member Chair Chair Chair Member Director	2018 2021 2025 2019 2018 2018 2024 2026 2017	
James Te Puni	Te Ahuru Mowai Waikanae Christian Holiday Park Titahi Ltd Community Housing Aotearoa (CHA) Son studying at University during 2026	Kaiwhakahaere Matua/CEO Trustee Director & Shareholder Council Member	Mar 2020 March 2021 March 2021 Dec 2024	

Agenda Item 3

Council Minutes, Meeting held 27 July 2026

To receive: the public Minutes of the Meeting of Council held 27 July 2026.

To resolve: that the Minutes of the Meeting of Council held 27 July 2026 be approved.



COUNCIL

Minutes of the Council Meeting held on Monday, 27 July 2026
in Room AM103, Alan McDiarmid Building, Kelburn Campus, Wellington
from 12 noon to 3.20 pm

- PRESENT:**
- Mr Alan Judge (Chancellor) (Chair)
 - Mr William Bell-Purchas
 - Professor Brigitte Bönisch-Brednich *via Zoom*
 - Ms Megan Evans
 - Ms Pania Gray (Pro-Chancellor)
 - Ms Asifa Hanif
 - Professor Bryony James (Vice-Chancellor)
 - Ms Mei Fern Johnson
 - Mr David McLean *via Zoom*
 - Mr James Te Puni
 - Ms Caroline Ward (Secretary to Council)
- APOLOGIES:**
- Professor Richard Arnold
 - Mr David Smol
- IN ATTENDANCE:**
- Dr Logan Bannister, Deputy Vice-Chancellor, Students
 - Mr Graham Beever, Acting General Counsel
 - Ms Rachel Bruce, Chief Financial Officer
 - Ms Fiona Clarkson, Head of Strategic Communications
 - Ms Rochelle Gribble, Manager, Strategic Projects
 - Ms Susan Hockley, Associate Director, Business Partnering & Financial Control
 - Professor Rawinia Higgins, Deputy Vice-Chancellor Māori & Kaitiakitanga
 - Ms Shannon Hughes, Student
 - Mr Clinton Jenkins, Associate Director, Planning and Performance Management
 - Dr Ryan Kerr, Director, Strategy and Planning
 - Professor Robyn Longhurst, Deputy Vice-Chancellor, Academic
 - Professor Sally McArthur, Deputy Vice-Chancellor, Research
 - Ms Megan McPherson, Director of Communications, Marketing, and Digital Engagement
 - Mr Reece Moors, Director, Office of the Vice-Chancellor
 - Mrs Rachel Scott, Director, Governance, Risk, and Assurance
 - Ms Tina Wakefield, Chief Operating Officer

26.106 WELCOME / ACKNOWLEDGEMENTS / APOLOGIES

- Noted:**
- 1 that Ms Mei Fern Johnson led the Karakia.
 - 2 that the Chancellor welcomed everyone to the meeting, and particularly acknowledged Professor Brigitte Bönisch-Brednich attending via Zoom from the northern hemisphere which involved a challenging time zone difference.
 - 3 that the Chancellor congratulated Professor Robyn Longhurst on her appointment as Provost.

- 4 that apologies were received from Professor Richard Arnold and Mr David Smol.

Resolved that the apologies from Professor Richard Arnold and Mr David Smol be sustained.

260098

26.107 DECLARATIONS AND DISCLOSURE OF INTERESTS

Received: the declarations and disclosure of interests register.

- Noted:**
- 1 that Council members were reminded to advise the Secretary to Council of any changes to their disclosure of interests listing between meetings.
 - 2 that for item-specific disclosures, the Chancellor asked that Council members alert him at the time.

26.108 COUNCIL MINUTES, MEETING HELD 15 JUNE 2026

Received: the public Minutes of the meeting of Council held 15 June 2026.

Resolved: that the public Minutes of the meeting of Council held on 15 June 2026 be approved.

260099

26.109 REPORT FROM THE CHANCELLOR

Received: an oral report from the Chancellor, Mr Alan Judge.

- Noted:**
- that the Chancellor outlined events and activities since his last update to Council as follows:
- attended regular meetings with the Vice-Chancellor
 - attended regular meetings with the Secretary to Council
 - chaired the University Council meeting on 15 June 2026 which was held at the University's marae
 - chaired the Victoria Honours Committee meeting on 22 June 2026
 - attended the Te Aka Matua Committee meeting on 22 June 2026
 - met with the VUWSA President, Aidan Donoghue
 - met with the Chief Operating Officer, Tina Wakefield, regarding options for 320 The Terrace site
 - attended the New Zealand Investment forum 2026 in Auckland in capacity as a VUW Foundation Board of Trustees member
 - met with Mairangi Campbell, Ngāi Tauira Co-President
 - attended the Matariki dinner with iwi partners at Ngā Mokopuna

Resolved: that the Chancellor's oral report be noted.

260100

26.110 REPORT FROM THE VICE-CHANCELLOR

Received: a report from the Vice-Chancellor, Professor Bryony James, dated 16 July 2026 (document VUWC 26/76).

- Noted:**
- 1 that the report was taken as read.

- 2 that the figures for international recruitment have now exceed pre-COVID numbers. The work led by Dr Logan Bannister and her team was commended.
- 3 that the University's two Matariki celebrations had both been wonderful and the Matariki Hākari where mana whenua partners joined for a feast and evening of connection was a particular highlight.
- 4 that a full review of the Canvas incident will take place and the Audit & Risk Committee will be briefed at its next meeting. A Business Continuity for Learning and Teaching Group has been convened, led by Professor Stephen Marshall of CAD. This group, drawn from Digital Solutions and all faculties, will develop a framework for ensuring planning is coherent, comprehensive and coordinated across the University.
- 5 that the VicStart programme has continued to grow with 200 students enrolled. This provides students with the opportunity to take a Level 100 paper whilst still at school (typically year 13) and is an increasingly important part of the University's future learner pipeline.
- 6 that recent Australia alumni visits to Canberra, Melbourne, and Sydney had been a great success.
- 7 that winter energy grants help support students with power bills and community sponsors match dollar for dollar if the University's contribution reaches a certain level. This is a couple of thousand dollars short, and a campaign will start this week aimed at making up the difference.
- 8 that the Research environment remains challenging and the Deputy Vice-Chancellor, Research is keeping a close eye on the funding environment.
- 9 that Wellington UniVentures secured two successful Tier 2 projects in the final KiwiNet funding round.
- 10 that the Kelburn Student Service Hub was opened in time for the start of Trimester 2 and has been well received by students.
- 11 that the YourVoice survey for staff will commence next week.

Resolved: that the report from the Vice-Chancellor be noted.

260101

26.111

FINANCIAL REPORT TO 30 JUNE 2026

Received: the Financial report to 30 June 2026 from the Chief Financial Officer, Ms Rachel Bruce (document VUWC 26/77).

Noted:

- 1 that the report was taken as read.
- 2 that things are tracking as expected and recent confirmation of TEC funding linked to performance and priority provision was welcomed and gives a bit of breathing space. The CFO emphasised that this is not baselined and the University's core business remains finely balanced in a challenging and uncertain environment which is being experienced across the tertiary education sector.
- 3 that revenue was favourable to budget by \$1.6m, primarily due timing of research revenue, partially offset by lower tuition fees due to the timing of full fee discounts.
- 4 that expenditure was unfavourable to budget by \$0.8m, primarily due to timing of research related expenditure, partly offset by lower utilities and reactive maintenance costs.
- 5 that the Consolidated Group deficit of \$6.6m included the Foundation surplus.
- 6 that the Foundation surplus of \$10.9m was favourable to budget by \$5.8m, driven by higher donation revenue and unrealised investment gains and lower transfers to the University.

Resolved: that the Financial report to 30 June 2026 be noted.

2600102

26.112 CONFERMENT OF QUALIFICATIONS

Received: the list of degrees, diplomas and certificates granted on 27 July 2026 (document VUWC 26/78).

Resolved: 1 that Council grants the degrees, diplomas and certificates in this University on the persons listed in document VUWC 26/78, and that their names be entered on the Roll of Graduates on 27 July 2026.
2 that a motion of congratulations to the Graduates be recorded.

Bell-Purchas/Hanif
260103

26.113 DVC MĀORI AND KAITIAKITANGA REPORT

Received: a Council paper dated 13 July 2026 from Professor Rawinia Higgins, Deputy Vice-Chancellor, Māori and Kaitiakitanga providing the DVC Māori and Kaitiakitanga report (document VUWC 26/79).

Noted: 1 that the Council paper was taken as read.
2 that Professor Higgins advised that the presentation had been given at the recent Te Aka Matua Committee meeting at which it was agreed that it be shared with the full Council.
3 that Council members were thanked for attending the Matariki Hākari event which despite extremely challenging weather conditions went ahead with 68 people in attendance at Ngā Mokopuna.
4 that there was discussion on course completion rates and theories as to why there may have been a dip in 2025 which could be linked to the impact on students who commenced during the COVID pandemic years.
5 that the team was congratulated on the continuing lift in the number of Māori students at Te Herenga Waka.
6 that Council acknowledged that market share and course completion can be blunt measures.
7 that beyond the blunt measures, there are more qualitative things to consider. The great pride for Māori and International students who elect to celebrate their graduation at Te Hui Whakapumau where the challenges overcome and trade-offs made are apparent as they gather with whanau is one of these.

Resolved: that the DVC Māori and Kaitiakitanga report be noted.

260104

26.114 KING'S BIRTHDAY HONOURS

Received: a Council paper dated 14 June from the Chancellor, Mr Alan Judge, regarding the 2026 King's Birthday Honours (document VUWC 26/80).

Noted: 1 that the Council paper was taken as read.
2 that the Chancellor acknowledged all those on the list, and highlighted Professor Rawinia Higgins mother, Te Ripowai Higgins, who was honoured in this year's awards.

- 3 that the awards demonstrate the impact our graduates and staff have in the wider community.

Resolved: that Council conveys its congratulations to all Victoria University of Wellington graduates and staff honoured in the 2026 King's Birthday Honours.

260105

26.115 FORTHCOMING EVENTS AND NEXT COUNCIL MEETING

Received: a Council Paper from the Secretary to Council, Ms Caroline Ward, dated 13 July 2026 regarding Forthcoming Events (document VUWC 26/81).

Noted:

- 1 that the Council paper was taken as read.
- 2 that the Open Day on 21 August was highlighted, as well as this week's Wellington Alumni Event, and the upcoming Scholarship Supporters reception on 11 August.
- 3 that the next meeting of Council will take place on Monday, 14 September 2026 at 11 am in Room RH12, Level 12, Rutherford House, Pipitea Campus.
- 4 that Council meetings during the remainder of 2026 will be held at venues as follows:
19 October, Council Chamber
30 November, Rutherford House, Level 12

Resolved: that the Council paper on Forthcoming Events and the date and details of the next Council meeting on 14 September 2026 be noted.

260106

26.116 COMMITTEE AND ACADEMIC BOARD MINUTES

Received: the following minutes:

- Academic Board, 9 June 2026
- Te Aka Matua Committee, 22 June 2026

Noted: that the minutes of both meetings were taken as read.

Resolved: that the Committee and Academic Board minutes be noted.

260107

26.117 RESOLUTION CONCERNING THE EXCLUSION OF THE PUBLIC

Received: a recommendation that certain items be taken with the public excluded (document VUWC 26/82).

Resolved: 1 that the public be excluded from the following parts of the proceedings of this meeting, namely agenda items 13-24.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter The public conduct of each item below would be likely to result in the disclosure of information for which good reason for withholding would exist under the sections of the OIA identified below.		Ground(s) under section 48(1) for the passing of this resolution
13. Minutes of previous meeting held 15 June 2026	Privacy, commercial prejudice, commercial activities.	s9(2)(a), s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(i)	LGOIMA s48(1)(a)(ii)
14. Health, Safety, and Wellbeing report including Critical Risk deep dive – Psychosocial	Privacy, commercial prejudice, commercial activities, confidential basis.	s9(2)(a), s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(i)	LGOIMA s48(1)(a)(ii)
15. Vice-Chancellor's report	Privacy, commercial prejudice, commercial activities, confidential basis.	s9(2)(a), s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(i)	LGOIMA s48(1)(a)(ii)
16. Financial report to 30 June 2026, and CFO report	Commercial prejudice, commercial activities, Confidential basis	s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(i)	LGOIMA s48(1)(a)(ii)
17. Deep dive – Benchmarking	Commercial prejudice, commercial activities, Confidential basis	s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(i)	LGOIMA s48(1)(a)(ii)
18. Honorary Doctorate recommendation	Privacy Confidential basis	s9(2)(a) s9(2)(ba)(i)	LGOIMA s48(1)(a)(ii)
19. Honorary Doctorate recommendation	Privacy Confidential basis	s9(2)(a) s9(2)(ba)(i)	LGOIMA s48(1)(a)(ii)
20. Digital Roadmap quarterly report	Commercial prejudice, commercial activities, Confidential basis	s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(i)	LGOIMA s48(1)(a)(ii)

21. Accommodation quarterly dashboard report Q2 2026	Commercial prejudice, commercial activities, confidential basis.	s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(i)	LGOIMA s48(1)(a)(ii)
22. Foundation quarterly report to 30.6.26	Privacy, commercial prejudice, commercial activities, confidential basis.	s9(2)(a), s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(i)	LGOIMA s48(1)(a)(ii)
23. Committee and Academic Board minutes	Commercial prejudice, commercial activities, confidential basis.	s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(i)	LGOIMA s48(1)(a)(ii)
24. Council only time	Privacy, commercial prejudice, commercial activities, confidential basis.	s9(2)(a), s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(i)	LGOIMA s48(1)(a)(ii)

In relation to each of the above items, no public interest consideration has been identified favouring disclosure of the particular information in public proceedings of the meeting that would override the need to withhold the information.

This resolution is made in reliance on section 48(1)(a) of the Local Government Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by holding of the whole or the relevant part of the proceedings of the meeting in public are set out above.

- 2 that such members of the senior leadership as the Chancellor and the Vice-Chancellor request be permitted to remain at this meeting, after the public has been excluded, with the exception of agenda item 24, because of their knowledge of the relevant matters identified above which will be of assistance in relation to those matters.

260108

at 12.40 pm the meeting adjourned for lunch until 1 pm

Agenda Item 4

Report from the Chancellor

To receive: an oral report from the Chancellor, Mr Alan Judge.

To resolve: that the oral report from the Chancellor be noted.

Agenda Item 5

Report from the Vice-Chancellor

To receive: a report from the Vice-Chancellor, Professor Bryony James, dated 4 September 2026 (document VUWC 26/92).

To resolve: that the report from the Vice-Chancellor be noted.



COUNCIL PAPER

To	Members of Council
From	Bryony James, Vice-Chancellor
Author	Bryony James, Vice-Chancellor
Date	4 September 2026
Subject	Vice-Chancellor's report – public
Document #	VUWC 26/92

Executive Summary

The highlight of the period covered by this report was undoubtedly Open Day. The largest yet, where we turned the city green and showed prospective students what they could experience here. Staff and current students worked hard all day to manaaki those who were interested in becoming students and their whānau, and ensure the university shone in the Wellington sunshine.

It has also been a busy period of community connection with public events related to the upcoming election, and to the 50th anniversary of the Masters of Public Policy.

Work to support students in this period included direct support through winter energy grants, and more long-term support related to He Kokonga, particularly working toward determining the initiatives in that programme that can be embedded as BAU.

The public profile of the university was also enhanced by excellent media coverage of Open Day, our record Māori student numbers, the Wana student leadership programme and the success of commercialising research through the capital raise for CullBeck.

Connection, Collaboration and Community

The highlight of this period that reflects all three Cs of our strategic plan was Open Day on 21 August. The weather co-operated and we hosted the largest ever Open Day with 7,431 registrations and far more than that number in exuberant attendance across all three of our campuses. By far the majority of registrations (70%) were from outside of Wellington with notable increases from Nelson, Waikato and Otago regions.

Building on what we learned from 2025, this year's event featured redesigned programme content that separated future-focused sessions exploring graduate outcomes, employability and career pathways, from practical degree-planning sessions. The refreshed approach placed greater emphasis on helping prospective students explore study pathways, understand the wider student experience, and make informed decisions about studying at Te Herenga Waka.

A strong example was the early-morning session on artificial intelligence, careers and the future of work, which filled the room and brought academic and professional staff together to connect academic expertise with career and future-of-work perspectives. The strong attendance demonstrated both the interest that prospective students have in the issues shaping their futures, and the value of cross-University collaboration in delivering the Open Day programme.

Post-event survey results reinforce Open Day's importance as a key conversion activity within the recruitment pipeline. The most common reasons for attending were to decide on a degree, compare Te Herenga Waka with other universities, explore student services and support, and inform decisions about halls of residence.

Feedback is now being received from both attendees and staff. This will be analysed and help drive enhancements for Open Day 2027.

Public profile and thought leadership

A large part of our community connection occurs during public events and the period in the build up to an election is a hotbed of activity for Te Herenga Waka.

The Sir Frank Holmes Memorial Lecture in Public Policy was a special event this year as 2026 is the 50th Anniversary of the Master of Public Policy (MPP). The lecture, on 26 August, was given by the Rt Hon Helen Clark and attracted significant public interest, with over 300 registrations. It was followed the next evening by a reception at Parliament for alumni and stakeholders of the MPP, supported by Labour MP Camilla Belich and attended by Deputy Speaker of the House Barbara Kuriger.

On 13 August 2026, we hosted a public Election Panel Discussion focused on tertiary education, continuing the University's role as a convener of informed, constructive, respectful dialogue on issues of national significance. The event attracted strong interest, with over 150 people in the Hub and participation from Parmjeet Parmar (ACT), Ginny Andersen (Labour), Lawrence Xu-Nan (Greens) and Andy Foster (NZ First). National and Te Pāti Māori were invited but unable to attend. Discussion focused on the future of tertiary education, including academic freedom, the role of Mātauranga Māori, and the contribution of universities to New Zealand's economic and social development. VUWSA president, Aidan Donoghue, led a quick-fire Q&A for the final section, with questions related to student access, equity, wellbeing and the cost of living. The event provided students, staff, alumni, and members of the wider community with a valuable opportunity to hear directly from political parties. A video recording of the event is available on our website. The next two Election Panel Discussions will be 15 September focused on the economy, facilitated by alumnus Brad Olsen; and a panel of local Leaders on 22 September facilitated by another graduate of VUW, Paddy Gower.

Our academic programmes also continue to receive recognition by professional bodies, amongst the two diverse and notable examples are:

- the Wellington School of Business and Government has achieved AACSB reaccreditation for the maximum six-year term in both Business and Accounting following international peer review
- the Miramar Creative Centre has been recognised by the Hollywood Reporter as one of the world's top 15 film schools.

Academic Update

Work is progressing well on the scheduling of the 2027 academic timetable within the new timetabling system. The project remains on track for the draft timetable to be distributed to schools on 26 August. The implementation of the new aegrotat system is also progressing well and has reached the User Acceptance Testing (UAT) stage.

Work Integrated Learning

The University is currently recruiting four new positions for the Work Integrated Learning (WIL) Hub: a Hub manager, two staff capability development roles, and a role focused on student preparedness and experience. These appointments expand the Hub to a six-person central team supporting faculties to scale and quality assure their WIL courses. Alongside these hires, the Hub is shifting structurally from the Centre for Academic Development to the DVCA, signalling its strategic importance to the University. Together, these changes represent excellent progress toward delivering on our WIL KPI.

He Kokonga Whare e Kitea

He Kokonga Whare e Kitea continues to make good progress towards the project's conclusion in December 2026. Current work is focused on confirming which initiatives will be embedded into business-as-usual activities across the University and identifying the most appropriate ongoing ownership and governance arrangements.

As part of He Kokonga, a definition of student success has been finalised following extensive staff and student engagement. This will provide a shared foundation for future student success initiatives, planning and decision-making. The definition has three complementary parts: a contextual statement that grounds student success in the values and identity of Te Herenga Waka; a definition of student success that reflects both what students achieve and how they experience university, and an enabling statement that recognises the University's role in creating the conditions that support student success.

At Te Herenga Waka—Victoria University of Wellington, our approach to student success is grounded in manaakitanga, whanaungatanga, and akoranga.

Student success means learning, achieving, and preparing for the future while feeling a sense of belonging, connection, and wellbeing.

This is supported through teaching, systems, and services that respond to students' diverse lives, circumstances, and aspirations.

Centre for Academic Development

“Open Classrooms Week” ran in the week of 27 July. This gave teaching staff an opportunity to visit colleagues’ classes, observe teaching practice, and reflect on approaches that could inform their own teaching. Thirty-three staff registered to attend, across a timetable of 14 classes by award-winning and acclaimed lecturers, followed by a panel discussion.

The Learning Designer for the Ethical Use of AI, Matthew Galloway (supported by Foundation funding), has started to engage with schools and faculties on the idea of *AI Criticality*, which is a proposed shared approach to engaging with the challenges and possibilities of AI in teaching and learning. A recurring theme in conversations with both staff and students is the value of clear communication around AI expectations. These workshops provide a space to discuss those questions collectively and to identify approaches that make sense, topics include:

- how AI is affecting teaching, learning, and professional practice
- the narratives, challenges, and possibilities associated with AI
- what responsible, critical, and ethical AI use looks like
- how expectations around AI might be communicated consistently across courses and programmes.

Curriculum Quality

We are pleased to confirm the full deployment of Mata, the University’s curriculum management system, as the authoritative source of governance-approved curriculum information. Most curriculum proposals and all course outlines are now created and managed within Mata, and the approved curriculum data is used by the Digital Solutions integration team to maintain alignment across downstream systems. This milestone will also be reflected in the University’s new webpages and online digital Calendar.

Student Update

Alongside the frenzy of Open Day student recruitment has been pushing forward domestically and internationally. A particular highlight from the international perspective was our inaugural India recruitment roadshow. A 12-person THW team delivered the ‘Hello Wellington’ Roadshow in India, covering six cities over 13 days in August. The programme included agent engagement, student recruitment events, partnership meetings, academic masterclasses, and alumni and student engagement activities. The initiative supports the University’s objective of diversifying international enrolments and strengthening its presence in one of the world’s largest student markets.

Māori Student Enrolments

The University’s Trimester 2 census indicates that Māori student enrolments have increased from 2,287 to 2,385 students, an increase of 98 students or 4% compared with the same point last year. This record number of Māori students received coverage from Te Ao1

The University’s partnership with Pūhoro STEMM Academy has also got off to a flying start, with more than 100 Year 11 Māori students participating in a campus wānanga in August, involving science and engineering experiences.

¹ <https://www.teaonews.co.nz/2026/08/25/victoria-university-cracks-record-number-of-maori-students/>

Winter Energy Grant 2026

The Winter Energy Grant Initiative was run by Student Finance from 27 July to 7 August 2026. There was high demand and support of this initiative, with 1,495 students receiving assistance. These grants were awarded to students living in households that were impacted by increased electricity costs during the winter.

A total of \$177,000 was awarded through the initiative. Of this amount, \$49,956 was funded through generous donations from university alumni, staff, and various suppliers. The University Hardship Fund contributed the remainder. The continued success of this initiative highlights the importance of targeted financial support in helping students manage cost of living pressures and remain engaged in their studies.

Wana – VC's Leadership Programme

The 45 students of the pilot Wana cohort are now halfway through the trimester's programme. Following the induction session they have now had inspirational talks from, and discussions with, Sir Ashley Bloomfield, the Rt Hon Helen Clark, and a panel of entrepreneurs with startup investors Sue Reynolds, Serge van Dam, Veronica H-Stevenson and Arash Tayeb. We have also had some recent positive media coverage in The Post about the programme²

Research Update

Support for our researchers to form new collaborations, pursue external research funding and translate research into outcomes has continued unabated this month. A cross-university Research Collider involving more than 70 researchers has already generated two new research proposals, demonstrating growing interdisciplinary collaboration.

One example of interdisciplinary collaboration and research application is the Bariatric Virtual Reality project which received national recognition through a HealthTech Award and secured an \$80,000 Research Acceleration Programme grant.

Commercialisation and IP

UniVentures has completed the transfer of intellectual property arising from Robinson Research Institute hydrogen-direct-reduction steelmaking technology to CullBeck Limited, a new venture established to commercialise the technology. The transaction was completed as part of CullBeck's capital programme, which raised NZ\$15m to support the company's development and scale-up activities. VUW inventors are Prof Chris Brumby and recent PhD graduate Bavinesh Maisuria.

UniVentures has also executed a licensing transaction with EyeNovo Therapeutics (USA) for intellectual property developed by Prof Olga Zubkova from the Ferrier Research Institute. The technology is being developed as a novel treatment for diabetic macular oedema.

Policy implementation

UniVentures is working closely with the Deputy Vice-Chancellor Research and the Research Office to assess and implement the implications of the emerging national intellectual property policy framework, ensuring that the University's commercialisation processes remain aligned with sector developments while continuing to support researchers and maximise research impact.

² <https://www.thepost.co.nz/nz-news/361065552/spark-something-students-shaping-tomorrows-leaders>

Digital Solutions

Victoria University hosted the 42nd Tertiary ICT Conference (August 24-27), which brought 400 conference attendees from the NZ Higher education sector to Wellington.

The awesome, vibrant images captured from our Open Day were able to be shared with the whole university by the following day using our new Digital Asset Management – Pāwai.

The Enrolment Transformation Programme team, successfully deployed Release 3A, introducing new post-enrolment capabilities and automated visa management through Pūaha and Kurawai.

The team also delivered two key system upgrades:

- the latest Banner release, continuing the important work of keeping one of the University's most critical enterprise systems secure and supported
- the Alemba Service Manager and Staff Service Centre upgrade which manages all our problem tickets and workflows.

Behind the scenes, our infrastructure teams completed the retirement of the Auckland firewall and associated legacy services. While largely invisible to users, this work reduces risk, removes technical debt and simplifies our technology landscape.

Campus Operations

The Education Review Office (ERO) has completed quality evaluations of our two Early Childhood Education centres. Both centres received “**Embedded**” judgements across all quality domains, which means that the services have embedded learning and organisational conditions to support ongoing improvement to the quality of education and care for children. This judgement places both centres “**above the threshold for quality**” and provides positive assurance that both are continuing to improve and deliver quality outcomes for children and families.

The reports highlight a number of strengths, including high-quality play and project-based learning, strong relationships with children and whānau, effective professional learning and mentoring for teachers, improved team cohesion, and strong support from the University through governance, resources and community engagement. ERO noted good progress against recommendations from the 2023 review and confirmed that all reasonable steps are being taken to meet health, safety and regulatory requirements. The key improvement priorities focus on strengthening evidence of children’s learning and progress across all areas of *Te Whāriki* and ensuring parent aspirations and children’s cultures are more explicitly reflected in curriculum planning and assessment.

Recommendation

That Council note the Vice-Chancellor’s public report.

Consideration of the Te Tiriti o Waitangi [statute](#)

This paper aligns, primarily, with the principal of Mahi tahi as it includes consideration of student recruitment and student support.

Agenda Item 6

Financial report to 31 July 2026

To receive: the Financial report to 31 July 2026 from the Chief Financial Officer, Ms Rachel Bruce (document VUWC 26/93).

To resolve: that the Financial report to 31 July 2026 be noted.



JULY 2026

SUMMARY MONTHLY PUBLIC FINANCIAL REPORT

CONSOLIDATED STATEMENT OF FINANCIAL PERFORMANCE

STATEMENT OF FINANCIAL PERFORMANCE	Jul 26 YTD		
	Act	Bud	Var
	\$m		
Government Grants incl. PBRF	120.7	119.5	1.2
Tuition Fees	96.3	94.6	1.7
Research, Commercial & Other	133.2	130.5	2.6
REVENUE	350.2	344.7	5.5
People	176.6	178.0	1.5
Occupancy	30.3	32.2	1.9
Operating	104.9	103.2	-1.7
EXPENDITURE	311.8	313.4	1.6
EBITDA	38.4	31.3	7.1
Depreciation & Amortisation	35.4	35.0	-0.4
Interest Expense	0.9	1.4	0.4
UNIVERSITY GROUP SURPLUS/DEFICIT	2.0	-5.1	7.1
%	0.6%	-1.5%	
CONSOLIDATED GROUP SURPLUS/DEFICIT	15.2	0.0	15.2
%	4.1%	0.0%	

Presentation of figures rounded to nearest \$100k can lead to minor rounding differences in tables.

YTD overview

- Revenue is favourable to budget by \$5.5m, primarily due to higher government funding from the TEC, higher full fee tuition revenue and timing of research revenue.
- Expenditure is favourable to budget by \$1.6m, primarily due to staff vacancies and lower utilities and maintenance costs, partly offset by higher research related costs (corresponding to higher research revenue).
- The Consolidated Group Surplus of \$15.2m includes the Foundation Surplus.
- The Foundation Surplus of \$13.2m is favourable to budget by \$8.1m, driven by higher donation revenue and unrealised investment gains.

CONSOLIDATED STATEMENT OF FINANCIAL POSITION

STATEMENT OF FINANCIAL POSITION	As At:	
	Jul-26 Actual	Jul -25 Actual
	\$m	
Cash & Cash Equivalents	73.1	79.8
Investments	139.2	123.9
Accounts Receivable & Accruals	29.1	18.7
Pre-Paid Expenses	5.9	7.9
Other Current Assets	9.0	9.7
TOTAL CURRENT ASSETS	256.2	239.9
Property, Plant and Equipment	1,223.7	1,193.8
Intangibles	6.7	7.8
Investments in Related Parties	8.3	8.1
TOTAL NON-CURRENT ASSETS	1,238.8	1,209.7
TOTAL ASSETS	1,495.0	1,449.6
Accounts Payable & Accruals	65.9	52.2
Revenue in Advance	153.4	139.0
Bank Borrowings – Current	-	-
Employee Entitlements – Current	21.2	21.1
Other Current Liabilities	3.8	3.5
TOTAL CURRENT LIABILITIES	244.2	215.8
Employee Entitlements – Non-current	22.0	20.1
Bank Borrowings – Non-current	20.0	40.0
TOTAL NON-CURRENT LIABILITIES	42.0	60.1
TOTAL LIABILITIES	286.3	275.9
NET ASSETS	1,208.7	1,173.8
Accumulated Surplus	513.0	501.3
Current Year Earnings	15.2	16.9
Other Reserves	680.5	655.6
TOTAL COMMUNITY EQUITY	1,208.7	1,173.8
TOTAL LIABILITIES & COMMUNITY EQUITY	1,495.0	1,449.6

Presentation of figures rounded to nearest \$100k can lead to minor rounding differences in tables.

Agenda Item 7

Conferment of Qualifications

To receive: the list of degrees, diplomas and certificates granted on 14 September 2026 (document VUWC 26/94).

To resolve:

- 1 that Council grants the degrees, diplomas and certificates in this University on the persons listed in document VUWC 26/94 and that their names be entered on the Roll of Graduates on 14 September 2026.
- 2 that a motion of congratulations be recorded.



DEGREES, DIPLOMAS AND CERTIFICATES TO BE GRANTED ON 14 SEPTEMBER 2026

Doctor of Education

Olds, Ruth Emma

Doctor of Musical Arts

Heffernan, Jerard Craig, *in Classical Performance*

Doctor of Science

Kilmartin, Paul Andrew

Doctor of Philosophy

Berryman-Kamp, Maia Valerie Akinehi, *in Cultural Anthropology*

Broodryk, Terise, *in Psychology*

Buick, Kaitlin Helen, *in Biomedical Science*

Carter, Kirsten Mary Ross, *in Biomedical Science*

Fu, Muci, *in Music*

Grant, Elysha-Rose Kendal, *in Biomedical Science*

Harcourt, Darcy Robert Armstrong, *in Actuarial Science*

Hughes, Annalisa Margerita, *in Psychology*

Koch, Holly Elizabeth, *in Marine Biology*

Liang, Yongle, *in Physical Activity and Hauora*

Lorentz, Karsten Leopold, *in Physical Geography*

MacLachlan, Jordan Jack, *in Computer Science*

Mamun, Abdullah Al, *in Engineering*

Mohammad, Khandker Din, *in Education*

Moss, Jeremy Peter, *in Physics*

Munn, Shane Daniel, *in Health and Wellbeing*

Nguyen, Thi Quynh Anh, *in Education*

Nipper, Natasha Sarah Louise, *in Chemistry*

Oldfield, Yvonne Sidney, *in Law*

Phillips, Andreja, *in Science in Society*

Poorghorbanali, Younes, *in English Literature*

Rachmat, Agatha, *in Engineering*

Rao, Fozia Ahsan, *in Education*

Rehman, Zahida, *in Cultural Anthropology*

Resende, Anna Carolina, *in Marine Biology*

Rhodes, Deborah Jayne, *in Health and Wellbeing*

Roxburgh, Erin Renata, *in Management*

Slaveykova, Konstantina Vasileva, *in Cognitive and Behavioural Neuroscience*

Syaifudin, Wawan Hafid, *in Statistics*

Szerelem-Tolnay, Buda Ga'bor, *in Health Psychology*

Tesolin, Tyler Shane, *in Film*

Voronina, Ekaterina, *in Education*

Wang, Yujia, *in Computer Graphics*

Wrench, Daniel Thomas Stodart, *in Physics*

Yang, Lu, *in Applied Linguistics*

TE WĀHANGA WAIHANGA-HOAHOA–FACULTY OF ARCHITECTURE AND DESIGN INNOVATION

Master of Architecture (Professional)

Agrawal, Vanshika
Allan, Emily Liesl, *with Merit*
Arnold, Zanetta Jaime Vreugdenhil
Atkinson-Moses, William Joseph, *with Merit*
Bruce, Adam John, *with Merit*
Callagher, Arden Jean, *with Distinction*
Crowe, Lachlan John, *with Merit*
Dodd, Siobhan Elizabeth, *with Merit*
Knapton, Ella Harrington, *with Distinction*
Knutson, Ella Kate, *with Merit*
Marshall, Sophia May, *with Merit*
Moodie, Reid Grant
Mould, Fraser Barwick, *with Distinction*
Stuart, Lauren Elizabeth, *with Merit*
Wood, Zoe Jade

Master of Architectural Science

Penn, Maryann Olive, *in Project Management with Distinction*

Master of Design

Ryan, Evan Thomas, *with Merit*
Ward, Jesse James Lee

Master of Design Technology

Huang, Haojun, *in Lighting and Rendering with Distinction*
McLean, Daniel Hiroki, *in Animation with Merit*
Pan, Wung, *in Animation with Distinction*
Phillipps, Keegan, *in Animation with Merit*

Master of Interior Architecture

Jackson, Charli Belle
John, Caitlin Marie, *with Merit*

Master of Landscape Architecture

Kendon, Lauren Ruth, *with Distinction*
Noakes, Luca James, *with Merit*

Master of Urban and Regional Planning

Grove, Mary Jane Anna, *with Merit*
Keach, Ashleigh Jennifer

Master of User Experience Design

Rahman, Nashita Lutfar, *with Merit*

Bachelor of Architectural Studies

Aikawa, Oliver Haruto
Alzaga, Vince Rapael San Diego
Brickley, Mya Brooklyn
Edwards, Jessica Kate
Macfarlane, Ben Leon
Ritchie, Olive Mima
Tannahill, Cameron James
Wells, Bethany Rachel

Bachelor of Building Science
Su, Junhao

Bachelor of Design Innovation
Bain, Ryan Haneul
Dellabarca, Gabriella Lily
Dobson, James Alexander
Donovan, Jed Campbell
Havill, Giuliana Jindaporn
Maitland, Tia Leigh
Preece, Annabel Eileen
Rynhart, Jasper Morgan

Postgraduate Diploma in Design Innovation
Nottage, Natalie,

Graduate Diploma in Designed Environments
Marshall, Sophia May, in Architecture

Graduate Certificate in Designed Environments
Nash, Isobel Louise, in Project Management

ŌRAUARIKI–WELLINGTON SCHOOL OF BUSINESS AND GOVERNMENT

Executive Master of Business Administration
Cummerfield, Nicole May, with Distinction
Hassan, Zaib, with Merit
Liu, Ying, with Merit
MacGregor, Katherine Jane, with Merit
Mak, Zenobia Wing Shan, with Distinction
Swain, Simon Merlyn Netherton, with Distinction

Master of Commerce
Langrell-Read, Mackenzie Luke, in Accounting with Distinction
Ngo, Nguyen Phuong Vy, in Human Resource Management and Employment Relations with Distinction
Turner, Phoebe Veronique Waimarie, in Management with Distinction

Master of Information Studies
McKee, Ryan Tāne, in Archives and Records Management and Library Science with Merit

Master of Professional Accounting
Antony, Daiju
Chaudhary, Unnitkumar Kanubhai
Gbolahan, Olusola Azeez
Hashemi Oskoei, Sara
Karki, Swastika
Sapkota, Aruna
Sheng, Yanqiu
Wu, Hanchi

Master of Professional Business Analysis
Agravedi, Priyal Jay, with Merit
Americo Tilman, Zulmira, with Merit
Anthikkatt Prakasan, Abhishek, with Merit

Highet, Ethan, *with Merit*
Kannacham Veettil, Neenu Prakash, *with Distinction*
Mandala, Venkat Vamshi, *with Merit*
Pyae Thu Aung, *with Merit*
Ramasamy, Pavela Faith, *with Merit*
Saji, Amal
Singh, Manmeet, *with Merit*
Varghese, Blessy, *with Merit*
Wang, Shuo, *with Distinction*
Zhou, Xuan, *with Distinction*

Master of Public Administration (Executive)

Ridden, Briget Amy, *with Merit*

Master of Public Management

Astri, Yasmina Aziza, *with Merit*
Bennett, Corinna Marie, *with Merit*
Cho, Taesoon, *with Merit*

Master of Public Policy

Akauola, Vaeatangitau
Johnston, Lisa Alison, *with Merit*
Pambudi, Cahya Tri, *with Merit*
Siagian, Laura Marisa, *with Merit*
Ut, Chantara peach, *with Merit*

Bachelor of Commerce with Honours

Chadwick, Jessica Li, *with First Class Honours in Management*

Bachelor of Commerce

Abdul Hamid, Nur Alisha Binti
Allen, Kayla Gayle Hope
Amyes, Joshua Stephen
Bebbington, Craig Lachlan
Bilderbeck, Hannah Kate
bin Abdul Halim, Ikmal Danial
Binti Nor Effendi, Nur Batrisya
Binti Thahir, Alyaa Maisarah
Bird, Dylan
Bishop, Joshua Dylan
Brosnahan, Thomas Philip Jackson
Bui, Au Phan Hai
Chadwick, Jessica Li
Chen, Chi
Chethra, Sokhech
Collins, Ella-Jane
Cook, Jenna Leigh
Corbett, Spencer Jack
Coutts, Maya Elizabeth
Cu, Minh Do Anh
Dahal, Samikshya
Davis, Hayz Neville
Deiath, Adelaide Jean
Delos Reyes, Leny Rose Salonga
Devi, Shartika
Dugdale-Martin, Connor Stewart
Eccles, Jack Arthur

Eir, Carol
Eslera, Aaron Beau Estuita
Falkner, Nathan Robert Thomas
Feng, Zijian
Fenning, Paige Elizabeth
Gaffaney, Louis Charles
Gath, Moe Lavers
Gordon, Olivia Grace
Gounder, Na Talia Shellby
Grantham, Will F
Gray, James Kevin
Hammerich, Jaime Ellen
Harris, Lukas John
Hickson, Senga Violet Esme
Idris, Harith Bin
Kennedy, Jackson Ronald
Kok, I Xin
Kuklinski, Lahni Jade
Lane, Mackenzie Che
Latu, Melissa Seymour Rosemary
Lorenz, Marco Moni
Maass, Ryan
Macklow, Jack Edward
MacLean, Harry John
Md Rasid, Nisrina Nabihah binti
Mhd Shukeri, Iman Kamilah binti
Mitchell, Danyelle Frances
Ncomanzi, Bonginkosi Ngaakudzwe Honoured
Neazor-Grant, Thomas Michael
Newbury, Rhys James
Nicholson, Josh William Phillip
Nogaj, Mark Bronson Hitana
Ogg, Travis Robert
Patrick, Sean
Pattullo, Joshua Nicholas
Petelo, Javiyah Rayne
Pham, Minh Chau
Pukittivarangoon, Nathapol
Redford, Lily
Robertson, Corbin
Sargentina, Max Peter
Savell, Laura Ellen
Scott, George Noah
Simanu, Davis Ala'ifetu
Stewart, Reef Caleb
Thomas, Jasmine Joy Nancy
Thompson, Laura Louise
Waterworth, Jack
Wrigley, Oliver Paul
Wuttisetarak, Sumin Hwang
Zhang, Zhouhan
Zhou, Jackson

Postgraduate Diploma in Commerce
Shakya, Ayesha

Postgraduate Diploma in Information Studies

Bell, Kaitlyn Elizabeth

Taine, David Geoffrey

Postgraduate Diploma in Professional Accounting

Osam, Christinah Redaokim

Postgraduate Certificate in Business Administration

Dennis, Ian Stephen

Postgraduate Certificate in Information Studies

Bennett, Sophie Alice

Flannery, Megan Iere

O'Brien, Vita Annie Robinson

Poppelwell, Zoe Elisabeth

Postgraduate Certificate in Professional Accounting

McElroy, Amy Joan

Postgraduate Certificate in Public Management

Haynes, Sophia Joo Weng

Steel, Charlotte May Julia

Postgraduate Certificate in Public Policy

O'Hara, Joseph Conal

Smith, Katie

Graduate Certificate in Commerce

Coughlan, Joseph John

TE PUKENGA WAI–FACULTY OF EDUCATION, HEALTH, AND PSYCHOLOGICAL SCIENCES

Master of Education

Bourke, Morgan Sheridan, *with Distinction*

Ea, Dara, *with Distinction*

Faisal, Laila Fidelina

Ma, Yuanyuan, *with Merit*

Magala, Jessica, *with Merit*

Muhammed Basheer, Sumayya Thesneem, *with Merit*

Nguyen, Tran Bao Mai, *with Distinction*

Wan Syahmir Amiruddin, *with Distinction*

Master of Educational Psychology

Subandie, Nur Sabrina Binte, *with Distinction*

Zhou, Wenlin, *with Merit*

Master of Health

Adhikari, Avinash, *in Health Policy Planning and Service Delivery with Merit*

Bhagali, Namita Abhay, *in Health Leadership and Management with Merit*

Kaufusi, Milenita, *in Health Policy Planning and Service Delivery*

Lee, Alexander William, *with Merit*

Mudd, Bethany Louise, *in Health Leadership and Management with Distinction*

Parab, Pooja Ramesh, *in Health Leadership and Management with Merit*

Shah, Sambhav Rajan, *in Health Leadership and Management*

Swati, *in Health Leadership and Management with Merit*

Master of Health Psychology

Cox, Jennifer Ann, *with Merit*

Fu, Yu-Hsuan, *with Distinction*

Henderwood, Summer Dawn Isla, *with Distinction*

Hiramis, Fae Marie Rollo, *with Merit*

Kumar, Saajal, *with Merit*

Mousley, Connor George Bennett, *with Merit*

Ruocco, Imilia Patricia, *with Merit*

Master of Physical Activity and Hauora

Armstrong, Junior Timu

Master of Secondary School Leadership

VEA, Uatahausi, *with Merit*

Master of Teaching and Learning (Primary)

Tata, Ariana Wai, *with Distinction*

Bachelor of Health

Hermens, Jessica Natalie

Horne, Alicia Molly

Shennan, Rosalind Jean

Takiari-Taua, Ruaputahanga Myrna Juanita

Tham, Cindy

Postgraduate Diploma in Educational Psychology Practice

Desborough, Katelyn Amy

Fahey, Breana Rose

Postgraduate Diploma in Health

Cherian, Lyndi Kay

Douglas, Aurum Fiadh

Froy, Kathleen Angela

Raval, Niraliben Sureshkumar

Postgraduate Diploma in Health Psychology

Manoj, Kripa

Nyaga, Fatma Wanjiku

Szerelem-Tolnay, Buda Ga'bor

Postgraduate Diploma in Nursing Science

Anderson, Rosalie Lauralle

Astrande, Genielyn Carisma

Blair, Sally Anne Marie

Clarke, Tessa Jane

Daza, Mary Joyce Figueroa

Dulatas, Sheryl Florentino

Erueti, Maikara Judith Anne

Jennings, Christie-Rae Teorere

Karacaoglu, Michael Nicholas

Keedwell, Monique Sue Ellen

Langlands, Evangeline Alice

Manderson, Chelsea Rose

O'Connell, Gabrielle Rosa

Radovanovich, McKenzie

Sigbeku, Titilayo

Strik, Emily Caroline

Tortise, Fiona Jane
Trow, Ruth Catherine
Wilson, Michaela Jessenia

Graduate Diploma of Teaching (Primary)

Gladson, Suneera
Grigg, Ellie Charlotte
Steward, Anna Eve
Truong, Binh Minh

Graduate Diploma of Teaching (Secondary)

Redward, John Ernest Yevily
Shanahan, Patrick Absie Daniel

Postgraduate Certificate in Education

Basher, Melissa Dianne
Pobog-Jaworowski, Samantha Kim

Postgraduate Certificate in Health

Kozhoth Raveendran, Remya

Postgraduate Certificate in Nursing Science

Ama, Jeiselle
Binte Salahudin, Norizan
Brown, Amanda Leigh
Bueno, Frances Angela Bulan
Cayamdaz, Jerica Ayengan
Fernandez, Farrah Fein Lazo
Feroz, Shabnam
Johnsen, Elissa
Joji, Anu Kuriyan
Karaka, Lisa
Konampurath Saju, Priyanka
Minnell, Kate Grace
Murtha, Sarah Joan
Mysina, Anna
Sison, Francis Neil Mutuc
Spiers, Jennifer Margaret
Thomas, Merlin
Warrior, Lily Isabelle

TE WĀHANGA ARONUI–FACULTY OF HUMANITIES AND SOCIAL SCIENCES

Master of Applied Linguistics

Eggink, Daniel John, *with Merit*
Favaloro Genoud, Marina Noelia, *with Distinction*

Master of Arts

Bradbury, Alannah Rose, *in English Literature with Merit*
Burke, Sophie Elizabeth, *in History with Merit*
Cherian, Alex Mahs, *in Creative Writing with Distinction*
Dayanghirang, Dara Daniella Rodriguez, *in Sociology with Distinction*
Evans, William Lewis, *in Philosophy with Merit*
McLelland, Steven Robert, *in Philosophy with Merit*
Pigott, William Joseph, *in Film with Merit*

Shaw, Lennox James MacGregor, *in Sociology with Merit*
Shi, Shaoding, *in Applied Linguistics*
van Seventer, Hannah Devorah, *in Art History with Merit*
Zeke, Jocelyn Jean, *in Geography with Merit*

Master of Communication

Mohamed Nizam, Nor Adrianna Binti, *with Merit*

Master of Criminology

White, Ashley Frances, *with Distinction*

Master of Fine Arts (Creative Practice)

Read, Leo Jasper, *in Music/Sound with Merit*

Master of Indigenous Studies

Woodward, Ilona, *with Distinction*

Master of International Relations

Đặng, Minh Ngọc, *with Merit*

Ennor, Robert Leonardo, *with Merit*

Robles, Matthew David, *with Distinction*

Master of Museum and Heritage Practice

Garside, Susan Jane, *with Distinction*

Manukonga, Zachariah Benjamin Taki

Master of Music Therapy

McAlpine, Max Grant, *with Second Class Honours (first division)*

Master of Philosophy, Politics and Economics

Andrews, Mia Mei, *with Distinction*

Liang, Dijiao, *with Merit*

Master of Political Science

Callinan, Ella Rose, *with Distinction*

Turner, Samuel Edward, *with Merit*

Master of Strategic Studies

Abdullah, Muhammad Rafie Pasqual Bin, *with Distinction*

Greenwood-Bell, Richard James, *with Distinction*

Knight, Gabrielle Anne, *with Merit*

Smith, Saul Nathan, *with Merit*

Master of Teaching English to Speakers of Other Languages

Ban, Monineath, *with Distinction*

Chhun, Venyuory, *with Distinction*

Doan, Gia Hung, *with Merit*

Eang, Sopharath, *with Merit*

Heang, Poleak, *with Merit*

Khy, Bunhour, *with Distinction*

Le, Hoang Bao Tram, *with Merit*

Le, Trong Hien

Luu, Tran Trong Khoi, *with Merit*

Myo, Thiri Lwin, *with Merit*

Nguyễn, Bảo Vy, *with Distinction*

Nguyen, Hoang Thu Thao, *with Merit*

Nguyễn, Phương Bích Ngọc, *with Merit*

Nguyen, Quang Bao Chau
Nguyễn, Thị Hồng Diễm, with Merit
Nun, Choramay, with Merit
Pen, Ponita, with Merit
Pham, Lam Oanh
Pham, Minh Thu, with Merit
Phan, Minh Thuan, with Distinction
Prak, Pagnapech, with Merit
Trịnh, Anh Thư, with Merit

Bachelor of Arts with Honours

Benson, Rosie Elizabeth, with First Class Honours in History
Ketko-Trask, River Rosie Zephyr, with Second Class Honours (second division) in Cultural Anthropology
Muramatsu, Kentaro, with Second Class Honours (second division) in International Relations
Rive, Caspian Jean Rawiri, with First Class Honours in History
Smith, Guy, with First Class Honours in Philosophy
Smith, MacKinnon Owen, with First Class Honours in Classical Studies
Yee, Jamie Harrington, with First Class Honours in Theatre

Bachelor of Music with Honours

King, Morgan-Andrew Te Moemoea, with First Class Honours in Classical Performance
Lin, Ruoxue, with First Class Honours in Classical Performance
Sneyd-Utting, Benjamin John, with Second Class Honours (second division) in Classical Performance

Bachelor of Arts

Benson, Rosie Elizabeth
Bepko, Ella Jane
Bisset, Sophie Jean
Blackwell, Sophie Neave
Botha, Simone
Calizo, Courthney Loise Gelito
Ditchburn, Zoe
Dobson, Jordan Renee
Dransfield, Sarah Madeline
Drinnan, Kate Helena
e Sa, Rebecca Lee
Elder, Barnaby Jarvis
Elzenaar, Hannah Elisabeth
Escarlan, Faith Dorothy Giducos
Fergus, Ruby Emma
Fernandes, Taurean Frances
Filoa, Shaadiya-Lee Franceen
Frater, Jaymee
Gadolo, Sharon Wati
Godfrey, Callum Joshua Michael
Grace, Hannah Joy Atareta
Greentree, Telesia Hina-'Alaimoana
Grove, Ella Charlotte
Halbert, Taine Ross
Hollis, Jessica Jo-Ann
Holm, Catharine Edith Amber
Hugyecz, Sascha Evelyn
Hunt, George William
Hunter, Ashleigh Paige
Irving, Cayleigh Marie
Kirker, Rowan Anne
Koko, William Joseph David

Labuschagne, Gina Mae
Laird, Tayla Maree
Lange, Ruby Florence
Laville-Moore, Jade Mary
Lê, Hoàng Nam
Leveridge, Jeremy Douglas
Lewis, Rosemary Clare
Loizou, Matia Alice
Lokeni, Siose Junior
Mackie, Shayle Tia
Maki-Tuara, Mangaia Erihana Emiliia Ida
Manoa, Etelini Meiveesi Ezella
Manuleleua, Meginnah Victoria
Martin, Samuel Azariah
Mattock, Breanna Marie
Matulino, Madison Isabella
Meafou, Hannah
Milbank, Xavier Ty
Milner-Tearikiau, Keyarnah Elizabeth Tungane
Mockford, Patyn Maggie Kathryn
Mohr, Lily
Mokalei, Jordyn Ella Fisimua
Morris, Shania Elena Vanessa
Naufahu, Zachary Tupola
Nguyen, Ngoc Truc Ngan
O'Connor, Benjamin Christopher
Partington, Lily Isabella Date
Pennington, Lara Mary
Percy, Isobel Grace
Petelo, Javiyah Rayne
Poi, Charlotte Raukura Clare
Rakena, Justin Daryl
Reid, Matthew John James
Ren, Zehao
Rive, Caspian Jean Rawiri
Rivers, Edwin John Allan
Robinson, Zoe Victoria
Rodger, Flynn Lucien Elias
Romeo Lafoia, Selene Kalelaina
Rudman, Jessica
Ruka, Jade Hine-Pounamu Tawhiri
Russell, Bryony Jane
Schupp, Alexander Hans
Sharpe, Daisy Louise
Shearer, Courtney Renee
Sheffield, Daphne Ysabelle Arao
Simonsen-Kemp, Sophie
Smart, Morgan Samuel Allen Hart
Smith, Zoe Rose
Somerville, Nina Iris Moana
Srisawas, Nattapat
Swann, Landon Andrew Bowie
Taylor, Natasha Brooke
Thaker, Morgan Skye
Thomason, Lily
Tovey, Rachel Alison Jane
Tuimana, Paula Lolohea Paea'i Aotearoa

Walker, Raha Rose Ahmed
Wanoa, Ariana Kumeroa Te Aotaihi
Watts, Kirsten Abby
Webber, Taylor Vicki Ann
Whittaker, Ruairi John
Wills, Joseph Micheal Spannagl
Wolfe, Ethan Richard
Ye, Jessica Jia Qi
Yee, Jamie Harrington

Bachelor of Communication

Chen, Shiyu
Guan, Ruiqi
Hong, Tongtong
Li, Zixu
McLeod, Max Oliver Dean
McVicar Lord, Mollie Zara
Peacock, Tobey William
Redford, Lily
Robb, Holly Beverly
Rowe, Erika May
Shamsul Kamar, Florissa Binti
Shao, Xin
Sui, Yuan

Bachelor of Global Studies

Schupp, Alexander Hans

Bachelor of Music

Amoore, Taliesin John
Jenkins, Joseph Daniel
King, Morgan-Andrew Te Moemoea
Olsen, Caleb Mathew
Sneyd-Utting, Benjamin John
Thaker, Morgan Skye

Postgraduate Diploma in Arts

Hortillosa, Rain Pascual, *in Film*

Postgraduate Diploma in Criminology

Taualii, Masina

Postgraduate Diploma in Intercultural Communication and Applied Translation

Khan, Muhammad Abdullah

Postgraduate Diploma in Indigenous Studies

Devon, Harris Puanaki

Postgraduate Diploma in Strategic Studies

Dos Reis Santos, David Leopoldo

Graduate Diploma in Arts

Douglass, Danya Mahni, *in Film*
Gray, Ruby Helen Lucy, *in Educational Psychology*
Irving, Briar Frances, *in Music Studies*

Diploma in University Studies (Pasifika Pathways)

Okesene, Nuua Grace Shalom

Tuputupu, Isaiah Tanginoa

Postgraduate Certificate in Criminology

Petelo, Bianca Eva

Postgraduate Certificate in Intercultural Communication and Applied Translation

Abusaleeq, Islam M M

Achinelli, Raquel Irma

Cui, Yan

Eltahan, Sam

Feng, Shiming

Guligena, Ahetamowa

He, Feiyi

Jewett, Jerry A

Jing, Jing

Li, Nan

Muzychka, Anna

Nguyen, Huy Quang

Reid, Emily-Rose

Salad, Mohamed Hussein

Sharifi, Zhala

Singh, Gurpal

Song, Janne

Su, Wanhua

Teng, Bee Guat

Uozumi, Yoko

Zhang, Min

Zhang, Xiaoxin

Zhang, Yajie

Certificate of Proficiency in English

Akaishi, Misaki

Ali, Neda

Bao, Jianing

Bastian,

Cao, Siqi

Castilla Marin, Antonio Ignacio

Cheng, Yichun

Cubides Ordonez, Lina Vanessa

Do, Ngoc Anh

Du, Shang

Fu, Jing

Fukushima, Akari

Gan, Yihang

Gasune, Madara

Guo, Haifeng

Hamada, Yuta

He, Yuhan

Kim, Eojin

Kuwayama, Kirari

Li, Shiyu

Liang, Liziyang

Lin, Tingyue

Liu, Yinxiao

Ma, Anqi

Malas, Maureen
Metawe, Sherif Taher Mohamed
Mitsunaga, Haruka
Mizushima, Naoki
Mula Khail, Bibi Marwa
Okuda, Hitoe
Peng, Xueyan
Qian, Muhaiguang
Qian, Ziyang
Saito, Haru
Sawatari, Kana
Shen, Taikun
Shimoyama, Hinako
Su, Hang
Sugiura, Mihasu
Sun, Shengyao
Tadesse, Semerawt Teferi
Takayama, Rei
Tang, Xiaoying
True, Rocky May
Wada, Akari
Wang, Shang
Wang, Ziming
Wei, Si
Wei, Ying
Xiong, Changhe
Xue, Tianqi
Yang, Chunlan
Yang, Zimin
Yoshioka, Aiko
Yu, Huixin
Zathang, Mystic Elensui
Zhang, Yifan
Zhao, Fuhai
Zheng, Qianwen
Zheng, Xiaojun
Zhu, Chenxing

TE KAUHANGANUI TĀTAI TURE–FACULTY OF LAW

Master of International Trade
Gonzalez, Jonathan, *with Merit*

Master of Laws
McElwain-Wilson, Sean Robert, *with Merit*
Morgan, Hannah Emily, *with Merit*

Bachelor of Laws with Honours
Compton-Moen, Harriet Grace, *with First Class Honours*
Grace, Hannah Joy Atareta, *with First Class Honours*
Houston, Darcy Alexander Sidney
Lange, Ruby Florence, *with First Class Honours*
Ye, Jessica Jia Qi, *with First Class Honours*

Bachelor of Laws

Allen, Kayla Gayle Hope
Benson, Rosie Elizabeth
Bepko, Ella Jane
Cook, Joanne Lesley
Dahal, Samikshya
Gordon, Olivia Grace
Grantham, Will F
Guadalupe, Francesca Alex Tungol
Harpur, Shannon Juliet
Hickson, Senga Violet Esme
James, Rhianan Miriama
Jensen, Tobias Lance
Kirker, Rowan Anne
Koko, William Joseph David
Macklow, Jack Edward
Murray, Emily Kay Isabella
Neazor-Grant, Thomas Michael
Rive, Caspian Jean Rawiri
Taylor, Natasha Brooke
Thomas, Courtney Ella
Tuimana, Paula Lolohea Paea'i Aotearoa
Walker, Annie Catherine
Wrigley, Oliver Paul
Yee, Jamie Harrington

TE WĀHANGA A MANAIA–FACULTY OF SCIENCE AND ENGINEERING

Master of Applied Statistics

Gai, Qunwei, *with Merit*

Master of Artificial Intelligence

Marange, Ray Chakanetsa
Minati, Sekar, *with Merit*

Master of Biomedical Science

Ellmers, Matthew Kevin, *with First Class Honours*
Mirza, Aseiah Abbas

Master of Climate Change Science and Policy

Fatony, Akhmad, *with Distinction*

Master of Clinical Research

Jayakumar, Sylvia, *with Merit*

Master of Computer Science

Boghara, Yashkumar Shantibhai, *with Merit*
Faraj Ibrahim Essahaty, Thamena, *with Distinction*
Fong, Ricky, *with Merit*
McBride, Jacob William, *with Merit*
Paramanandam, Alex Abraham

Master of Conservation Biology

Beale, Lloyd William, *with Merit*
Khoirinnisaa', Nur, *with Merit*
Sagen, Anne Marie Rushfeldt, *with Distinction*

Master of Data Science**Idler**, Corvin Christoph Wilhelm August, *with Merit***Sam**, Jessica, *with Distinction***Master of Development Studies****Amoah**, Edward Owusu, *with Merit***Truong**, Thi Thu Hien, *with Distinction***Tuiraviravi**, Kayli Jacki, *with Merit***Master of Drug Discovery and Development****Davies**, Oliver Ullrich, *in Chemical Biology with Distinction***Master of Engineering****Singh**, Manish Kumar**Master of Environmental Studies****Cowley**, Grace Taylor, *with Distinction***David**, Edwin Jules, *with Merit***Master of Marine Conservation****Haxo**, Ivy Mae, *with Merit***Sen**, Sreymom, *with Merit***Master of Renewable Energy****Judge**, Christian Paul Banfil, *with Merit***Malaibe**, Charles, *with Distinction***Metawe**, Sherif Taher Mohamed, *with Distinction***Muraleedharan**, Balasree, *with Merit***Pep**, Kerry, *with Distinction***Phengthavongsa**, Kittiphonh, *with Distinction***Tongnamavong**, Souasong, *with Distinction***Master of Science****Aplin**, Harrison Bevan, *with First Class Honours in Forensic Psychology***Bangsar**, Ja Seng Aung, *with First Class Honours in Development Studies***Colquhoun**, Benjamin Murray Ross, *in Physics with Distinction***Hepburn**, Holly Sandra, *in Cognitive and Behavioural Neuroscience with Distinction***Katsanos**, Marie Christina, *with Second Class Honours (first division) in Cognitive and Behavioural Neuroscience***Lesueur**, Henri Brett, *with First Class Honours in Chemistry***Lotz**, Elsa Mary, *with First Class Honours in Environmental Science***Mehta**, Aleesha, *in Psychology with Merit***Prowse**, Kieran James Martin, *with First Class Honours in Geology***Rivera-Chambost**, Valentina Del Valle, *with Distinction in Physics***Taila**, Rachel-Claire, *with First Class Honours in Biotechnology***Master of Software Development****Ahmad**, Muhammad Iqbaal Bin, *with Merit***Barrett**, Christopher Peter, *with Merit***Bhoj**, Menka, *with Merit***Lebita**, Adrian, *with Distinction***Nguyen**, Thi Ngoc Tram, *with Merit***Paulsen**, Bobbie, *with Distinction***Sykes**, Millar Jon Frederick, *with Distinction***Zhang**, Si, *with Merit*

Bachelor of Engineering with Honours

Khallaf, Mazen Esmaeil Ramadan, *with Second Class Honours (first division) in Software Engineering*

Mills, Patrick Alexander, *with First Class Honours in Cybersecurity Engineering*

Sommerville, Daniel, *with Second Class Honours (second division) in Electrical and Electronic Engineering*

Bachelor of Science with Honours

Nink, Steven Johannus, *with First Class Honours in Psychology*

Raudsepp, Allan Peter, *with First Class Honours in Geophysics*

Bachelor of Biomedical Science

Grinstead, Leighton Brian

Bachelor of Science

Bhatt, Nancy

Cattell, Moss Harry

Chadwick, Jessica Li

Compton-Moen, Harriet Grace

Cunninghame, Max Robert

Davis, Thomas Clive

Dewes, Ben James

Franz, David Nicholas

Gluyas, Moe Ruth

Hayes, Samantha

Hoskin, Erica Leanne

Humphris, Nikolas Rowan

Jackson, Logan Benjamin Tomas

Jensen, Tobias Lance

Johnson, Marguerite Therese

Johnson, Martin Daniel

Judd, Sawyer Hansen

Kayes McDowall, Tayla Lee

Keech, Sophie Louise

Kumar, Manisha Priya

Labett, Bonita Norrelle

Liu, Eric Yukun

Long, Guanlin

Lynders, Joel Charles

Macaulay, Hunter Finley Milan

Mariette, Esteban

McFarland, Zaid

Milmine, Daniel

Morrison, Jessica Ruth

Moy, Connor James

Percival-Day, Cassia Isabella Grace

Robins, Aidan Christopher

Rose, Dixie Maria

Ross, Alexander Donald

Ruka, Jade Hine-Pounamu Tawhiri

Sheng, Zhijian

Taylor, Madison Grace

Thomas, Courtney Ella

Thompson, Tyler Michael

Turnock, Isabella Pakinui Frances

Wong, Hong Kwok Max

Postgraduate Diploma in Clinical Psychology

Davies, Nicholas Lowrie

Hughes, Annalisa Margerita

Mehta, Aleesha

Postgraduate Diploma in Clinical Research

Hou, Boge

Graduate Diploma in Science

Cosford, Susanna Mary, *in Psychology*

Jedrzejewski, Janan Jay, *in Psychology*

Watkins, Morgan David, *in Statistics*

Postgraduate Certificate in Science

Bweitu, Tioma, *in Geophysics*

Docherty, Alana Maree, *in Statistics*

Kumar, Mayank, *in Data Science*

Wall, Jittisuk Willis, *in Psychology*

Graduate Certificate in Science

Lin, Yan,

Smith, Sasha Frances, *in Ecology and Biodiversity*

Agenda Item 8

Reappointment of Council member

To receive: a Council paper dated 18 August 2026 from the Chancellor, Mr Alan Judge, regarding the reappointment of Council member, Ms Pania Gray (document VUWC 26/95).

To resolve: **that on the recommendation of the Chancellor:**

in accordance with clause 4.1(d) of the Council Membership Statute, Ms Pania Gray be appointed to Council for a further four year term from 1 January 2027 to 31 December 2030.



COUNCIL PAPER

TO	Members of Council
FROM	Alan Judge, Chancellor
AUTHOR	Caroline Ward, Secretary to Council
DATE	18 August 2026
SUBJECT	External appointment – Pania Gray – reappointment
DOCUMENT #	VUWC 26/95

At its 27 July 2026 meeting, Council discussed the re-appointment of Ms Pania Gray to a further four-year term as a direct appointee. There was strong and unanimous support for this, and Ms Gray has confirmed her availability and willingness to be appointed to a further term. Because this is a reappointment, the involvement of the Nominations Panel has not been required.

With this reappointment, the intentions of the [Council membership statute](#) will be met under some but not all criteria. This is due to the recent review of the Membership Statute which has raised the intention to have at least three members who are Māori (from the previous two). To achieve this could take some time and is also dependent upon the results of the student election and any upcoming ministerial appointments. Council will continue to have at least five members who are women, and at least two members who are alumni, with this appointment.

I will continue to focus on achieving Council's intention regarding members who are Māori as a key part of its succession planning.

A short bio for Ms Gray is attached at Appendix 1.

Appendix 2 sets out the composition of Council following this reappointment.

Recommendation:

that on the recommendation of the Chancellor:

in accordance with clause 4.1(d) of the Council Membership Statute, Ms Pania Gray be appointed to Council for a further four year term from 1 January 2027 to 31 December 2030.

Appendix 1

Pania Gray (Ngāpuhi)—Pro-Chancellor

Pania assumed the role of Pro-Chancellor of Te Herenga Waka on 1 December 2025 following election to the position by members of the University Council.

Pania is the independent chair of privately held Education Services Limited and was previously the deputy chair of the New Zealand Qualifications Authority and the Academic Quality Agency for New Zealand Universities. She has held governance roles on the New Zealand Film Commission, the Māori Education Trust, Tātai Aho Rau CORE Education Limited, and the New Zealand Council for Educational Research.

Pania is a graduate of Te Herenga Waka—Victoria University of Wellington with a Bachelor of Commerce and Administration (1994), Bachelor of Arts (1996), and a Bachelor of Arts with First Class Honours (1999).

Appendix 2

Composition of Council, and terms of members as at 14 September 2026

	Name	At least 5 women	At least 2 people who are Māori	At least 2 Alumni	Current Term	Number of Terms	Normal Length of term
Ministerial Appointment	Megan Evans	F		Y	1.11.25-31.10.29	1	Ministerial discretion, up to four years
Ministerial Appointment	David McLean*	M		Y	1.3.22-28.2.26	1	
Ministerial Appointment	Mei Fern Johnson	F			1.11.25-31.10.29	1	
Ministerial Appointment	David Smol	M			28.6.24-17.6.28	1	
*David McLean remains on Council whilst advice from the Minister is awaited on reappointment							
Vice-Chancellor	Bryony James	F			For term of contract 12.6.26-11.6.31		
Staff (elected)	Brigitte Bönisch-Brednich	F			1.1.24-31.12.27	2	4 years
Staff (elected)	Richard Arnold	M		Y	1.1.26-31.12.29	2	4 years
Student (elected)	Asifa Hanif	F			1.1.25-31.12.26	1	2 years
Student (elected)	William Bell-Purchas	M			1.1.26-31.12.27	2	2 years
External Appointment	Alan Judge	M			1.1.26-31.12.29	3	Up to 4 years
External Appointment	Pania Gray	F	Y	Y	1.1.23–31.12.26	1	
	Pania Gray – proposed by this paper (to take effect from 1.1.27)				1.1.27-31.12.30	2	
External Appointment	James Te Puni	M	Y	Y	1.1.25-31.12.28	2	
	Staff = 2 Students = 2	M=6 F=6	2	5			

Agenda Item 9

Appointment of Council member following Student Representative election

To receive: a Council paper dated 21 August 2026 from the Chancellor, Mr Alan Judge, regarding the appointment of a Council member following the 2026 Student Representative election (document VUWC 26/96).

To resolve: that on the recommendation of the Chancellor:

in accordance with clause 4.1(c) of the Council Membership Statute, Ms Shannon Hughes be appointed to Council for a two-year term from 1 January 2027 to 31 December 2028.



COUNCIL PAPER

TO	Members of Council
FROM	Alan Judge, Chancellor
AUTHOR	Caroline Ward, Returning Officer and Secretary to Council
DATE	21 August 2026
SUBJECT	Appointment of Council Member following the 2026 Student Representative Election
DOCUMENT #	VUWC 26/96

This paper recommends the appointment of one Council member following the 2026 Student Representative election which was conducted in accordance with the [Council Elections Procedure](#) as required under clause 4.1(c) of the [Council Membership Statute](#).

The successful candidate's statement is attached at Appendix 1.

Student Election

A call for nominations was made by email to all students on 20 July 2026 in the election of a student representative to a two-year term on Council from 1 January 2027 to 31 December 2028.

Ten completed notices of candidacy were received by the deadline of 5 pm on Wednesday, 29 July 2026. Two candidates withdrew following the announcement of candidates on 30 July 2026.

Following a campaign, an election was held from 10-14 August 2026.

The result of the 2026 Student Representative election that closed at 5pm on 14 August 2026 is:

Candidate	Votes Received
HUGHES, Shannon	1,731
APITI, Tomina	435
JOE, Arie	240
ZAKARIA, Pangeran	137
EVANS-LAO, Kaleb	75
GALLICHAN-PEARCE, Destin	74
PAIKEA WENTWORTH, Hayz	69
SHEGOG, Bryce	53
INFORMAL	0
BLANK	7

The voter return was 13.85%, being 2,821 votes cast from 20,370 eligible electors.

It is recommended that Ms Shannon Hughes, as the highest polling candidate, be appointed to a two-year term on Council from 1 January 2027 to 31 December 2028.

Recommendation:

that in accordance with clause 4.1(c) of the Council Membership Statute, Ms Shannon Hughes be appointed to Council for a two-year term from 1 January 2027 to 31 December 2028.

Appendix 1

Candidate statement

Shannon Hughes



Course of Study: LLB and BPsyc – Criminal Justice & Psychological Science

How are students supposed to succeed when so many of us are struggling just to afford the basics?

I know firsthand – I work three jobs just to get by. It's ridiculously expensive to be a student. It doesn't have to be like this.

I represented tertiary students across Aotearoa at the NZCTU's Budget lock-up, ensuring that students remained central to policy discussions at a time where many feel that the government has turned their backs on us, after the abolition of fees free. As VUWSA hall representative for one of VUW's largest halls, I advocate for student rights daily.

My priority on the University Council is affordability.

I will:

- Fight to limit student fee increases.
- Advocate for paid placements for students.
- Push to improve accessibility to Mauri Ora and mental health services.
- Push for VUW to become Aotearoa's first Living Wage university.

Building on generations of student action, I'll push for VUW to stand up for a Free Palestine, honour Te Tiriti, protect LGBTQIA+ rights, and take meaningful climate action.

Education should be treated as a public good, not a privilege. Students deserve a university that is affordable, supportive, and willing to stand for what is right.

Choose Hughes!

Agenda Item 11

Amendment to People & Culture Committee Terms of Reference

To receive: a Council paper dated 28 August 2026 from the Chancellor, Mr Alan Judge, regarding an amendment to the People & Culture Committee Terms of Reference (document VUWC 26/97).

To resolve: that on the recommendation of the Chancellor:

Council approve the amendment to the People & Culture Committee Terms of Reference.



COUNCIL PAPER

TO	Members of Council
FROM	Alan Judge, Chancellor
AUTHOR	Caroline Ward, Secretary to Council
DATE	28 August 2026
SUBJECT	Amendment to the People & Culture Committee Terms of Reference
DOCUMENT #	VUWC 26/97

This paper proposes a minor amendment to the People & Culture Committee Terms of Reference.

At the People & Culture Committee meeting held on 27 July 2026, the Committee discussed the Terms of Reference which were established in February 2022.

It was agreed that the Terms of Reference remain fit for purpose with just one amendment required - to remove bullet point 4 under Clause 2 – *ensure the wellbeing, health and safety of staff and students* – as this now sits directly with Council and is reported on at each meeting by the Chief Operating Officer and the Health, Safety & Wellbeing team.

Attached:

People & Culture Committee Terms of Reference showing the proposed tracked change.

Recommendation:

that on the recommendation of the Chancellor, Council approve the amendment to the People & Culture Committee Terms of Reference.

Council People and Culture Committee

Terms of reference

1 Introduction

The People and Culture Committee is a committee of Council. It operates within the relevant provisions of the Education and Training Act 2020, the Local Government Official Information and Meetings Act 1987, the Health and Safety at Work Act 2015 and Standing Orders of Council.

2 Purpose and responsibilities

The Committee shall assist Council to meet its responsibilities to:

- establish key performance objectives for the Vice-Chancellor, evaluate the Vice-Chancellor's performance and undertake the Vice-Chancellor's annual remuneration review;
- review and support personal development priorities and programs for the Vice-Chancellor;
- develop a culture at the University which supports the delivery of its strategic priorities as they relate to people and culture;
- ~~ensure the wellbeing, health and safety of staff and students;~~
- ensure the Vice-Chancellor, as the employer of staff, is discharging their responsibilities effectively and is building organisational performance and culture;
- provide advice and guidance in relation to key staff-related strategies, policies and priorities;
- review the approach to and feedback from formal staff engagement exercises;
- provide an environment in which staff and students can achieve to their full potential;
- ensure that equity, diversity and inclusion practices and priorities are being achieved;
- ensure there are effective succession plans in place for key personnel; and
- such other matters as may be referred to it by Council from time to time.

3 Authority

- 3.1 The Committee has no authority independent of the functions delegated to it by Council in these terms of reference.
- 3.2 The Committee, through the Chair, is authorised by Council to investigate any activity within its terms of reference.

4 Membership

- 4.1 The membership of the Committee will be as follows:
 - a) The Chancellor (Chair)
 - b) The Pro-Chancellor

c) Up to two lay members of Council

- 4.2 The Committee Chair will be the Chancellor or such other member of the Committee appointed as Chair by the Council.

5 Meetings

- 5.1 The Committee will meet as determined by the Chair or as otherwise requested by Council.
- 5.2 A quorum at meetings of the Committee will be two Members, one of whom must be the Chancellor or Pro-Chancellor.
- 5.3 Meetings will be chaired by the Chair or in their absence by another member of the Committee.
- 5.4 The Committee may have in attendance any other people it considers necessary to provide appropriate information and explanations.
- 5.5 The Committee Chair will appoint a Secretary of the Committee in conjunction with the Secretary to Council.
- 5.6 The Standing Orders of Council will apply to any meetings of the Committee except to the extent inconsistent with these Terms of Reference.

6 Information and reporting

- 6.1 The Committee will maintain direct lines of communication with the Council.

7 Review

- 7.1 The Committee will undertake an annual review of its responsibilities and activities and report to Council on that review.

8 Key Dates

- 8.1 These terms of reference were approved on: 14 February 2022 by Council
- These terms of reference take effect from: 14 February 2022
- These terms of reference were reviewed on: 27 July 2026
- These terms of reference were approved on: 14 September 2026

Council People and Culture Committee

Terms of reference

9 Delegation by Council

In accordance with section 285(1) of the Education and Training Act 2020, Council delegates to the People and Culture Committee all functions and powers necessary to discharge its responsibilities in accordance with these terms of reference.

Signed: _____
Council member

Full name: _____

Date: ____/____/____

Signed: _____
Council member

Full name: _____

Date: ____/____/____

Agenda Item 10

Appointment of Foundation Trustee

To receive: a Council paper dated 25 August 2026 from the Chancellor, Mr Alan Judge, regarding the appointment of a Foundation Trustee, Mr Russell Garrett (document VUWC 26/98).

To resolve: that Council approve the appointment of Mr Russell Garrett as a Trustee of the Victoria University of Wellington Foundation under rule 2.4 of the First Schedule to the Trust Deed for a term of office commencing on 1 October 2026 and concluding on 30 September 2029.



COUNCIL PAPER

TO	Members of Council
FROM	Alan Judge, Chancellor
AUTHOR	Sue O'Donnell, Executive Director, Development, Alumni and the Foundation
DATE	25 August 2026
SUBJECT	Appointment of Trustee – Victoria University of Wellington Foundation
DOCUMENT #	VUWC 26/98

Executive Summary

This paper recommends that Mr Russell Garrett be appointed as a Trustee of the Victoria University of Wellington Foundation (the *Foundation*) for a term commencing on 1 October 2026 and concluding on 30 September 2029.

The Foundation Trust Deed requires that Trustees (other than the Chancellor, Vice-Chancellor, the Council representative and the student representative) be appointed by the Council on the recommendation of a majority of the Chancellor, Vice-Chancellor and the Council representative. The proposed appointment has our unanimous recommendation and strong support.

Brief biographical details follow in Appendix 1. The current membership and terms of Foundation members is attached as Appendix 2.

Recommendation:

that Council approve the appointment of Mr Russell Garrett as a Trustee of the Victoria University of Wellington Foundation under rule 2.4 of the First Schedule to the Trust Deed for a term of office commencing on 1 October 2026 and concluding on 30 September 2029.

Consideration of the Te Tiriti o Waitangi [statute](#)

This recommendation aligns with the principle of Kāwanatanga and the responsibility of Council to provide good governance which includes their responsibilities to appoint appropriate Trustees to the Victoria University of Wellington Foundation.

Appendix 1

Russell Garrett



(Image Source: [Financial Services Council Blog](#))

Russell is Executive Officer of The Presbyterian Church Property Trustees (PCP), which governs the Church's property portfolio and oversees its investment funds, including the Presbyterian Beneficiary Fund and the Presbyterian Investment Fund. He has served as a trustee for the investment group of PCP since 2014 and assumed the executive role in 2019.

Russell has over 30 years financial markets, investment, and governance experience drawn from his time within banking, corporate trustee services, and investment management and consulting. He was an early advocate for responsible investment. In his previous role as Head of Institutional Wealth, New Zealand at Mercer, he helped a number of institutional clients with their investment management, consulting and superannuation needs. He was also a member of Mercer's Endowment & Foundations specialist client unit.

Before joining Mercer in 2008, Russell had worked in financial services in NZ and in the UK for 17 years, including seven years with ASB and Trustees Executors in custody and corporate trustee roles.

Russell holds a Bachelor of Commerce and Administration (Honours) from Victoria University of Wellington. He has served as a member of the Victoria University Foundation Finance, Risk, and Investment Committee since 2021. He is also a member of the New Zealand Institute of Chartered Accountants, and the Harbour Asset Management Impact Committee. He has previously worked as Council Chair at St Ninian's Uniting Parish in Karori.

Appendix 2**FOUNDATION BOARD OF TRUSTEES**

SURNAME	FIRST NAME	STATUS	START DATE	ANY RENEWAL DATES	DUE FOR RENEWAL	NOTES
McCay	John	Trustee and Chair	1 November 2025		31 October 2028	Appointed Chair from January 2026
Cumming	Souella	Trustee	18 October 2021	30 June 2024	30 April 2027	Acting Chair (March 2025-January 2026)
James	Bryony	Trustee - Ex officio	8 June 2026			Vice Chancellor
Judge	Alan	Trustee - Ex Officio	1 January 2021	1 January 2022, 1 January 2023, 1 January 2024		Trustee appointed by Council February 2021 – January 2025, Chancellor from February 2025
Evans	Megan	Trustee - Ex officio	1 January 2026			Trustee appointed by Council, 9 February 2026
Hilbron	Raphael	Trustee	30 April 2018	30 June 2021, 30 June 2024	30 May 2027	Confirmed this is last term
Garrett	Russell	Trustee	1 October 2026		30 September 2029	Awaiting Council approval
Donoghue	Aidan	VUWSA rep	1 January 2026		1 January 2027	VUWSA Representative, appointed by Council, 9 February 2026

Agenda Item 12

2027 Domestic Tuition Fees

To receive: a Council paper dated 28 August 2026 from the Deputy Vice-Chancellor, Students, Dr Logan Bannister, regarding 2027 Domestic Tuition Fees (document VUWC 26/99).

- To resolve:**
- 1 that Council approve an increase to the domestic (government-funded) tuition fee rates for 2027 of 6% or such lesser amount as is permitted under the confirmed Annual Maximum Fee Movement (AMFM). The Minister for Tertiary Education has proposed that the AMFM be set at 6% for 2027 but has not yet confirmed this rate. Appendix 1 outlines proposed 2027 fees at a 6% AMFM rate;
 - 2 that Council approve the proposed domestic (government-funded) tuition fee rates for new courses and fee exceptions (refer Appendix 2), or such lesser amounts as are consistent with the AMFM;
 - 3 that Council approve the proposed international (full-fee) tuition fee rates for new courses and fee exceptions (refer Appendix 3);
 - 4 that Council approve the proposed adjustments to the Administration Fees listed in Part D of the Fees Schedule (refer Appendix 4).



COUNCIL PAPER

TO	Members of Council
FROM	Dr Logan Bannister – Deputy Vice-Chancellor (Students)
AUTHOR	Paige Jarman – Manager, Student Finance Clinton Jenkins – Associate Director, Planning and Performance Management
DATE	28 August 2026
SUBJECT	2027 Domestic Tuition Fee Recommendation paper
DOCUMENT #	VUWC 26/99

Executive Summary

This paper contains the recommendations required to set the tuition fees for 2027 together with the supporting rationale. The recommendations cover:

- Tuition fees for domestic (government-funded) students for all undergraduate and postgraduate programmes, including new courses and fee exceptions.
- New courses and fee exceptions for full-fee international tuition fees not covered by the 2027 International tuition fee recommendation paper.

Council should note that:

- The recommended 6% increase in domestic tuition fees is the proposed Annual Maximum Fee Movement (AMFM) for 2027. Consultation on the proposed 2027 AMFM rate closed on 13 July 2026; the confirmed rate has not been announced.

The recommended fee increases will be included in the 2027 Budget.

Recommendations:

- 1. that Council approve an increase to the domestic (government-funded) tuition fee rates for 2027 of 6% or such lesser amount as is permitted under the confirmed Annual Maximum Fee Movement (AMFM). The Minister for Tertiary Education has proposed that the AMFM be set at 6% for 2027 but has not yet confirmed this rate. Appendix 1 outlines proposed 2027 fees at a 6% AMFM rate;**
- 2. that Council approve the proposed domestic (government-funded) tuition fee rates for new courses and fee exceptions (refer Appendix 2), or such lesser amounts as are consistent with the AMFM;**
- 3. that Council approve the proposed international (full-fee) tuition fee rates for new courses and fee exceptions (refer Appendix 3);**
- 4. that Council approve the proposed adjustments to the Administration Fees listed in Part D of the Fees Schedule (refer Appendix 4).**

Consideration of the Te Tiriti o Waitangi [statute](#)

The information in this paper demonstrates the University's commitment to good governance (Kāwanatanga) by providing Council with oversight of the current fiscal and regulatory environment in which the University operates, supporting informed decision-making on domestic tuition fee setting. This includes adhering to government funding conditions and setting a budget that supports the sustainable delivery of high-quality teaching, research, engagement and support services for students. The University encouraged student engagement with the government's Annual Maximum Fee Movement consultation process (Whai wāhi – participation) by notifying VUWSA and promoting the consultation period on the University's website.



2027 Domestic Tuition Fees Paper

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Domestic Tuition Fees – Key Factors Supporting the Fees Recommendations

Government funding and fee regulation

Government funding for the tertiary sector continues to be constrained. The time-limited 4% funding that was in place for FY24 and FY25 has ceased and was replaced in FY26 by targeted increases for certain subject areas, primarily science, teaching, architecture and design, engineering and mathematics. The TEC has published its 2027 funding rates and there is no general increase in DQ7-10 per-EFTS funding rates for 2027, although a previously announced increase applies to Mātauranga Māori and te reo Māori provision. In addition, the University is not currently funded for all of its EFTS and the indicative funding allocation provided by the TEC for FY27 is lower than the funding allocation for FY26, meaning more EFTS are likely to be unfunded.

This constrained government funding comes at a time of continuing inflation. The consumers price index had an annual increase of 7.3% for the year to June 2022, 6.0% for the year to June 2023, 3.3% for the year ended June 2024, 2.7% for the year ended June 2025 and 4.1% for the year ended June 2026. These inflationary pressures have affected staff costs, utilities, insurance, maintenance, IT services and other operating expenditure.

Currently the majority of government funding we receive is on a per EFTS basis and the University was impacted by a drop in domestic enrolments in FY22 and FY23, which then stabilised in FY24, with some growth in FY25 and FY26. As a result of continuing concerns around the funding of the tertiary sector, the previous government established the University Advisory Group (UAG) to provide advice on New Zealand's university system. UAG members were tasked with considering challenges and opportunities for improvement in the university sector including funding mechanisms. The University Advisory Group's final report and recommendations were delivered in April 2025. Some of the recommendations were accepted by the government, including issuing a new Tertiary Education Strategy, however the only major change to funding settings currently underway is the reform of research funding; replacing the existing Performance-Based Research Fund (PBRF) with a new Tertiary Research Excellence Fund (TREF). In addition, the Government has introduced a cap on funding for international PhD students who pay domestic fees and is currently reviewing how that cap will operate going forward.

On an ongoing basis, the ministerial determination of providing up to 102% of base funding for enrolments in a given year still stands. The policy is that institutions that exceed their dollar funding amount will be compensated up to 102% of that funding. Any enrolments in excess of the 102% cap are effectively unfunded (at risk and would be pursued via negotiation with the TEC) although tuition fees still apply. Conversely, if funded enrolments fall below 99% of the dollar value of the final allocation for that year, this money is required to be returned to the TEC. Monies between 99% and 100% of the allocation can be retained.

The Government regulates the maximum level by which TEOs can increase tuition fees for domestic students through the Annual Fee Maximum Movement (AMFM) for all courses at level 3 and above on the New Zealand Qualifications and Credentials Framework (NZQCF). This affects all courses delivered at the University. The Minister for Tertiary Education has consulted on an AMFM rate increase of 6.0% for 2027. The consultation period has closed but the Minister has not yet published a final decision. The consultation material noted that when setting the AMFM, the Government aims to strike a balance between:

- protecting the affordability of tertiary education for learners and their families,
- giving tertiary providers some flexibility to increase fees to help meet rising costs, and
- managing costs to government through student loans and fees-free support.

The University promoted the AMFM consultation to students. Student Finance notified the VUWSA president of the AMFM consultation period, and the University also promoted the AMFM consultation period on our website.

University Strategy

The University Strategy was refreshed during 2024. The University's mission, vision and strategic priorities are below.

Te Koromakinga—Our Mission

We draw on our whakapapa, knowledge and place to shape a better future together.

Te whakakitenga—Our vision

The University's excellence is defined by inspirational teaching, outstanding research, and deep engagement that mobilises understanding and action for a better world.

We are bold and creative, with tolerance for high-risk, high-reward activities with respect to academic investigations and discussion. A high trust culture across the University is pivotal for freeing time and resources to enable all members of our community to focus on whai mātauranga.

We may contribute as individuals but we succeed together, by investing in opportunities that have the potential to create distinctive long-term value for the University and our wider community.

We are responsible kaitiaki for our society and our environment, leading courageous, evidence-based discussion on critical civic and global issues with manaakitanga.

We cherish and care for our students and staff, who experience akoranga that celebrates their diverse identities, provides development connected to employment opportunities, and allows them to enjoy whanaungatanga that supports their success and life-long learning. We manaaki all of our staff in ways that support their wellbeing and acknowledge their own aspirations for themselves, their families and the University.

We are a civic university with our community defining why we are here and who we serve. We are globally excellent by being locally relevant for the remarkable capital city of Wellington. This connection is evidenced by people's motivation to join with our university. Our collaborations advance our reputation nationally, in the Pacific region, and internationally.

Ngā whāinga matua—Our strategic priorities

We foster connection, collaboration and community.

2026 Budget and 2027 Budget

The University sets a Budget which seeks to deliver on the Strategy by funding the operations and initiatives necessary to deliver high quality teaching, research and engagement and foster connection, collaboration and community. Ideally, this includes resourcing to generate further academic capability and reputational enhancements which will enhance the value of Victoria University of Wellington qualifications for current, future and past students.

The University continues to grapple with a challenging financial environment caused by inflation, the legacy effects of the COVID-19 pandemic, and the drop in EFTS over 2022 and 2023, which resulted in a cost savings programme and staff restructuring during 2023. Student numbers have increased in subsequent years. Full fee EFTS have now recovered to pre-pandemic levels. Domestic EFTS remain about 7% below 2019 levels.

The 2026 budget was for a Consolidated Group surplus of \$1.4m (0.2% of revenue), which was below the 3% surplus level considered prudent on an on-going basis.

The 2027 budget is in the process of being prepared but is expected to show a modest surplus of around the same level as the 2026 budget, with an increase in revenue from student fees being offset by increases in costs, including staff salaries and wages. The level of surplus continues to be well below the 3% surplus level considered prudent, and prioritisation of activity and continuing tight control of expenditure will be required.

Student fees provide an important contribution to the University's resources which fund the costs of academic and support activities. Benchmarking continues to demonstrate that the University has efficient levels of academic and support services.

Market Forces

Victoria University of Wellington seeks to ensure it is positioned appropriately in fee terms with other universities. However, in a regulated environment there is little or no scope to set domestic fees independently. The result of this regime has compounded over time, disadvantaging Victoria University of Wellington by millions of dollars each year relative to the universities with the highest fees. Some other universities are also impacted by this.

This University's unique blend of Arts and Humanities has also been largely ignored by successive government budgets, which have allowed greater increases in funding rates in science, medicine and technology. Students taking Arts and Humanities courses represent a substantial portion of our total students, so the impact is fundamental to the current and future success of our students and the University as a whole. Because we have, for the past 20 years, had the lowest tuition fees in undergraduate Humanities and Social Sciences, and the second lowest tuition fees in Education, it has further exacerbated the inequity of the AMFM. This situation has created a shortfall of revenue compared to other universities in New Zealand that is significant - an accumulated difference of approximately \$30 million and growing.

There is currently no mechanism for the review of fee levels outside of the Annual Maximum Fee Movement (AMFM) exemption process provided for in the DQ7+ funding mechanism (s86). At the moment, the threshold for that exemption is extremely high, with institutions only able to apply for an exception from the AMFM for a course "on the basis of exceptional circumstances" and needing to satisfy the following criteria:

- the University can demonstrate that it is financially unsustainable to deliver the course, in terms of the cost of delivering the course and taking into account the total income that the course would generate (including government funding and tuition fees), and that there are no satisfactory alternatives to limit costs;
- the existing fees for the course are no more than the 75th percentile of the range of fees charged for similar courses
- at least two of the following three criteria apply:
 - where the course is part of a programme at Level 7 (degree) and above on the NZQCF that has been delivered previously, the programme has a cohort-based completion rate that meets or exceeds the median performance benchmark for that NZQCF level in the previous year.
 - the University can demonstrate that the course is in some way unique or special; for example, that there are no available local alternatives.
 - not allowing an exception will prevent the University from making a significant contribution to the achievement of one or more of the Government's priorities, as set out in the current Tertiary Education Strategy.

The funding conditions also limit the maximum amount of any possibly exception. In 2026, “Any exception granted will not exceed an additional 6.0% over and above the permitted 6.0% increase.”

We lobby through officials and opportunities to provide feedback to seek improved funding levels, both individually and through Universities New Zealand—Te Pōkai Tara. Recent examples include the introduction of Te reo Māori and Mātauranga Māori course classifications (to support higher funding) and the improved funding reclassification of clinical psychology.

Recommendation for Council approval

Council is requested to approve the following recommendations:

1. An increase to the domestic (government-funded) tuition fee rates for 2027 of 6% or such lesser amount as is permitted under the confirmed Annual Maximum Fee Movement (AMFM). The Minister for Tertiary Education has proposed that the AMFM be set at 6% for 2027 but has not yet confirmed this rate. Appendix 1 outlines proposed 2027 fees at a 6% AMFM rate.
2. The proposed domestic (government-funded) tuition fee rates for new courses and fee exceptions (refer Appendix 2), or such lesser amounts as are consistent with the AMFM.
3. The proposed international (full-fee) tuition fee rates for new courses and fee exceptions (refer Appendix 3);
4. The proposed adjustments to the Administration Fees listed in Part D of the Fees Schedule (refer Appendix 4).

All approved fees will be updated in the 2027 Fees Schedule.

Appendix 1 – Domestic (Government-Funded) Student Tuition Fees 2027

Recommended Option – 6% increase

Note: course material charges are capped at the recommended % increase

Fees quoted GST inclusive	2026 Fee per point (\$)	2027 Fee per point (\$)
Undergraduate		
Humanities & Social Sciences (ELIN 000)	57.80 (44.50)	61.26 (47.17)
Education	57.80	61.26
Communication	62.32	66.05
Global Studies (GLBL)	59.31	62.86
Music	73.15	77.53
Health (HLWB, PAAH)	71.07	75.33
Midwifery	80.45	85.27
Commerce and Law (includes Law 400 level)	68.00	72.08
Chemical, Physical, Biological & Earth Sciences (BIOL 236, ESCI 241, 341, 342, 343, 344, GEOS 313, 314, 315)	73.01 (64.11)	77.39 (67.95)
Mathematics, Statistics	63.55	67.36
Design and other Science (incl. AIML 100-300 level) (DSDN 111)	72.23 (63.49)	76.56 (67.29)
Architecture	80.37	85.19
Engineering (incl. 400 level)	84.63	89.70
Taught Postgraduate (incl Honours)		
Humanities & Social Sciences (THEA 502-590) (LALS 527, 528)	80.37 (114.81) 0	85.19 (121.69) 0
Education (EPSY 502, 514, 515, 516, 524, 532, 533, 535, 536, 560, 562-567, 581, 582) (EDUC 600-689)	80.37 (91.76) (80.37)	85.19 (97.26) (85.19)
Global Studies	87.13	92.35
Communication	90.51	95.94
Music (includes NZSM 600-680) (NZSM 520-523, 527 / NZSM 526) (NZSM 701, 702) (ARTS)	84.69 (94.11 / 51.99) (79.66) (84.69)	89.77 (99.75 / 55.10) (84.43) (89.77)
Health (HLWB, AREC, PAAH, PLAY, SPOR)	90.10	95.50

Commerce	88.37	93.67
Law, (ITRA 500 level)	98.43	104.33
Chemical, Physical, Biological & Earth Sciences (CLNR 400-500 level)	92.32 (105.85)	97.85 (112.20)
Mathematics, Statistics	90.35	95.77
Nursing, Midwifery & Health Practice (includes HLTH 600-689) (HLTH 523, 551) (HLTH 560)	92.18 (84.41) (90.10)	97.71 (89.47) (95.50)
Design & Architecture and other Science (DSDN 451)	91.76 (90.21)	97.26 (95.62)
Engineering (incl. RESE 421-487)	91.76	97.26

Fees quoted GST inclusive	2026 Fee per point (\$)	2027 Fee per point (\$)
Research Postgraduate		
Humanities & Social Sciences	75.63	80.16
Education (EPSY 595, 596, 690)	75.63 (87.51)	80.16 (92.76)
Global Studies	75.63	80.16
Music	84.69	89.77
Health (HLWB, PAAH)	86.28	91.45
Commerce (includes GOVT thesis)	84.03	89.07
Law	84.03	89.07
Chemical, Physical, Biological & Earth Sciences (CLNR 591, 690)	88.09 (102.08)	93.37 (108.20)
Mathematics, Statistics, Operations Research	84.84	89.93
Nursing, Midwifery & Health Practice	88.09	93.37
Design & Architecture and other Science	87.51	92.76
Engineering	87.51	92.76
Professional Masters		
PADM, EGOV, GOVT (500 level), GBUS, MBUA, BUSI, INFM, PECO, ENTR, AFIN	154.26	163.51
INFO (520-580)	105.66	111.99
MMBA	192.81	204.37
MMPA	150.06	159.06
EMBA	272.86	289.23

Appendix 2 – Domestic (Government-funded) New Courses and Fee Exceptions

Notes:

- All new course fees are subject to final TEC approval that fees sit below the applicable 75th percentile subject category range.
- Fees are GST inclusive.

Table 1: New courses and fee exceptions

Courses	Qualification	2026 Rate (per point)	2027 Rate (per point)	Reason
GEOS postgraduate (thesis)	Master of Science	-	93.37	A new subject, Earth Science, has been introduced at postgraduate level for the Master of Science (and nested qualifications). The GEOS course code that was originally introduced in 2026 at postgraduate level for the Master of Natural Hazard Science and Policy will be attributed to Earth Science subject courses as part of a consolidation of course codes in this subject. GEOS taught postgraduate level fees have already been approved. The postgraduate thesis fee for GEOS is set in line with the standard thesis Science rate.
EHUM postgraduate (taught)	Master of Arts (coursework)	-	85.19	A 180-point Master of Arts by coursework (and nested qualifications) will be offered from 2027. This qualification introduces many major options, including Environmental Humanities (EHUM) at postgraduate level for the first time. The taught postgraduate fee for EHUM is set in line with the standard taught postgraduate Humanities rate.
EHUM postgraduate (thesis)	Master of Arts (coursework)	-	80.16	A 180-point Master of Arts by coursework (and nested qualifications) will be offered from 2027. This qualification introduces many major options, including Environmental Humanities (EHUM) at postgraduate level for the first time. While primarily a taught Masters, a research pathway is also offered which includes the Environmental Humanities subject. The postgraduate thesis fee for EHUM is set in line with the standard thesis Humanities rate.
TNSL postgraduate (thesis)	Master of Arts	-	80.16	Subject to CUAP approval, amendments to the naming of postgraduate literature majors are proposed to update naming conventions to more accurately reflect the subjects in question. Literary Translation Studies (LITR) is proposed to be renamed Translation Studies (TNSL). This amendment also proposes the postgraduate thesis LITR courses are recoded to TNSL. The fees for

				TNSL are set in line with the standard thesis Humanities rate.
DIGI undergraduate 100-300 level	Bachelor of Commerce, Bachelor of Science	-	72.08	Subject to CUAP approval, the Information Systems major is proposed to be renamed to Digital Intelligence. A newly introduced course code, DIGI, will replace some undergraduate INFO courses and form the basis for the new major. The undergraduate fee for DIGI is aligned with INFO and set at the standard undergraduate Commerce rate.
EPSY 540, 541, 542, 543	Postgraduate Diploma Trauma-Transformative Support	-	97.26	New EPSY courses are proposed as part of the new Postgraduate Diploma (and Certificate) in Trauma-Transformative Support qualifications. The new courses will contain science content, so will be charged at the standard taught postgraduate Other Science rate. As EPSY is classified as an Education subject, these courses will be noted as a fee exception in the Fees Schedule.
SPCE postgraduate (taught)	Master of Space Science and Practice, PG Diploma Space Science and Practice	92.32	97.85	SPCE courses were offered for the first time at taught postgraduate level in 2026. Due to an oversight, the postgraduate rate was omitted from the 2026 Fees paper to Council and was subsequently approved via an out-of-round memo to the Vice-Chancellor in December 2025. For completeness, the 2026 and 2027 fee rate is included here for Council approval. The fee is set at the standard postgraduate taught Science rate.
SPCE postgraduate (thesis)	Master of Space Science and Practice, PG Diploma Space Science and Practice	88.09	93.37	Postgraduate thesis study under the SPCE course code was offered for the first time in the Master of Space Science and Practice. The postgraduate thesis rate was intended to be included in the 2026 Fee paper along with the PG taught rate but due to an oversight was omitted in error. The Vice-Chancellor subsequently approved the fee via an out-of-round memo in December 2025. Due to MSSP qualification structure, the first SPCE thesis study is anticipated to commence in 2027. For completeness, the 2026 and 2027 fee rate is included here for Council approval. The fee is set at the standard postgraduate thesis Science rate.

Table 2: Funded micro-credentials

Courses	2026 Rate (per point)	2027 Rate (per point)	Reason
MC02101 Te Rou – Workplace Te Reo Māori	63.83	63.83	This course is approved for DQ7 funding. The government funded micro-credential fee cap is maintained at \$64.00 per point (GST inclusive) for 2027. The current per point rate of \$63.83 will be retained. This does not exceed the fee limit imposed and it provides a simple and marketable figure of \$555.00 per course (GST exclusive) for Wellington University Professional to advertise to prospective students.

Appendix 3 – International (full-fee) New Courses and Fee Exceptions

Notes:

- Fees are GST inclusive.

Table 1: New courses and fee exceptions

Courses	Qualification	2026 Rate (per point)	2027 Rate (per point)	Reason
EHUM postgraduate 400- 500 level	Master of Arts (coursework)	-	338.33	A 180-point Master of Arts by coursework (and nested qualifications) will be offered from 2027. This qualification introduces many major options, including Environmental Humanities (EHUM) at postgraduate level for the first time. The postgraduate fee for EHUM is set in line with the standard postgraduate Humanities rate.
TNSL postgraduate 400- 500 level	Master of Arts	-	338.33	Subject to CUAP approval, amendments to the naming of postgraduate literature majors are proposed to update naming conventions to more accurately reflect the subjects in question. Literary Translation Studies (LITR) is proposed to be renamed Translation Studies (TNSL). This amendment also proposes the postgraduate LITR courses are recoded to TNSL. The fees for TNSL are set in line with the standard postgraduate Humanities rate.
DIGI undergraduate 100-300 level	Bachelor of Commerce, Bachelor of Science	-	331.65	Subject to CUAP approval, the Information Systems major is proposed to be renamed to Digital Intelligence. A newly introduced course code, DIGI, will replace undergraduate INFO courses and form the basis for the new major. The undergraduate fee for DIGI is aligned with INFO and set at the standard undergraduate Commerce rate.
EPSY 540, 541, 542, 543	Postgraduate Diploma Trauma- Transformative Support	-	401.31	New EPSY courses are proposed as part of the new Postgraduate Diploma (and Certificate) in Trauma-Transformative Support qualifications. The new courses will contain science content, so will be charged at the standard taught postgraduate Science rate. As EPSY is classified as an Education subject, these courses will be noted as a fee exception in the Fees Schedule.

SPCE postgraduate 400-500 level	Master of Space Science and Practice, PG Diploma Space Science and Practice	378.60	401.31	SPCE courses were offered for the first time at postgraduate level in 2026. Due to an oversight, the postgraduate rate was omitted from this equivalent section in the 2026 Domestic Fees paper to Council and was subsequently approved via an out-of-round memo to the Vice-Chancellor in December 2025. For completeness, the 2026 and 2027 fee rate is included here for Council approval. The fee is set at the standard postgraduate Science rate.
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Table 2: Funded micro-credentials

Courses	2026 Rate (per point)	2027 Rate (per point)	Reason
MC02101 Te Rou – Workplace Te Reo Māori	137.31	137.31	The University receives government funding for domestic students enrolled in MC02101. To fulfil funding requirements, these enrolments are reported in the SDR. While international students are not the target audience for this course offered by Wellington University Professional, an international rate must be set in conjunction with the domestic rate. The government has maintained the current domestic fee cap for funded micro-credentials into 2027, so it is proposed the international rate also does not change.

Appendix 4 – Amendment to administration fees (Part D, Fees Schedule)

Proposed updates to the administration fees listed in Part D of the Fees Schedule per Table 1 below.

1. The Faculty of Law recommends the \$30 Bar application support statement charge is removed as it is no longer utilised.

Table 1: Part D Fees Schedule

Administration fees are charged as students apply for the relevant service.

Administration fee for special examination arrangements, for examinations sat at Victoria University of Wellington at other than the scheduled time, or sat at a location away from Victoria University of Wellington (per Course). Students will also be liable for courier costs and all costs that may be charged by the institution where the examination is held.	\$ 123.00
First copy of Qualification Certificate, Certificate of Scholarship or Prize, Certificate of Proficiency, Certificate of Attendance	No Charge
From July 2018, digital transcript on completion of qualification(s).	No Charge
“Ad hoc” requests or hard copy Academic transcript (i.e. prior to completion or pre-July 2018 graduates), Certificate of Completion or Certificate of Proficiency.	\$ 20.00 plus postage
Extra copies of Transcript, Certificate of Completion, Certificate of Proficiency or Certificate of Achievement received at same time as initial (per copy).	\$ 10.00
Bar application support statement.	\$30.00
Replacement degree certificates: see Graduation Office for more information.	\$ 85.00
Replacement ID card.	\$ 21.00
Refund Charge (For monies totalling between \$1,000 - \$5,000 during an academic year) per refund	\$ 60.00
Refund Charge (For monies totalling over \$5,000 during an academic year) per refund	\$100.00
International student refund of pre-paid tuition fees admin charge.	\$ 1,000.00
Higher Doctorate Application Fee. <i>Note: \$3,000.00 will be refunded if the application does not proceed beyond the Ad Hoc Committee’s initial consideration.</i>	\$ 4,000.00
English Proficiency Programme withdrawal administration Fee.	\$ 200.00
International Transferring Student.	\$ 512.00
Application for Recognition of Prior Learning. <i>Note: may not apply in some cases, please contact the relevant Student Success Office to confirm.</i>	\$ 123.00
Wellington School of Business and Government, Pilot Reassessment Process administration fee. <i>Note: course and student eligibility apply; see WSBG Associate Dean Learning & Teaching for more information</i>	\$495.00
Penalty Charges	

Late Payment Penalty.	\$ 154.00
Late Application Fee.	\$ 123.00

Appendix 5 – New Zealand Universities Comparison of University Fees 2026

Note: Fees are GST inclusive

Appendix 5.1 – Undergraduate Programmes

Humanities & S Science	AUT 7,618	Auckland 7,616	Waikato 7,616	Canterbury 7,582	Massey 7,415	Otago 7,354	VUW 6,936
Education	AUT 7,618	Auckland 7,616	Waikato 7,616	Canterbury 7,582	Massey 7,415	Otago 7,354	VUW 6,936
Health	Otago 10,159	Waikato 8,765	VUW 8,528	Massey 8,420	AUT 8,190	Canterbury 8,148	Auckland 7,616
Midwifery	VUW 9,654	AUT 8,190					
Commerce	Auckland 8,206	Waikato 8,204	AUT 8,190	VUW 8,160	Canterbury 7,953	Massey 7,415	Otago 7,022
Law	Auckland 8,206	Otago 8,204	Waikato 8,204	AUT 8,190	VUW 8,160	Canterbury 7,942	
Science	Auckland 8,887	Otago 8,788	Waikato 8,787	VUW 8,761	Massey 8,420	Canterbury 8,410	AUT 8,190
IT/Computing	Auckland 8,887	Otago 8,788	Waikato 8,787	VUW 8,667	Massey 8,420	Canterbury 8,243	AUT 8,190
Engineering	Auckland 10,158	VUW 10,155	Waikato 9,437	Massey 9,157	Canterbury 8,965	AUT 8,190	
Design	Auckland 10,158	Otago 8,788	Waikato 8,787	VUW 8,667	Massey 8,420	AUT 8,190	
Architecture	Auckland 10,158	VUW 9,644	AUT 8,190				
Music	Otago 8,788	Waikato 8,787	Auckland 8,785	VUW 8,778	Canterbury 8,466		

Appendix 5.2– Taught Postgraduate Programmes

Humanities & S Science	Massey 10,652	AUT 10,630	Auckland 10,506	Otago 9,993	VUW 9,644	Waikato 9,417	Canterbury 9,196
Education	Massey 10,652	AUT 10,630	Otago 9,993	VUW 9,644	Auckland 9,483	Waikato 9,474	Canterbury 9,196
Nursing / Midwifery	Massey 11,615	Auckland 11,545	VUW 11,061	AUT 10,630			
Health	Otago 13,947	Auckland 11,545	VUW 10,812	Canterbury 10,703	Massey 10,652	AUT 10,630	
Commerce	Auckland 10,699	Massey 10,652	AUT 10,630	VUW 10,604	Otago 9,993	Waikato 9,640	Canterbury 9,581
Law	Auckland 12,578	VUW 11,811	AUT 10,630	Otago 9,586	Canterbury 9,584	Waikato 9,505	
Science	Massey 11,615	Auckland 11,545	Otago 11,468	VUW 11,078	AUT 10,630	Canterbury 10,288	Waikato 9,870
IT/Computing	Massey 11,615	Auckland 11,545	Otago 11,468	VUW 11,011	AUT 10,630	Waikato 10,266	Canterbury 9,976
Engineering	Auckland 12,854	Massey 11,615	VUW 11,011	Canterbury 10,752	AUT 10,630	Waikato 10,441	
Design	Massey 11,615	Otago 11,468	VUW 11,011	AUT 10,630			
Architecture	VUW 11,011	AUT 10,630	Auckland 10,592				
Music	Auckland 11,545	VUW 10,162	Canterbury 9,976	Waikato 8,706			

Appendix 5.3 – Research Postgraduate Programmes

Humanities & S Science	Auckland 9,392 (PhD 8,847)	VUW 9,075	Canterbury 8,568	AUT 8,402	Otago 8,362	Massey 8,066	WAIKATO 7,640
Education	Auckland 9,574 (PhD 8,847)	VUW 9,075	Canterbury 8,568	AUT 8,402	Otago 8,362	Massey 8,066	Waikato 7,640
Nursing / Midwifery	Auckland 11,545 (PhD 8,847)	VUW 10,570	AUT 8,402	Massey 8,066			
Health	Otago 12,385	Auckland 10,618 (PhD 8,847)	VUW 10,353	Canterbury 10,264	AUT 8,402	Waikato 8,113	
Commerce	Auckland 10,699 (PhD 8,847)	VUW 10,083	Canterbury 8,968	AUT 8,402	Massey 8,066	Otago 8,063	Waikato 7,724
Law	Auckland 12,578 (PhD 8,847)	VUW 10,083	Otago 9,042	Canterbury 8,968	AUT 8,402	Waikato 7,724	
Science	Auckland 10,753 (PhD 8,847)	VUW 10,570	Otago 9,765	Canterbury 9,696	Massey 8,943	AUT 8,402	Waikato 8,113
IT/Computing	Auckland 11,545 (PhD 8,847)	VUW 10,501	Otago 9,765	Canterbury 9,376	Massey 8,9443	AUT 8,402	Waikato 8,113
Engineering	Auckland 12,546 (PhD 8,847)	VUW 10,501	Canterbury 10,320	AUT 8,402	Waikato 8,113	Massey 8,066	
Design	VUW 10,501	Otago 9,765	AUT 8,402	Massey 8,066			
Architecture	VUW 10,501	Auckland 9,555 (PhD 8,847)	AUT 8,402				
Music	Auckland 10,454 (PhD 8,847)	VUW 10,162	Otago 9,765	Canterbury 9,376	Waikato 8,113		

Agenda Item 13

2027 Student Services Fee

To receive: a Council paper dated 26 August 2026 from the Deputy Vice-Chancellor, Students, Dr Logan Bannister, regarding the 2027 Student Services Fee (document VUWC 26/100).

To resolve: that Council approve:

- 1 a 2% increase to the Student Service Fee price per point for 2027 (refer page 8);
- 2 that the Student Hardship Fee for 2027 increase by \$1 to \$33 (refer page 8).



COUNCIL PAPER

TO	Members of Council
FROM	Dr Logan Bannister – Deputy Vice-Chancellor (Students)
AUTHORS	Stephanie Hunter – Deputy Director Future Students & Student Operations on behalf of the Advisory Committee on the Student Service Fee
DATE	26 August 2026
SUBJECT	2027 Student Services Fee Recommendation paper
DOCUMENT #	VUWC 26/100

Executive Summary

The attached paper contains the recommendations to update the 2027 Student Services Fees, together with the supporting rationale. The recommendations cover:

- Student Services Fee and Student Hardship Fee for all enrolled students.

The recommended fee increases will be included in the 2027 Budget.

Recommendations:

That Council approve:

1. a 2% increase to the Student Service Fee price per point for 2027 (refer page 8);
2. Increase the annual Student Hardship Fee for 2027 by \$1 to \$33 (refer page 8).

Consideration of the Te Tiriti o Waitangi [statute](#)

The information in this paper demonstrates the University's commitment to good governance (Kāwanatanga) by providing Council with oversight of the current regulatory environment in which the University operates for setting and managing student services fees, including government funding conditions on fee allocation, reporting, and consultation. The University is committed to protecting student interests and wellbeing (Kaitiakitanga) through careful consideration of the recommended student services fee rate and distribution of student services fee funding. Established consultation processes, including direct student feedback via survey and engagement with student representatives from VUWSA and Ngāi Taurira, support informed and equitable decision-making.



2027 Student Services Fee Recommendation Paper

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1.0 Student Services Fee Background

The Student Services Fee (SSF) and a separate Student Hardship Fee, which contributes to the Hardship Fund, are paid by all enrolled students. These are compulsory fees charged in addition to student tuition fees that contributes funding for non-academic student support services (refer to Appendix 1). The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 requires the provision of student services that support the wellbeing and safety of our student community. Many of these support services are either completely or partly funded through the SSF.

Legislative Environment

The process for charging the SSF is regulated and subject to the funding conditions administered by the Tertiary Education Commission (TEC). These conditions outline the rules that Tertiary Education Organisations (TEOs) must follow when receiving TEC funding. The SSF funding conditions ensure that providers are transparent when setting the fees and accountable to students for their use. They include:

(1) All money collected through the SSF must only be used to fund non-academic student services that fit within the specified categories listed in Table 1. Appendix 1 lists the Te Herenga Waka–Victoria University of Wellington student services that sit under each category.

Table 1: Service Categories for SSF funded services

Advocacy and legal advice	Advocating on behalf of individual students and groups of students and providing independent support to resolve problems. This includes advocacy and legal advice relating to accommodation.
Careers information, advice and guidance	Supporting students' transition into post-study employment.
Counselling services and pastoral care	Providing non-academic counselling and pastoral care, such as chaplains.
Employment information	Providing information about employment opportunities for students while they are studying.
Financial support and advice	Providing hardship assistance and advice to students on financial issues. Includes the Hardship Fund.
Health services	Providing health care and related welfare services.
Media	Supporting the production and dissemination of information by students to students, including newspapers, radio, television and internet-based media.
Childcare services	Providing affordable childcare services while parents are studying.
Clubs and societies	Supporting student clubs and societies, including through the provision of administrative support and facilities for clubs and societies.

SSF income significantly contributes to the operational budgets of many student services, e.g. Mauri Ora–Health and Counselling, Te Amaru–Disability Services, Te Ratonga Rapu Mahi–Careers and Employment, and University Recreation, and contributes a smaller proportion to the budgets of other services, e.g. University Kids, Āwhina, and Pasifika Student Success. The University also has a funding arrangement with VUWSA through a Provision of Services Contract for additional services (this includes student media, class reps and an independent advocacy service). SSF allocation also contributes funding to other student representative groups, such as Ngāi Taura, Pasifika Students' Council, PGSA, and the Student Assembly.

Most services that receive a revenue contribution from the SSF are free to students, and some are available at heavily subsidised rates. Alternative external revenue, e.g. government grants and Te Whatu Ora health sector contracts, also contribute to the delivery of some of these student services.

(2) **The University is required to consult with students in setting these compulsory fees.** At Victoria, we work in partnership through an Advisory Committee on the Student Services Fee (ACSSF), an oversight advisory group made up of staff and student representatives which typically meets monthly. The student representatives are from VUWSA and Ngāi Tauira who, via the Student Assembly, consult with the student body on any changes to the SSF. The Student Assembly is a forum led by students for students and includes a diverse range of student communities. It provides a platform for students to receive the relevant SSF information and have an opportunity to shape the rate of the SSF and how the money raised is spent.

(3) **All reporting and financial analysis of the SSF reflects the categories in Table 1**, noting that the University also allocates an appropriate portion of the overhead costs that support delivery of the services. Any surplus or shortfall at the end of each year is 'ring fenced' and carried forward to the next year.

2.0 Student Services Fee Overview

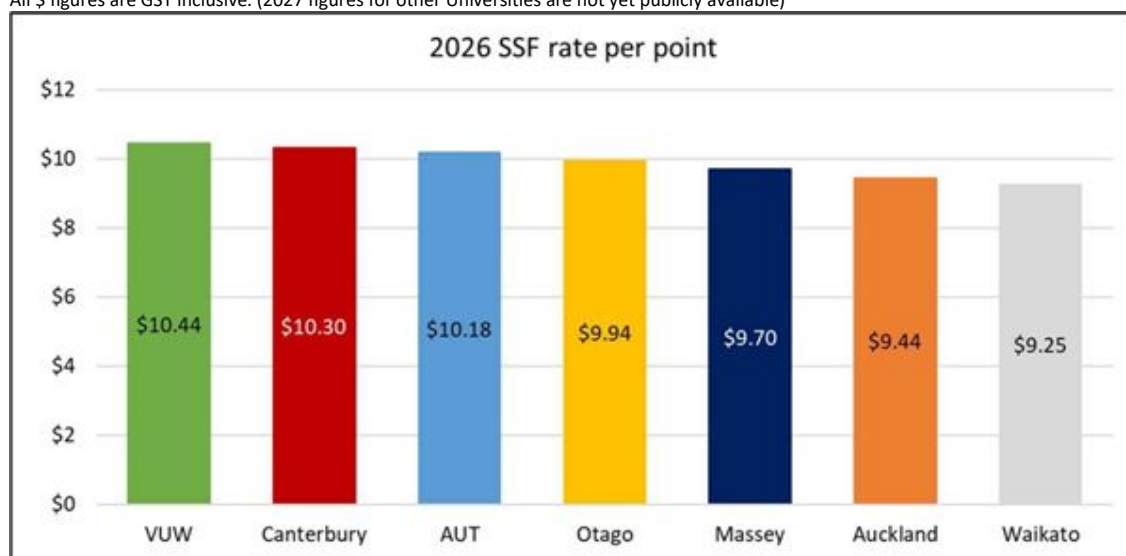
2.1 Charging structure for students

The SSF is charged per point, with a lower rate for students studying by distance (outside of the Wellington region). The charge is capped at 150 points per academic year. Table 2 shows a comparison of the other New Zealand University 2026 charges.

Table 2: Comparison of other New Zealand Universities 2026 compulsory non-tuition fees for students studying on campus

Note the figures below for Te Herenga Waka–Victoria University of Wellington do not include the \$32 (GST inclusive) students pay as a contribution to the University's Hardship Fund, in addition to the SSF.

All \$ figures are GST inclusive. (2027 figures for other Universities are not yet publicly available)



2.2 Student Voice – 2027 Student Services Fee consultation

The Advisory Committee for the Student Services Fee (ACSSF) met in March 2026 and agreed VUWSA and Ngāi Tauira Committee members would discuss approaches for student consultation, including available options and preferences with the Student Assembly.

At the April and May ACSSF meetings, the Committee agreed that consultation for 2027 would take the form of an anonymous, all-student survey on proposed fee increase options (0%, 1-2%, or 3-4%). The survey was conducted by the University over a two-week period, from 29 June to 12 July 2026. It was promoted and communicated to students through emails, posters, flyers, newsletters (Whitiki and Oko), social media, DIDs, and website content. Students could complete the survey by clicking a link, entering a URL, or scanning a QR code. A consultation document (see Appendix 2) was developed to accompany the survey, explaining the Student Services Fee (SSF), including how funds are allocated across service categories, and providing background information on the SSF.

The survey received 1,583 valid responses. Students were asked how supportive they were of three SSF pricing options for 2027: a 3-4% increase, a 1-2% increase, or no increase.

- The strongest support was for a 1-2% increase, with 77.1% (1,220 students) indicating they were very or somewhat supportive, and only 13.5% (214 students) not at all supportive.
- Support for a 3-4% increase was lower but still represented a majority, with 63.2% (1,000 students) supportive and 25.1% (398 students) not at all supportive.
- The no-increase option was the least favoured and most polarising, with 50.3% (796 students) supportive and 33.9% (537 students) not at all supportive.

Overall, the results indicated a clear preference for a moderate 1-2% increase.

2.3 Price increase for 2027

During the May meeting, Finance presented ACSSF modelling for the percentage increase options in Table 3.

Table 3: Forecast Student Service Fee income and expenses for 2027 and price per point presented at ACSSF on 3 May 2026

2027 price scenarios	0.0% increase	1.0% increase	2.0% increase	3.0% increase	4.0% increase
SSF on-campus rate per point (incl. GST)	10.44	10.54	10.65	10.75	10.86
SSF Annual Price for 120 points (Full time student) (incl. GST)	1,253	1,265	1,278	1,290	1,303
Difference in price compared to a nil increase (for a full time student)		12	25	37	50
Estimated additional income	-	168,556	337,113	505,669	674,226
Net Surplus in 2027 \$	0.0% increase	1.0% increase	2.0% increase	3.0% increase	4.0% increase
Student Services Fee income	16,855,645	17,024,202	17,192,758	17,361,315	17,529,871
Other income	3,582,484	3,582,484	3,582,484	3,582,484	3,582,484
Total Income	20,438,130	20,606,686	20,775,243	20,943,799	21,112,355
Total Costs	20,621,892	20,621,892	20,621,892	20,621,892	20,621,892
Net Surplus	(183,762)	(15,206)	153,351	321,907	490,464

The key assumptions in the scenarios are:

- Total Equivalent Full-Time Students (EFTS) of 16,800 (a 1.3% increase from the Q1 forecast 2026 EFTS)
- 6% of total points estimated to be capped at 150 points
- 96% of total points estimated to be studying in Wellington
- 2% increase in income
- 3% increase in staff costs
- 4% increase in costs
- No additional services have been added into the scenarios provided

A zero-price increase was estimated to result in a net deficit of \$184k but combined with the forecast carried forward surplus from this year, all scenarios would result in a positive balance at the end of 2027.

During the ACSSF meeting on 21 July 2026, the Committee reviewed the survey results, which indicated strong overall support for a modest SSF increase of 1-2%, and considered the modelling provided by Finance.

VUWSA and Ngāi Tauria ACSSF members supported a modest increase, with findings from the VUWSA led *State of the Students Survey* highlighting significant cost of living pressures and support for increased investment in student services.

The Committee considered a modest fee increase alongside the use of a portion of the carried-forward surplus and emphasised the importance of balancing both approaches to enhance student services.

The Committee also noted that a modest increase would likely result in Te Herenga Waka continuing to have the highest SSF in New Zealand. While acknowledged as a risk, members agreed that student feedback from both surveys supported this approach.

ACSSF members who attended the July meeting, voted and agreed to the following recommendation to Te Hiwa for the 2027 SSF:

- A 2% increase to the SSF (\$0.20 per point; \$0.10 per point for students studying outside of the Wellington region);
- Noting that if the recommended 2% is approved by Te Hiwa, Finance Committee and Council, ACSSF will work through allocations to ensure they meet the expectations of the student groups on the Student Assembly and will add value to the wider student communities. The Student Assembly will be informed on how any additional funds will be allocated.

2.4 Student Hardship Fee

The Student Hardship Fee is also paid by all students. This Fee is charged separately to the SSF and contributes to the 'Hardship Fund' that was established in 1991. All monies collected is directly distributed to students experiencing financial difficulty e.g., unforeseen flatting problems, unexpected job loss who would otherwise be unable to continue their studies.

During the ACSSF's review of the survey responses, consideration was given to a proposed \$1-\$2 increase in the Hardship Fee. This proposal was socialised in response to the increased level of student demand for financial assistance observed in 2026.

The Committee noted that revenue generated through the Hardship Fee is directed entirely towards supporting students experiencing financial hardship. In light of ongoing cost of living pressures, it was considered appropriate to examine the potential for an increase. The SSF survey results also demonstrated strong support for increased investment in direct and practical assistance for students, which is delivered through the Hardship Fund.

All ACSSF members agreed to recommend a \$1 increase to the Hardship Fee.

Te Hiwa considered and endorsed these recommendations at their meeting on Tuesday 25 August 2026.

3.0 Recommendation

That Council approve:

1. A 2% increase to the Student Service Fee price per point for 2027 (as per Table 4);
2. A \$1 increase to the Student Hardship Fee to \$33 for 2027

All staff and student members of ACSSF are supportive of the recommendations and Te Hiwa have endorsed this recommendation.

All approved fees will be published in the 2027 Fees Schedule.

Table 4: SSF 2% price increase

Student type	2027 FEE PER-POINT (GST INCLUSIVE)	FEE FOR 120 POINTS (GST INCLUSIVE)
Studying from within the Wellington region (on-campus or online)	\$10.64 (capped at 150 points)	\$1,276.80
Studying fully online, residing in NZ but outside the Wellington region or residing outside NZ	\$5.32 (capped at 150 points)	\$638.40

Appendix 1 – Services supported by the SSF

Advocacy and legal advice

- Our [Tauria—Student Interest and Conflict Resolution team](#) offers support for students when making complaints, appealing academic decisions, or resolving pastoral or accommodation issues.
- The Fee pays VUWSA to deliver an [independent advocacy service](#) to help students with academic or personal problems. VUWSA also offers training and support for [class representatives](#) and Faculty delegates.
- The Fee also supports and funds student representation and activities by [Ngāi Tauria](#), [Postgraduate Students' Association \(PGSA\)](#) and [Pasifika Students' Council](#).

Health services, counselling, and pastoral care

- Our [Mauri Ora—Student Health and Counselling](#) service provides primary medical care, health education, and counselling services for students.
- Our [Manawa Ora—Student Wellbeing](#) team promotes wellbeing, and provides guidance on staying connected, resources, and workshops. The Fee also funds a Rainbow and Inclusion Adviser and a Refugee-background Student Adviser.
- Our [Te Amaru—Disability Services](#) assists students with temporary and ongoing impairments, so that they can fully engage and achieve in their studies.
- Our [Āwhina—Māori student support](#) team offers specialised support and connections for our Māori tauria.
- Our [Pasifika Student Success](#) team provides our Pasifika students with tools and support services.
- The Fee also funds welfare services such as VUWSA's [community pantry delivery](#).

Career and employment guidance

- [Te Ratonga Rapu Mahi—Careers and Employment](#) connects students with employers, provides careers advice, runs career expos, and helps with CVs and job applications.
- The Careers and Employment team also delivers two programmes. The [Wellington Plus Programme](#) connects students with volunteering and leadership opportunities. The [Alumni as Mentors programme](#) connects final year students with alumni who can help them transition into employment.

Financial support and advice

- Our [Student Finance](#) team helps students with budgeting, StudyLink issues, and provides financial mentoring and advice.
- The Student Finance team also administers the [Hardship Fund](#)—an emergency fund to help students facing financial difficulties.

Clubs, societies, sports, recreation, fitness, wellbeing and cultural activities

- The Fee helps support more than [130 political, cultural, sports, faith-based, and academic clubs and societies on campus](#). Clubs use facilities including the Hub, the Recreation Centre activity spaces, and meeting rooms across three University campuses.
- [University Recreation](#) offers an extensive range of fitness services, group exercise classes, and wellbeing initiatives. Students can use fitness spaces and facilities at Kelburn and Pipitea—these facilities can either be used for free or hired by members. Our Kelburn facility also includes a newly renovated functional training room and private amenities suitable for gender diverse people.
- [Sports at University Recreation](#) vary from casual to competitive. We offer on-campus social sports leagues, casual and 'just play' sessions, participation in tertiary sports tournaments (through University and Tertiary Sport New Zealand), and scholarships that support athletes.
- The Fee contributes to the costs of delivering O-week events run by VUWSA

Student media

- The Fee funds [Salient](#), a weekly magazine produced entirely by students. It is published and circulated by VUWSA.

Childcare services

- The [University Kids Wellington early childhood education service](#) provides up to 77 full-time equivalent places for the children of our students.

Appendix 2 – 2027 SSF Consultation document for students

The full document is available here: [2027-student-consultation.pdf](#)

The first 6 pages are shown below.

What is the Student Services Fee?

The Student Services Fee (SSF) funds a wide range of student support services outside the classroom. It provides students with access to support for their wellbeing, finance needs, campus life, and supports resources that enhance the student experience during study.

New Zealand legislation requires that money collected through the SSF can only be used to fund student services that fit within specified categories determined by the Tertiary Education Commission (TEC). Financial reporting on the SSF reflects these categories. In addition, all income and expenditure covered by the SSF sit within defined cost centres, meaning that any surplus or shortfall at the end of each year is 'ring fenced' and carried forward to the next year.

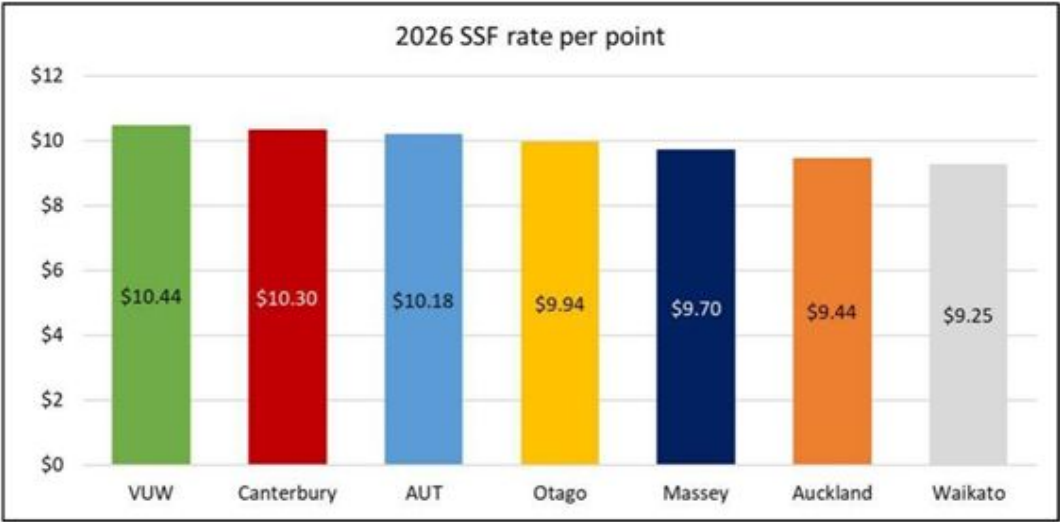
The SSF is paid by all enrolled students and is used to fund non-academic student support services provided by the University.

To get involved and have your say for the 2027 SSF consultation, look out for the survey which will run during 30 June–12 July 2026.



SSF current charge

- For 2026 the VUW Student Services Fee for a Wellington based student is \$10.44 per point (including GST collected on behalf of IRD)
- A comparison of SSF rates for 2026 across NZ Universities is below:

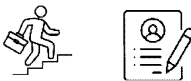


There are specific categories of services that the SSF can be used to fund (as defined by the Education Amendment Act 2011 and TEC). Note that the services named below can sit in more than one category (the categories are set for reporting purposes by the New Zealand government).

The table below shows how the reporting is organised. The categories are broad and cover a wide range of activities.

Category		Description	Student Service providers, Student Associations & Representative Groups
Advocacy, representation, student engagement and legal advice		Advocating on behalf of individual students and groups of students and providing independent support to resolve problems. This includes advocacy and legal advice relating to accommodation	Tauria—Student Interest and Conflict Resolution Te Aka Tauria—Victoria University of Wellington Students Association Ngāi Tauria Postgraduate Students' Association Pasifika Students' Council Student Assembly
Careers and employment services	 	Supporting students transition into post-study employment. Providing information and employment opportunities for students while they are studying.	Te Ratonga Rapu Mahi—Careers and Employment
Health, wellbeing, counselling and pastoral care	 	Providing non-academic counselling and pastoral care. Providing health care and related welfare services	Āwhina—Māori Student Support Mauri Ora—Student Health and Counselling Manawa Ora—Student Wellbeing Te Amaru—Disability Services Kahukura—Rainbow Inclusion Tauria Konene—Refugee Background Wan Tautai—Pasifika Student Success Te Aka Tauria—Victoria University of Wellington Students Association
Financial support and advice		Providing hardship assistance and advice to students on financial issues	Kaiārahi Tahua Tauria—Student Finance
Student Media	 	Supporting the production and dissemination of information by students to students, including newspapers, radio, television and internet-based media	Te Aka Tauria—Victoria University of Wellington Students Association
Childcare services		Providing affordable childcare services while parents are studying	Ngā Ratonga Kohungahunga—University Kids Wellington
Sports and recreation		Providing sports and recreation activities for students (including the Rec Centre, sports leagues and casual sport)	University Recreation Wellington
Student Clubs		Provision of administrative support and facilities for student clubs and societies.	University Recreation Wellington

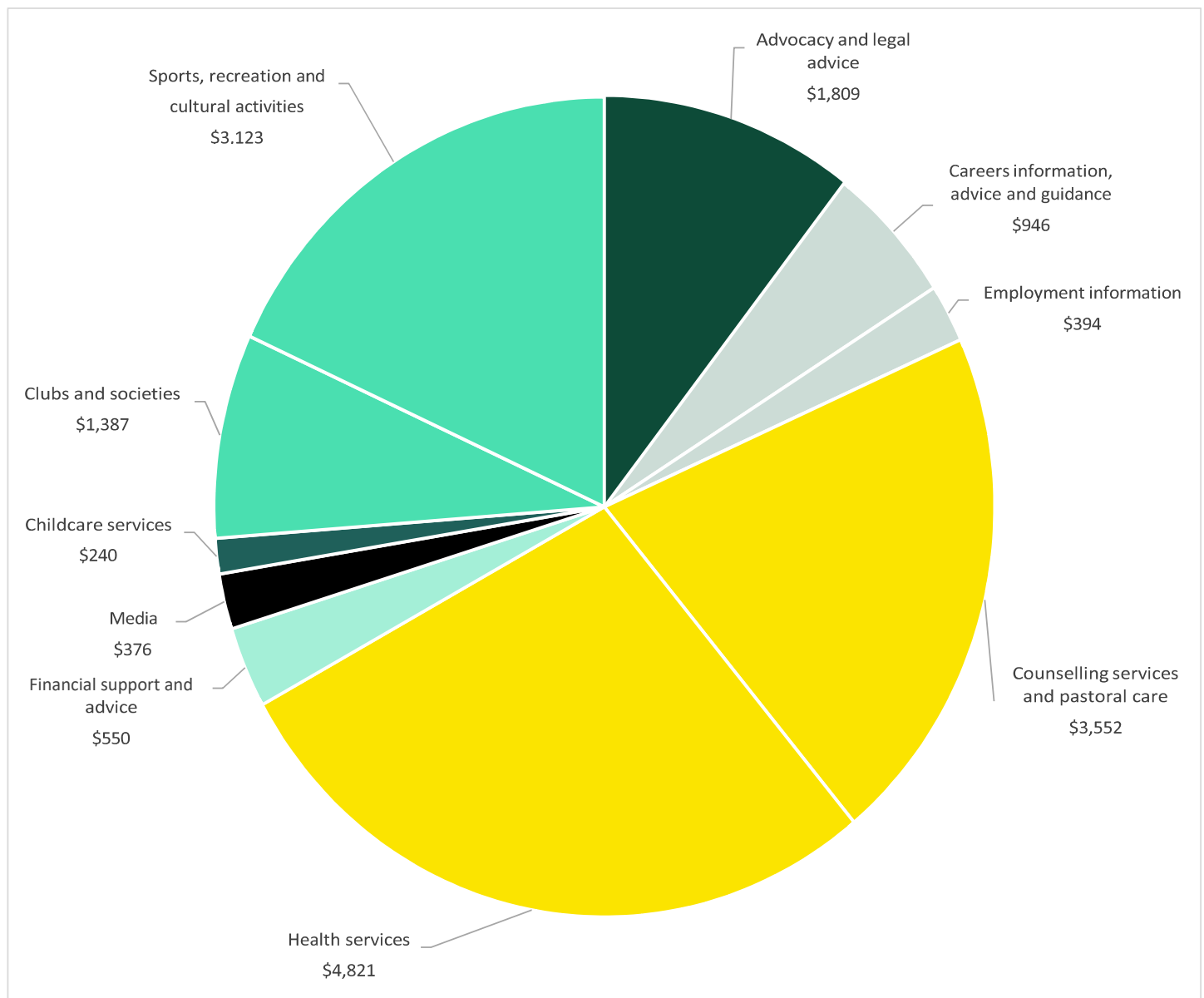
Distribution of SSF Funding by Service Category

2026 DISTRIBUTION of SSF FUNDS TO SERVICES ¹		
	Health, counselling, wellbeing, and pastoral care	49%
	Sports and recreation	25%
	Advocacy and legal advice Student engagement and representation	11%
	Careers and employment guidance	8%
	Financial support and advice	3%
	Student media	2%
	Childcare services	1%
	Student clubs	1%
¹ based on the distribution of costs to run the Services in each area		

The SSF is set at a level sufficient to cover the costs of the student services it funds. Some of these services have other revenue sources and these are taken into account.

Allocation of SSF Funding Across Service Categories

The below graph shows the **total student services fee contribution (in 000s)** to the services provided by the University within the ten designated categories (set by the NZ government) in 2026.



In 2026, the SSF contributed a total of \$17 million to the provision of student services.

Amounts include people (staff), operating (opex), and space usage (occupancy) costs.

The table below shows the 2026 split of funding (SSF vs. other funding) for each of the ten categories. It also shows the value of student services delivered across these categories, for every \$100 of SSF revenue collected.

SERVICES (2026)	HOW COSTS ARE FUNDED	VALUE PER \$100
Advocacy and legal advice	SSF funding 100% Other funding 0%	\$11
Careers information, advice and guidance	SSF funding 97% External funding 3%	\$5
Counselling services and pastoral care	SSF funding 76% Other funding 24%	\$21
Employment information	SSF funding 97% Other funding 3%	\$2
Financial support and advice	SSF funding 100% Other funding 0%	\$3
Health services	SSF funding 67% Other funding 33%	\$28
Media	SSF funding 100% Other funding 0%	\$2
Childcare services	SSF funding 6% Other funding 94%	\$1
Clubs and societies	SSF funding 100% Other funding 0%	\$8
Sports, recreation and cultural activities	SSF funding 84% Other funding 16%	\$18

Agenda Item 14

Student Fees Statute and Fees Procedure

To receive: a Council paper dated 27 August 2026 from the Deputy Vice-Chancellor, Students, Dr Logan Bannister, regarding the Student Fees Statute and Fees Procedure (document VUWC 26/101).

To resolve: that Council approve:

- 1 the revised Fees Statute and Fees Procedure; and
- 2 that two members of Council and the Vice-Chancellor sign the proposed updates to the Delegations Schedule.



COUNCIL PAPER

TO	Members of Council
FROM	Logan Bannister, Tumu Whakauru – Deputy Vice-Chancellor (Students)
AUTHORS	Paige Jarman, Mata Tahua Tauira – Manager Student Finance Okan Tan, Kaitūpiki – Senior Policy Adviser
DATE	27 August 2026
SUBJECT	Fees Statute (to replace the Fees Policy) Fees Procedure (to replace the 2026 Student Services Fee Procedure)
DOCUMENT #	VUWC 26/101

Executive Summary

The Fees Policy and Student Services Fee Procedure have undergone a scheduled full review in accordance with the requirements of the Policy Framework. The review has resulted in the reclassification of the Fees Policy as a Statute, the expansion of the Student Services Fee Procedure's scope, and its renaming as the Fees Procedure to reflect that broader scope. The accompanying Council policy approval memorandum summarises the review process and outlines the amendments made following consultation.

Recommendations:

1. that Council approve the revised Fees Statute and Fees Procedure; and
2. that two members of Council and the Vice-Chancellor sign the proposed updates to the Delegations Schedule.

Consideration of the Te Tiriti o Waitangi Statute

Consideration of the Te Tiriti o Waitangi Statute is a core component of all University policy development and review processes. It is well established that the Office of the Deputy Vice-Chancellor Māori and Kaitiakitanga is consulted throughout the development, amendment, and review of University policy documents to help ensure they respect and reflect the needs, perspectives, and aspirations of te ao Māori. Further details are provided in the relevant sections of the Council approval memorandum.

Attachments

A1 Council Policy Approval Memorandum

A2 Fees Statute – Council draft

A3 Fees Procedure – Council draft

A4 Updates to the Delegations Schedule (for signature)

Policy Document Approval Memorandum

Title of Policy	Fees Statute (to replace the Fees Policy) Fees Procedure (to replace the 2026 Student Services Fee Procedure)
Policy Sponsor	Logan Bannister Tumu Whakauru – Deputy Vice-Chancellor (Students)
Policy Owner	Stephanie Hunter Deputy Director, Future Students and Student Operations
Recommendation	It is recommended that: (a) Council approve the Fees Statute and Fees Procedure; and (b) two members of Council and the Vice-Chancellor sign the proposed updates to the Delegations Schedule.
Key Aspects	As part of the University's regular policy review process, Student Finance and Legal Services have completed a full review of the Fees Policy and the 2026 Student Services Fee Procedure in consultation with key stakeholders and the wider University community. The proposed amendments in this review cycle are substantial and seek to rationalise policy classification and consolidate fees-related content currently dispersed across multiple sources into a more streamlined structure. This is expected to make the information easier for our community to find and understand, and to make future reviews more manageable. The following organising themes underpin the majority of the proposed amendments: ▪ reclassifying the Fees Policy as a Statute in line with its direct relevance to Council functions and powers; ▪ removing the fees section from the General Academic Statute to ensure fees-related matters are addressed within fees-related policy documents; ▪ bringing the new Fees Statute within the oversight of the Council's Audit and Risk Committee, consistent with the approach adopted in recently updated policy documents approved by Council; ▪ keeping the new Fees Statute as a concise source by relocating detailed operational provisions to a Fees

	Procedure (renamed from the current 2026 Student Services Fee Procedure to reflect the broadened scope); and presenting content that requires frequent updating as web content rather than policy content. Given the extent and complexity of the proposed amendments, it has not been practicable to prepare marked-up versions of the draft documents against the currently approved versions in a meaningful way. For transparency, amendments arising from University-wide consultation and legal review (as explained elsewhere in this approval memorandum) have been marked up, with the exception of minor changes such as capitalisation and typographical corrections. The next two paragraphs provide a high-level overview of the key features and purpose of the proposed Fees Statute and Fees Procedure. Fees Statute The draft Fees Statute is intended to clarify the decision-making framework for fees by outlining what is reserved to Council and what has been delegated to the Vice-Chancellor, identifying the different fee components along with the high-level rules that apply to each, and setting out the core general requirements drawn from the Education and Training Act 2020. Please note that accommodation charges have been brought within scope to formalise delegations currently recorded in the Delegations Schedule. Most of the definitions have also been drawn from the Education and Training Act 2020 while the content on fee components in Appendix 1 is largely based on material from the Tertiary Education Commission, including the funding conditions that are updated each year. Fees Procedure The draft Fees Procedure is intended to give effect to, and the support the implementation for the Fees Statute. It consolidates operational provisions from the current Fees Policy and the existing 2026 Student Fees Procedure. Among other improvements, the draft Fees Procedure incorporates updated roles for decision-making on specific fees-related matters.
Justification	There is a clear and justifiable need for a Fees Statute, which plays a central role in enabling the University to manage fee-related decisions and operations in a legally compliant manner and maintain high standards of governance. This also extends to the Fees Procedure the purpose of which is to give effect to, and support the implementation of, the Fees Statute.
Alignment with Strategy, Iho,	Both the Fees Statute and Fees Procedure have been developed to ensure that all fees-related operations and decisions at the University are undertaken in a manner guided by the principles of kāwanatanga

Values, Objectives, and Priorities	and kaitiakitanga, and comply with applicable legal and regulatory requirements, including the funding conditions imposed by the Tertiary Education Commission.
Consultation	It has become an established practice to engage key stakeholders for preliminary feedback before policy reviews proceed to University-wide consultation. This provides an opportunity to identify and address significant issues at an early stage. It also helps ensure that the University community is consulted on policy content that has been refined through input from relevant units across the University. In line with established practice, the draft Fees Statute and Fees Procedure were initially developed by Student Finance and the Legal Services team and then circulated to key stakeholders for preliminary feedback from 8 June 2026 to 19 June 2026. Key stakeholders consulted during this preliminary review included Deans and Directors, together with staff members from the Academic Office and the Research Office. As part of this process, Student Finance hosted two in-person consultation sessions, providing staff with an alternative forum in which to ask questions and share feedback. Initial feedback was generally positive with comments directed primarily at the Fees Procedure. These comments led to a number of amendments to improve clarity and alignment with other policy documents in the University's portfolio. Following preliminary consultation and subsequent refinement of the documents, the Deputy Vice-Chancellor (Students) approved the draft Fees Statute and Fees Procedure to proceed to University-wide consultation from 25 June to 9 July 2026.
Changes made following consultation	During University-wide consultation, only limited additional feedback was received from the Office of the Deputy Vice-Chancellor (Māori and Kaitiakitanga) and VUWSA. This reflected the strong level of engagement undertaken earlier in the process and the maturity of the proposal presented for wider consultation. All feedback received during consultation was considered and addressed where appropriate. Following consultation, the draft documents were also subject to a full legal review and final quality check. Together, these processes resulted in the following amendments: Fees Statute ▪ Broadening the application of the statute to explicitly include students and clarifying the types of fees covered by the Fees Statute.

- Amending clause 3.1 to reference sections 256 and 526 of the Education and Training Act 2020, in addition to section 283.
- Refining clause 3.3(c) in the consultation draft by referencing the Delegations Statute,
- Amending clause 3.5 to reference the principles of kāwanatanga and Kaitiakitanga (based on feedback from the Office of the Deputy Vice-Chancellor (Māori and Kaitiakitanga)).
- Redrafting former clause 4.3 of the consultation draft into two separate clauses to more clearly reflect the requirements of the relevant provisions of the Education and Training Act 2020.
- Revising the definitions section to ensure consistency with the Education and Training Act 2020 and relocating the definitions of Student Services Fee and Tuition Fee from the appendix to that section.
- Reverting policy sponsorship from Vice-Chancellor to Deputy Vice-Chancellor (Students) in the consultation draft to address an earlier oversight.

Fees Procedure

- Making minor wording amendments throughout sections 1 to 5 to improve clarity and better communicate the intended meaning of the provisions, informed by questions raised during the various stages of the review process.
- Adding new clause 5.7 to provide for appeals to be determined by the Deputy Director, Future Students and Student Operations, to ensure an independent review of the original decision and align the appeals process with the University's general approach to appeals. The new clause is modelled on clause 11.3 of the consultation draft.
- Rewriting clause 9.7(a) and 9.7(b) to clarify the original intent of existing arrangements. Please note that the current 2026 Student Services Fee Procedure includes a broader version of 9.7(b): “Where exceptions to this procedure are required based on the student’s circumstances, these will be considered on merit by the Director, Student Experience and Wellbeing.” This has since been narrowed to provide greater specificity about the circumstances in which exceptions may be granted.
- Removing the definition of ACSSF, as the term is not used elsewhere in the Procedure.
- Aligning other definitions with those in the Fees Statute.

VUWSA expressed support for the proposal that fees for micro-credentials be set by the Vice-Chancellor. However, VUWSA noted

that, as the scale of micro-credentials continue to expand, particularly where they mirror existing course content, there may be merit in considering whether this authority should rather be reserved to Council in future reviews. VUWSA recommended that Council's Audit and Risk Committee take this matter into account as part of its oversight role under clause 6.1 of the Fees Statute.

In addition, VUWSA expressed a preference for charges relating to the University's Halls of Residence to be set by Council and recommended that clause 3.3(e) be amended accordingly to ensure student representation is reflected in the decision-making process. Accommodation charges are currently approved by Te Hiwa in accordance with the student accommodation pricing principles endorsed by Council's now defunct Finance Committee in 2025 (document FC 25/17). Historically, the setting of accommodation charges has been regarded as an operational matter rather than a governance matter and has not formed part of Council's role in prescribing fees (focused on tuition fees and student services fees) under the Education and Training Act 2020. Noting that VUWSA has not raised this matter directly with Student Accommodation, and that Student Accommodation routinely consults with VUWSA prior to setting accommodation charges, it is considered that the current delegation arrangements continue to provide appropriate opportunities for student input, and no changes are therefore recommended at this time.

VUWSA expressed concern about the provision in the Fee Procedure allowing for disenrolment from course(s) for non-payment of fees while retaining fee liability. This is an established and standard part of Student Finance's debt management procedures, rather than a newly proposed process. Students remain liable for fees incurred after the end of the free withdrawal period, and disenrolment is used as a debt management intervention only where prior attempts to engage with students and resolve unpaid fees have been unsuccessful. Students who have been genuinely unable to engage in or participate in their course(s) due to exceptional circumstances may also seek a reduction in their fee liability through the Fee Reconsideration process. Removing fee liability at the point of disenrolment would be inconsistent with the University's established withdrawal procedures and disincentivise students from making fee payments on time.

Note: Statutes are ordinarily submitted to Te Hiwa for endorsement before being referred to Council for final approval through the relevant Council committee. This was the recommended approach for the present review. However, due to timing constraints, the Vice-Chancellor and Chancellor agreed that, as an exception, the draft Fees Statute and Fees Procedure could proceed directly to Council without prior consideration by the Council's Audit and Risk Committee. Notwithstanding this, the draft documents were tabled for discussion at the Te Hiwa meeting on 25 August 2026 before being referred to Council.

Financial/Resource Implications	No financial impacts are anticipated as a result of this approval.
HR Implications	No HR implications are anticipated as a result of this approval.
EDI Implications	No EDI implications are anticipated as a result of this approval.
Te Tiriti Implications	Te Tiriti implications were identified and addressed in consultation with the Office of the Deputy Vice-Chancellor (Māori and Kaitiakitanga) in the usual manner. This was achieved by incorporating the kāwanatanga principle of good governance and the kaitiakitanga principle of protection into section 2 of the Fees Statute, aligning with Mai i te Iho ki te Pae – the Strategic Outcomes Framework for Māori.
Delegations Implications	No delegation implications are anticipated to arise from this approval, other than those addressed elsewhere in this memorandum and highlighted in the tables provided in a separate document (attached).
Policy Implications	Approval of the Fees Statute will result in the repeal of section 5 of the General Academic Statute . It will also require updates to references to the Fees Policy in several other policy documents. These will be carried out in coordination with the Academic Office and Research Office as appropriate. It is recommended that future reviews of policies containing fee-related provisions be guided by the principle that fees-related content should be retained within fees-specific policy documents.
Commencement Date	Upon approval by Council
Sign Off	In submitting this Policy Document to Council, I confirm, in my capacity as Policy Sponsor, that upon Council approval I will assume responsibility for its implementation and periodic review. Logan Bannister Tumu Whakauru – Deputy Vice-Chancellor (Students)

Fees Statute

1. Purpose

The purpose of this Statute is to set out the rules governing fees and to establish the framework for charging fees at Te Herenga Waka – Victoria University of Wellington (the University).

2. Application of Statute

This Statute applies to members of Te Rūnanga – the University Council (Council), Te Tumu Whakarae – the Vice-Chancellor, members of Te Hiwa, and any staff members, individuals, or University bodies involved in setting University fees or exercising any other Delegated Authority in relation to fees at the University, as well as Students of the University and persons who have applied for enrolment at the University.

Only fees charged to Students in relation to their status as a Student at the University are covered by this Statute.

Statute Content

3. General

3.1 In accordance with sections 256, 283 and 526 of the Education and Training Act 2020, fees at the University must be prescribed or amended by Council or by individuals or bodies to whom Council has formally delegated this authority.

3.2 The authority to prescribe or amend the following categories of fees is a reserved power of Council under the Delegations Statute:

- (a) Tuition Fees for courses or programmes of study at the University;
- (b) fees for the provision of student services or by another person or body on behalf of the University (Student Services Fee); and
- (c) fees to assist Students suffering exceptional financial hardship (Student Hardship Fee).

Note: The categories listed in (a)–(c) do not limit or restrict Council's authority to prescribe or amend any other fees within its statutory or regulatory powers.

3.3 Te Tumu Whakarae – the Vice-Chancellor has the Delegated Authority to make decisions on all fees-related matters, other than those covered in clause 3.2 above. This includes but not limited to the following:

- (a) approving discounts on Tuition Fees and Student Services Fees (within Financial Delegated Authority limits);
- (b) setting provisional fees for individual courses until ratified by Council;
- (c) varying fees set out in the Fees Schedule to give effect to contractual agreements entered into in accordance with the Delegations Statute;
- (d) prescribing fees for Micro-credentials;
- (e) setting any other fees, such as administration fees and charges for University Halls of Residence, where approval authority is not expressly reserved to Council; and

- (f) developing and maintaining a Fees Procedure to give effect to, and ensure consistent application of, this Statute.

- 3.4 The Vice-Chancellor may, in accordance with the Delegations Statute, further delegate the responsibilities specified in clause 3.3 and approve additional Delegated Authorities required for operational purposes.

Note: Any fees-related delegations approved by the Vice-Chancellor will be recorded in the [Delegations Schedule](#) in the usual manner.

- 3.5 Fees set by Council, the Vice-Chancellor, or any other individual or body acting under University Delegated Authority, and any fees-related Policy Documents of the University, will be developed and applied in a manner guided by the principles of kāwanatanga and kaitiakitanga, and will comply with this Statute and all applicable legal and regulatory requirements, including any funding conditions imposed by the Tertiary Education Commission (TEC) (as amended from time to time).

4. Basis for Charging Fees and Fee Components

- 4.1 Fees charged to Students are determined based on the following criteria:

- (a) whether the Student is a Domestic Student or International Student;
- (b) the courses and programmes in which the Student is enrolled;
- (c) whether the enrolment is Internal or Distance; and
- (d) the services provided by the University.

- 4.2 The components of fees and other charges that are, or may be, payable by Students are set out in Appendix 1, together with accompanying explanatory notes and the general rules applicable to each component.

- 4.3 The University will provide prospective Students, before enrolment is completed, with full written details of the fees, charges and other costs applicable to their course or programme of study.

- 4.4 The University will take all reasonable steps to ensure that Students are given written notice of any circumstances in which they are or may be entitled to a refund of all or any part of fees paid or to be paid to the University. This information will be provided:

- (a) for Domestic Students, before the procedures for enrolling the Student for the first time in any year are complete; and
- (b) for International Students, when the Student enrolls at the University whether for the first time or a subsequent time.

Note: Refer to the Fees Procedure for further details on refunds.

- 4.5 A Student may not be or continue to be enrolled in any course or programme of study unless—

- (a) the University has taken all reasonable steps to establish whether the person is a Domestic Student or an International Student; and
- (b) the Student has, by the due dates set by the University satisfied all requirements relating to the payment of—
 - (i) the Tuition Fee;
 - (ii) the Student Services Fee; and
 - (iii) any other applicable fees prescribed in accordance with this Statute.

Note: Nothing in this clause prevents the University from accepting payment of fees by instalments including under an approved funding or payment arrangement.

- 4.6 A Student becomes liable for all applicable fees when they;
- (i) accept an Enrolment Agreement; or
 - (ii) are approved for any additional course or change of course.
- 4.7 A Student's failure to pay fees or failure to attend a course does not, of itself, constitute withdrawal from a course or programme of study, and the Student remains liable for all applicable fees unless and until:
- (i) the Student withdraws in the timeframe to remove liability for fees in accordance with the University's prescribed withdrawal procedures; or
 - (ii) the Student's enrolment is suspended or terminated by the University in accordance with this Statute or any other applicable Policy Document.

Note: Refer to the Fees Procedure for further details on withdrawal.

5. Record-keeping

- 5.1 As with other University information and records that support routine operational, financial, and accounting activities, all information and records related to fees (such as student fees, refunds, and data sent to TEC for funding compliance) will be retained for the minimum retention periods specified in the New Zealand Universities Disposal Schedule.

Note: Refer to the Information and Records Management Policy for the principles and high-level rules governing information and records management practices at the University.

6. Review

- 6.1 This Statute will be regularly reviewed under the oversight of the Council's Audit and Risk Committee in accordance with the University's Policy Framework.

7. Definitions

In this Statute, unless the context otherwise requires:

- | | |
|-----------------------------|--|
| Delegated Authority | has the meaning given in the Delegations Statute. |
| Distance/Distance Enrolment | means an enrolment where the Student studies primarily from outside the Wellington region or from offshore and is not able to attend most lectures and tutorials in person. |
| Domestic Student | means a "domestic tertiary student" as defined under section 10 of the Education and Training Act 2020, specifically an individual – <ul style="list-style-type: none"> (a) who is – <ul style="list-style-type: none"> (i) a New Zealand citizen; or (ii) the holder of a residence class visa who meets any applicable regulatory criteria; or (iii) a person who is required, by notice issued under section 10 of the Education and Training Act 2020, to be treated as if they are not an international student, and (b) who is enrolled at the University. |

Internal/Internal Enrolment	means an enrolment by a Student who studies primarily within the Wellington region and is able to attend most lectures and tutorials in person.
International Student	means an individual who is enrolled at the University and is not a Domestic Student.
Micro-credential	means “micro-credential” as defined under section 10 of the Education and Training Act 2020, specifically study or training that— (a) leads to an award; but (b) does not, of itself, lead to an award of a qualification listed on the Qualifications and Credentials Framework.
Policy Document	has the same meaning given in the Policy Framework.
Student	means a Domestic Student or International Student enrolled in a personal course of study at the University or a person who is studying at the University under an exchange agreement with another institution.
Student Services Fee	means a fee charged to help fund the costs of services and facilities that support Students and enhance their academic experience.
Tuition Fee	means a fee charged to Students for the teaching and delivery of a University course or programme of study in accordance with the Education and Training Act 2020,

Related Documents and Information

8. Related Documents

[Education and Training Act 2020](#)

[Victoria University of Wellington Act 1961](#)

[Academic Transcripts and Certificates Procedure](#)

[Admission and Enrolment Regulations](#)

[Course Registration Procedure](#)

[Delegations Statute](#)

[Doctoral Regulations](#)

[Fees Procedure](#)

[Higher Doctorates: Guidelines for Applicants and Examiners](#)

[Information and Records Management Policy](#)

[Master's Thesis Regulations](#)

[Policy Framework](#)

[Scholarships Policy](#)

[Te Tiriti o Waitangi Statute](#)

[Fees Schedule](#)

[New Zealand Universities Disposal Schedule](#)

[TEC Funding Conditions](#)

9. Document Management and Control*Essential Record*

Approver	Te Rūnanga – Council
Approval Date	TBC
Effective Date	TBC
Next Review Date	TBC
Policy Sponsor	Tumu Whakauru – Deputy Vice-Chancellor (Students)
Policy Owner	Deputy Director, Future Students and Student Operations
Policy Contact	Mata Tahua Taura – Manager, Student Finance

Modification History

Date	Approval Agency	Details
TBC	Te Rūnanga – Council	Full review

Appendix 1: Fee Components

1. Tuition Fee

- 1.1 Tuition Fees are subject to the requirements of the Education and Training Act 2020 and regulated through funding determinations and funding conditions administered by the TEC.
- 1.2 Tuition Fees are calculated based on the number of points assigned to each course. The charge per point for each course is listed in Part A (Domestic Students) and Part B (International Students) of the Fees Schedule.

2. Student Services Fee

- 2.1 Student Services Fees are regulated through funding determinations and are subject to the funding conditions administered by the TEC.
- 2.2 The Student Services Fee includes funding for the categories of student services permitted by the TEC, including financial support and advice. This includes the fees that contribute to Te Pūtea Āwhina – the Hardship Fund (known as the Student Hardship Fee). The Student Hardship Fee is payable at the time of enrolment each year by every person enrolling at the University, unless that person falls within the category of Students exempt from payment as specified in the Fees Procedure.
- 2.3 All decisions and reporting relating to Student Services Fees will be made in accordance with applicable statutory requirements, informed by the TEC's relevant [guidance for tertiary education providers](#), and the processes published on the University's [designated webpage](#).
- 2.4 The charge for the Student Services Fee is listed in Part C of the Fees Schedule.

3. Compulsory Course Costs

- 3.1 Compulsory course costs are fees that are charged to students enrolled in a certain course which include (but are not limited to) the following: any compulsory costs associated with enrolment, examinations (including reporting of credits to NZQA), field trips, and any compulsory purchase of equipment or books through the University. All compulsory course costs, where applicable, are specified in the relevant course description.

4. Courses Requiring an Overseas Travel Component

- 4.1 A small number of courses are offered by the University at one or more overseas locations. Where course content is delivered overseas, travel-related costs may not be included in the course fees. In such cases, students may be responsible for arranging and meeting their own travel costs, including insurance, accommodation, and any associated incidental expenses. The relevant School will advise students of the allocation of these costs prior to enrolment.

5. Administrative Fees and Other Charges

- 5.1 The University charges administrative fees for certain additional services provided to students. Details of these services and the applicable charges are normally set out in the Fees Schedule.
- 5.2 Halls of Residence charges are approved by the Vice-Chancellor (or delegate) and administered by Te Kopanga – University Accommodation Wellington. These charges are not included in the Fees Schedule and instead published on the University's [designated webpage](#) along with other key information.

Fees Statute

1. Purpose

The purpose of this Statute is to set out the rules governing fees and to establish the framework for charging fees at Te Herenga Waka – Victoria University of Wellington (the University).

2. Application of Statute

This Statute applies to members of Te Rūnanga – the University Council (Council), Te Tumu Whakarae – the Vice-Chancellor, members of Te Hiwa, and any staff members, individuals, or University bodies involved in setting University fees or exercising any other Delegated Authority in relation to fees at the University, as well as Students of the University and persons who have applied for enrolment at the University.

~~Fees covered in this Statute are those~~ Only fees charged to Students in relation to their status as a Student at the University are covered by this Statute.

Statute Content

3. General

3.1 In accordance with sections ~~256, and~~ 283 and 526 of the Education and Training Act 2020, fees at the University must be prescribed or amended by Council or by individuals or bodies to whom Council has formally delegated this authority.

3.2 The authority to prescribe or amend the following categories of fees is a reserved power of Council under the Delegations Statute:

- (a) Tuition Fees for courses or programmes of study at the University;
- (b) fees for the provision of student services or by another person or body on behalf of the University (Student Services Fee); and
- (c) fees to assist Students suffering exceptional financial hardship (Student Hardship Fee).

Note: The categories listed in (a)–(c) do not limit or restrict Council's authority to prescribe or amend any other fees within its statutory or regulatory powers.

3.3 Te Tumu Whakarae – the Vice-Chancellor has the Delegated Authority to make decisions on all fees-related matters, other than those covered in clause 3.2 above. This includes but not limited to the following:

- (a) approving discounts on Tuition Fees and Student Services Fees (within Financial Delegated Authority limits);
- (b) setting provisional fees for individual courses until ratified by Council;
- (c) varying fees set out in the Fees Schedule to give effect to ~~particular~~ entered into in accordance with the Delegations Statute;
- (d) prescribing fees for Micro-credentials;
- (e) setting any other fees, such as administration fees and charges for University Halls of Residence, where approval authority is not expressly reserved to Council; and

- (f) developing and maintaining a Fees Procedure to give effect to, and ensure consistent application of, this Statute.

- 3.4 The Vice-Chancellor may, in accordance with the Delegations Statute, further delegate the responsibilities specified in clause 3.3 and approve additional Delegated Authorities required for operational purposes.

Note: Any fees-related delegations approved by the Vice-Chancellor will be recorded in the [Delegations Schedule](#) in the usual manner.

- 3.5 Fees set by Council, the Vice-Chancellor, or any other individual or body acting under University Delegated Authority, and any fees-related Policy Documents of the University, will be developed and applied in a manner guided by the principles of kāwanatanga and kaitiakitanga, and will comply with this Statute and all applicable legal and regulatory requirements, including any funding conditions imposed by the Tertiary Education Commission (TEC) (as amended from time to time).

4. Basis for Charging Fees and Fee Components

- 4.1 Fees charged to Students are determined based on the following criteria:

- (a) whether the Student is a Domestic Student or International Student;
- (b) the courses and programmes in which the Student is enrolled;
- (c) whether the enrolment is Internal or Distance; and
- (d) the services provided by the University.

~~Note: Relevant definitions are provided in section 7 below.~~

- 4.2 The components of fees and other charges that are, or may be, payable by Students are set out in Appendix 1, together with accompanying explanatory notes and the general rules applicable to each component.

- ~~4.3 The University will provide prospective Students, before enrolment is completed, with full written details of the fees, charges and other costs applicable to their course or programme of study.~~

- ~~4.4 The University will take all reasonable steps to ensure that Students are given written notice of any circumstances in which they are or may be entitled to a refund of all or any part of fees paid or to be paid to the University. This information will be provided:~~

- ~~(a) for Domestic Students, before the procedures for enrolling the Student for the first time in any year are complete; and~~
- ~~(b) for International Students, when the Student enrolls at the University whether for the first time or a subsequent time.~~

~~Note: Refer to the Fees Procedure for further details on refunds.~~

- ~~4.3 The University will take all reasonable steps to ensure that Students are provided, prior to completing enrolment (whether for the first time or subsequently), with written notice of:~~

- ~~(a) all fees and any other costs associated with their courses or programmes of study; and~~
- ~~(b) the circumstances in which they are, or may be, entitled to a refund of all or part of any fees paid or payable to the University.~~

~~Note: Refer to the Fees Procedure for further details on refunds.~~

- ~~4.5 A Student may not be or continue to be enrolled in any course or programme of study unless—~~

- (a) the University has taken all reasonable steps to establish whether the person is a Domestic Student or an International Student; and
- (b) the Student has, by the due dates set by the University satisfied all requirements relating to the payment of—
 - (i) the Tuition Fee;
 - (ii) the Student Services Fee; and
 - (iii) any other applicable fees prescribed in accordance with this Statute.

Note: Nothing in this clause prevents the University from accepting payment of fees by instalments ~~or~~ including under an approved funding or payment arrangement.

4.6 A Student ~~remains~~becomes liable for all applicable fees when they;

- (i) accept an Enrolment Agreement; or
- (ii) are approved for any additional course or change of course.

4.7 A Student's failure to pay fees or failure to attend a course does not, of itself, constitute withdrawal from a course or programme of study, and the Student remains liable for all applicable fees unless and until:

- (i) the Student withdraws in the timeframe to remove liability for fees in accordance with the University's prescribed withdrawal procedures; or
- (ii) the Student's enrolment is suspended or terminated by the University in accordance with this Statute or any other applicable Policy Document.

Note: Refer to the Fees Procedure for further details on withdrawal.

5. Record-keeping

- 5.1** As with other University information and records that support routine operational, financial, and accounting activities, all information and records related to fees (such as student fees, refunds, and data sent to TEC for funding compliance) will be retained for the minimum retention periods specified in the New Zealand Universities Disposal Schedule.

Note: Refer to the Information and Records Management Policy for the principles and high-level rules governing information and records management practices at the University.

6. Review

- 6.1** This Statute will be regularly reviewed under the oversight of the Council's Audit and Risk Committee in accordance with the University's Policy Framework.

7. Definitions

In this Statute, unless the context otherwise requires:

Delegated Authority has the meaning given in the Delegations Statute.

Distance/Distance Enrolment means an enrolment where the Student studies primarily from outside the Wellington region or from offshore and is not able to attend most lectures and tutorials in person.

Distance Student means a Domestic Student or International Student studying primarily from outside of the Wellington region or from offshore and ~~who is not able to attend most lectures and tutorials in person.~~

Domestic Student	means <u>a “domestic tertiary student” as defined under section 10 of the Education and Training Act 2020, specifically an individual –</u> (a) who is – (i) a New Zealand citizen; or (ii) the holder of a residence class visa who meets any applicable regulatory criteria; or (iii) a person who is required, by notice issued under section 10 of the Education and Training Act 2020, to be treated as if they are not an international student, <u>and</u> <u>(b) who is enrolled at the University.</u>
<u>Internal/Internal Enrolment</u>	<u>means an enrolment by a Student who studies primarily within the Wellington region and is able to attend most lectures and tutorials in person.</u>
International Student	means an individual who <u>is enrolled at the University and</u> is not a Domestic Student.
Micro-credential	means <u>“micro-credential” as defined under section 10 of the Education and Training Act 2020, specifically study or training that–</u> (a) leads to an award; but (b) does not, of itself, lead to an award of a qualification listed on the Qualifications and Credentials Framework.
Policy Document	has the same meaning given in the Policy Framework.
Student	means a Domestic <u>Student</u> or International Student <u>enrolled in a personal course of study at the University or a person who is studying at the University under an exchange agreement with another institution.</u>
<u>Student Services Fee</u>	<u>means a fee charged to help fund the costs of services and facilities that support Students and enhance their academic experience.</u>
<u>Tuition Fee</u>	<u>means a fee charged to Students for the teaching and delivery of a University course or programme of study in accordance with the Education and Training Act 2020.</u>

Related Documents and Information

8. Related Documents

[Education and Training Act 2020](#)
[Victoria University of Wellington Act 1961](#)

[Academic Transcripts and Certificates Procedure](#)
[Admission and Enrolment Regulations](#)
[Course Registration Procedure](#)
[Delegations Statute](#)
[Doctoral Regulations](#)
 Fees Procedure

[General Academic Statute](#)

[Higher Doctorates: Guidelines for Applicants and Examiners](#)

[Information and Records Management Policy](#)

[Master's Thesis Regulations](#)

[Policy Framework](#)

[Scholarships Policy](#)

[Te Tiriti o Waitangi Statute](#)

[Fees Schedule](#)

[New Zealand Universities Disposal Schedule](#)

[TEC Funding Conditions](#)

9. Document Management and Control

Essential Record

Approver	Te Rūnanga – Council
Approval Date	TBC
Effective Date	TBC
Next Review Date	TBC
Policy Sponsor	Tumu Whakauru – Deputy Vice-Chancellor (Students) Tumu Whakarae – Vice-Chancellor
Policy Owner	Deputy Director, Future Students and Student Operations Associate Director, Student Operations
Policy Contact	Mata Tahua Tauira – Manager, Student Finance

Modification History

Date	Approval Agency	Details
TBC	Te Rūnanga – Council	Full review

Appendix 1: Fee Components

1. Tuition Fee

~~1.1 Tuition fee means a fee charged to Students for the teaching and delivery of a course or programme of study.~~

1.1 Tuition Fees are subject to the requirements of the Education and Training Act 2020 and regulated through funding determinations and funding conditions administered by the TEC.

1.2 Tuition Fees are calculated based on the number of points assigned to each course. The charge per point for each course is listed in Part A (Domestic Students) and Part B (International Students) of the Fees Schedule.

2. Student Services Fee

~~2.1 Student Services Fee is means a fee that is charged to most Students to help fund the costs of services and facilities that support Students and enhance their academic experience.~~

2.1 Student Services Fees are regulated through funding determinations and are subject to the funding conditions administered by the TEC.

2.2 The Student Services Fee includes funding for the categories of student services permitted by the TEC, including financial support and advice. This includes the fees that contribute to Te Pūtea Āwhina – the Hardship Fund (known as the Student Hardship Fee). The Student Hardship Fee which is payable at the time of enrolment each year by every person enrolling at the University, excluding unless that person falls within incoming exchange the category of Students exempt from payment as specified in the Fees Procedure, at the time of enrolment each year.

2.3 All decisions and reporting relating to Student Services Fees will be made in accordance with applicable statutory requirements, informed by the TEC's relevant [guidance for tertiary education providers](#), and the processes published on the University's [designated webpage](#).

2.4 The charge for the Student Services Fee is listed in Part C of the Fees Schedule.

3. Compulsory Course Costs

3.1 Compulsory course costs are fees that are charged to students enrolled in a certain course which include (but are not limited to) the following: any compulsory costs associated with enrolment, examinations (including reporting of credits to NZQA), field trips, and any compulsory purchase

of equipment or books through the University. All compulsory course costs, where applicable, are specified in the relevant course description.

4. Courses Requiring an Overseas Travel Component

- 4.1 A small number of courses are offered by the University at one or more overseas locations. Where course content is delivered overseas, travel-related costs may not be included in the course fees. In such cases, students may be responsible for arranging and meeting their own travel costs, including insurance, accommodation, and any associated incidental expenses. The relevant School will advise students of the allocation of these costs prior to enrolment.

5. Administrative Fees and Other Charges

- 5.1 The University charges administrative fees for certain additional services provided to students. Details of these services and the applicable charges are normally set out in the Fees Schedule.
- 5.2 Halls of Residence charges are approved by the Vice-Chancellor (or delegate) and administered by Te Kopanga – University Accommodation Wellington. These charges are not included in the Fees Schedule and instead published on the University's [designated webpage](#) along with other key information.

Fees Procedure

1. Purpose

The purpose of this Procedure is to give effect to, and support the implementation of, the Fees Statute (the Statute).

2. Application of Procedure

This Procedure applies to all Students enrolled at Te Herenga Waka – Victoria University of Wellington (the University) and in courses taught by the University in conjunction with partner institutions.

Note: The University may enrol Students under a contract with another organisation. In such cases, the provisions of this Procedure will apply – in part or in full – in accordance with that contract.

Procedure Content

3. Notification of Fees and Other Charges

- 3.1 The University will notify a Student of any fees or other charges when it is applied to the Student's account.

4. Student Services Fee (including the Student Hardship Fee) Charges

- 4.1 Domestic Students and International Students (including staff members enrolled in study) will be charged the Student Services Fee, including the Student Hardship Fee component, each academic year at the applicable rates specified in Part C of the Fees Schedule for that year.
- 4.2 Certificate in Deaf Studies Students enrolled solely in DEAF courses will be charged the Distance Enrolment rate regardless of their location of study.
- 4.3 The following categories of Students will be exempt from the Student Services Fee (including the Student Hardship Fee component):
- (a) Incoming Global Exchange Students
 - (b) Secondary Tertiary Alignment Resource (STAR) Students
 - (c) Students studying offshore, either in a joint programme or at a joint institute of an overseas partner
 - (d) Students only enrolled in Micro-credential courses.

5. Payment of Fees

- 5.1 Compulsory fees (as outlined in Appendix 1 of the Statute) must be paid when the fee liability arises or by the due date shown on the fees assessment or invoice, whichever is later. This includes fees paid through a Student Loan (see subsection 5.2).
- 5.2 Eligible Domestic Students may pay their fees using a Student Loan administered by StudyLink. The University follows New Zealand Government policies and processes when accepting Student Loan payments. Students who apply for a Student Loan are responsible for ensuring the loan is approved and fees are paid on time.
- 5.3 A late payment penalty, specified in Part D of the Fees Schedule, will apply if fees are not paid by the due date.

- 5.4 The University may apply a charge to recover credit and debit card transaction costs. These charges will be capped at a reasonable cost of processing those transactions.
- 5.5 Students who meet the following criteria may apply to pay their Tuition Fees by instalments, subject to approval of the Manager, Student Finance:
- (a) the Student is registered in at least two courses across at least two trimesters;
 - (b) the Student is not paying the fees by Student Loan;
 - (c) the Student is not a first-year International Student; and
 - (d) where the Student is a returning International Student, the Student has previously demonstrated a good payment history.
- 5.6 When making a decision under section 5.5, the Manager, Student Finance will determine the number of instalments, payment amounts and due dates based on the individual circumstances of the Student.
- 5.7 A Student who considers a decision regarding fees payments by instalment to be unfair may appeal that decision. An appeal must be submitted in writing within four weeks of the notification of the original decision and must clearly state the grounds for the appeal. Decisions on appeals are made by the Deputy Director, Future Students and Student Operations in consultation with the relevant Dean, where appropriate. The decision on the appeal outcome is final and not subject to any further internal review.

6. Failure to Pay in Full

- 6.1 Any Student who fails to pay all fees and charges set out in the Statute and Fees Schedule, to repay Student Hardship Fee scheme loan advances, or to pay any other amounts due to the University, including Halls of Residence charges, may be subject to student account holds, cancelled course registration (disenrollment), and debt management action.
- 6.2 Student account holds may cause Students to lose their entitlement to:
- (a) be issued with a Student ID card or to have an ID card updated;
 - (b) access University buildings and facilities or use the University Library, Digital Solutions computing services and student services covered by the Student Services Fee;
 - (c) receive grades, have a qualification conferred, obtain an academic transcript or certificate, or access certified digital documents in My eEquals;
 - (d) enrol in further University courses, or, in the case of thesis-based study, continue registration in a thesis course.
- 6.3 The University reserves the right to cancel a Student's course registration (disenrollment) in the event of outstanding fees, without affecting the Student's liability to pay those fees. Disenrollment may cause Students to lose their entitlement to:
- (a) attend lectures, laboratories, or tutorials; and
 - (b) access course content on the University's Learning Management System.
- 6.4 The University reserves the right to refer Student fee debts to an appointed debt recovery agency for collection. The University may also recover from the Student any additional costs incurred in relation to such debt collection.
- 6.5 The University reserves the right to refuse to reactivate course enrolment or to decline an application for enrolment in a subsequent academic year where a Student has previously been in default of fees or any other debt, even if that outstanding amount has since been paid.

7. Research Students

- 7.1 Research Thesis students are charged fees based on the points value of their course, as set forth in Part A and Part B of the Fees Schedule.
- 7.2 Fees for Research Thesis Students are based on the minimum points allowed for the thesis registration period. There is no reduction or refund for early completion.
- 7.3 If a Student has been granted permission to extend their registration, they will be charged a fee calculated by the points value of the additional months agreed upon and the per point charges set forth in Part A and Part B of the Fees Schedule. The points value for part-time study is half of the points value of an equivalent full-time period of registration.
- 7.4 Fees for extended registration are charged in advance for the entire mutually agreed period.
- 7.5 PhD Students required by the Associate Dean (Postgraduate Research) to register in supplementary courses, during the period of provisional thesis registration, may do so without paying fees in addition to those imposed above.

8. Exchange Students

- 8.1 Students enrolled in a University-approved global exchange programme will be liable for fees at their home institution.
- 8.2 Incoming global exchange Students will be liable only for compulsory course costs and administration fees at Victoria University of Wellington.
- 8.3 Victoria University of Wellington Students undertaking a University-approved global exchange programme will be charged fees by the University on the following basis:
 - (a) 120 points for a full year exchange programme;
 - (b) 60 points for a single semester or trimester exchange programme;
 - (c) Tuition Fees per point will be set according to the subject and will align with the rates specified in Part A or Part B of the Fees Schedule; and
 - (d) ancillary fees will be calculated on the same basis as for an Internal Student.

9. Entitlement to Student Services

- 9.1 Payment of the Student Services Fee entitles a Student to access University services listed on the University's [designated webpage](#) for the applicable University academic term.
- 9.2 Students who enrol after the commencement of trimester 1 for the applicable academic term are entitled to access University services from the time enrolment is confirmed and fees are paid.
- 9.3 For the purposes of this section, the standard University academic term is considered to be from the start of trimester 1 to the end of the trimester 3 summer period.
- 9.4 For PhD and Master's by thesis Students, the academic term is considered to be the 12 months from their registration date each year.
- 9.5 A Student who is fully withdrawn from study will lose entitlement to services covered by the Student Services Fee, except where services are contractually required to provide continuity of care. The University reserves the right to charge a co-payment for these services to non-students once the Student Services Fee entitlement expires.
- 9.6 A Student who is suspended from the University partway through an academic term (as per the Academic Progress for Continued Registration Procedure), but has paid the Student Services Fee in full, subject to section 9.5, will continue to have access to University services for one month from the date of suspension to facilitate the transition out of the University environment.

- 9.7 The Director, Student Experience and Success holds Delegated Authority to approve –
- (a) continued access to Student support services for a Student who has withdrawn from study, where exceptional circumstances require continuity of care; and
 - (b) an exception to the Student Services Fee charged, including whether the charge is applied at the Internal rate, the Distance rate, or waived, where a Student's circumstances significantly limit their access to services funded by the Student Services Fee.

10. Withdrawals from Courses

- 10.1 A Student who completes a withdrawal online or by way of written application through their Faculty Student Success Office within the withdrawal periods below will no longer be liable for the Tuition Fees and Student Services Fee associated with their course.

Course Duration	Withdrawal Period
One-trimester	Two full weeks from start date
More than one trimester	10% rounded up to the nearest whole or one month from start date (whichever is smaller)
Up to half a trimester duration	One full week from start date
Thesis (six- or twelve-month registration)	Four full weeks from start date

Note: Specific dates for the withdrawal deadlines will be published each year on the University website.

- 10.2 Withdrawal from a course after the relevant withdrawal period specified in 10.1 is considered a late withdrawal. Subject to the provision provided in section 11, a student will remain liable to pay fees for any course(s) late withdrawn, or if fees already paid, will not be entitled to a refund.
- 10.3 Non-payment of fees, ceasing to attend, or verbally advising a staff member will not be accepted as notice of withdrawal.
- 10.4 A Student enrolled in the CertEnglProf, who gives written notice of withdrawal within two weeks of commencement of the programme, will receive a full refund of fees less an administration fee (if applicable).

11. Fee Reconsideration

- 11.1 Only in exceptional circumstances will fees be reconsidered if a Student withdraws from a course after the period stated in section 10.1. Any application for a fee reconsideration must be accompanied by suitable documentation that provides both evidence of the exceptional circumstances and supports the date of withdrawal.
- 11.2 An application for a fee reconsideration must normally be submitted by the official last day of the course. Late applications may be accepted only where adequate justification is provided. Decisions on fee reconsideration applications are made by the Manager, Student Finance, who will take into account the views of the relevant Manager, Student Success and other Staff Members as appropriate.
- 11.3 A Student who considers a fee reconsideration decision to be unfair may appeal that decision to the Student Finance team. Any appeal must be submitted in writing within four weeks of the notification of the original decision and must clearly state the grounds for the appeal. Decisions on appeals are made by Deputy Director, Future Students and Student Operations in consultation with the relevant Dean and other Staff Members, as appropriate. The decision on the appeal outcome is final and not subject to any further internal review.

- 11.4 Where a Student has fully withdrawn from study and a 100% fee reconsideration is approved, the University will reverse the full amount of Tuition Fees charged to the Student, less \$100.
- 11.5 Regarding the Student Services Fee charge, if a Student submits a Tuition Fee reconsideration request and that request is approved for a 100% Tuition Fee refund, the following arrangements will apply:
- (a) Those who receive 100% Tuition Fee reconsideration for one or more courses, but remain registered in other courses in the same academic year that incur a Student Services Fee charge, will receive 100% Student Services Fee refund for the value of the course points approved for fee reconsideration.
 - (b) Those who receive 100% Tuition Fee reconsideration for one or more courses, and are not registered in any other courses in the same academic year that incur a Student Services Fee charge, as per section 11.4, and have not engaged with Student Services Fee-funded services will receive 100% Student Services Fee refund for the value of the course points approved for fee reconsideration. If they have engaged with Student Services Fee-funded services, the Student Services Fee refund will be 50%.

12. Change in Student Status

- 12.1 An International Student enrolled in a trimester-based programme who obtains a residency permit (or otherwise meets Domestic Student criteria) during the course of their study will be considered an International Student for the trimester in which the residency is granted, unless the residency is granted within the dates prescribed in section 10.1. The Student will be treated as a Domestic Student from the following trimester.
- 12.2 An International Student who is enrolled in a programme that is not trimester based, for example thesis study, and who obtains a residency permit (or otherwise meets Domestic Student criteria) during the course of their study will be treated as a Domestic Student from the following month after the date on which the residency is granted, as shown in their visa documentation.
- 12.3 If a Domestic Student or International Student changes their location of study during the academic year resulting in a change in the Student's status from Internal to Distance (or vice versa), the following arrangements apply:
- (a) If the free withdrawal period for the relevant trimester has already ended when the Student changes location, the corresponding Student Services Fee charge for that trimester will remain charged at the initial rate.
- Note: If a Student changes from Internal to Distance after the free withdrawal period due to exceptional circumstances and specific factors outside of their control, the Student Services Fee rate will be charged at the distance rate.*
- (b) If the trimester has not yet commenced or its free withdrawal period has not yet ended when the Student changes location, the corresponding Student Services Fee charge for that trimester will be revised based on the Student's new status.
 - (c) If a thesis Student changes location, the corresponding Student Services Fee charge for the enrolment period following the location change will be revised based on the Student's new status. The revised Student Services Fee rate will be applicable from the start of the next 1-month enrolment period following the location change.
 - (d) Retrospective study location changes, or changes made late due to exceptional circumstances, will be considered case-by-case by the Manager, Student Finance.
- 12.4 The University reserves the right to cross-reference data collected to ensure Students' study behaviours and engagement align with their declared study location. This could include, but is

not limited to, address details, tutorial and lecture engagement information, and access to University networks.

Note: If through this process a Student is identified to be on campus, but their declared study location is distance, the University reserves the right to modify the student's study location and campus code details to that of an internal student, with the Student Services Fee charged at the internal student rate.

- 12.5 In some instances, for Students charged at the domestic fee rate, a change in study location may result in the Student no longer being eligible for Domestic Student status. This includes, but is not limited to, non-New Zealand citizens studying from outside of New Zealand. Students who no longer meet the criteria of a Domestic Student will be charged fees at the International Student rate from the trimester their eligibility changed.
- 12.6 An International Student who is enrolled in a PhD and living in New Zealand is charged Tuition Fees at Domestic Student rates. If such a Student does not reside in New Zealand for the agreed proportion of their candidature, they may be charged fees at the rate specified in Part B of the Fees Schedule as for 400 and 500 level courses in their discipline.

13. Refunds

- 13.1 Refunds of fee payments received from the Student Loan scheme will be credited to StudyLink. Where fee payment has been derived only in part from the Student Loan scheme, refunds will be credited back to StudyLink to the value of the Student Loan payment and any balance then refunded to the student.
- 13.2 Refunds of fee payments derived from a contract will be credited back to the organisation that has set up the contract with the University.
- 13.3 Refunds of fee payments where payments were made by an interested party, must be returned to the interested party, or to the Student at the interested party's request.
- 13.4 Refunds will not be made to Students if there are fees remaining to be paid for the current academic year or if they have an outstanding debt to the University.
- 13.5 Refunds to individual Students during an academic year that total in excess of \$1,000 will be subject to an administration fee. The charge is not applicable if a credit results from an approved fee reconsideration or Student Loan (where the Student Loan is the sole payment type). Any exceptions will be at the discretion of the Manager, Student Finance.
- 13.6 Subject to any applicable subsections of this section, enrolled International Students can request a refund of up to \$15,000 per academic year to be paid directly to the Student. Any monies to be refunded over and above this amount will be refunded to the originating bank account. Any exceptions will be at the discretion of Deputy Director, Future Students and Student Operations.
- 13.7 Should an International Student completely withdraw or temporarily cease studying at the University and seek a refund, the Student account credit will be refunded to the originating bank account.
- 13.8 Subject to subsection 13.9, International Students that have prepaid Tuition Fees who travel to New Zealand and do not complete their enrolment or who have given notice of withdrawal from all of their courses on or before the dates outlined in section 10.1 will receive a 100% refund of pre-paid Tuition Fees less an administration fee. The monies will be refunded to the originating bank account.
- 13.9 An International Student who withdraws from the University and transfers to another institution must inform the International Office and Student Finance in writing and provide copies of their new Offer documents. The refund of fees will be sent directly to the relevant institution less an International Transfer fee (refer to Part D of the Fees Schedule).

13.10 Refunds will be provided in accordance with this Procedure and are exempt from administrative fees in the following circumstances:

- (a) The University is unable to proceed with the course offered;
- (b) The Student is unable to take up the Enrolment Agreement due to exceptional circumstances;
- (c) The Student's application for a visa to study in New Zealand is declined by Immigration New Zealand (provided that the Student has not commenced study outside New Zealand);
- (d) The Student's application for a visa extension to study in New Zealand is declined by Immigration New Zealand.

Note: For programmes that are not trimester based, the University will offer a refund (pro-rata) from the week after the date on which the visa or visa extension was declined until the end of their programme.

13.11 All refunds will be paid by bank transfer (upon appropriate verification of the Student).

13.12 Students receiving Federal Loans from the U.S. Government for payment of their study at the University are subject to special withdrawal and refund procedures and policies. Details are available from the International Office.

14. Definitions

In this Procedure, unless the context otherwise requires:

Delegated Authority	has the meaning given in the Delegations Statute.
Distance/Distance Enrolment	means an enrolment where the Student studies primarily from outside the Wellington region or from offshore and is not able to attend most lectures and tutorials in person.
Domestic Student	has the meaning given in the Fees Statute.
Global Exchange Student	means a Student studying at Victoria University of Wellington for one or more trimesters, as part of a reciprocal exchange programme with an overseas institution, or a Victoria University of Wellington student studying for one or two trimesters at an overseas institution.
Micro-credential	has the meaning given in the Fees Statute.
Internal/Internal Enrolment	means an enrolment by a Student who studies primarily within the Wellington region and is able to attend most lectures and tutorials in person.
International Student	has the meaning given in the Fees Statute.
STAR Students	means students who are nominated by their secondary school to attend the University as an extension of their school study.
Wellington Region	refers to the definition provided by the Greater Wellington Regional Council and includes Wellington City, Lower Hutt, Porirua, Upper Hutt, Kapiti Coast, South Wairarapa, Carterton, Masterton, Tararua.
Withdraw/Withdrawal	is when a Student ceases to participate in a course, programme or Micro-credential (regardless of whether they have been refunded any fees) by providing written notice to the

University that they wish to withdraw from participation, study and/or enrolment.

Student	has the meaning given in the Fees Statute.
Student Services Fee	has the meaning given in the Fees Statute.
Tuition Fee	has the meaning given in the Fees Statute.

Related Documents and Information

15. Related Documents

[Education and Training Act 2020](#)
[Victoria University of Wellington Act 1961](#)

[Academic Progress for Continued Registration Procedure](#)
[Admission and Enrolment Regulations](#)
[Delegations Statute](#)
 Fees Statute

16. Document Management and Control

Essential Record

Approver	Tumu Whakauru – Deputy Vice-Chancellor (Students)*
Approval Date	TBC
Effective Date	TBC
Next Review Date	TBC
Policy Sponsor	Tumu Whakauru – Deputy Vice-Chancellor (Students)
Policy Owner	Deputy Director, Future Students and Student Operations**
Policy Contact	Mata Tahua Tauri – Manager, Student Finance

Modification History

Date	Approval Agency	Details
TBC	Te Rūnanga – Council	Full review

* As the Te Hiwa Sponsor for the Fees Statute

** Policy Owner of the Fees Statute

Fees Procedure

1. Purpose

The purpose of this Procedure is to ~~operationalise~~ give effect to, and support the implementation of, the Fees Statute (the Statute).

2. Application of Procedure

This Procedure applies to all Students enrolled at Te Herenga Waka – Victoria University of Wellington (the University) and in courses taught by the University in conjunction with partner institutions.

Note: The University may enrol Students under a contract with another organisation. In such cases, the provisions of this Procedure will apply – in part or in full – in accordance with that contract.

Procedure Content

3. Notification of Fees and Other Charges

- 3.1 The University will ~~provide notice of~~ notify a Student of any tuition fees, student fees, and fees or other charges ~~when it is applied to to the Student's account when a charge is made.~~

4. Student Services Fee (including the Student Hardship Fee) Charges

- 4.1 Domestic Students and International Students (including staff members enrolled in study) will be charged the Student Services Fee, including the Student Hardship Fee component, each academic year at the applicable ~~per point~~ rates specified in Part C of the Fees Schedule for that year.

- 4.2 Certificate in Deaf Studies Students enrolled solely in DEAF courses will be charged the Distance Enrolment rate regardless of their location of study. ~~The exceptions to the standard services fee charging rates will be Certificate in Deaf Studies students enrolled in DEAF courses only will be charged at the distance student rate regardless of their location of study.~~

- ~~4.3 Domestic Students and International Students (including staff members enrolled in study) will be charged the Student Hardship Fee once each academic year at the rate specified in Part C of the Fees Schedule for that year.~~

- 4.3.4 The following categories of Students will be exempt from the Student Services Fee (including the and the Student Hardship Fee component):

- (a) Incoming Global Exchange Students
- (b) Secondary Tertiary Alignment Resource (STAR) Students
- (c) Students studying offshore, either in a joint programme or at a joint institute of an overseas partner
- (d) Students only enrolled in Micro-credential courses.

5. Payment of Fees

- 5.1 Compulsory fees (as outlined in Appendix 1 of the Statute) must be paid when the fee liability arises or by the due date shown on the fees assessment or invoice, whichever is later. This includes fees paid through a Student Loan (see subsection 5.2).

- 5.2 Eligible Domestic Students may pay their fees using a Student Loan administered by StudyLink. The University follows New Zealand Government policies and processes when accepting Student Loan payments. Students who apply for a Student Loan are responsible for ensuring the loan is approved and fees are paid on time.
- 5.3 A late payment penalty, specified in Part D of the Fees Schedule, will apply if fees are not paid by the due date.
- 5.4 ~~The University may apply a charge to recover credit and debit card transaction costs. These charges will be capped at a reasonable cost of processing those transactions. Any such charge must be limited to the reasonable cost of processing the transaction. University may charge a convenience fee to cover credit card transaction costs when payments are made by credit or debit card. This fee is limited to capped at the reasonable cost of processing credit card transactions.~~
- 5.5 Students ~~may apply to pay fees by instalments, subject to who meet~~ the following criteria ~~may apply to pay their Tuition Fees by instalments, subject to approval of the Manager, Student Finance:~~
- ~~the Student is registered in at least two courses across at least two trimesters;~~
 - ~~Payment cannot be made by the Student is not paying instalment where the fees are to be paid by Student Loan;~~
 - ~~Payment cannot be made by instalment by the Student is not a~~ first-year International Student; ~~and~~
 - ~~where the Student is a returning International Student, who fulfil the criteria of 5.5(a), and the Student who have has~~ previously demonstrated a good payment history ~~may elect to pay their tuition fees by instalments, at the discretion of the Manager, Student Finance.~~
- 5.6 ~~The Manager, Student Finance (or delegate) is responsible for approving requests under section 5.5. Where a request When making a decision under section 5.5 is approved, the Manager, Student Finance (or delegate) will determine the number of instalments, payment amounts and due dates based on the individual circumstances of the Student. Any decision made by the Manager, Student Finance (or delegate) in relation to fee payments by instalment is final and binding, and no internal appeal process is available.~~
- 5.7 ~~A Student who considers a decision regarding fees payments by instalment to be unfair may appeal that decision. An appeal must be submitted in writing within four weeks of the notification of the original decision and must clearly state the grounds for the appeal. Decisions on appeals are made by the Deputy Director, Future Students and Student Operations Associate Director of Student Operations in consultation with the relevant Dean, if applicable where appropriate. The decision on the appeal outcome is final and not subject to any further internal review.~~

6. Failure to Pay in Full

- 6.1 Any Student who fails to pay all fees and charges set out in the Statute and Fees Schedule, to repay Student Hardship Fee scheme loan advances, or to pay any other amounts due to the University, including Halls of Residence ~~costs~~ charges, may be subject to student account holds, cancelled course registration (disenrollment), and debt management action.
- 6.2 Student account holds may cause Students to lose their entitlement to:
- be issued with a Student ID card or to have an ID card updated;
 - access University buildings and facilities or use the University Library, Digital Solutions computing services and student services covered by the Student Services Fee;

- (c) receive grades, have a qualification conferred, obtain an academic transcript or certificate, or access certified digital documents in My eEquals;
 - (d) enrol in further University courses, or, in the case of thesis-based study, continue registration in a thesis course.
- 6.3 The University reserves the right to cancel a Student's course registration (disenrollment) in the event of outstanding fees, without affecting the Student's liability to pay those fees. Disenrollment may cause Students to lose their entitlement to:
 - (a) attend lectures, laboratories, or tutorials; and
 - (b) access course content on the University's Learning Management System.
- 6.4 The University reserves the right to refer **Student** fee debts to an appointed debt recovery agency for collection. The University may also recover from the Student any additional costs incurred in relation to such debt collection.
- 6.5 The University reserves the right to refuse to reactivate course enrolment or to decline an application for enrolment in a subsequent academic year where a Student has previously been in default of fees or any other debt, even if that outstanding amount has since been paid.
- 7. **Research Students**
 - 7.1 Research Thesis students are charged fees based on the points value of their course, as set forth in Part A and Part B of the Fees Schedule.
 - 7.2 Fees for Research Thesis Students are based on the minimum points allowed for the thesis registration period. There is no reduction or refund for early completion.
 - 7.3 If a Student has been granted permission to extend their registration, they will be charged a fee calculated by the points value of the additional months agreed upon and the per point charges set forth in Part A and Part B of the Fees Schedule. The points value for part-time study is half of the points value of an equivalent full-time period of registration.
 - 7.4 Fees for extended registration are charged in advance for the entire mutually agreed period.
 - 7.5 PhD Students required by the Associate Dean (Postgraduate Research) to register in supplementary courses, during the period of provisional thesis registration, may do so without paying fees in addition to those imposed above.
- 8. **Exchange Students**
 - 8.1 Students enrolled in a University-approved global exchange programme will be liable for fees at their home institution.
 - 8.2 Incoming global exchange Students will be liable only for compulsory course costs and administration fees at Victoria University of Wellington.
 - 8.3 Victoria University of Wellington Students undertaking a University-approved global exchange programme will be charged fees by the University on the following basis:
 - (a) 120 points for a full year exchange programme;
 - (b) 60 points for a single semester or trimester exchange programme;
 - (c) Tuition Fees per point will be set according to the subject and will align with the rates specified in Part A or Part B of the Fees Schedule; and
 - (d) ancillary fees will be calculated on the same basis as for an Internal Student.
- 9. **Entitlement to Student Services**

- 9.1 Payment of the Student Services Fee entitles a Student to access University services listed on the University's [designated webpage](#) for the applicable University academic term.
- 9.2 Students who enrol after the commencement of trimester 1 for the applicable academic term are entitled to access University services from the time enrolment is confirmed and fees are paid.
- 9.3 For the purposes of this section, the standard University academic term is considered to be from the start of trimester 1 to the end of the trimester 3 summer period.
- 9.4 For PhD and Master's by thesis Students, the academic term is considered to be the 12 months from their registration date each year.
- 9.5 A Student who is fully withdrawn from study will lose entitlement to services covered by the Student Services Fee, except where services are contractually required to provide continuity of care. The University reserves the right to charge a co-payment for these services to non-students once the Student Services Fee entitlement expires.
- 9.6 A Student who is suspended from the University partway through an academic term (as per the Academic Progress for Continued Registration Procedure), but has paid the Student Services Fee in full, subject to section 9.5, will continue to have access to University services for one month from the date of suspension to facilitate the transition out of the University environment.
- 9.7 The Director, Student Experience and Success holds Delegated Authority to approve –
- (a) continued access to Student support services for a Student who has withdrawn from study, where exceptional circumstances require continuity of care. Exceptions to Student Services access, and the associated Student Services Fee, may be granted based on a Student's circumstances and will be considered on a case-by-case basis by the Director, Student Experience and Success; and
- (b) an exception to the Student Services Fee charged, including whether the charge is applied at the Internal rate, the Distance rate, or waived, where a Student's circumstances significantly limit their access to services funded by the Student Services Fee.

10. Withdrawals from Courses

- 10.1 A Student who completes a withdrawal online or by way of written application through their Faculty Student Success Office within the withdrawal periods below will no longer be liable for the Tuition Fees and Student Services Fee associated with their course.

Course Duration	Withdrawal Period
One-trimester	Two full weeks from start date
More than one trimester	10% rounded up to the nearest whole or one month from start date (whichever is smaller)
Up to half a trimester duration	One full week from start date
Thesis (six- or twelve-month registration)	Four full weeks from start date

Note: Specific dates for the withdrawal deadlines will be published each year on the University website.

- 10.2 Withdrawal from a course after the relevant withdrawal period specified in 10.1 is considered a late withdrawal. Subject to the provision provided in section 11, a student will remain liable to pay fees for any course(s) late withdrawn, or if fees already paid, will not be entitled to a refund.
- 10.3 Non-payment of fees, ceasing to attend, or verbally advising a ~~member of staff~~ staff member will not be accepted as notice of withdrawal.

- 10.4 A Student enrolled in the CertEnglProf, who gives written notice of withdrawal within two weeks of commencement of the programme, will receive a full refund of fees less an administration fee (if applicable).

11. Fee Reconsideration

- 11.1 Only in exceptional circumstances will fees be reconsidered if a Student withdraws from a course after the period stated in section 10.1. Any application for a fee reconsideration must be accompanied by suitable documentation that provides both evidence of the exceptional circumstances and supports the date of withdrawal.
- 11.2 An application for a fee reconsideration must normally be submitted by the official last day of the course. Late applications may be accepted only where adequate justification is provided. Decisions on fee reconsideration applications are made by the Manager, Student Finance, who will take into account the views of the relevant Manager, Student Success and other Staff Members as appropriate.
- 11.3 A Student who considers a fee reconsideration decision to be unfair may appeal that decision to the Student Finance team. Any appeal must be submitted in writing within four weeks of the notification of the original decision and must clearly state the grounds for the appeal. Decisions on appeals are made by Deputy Director, Future Students and Student Operations Associate Director, Student Operations in consultation with the relevant Dean and other Staff Members, if applicable as appropriate. The decision on the appeal outcome is final and not subject to any further final internal review.
- 11.4 Where a Student has fully withdrawn from study and a 100% fee reconsideration is approved, the University will reverse the full amount of Tuition Fees charged to the Student, less \$100.
- 11.5 Regarding the Student Services Fee charge, if a Student submits a Tuition Fee reconsideration request and that request is approved for a 100% Tuition Fee refund, the following arrangements will apply:
- (a) Those who receive 100% Tuition Fee reconsideration for one or more courses, but remain registered in other courses in the same academic year that incur a Student Services Fee charge, will receive 100% Student Services Fee refund for the value of the course points approved for fee reconsideration.
 - (b) Those who receive 100% Tuition Fee reconsideration for one or more courses, and are not registered in any other courses in the same academic year that incur a Student Services Fee charge, as per section 11.4, and have not engaged with Student Services Fee-funded services will receive 100% Student Services Fee refund for the value of the course points approved for fee reconsideration. If they have engaged with Student Services Fee-funded services, the Student Services Fee refund will be 50%.

12. Change in Student Status

- 12.1 An International Student enrolled in a trimester-based programme who obtains a residency permit (or otherwise meets Domestic Student criteria) during the course of their study will be considered an International Student for the trimester in which the residency is granted, unless the residency is granted within the dates prescribed in section 10.1. The Student will be treated as a Domestic Student from the following trimester.
- 12.2 An International Student who is enrolled in a programme that is not trimester based, for example thesis study, and who obtains a residency permit (or otherwise meets Domestic Student criteria) during the course of their study will be treated as a Domestic Student from the following month after the date on which the residency is granted, as shown in their visa documentation.

12.3 If a Domestic Student or International Student changes their location of study during the academic year resulting in a change in the Student's status from Internal to Distance (or vice versa), the following arrangements apply:

- (a) If the free withdrawal period for the relevant trimester has already ended when the Student changes location, the corresponding Student Services Fee charge for that trimester will remain charged at the initial rate.

Note: If a Student changes from Internal to Distance after the free withdrawal period due to exceptional circumstances and specific factors outside of their control, the Student Services Fee rate will be charged at the distance rate.

- (b) If the trimester has not yet commenced or its free withdrawal period has not yet ended when the Student changes location, the corresponding Student Services Fee charge for that trimester will be revised based on the Student's new status.

- (c) If a thesis Student changes location, the corresponding Student Services Fee charge for the enrolment period following the location change will be revised based on the Student's new status. The revised Student Services Fee rate will be applicable from the start of the next 1-month enrolment period following the location change.

- (d) Retrospective study location changes, or changes made late due to exceptional circumstances, will be considered case-by-case by the Manager, Student Finance.

12.4 The University reserves the right to cross-reference data collected to ensure Students' study behaviours and engagement align with their declared study location. This could include, but is not limited to, address details, tutorial and lecture engagement information, and access to University networks.

Note: If through this process a Student is identified to be on campus, but their declared study location is distance, the University reserves the right to modify the student's study location and campus code details to that of an internal student, with the Student Services Fee charged at the internal student rate.

12.5 In some instances, for Students charged at the domestic fee rate, a change in study location may result in the Student no longer being eligible for Domestic Student status. This includes, but is not limited to, non-New Zealand citizens studying from outside of New Zealand. Students who no longer meet the criteria of a Domestic Student will be charged fees at the International Student rate from the trimester their eligibility changed.

12.6 An International Student who is enrolled in a PhD and living in New Zealand is charged Tuition Fees at Domestic Student rates. If such a Student does not reside in New Zealand for the agreed proportion of their candidature, they may be charged fees at the rate specified in Part B of the Fees Schedule as for 400 and 500 level courses in their discipline.

13. Refunds

13.1 Refunds of fee payments received from the Student Loan scheme will be credited to StudyLink. Where fee payment has been derived only in part from the Student Loan scheme, refunds will be credited back to StudyLink to the value of the Student Loan payment and any balance then refunded to the student.

13.2 Refunds of fee payments derived from a contract will be credited back to the organisation that has set up the contract with the University.

13.3 Refunds of fee payments where payments were made by an interested party, must be returned to the interested party, or to the Student at the interested party's request.

- 13.4 Refunds will not be made to Students if there are fees remaining to be paid for the current academic year or if they have an outstanding debt to the University.
- 13.5 Refunds to individual Students during an academic year that total in excess of \$1,000 will be subject to an administration fee. The charge is not applicable if a credit results from an approved fee reconsideration or Student Loan (where the Student Loan is the sole payment type). Any exceptions will be at the discretion of the Manager, Student Finance.
- 13.6 Subject to any applicable subsections of this section, enrolled International Students can request a refund of up to \$15,000 per academic year to be paid directly to the Student. Any monies to be refunded over and above this amount will be refunded to the originating bank account. Any exceptions will be at the discretion of Deputy Director, Future Students and Student Operations. ~~Associate Director, Student Operations.~~
- 13.7 Should an International Student completely withdraw or temporarily cease studying at the University and seek a refund, the Student account credit will be refunded to the originating bank account.
- 13.8 Subject to subsection 13.9, International Students that have prepaid Tuition Fees who travel to New Zealand and do not complete their enrolment or who have given notice of withdrawal from all of their courses on or before the dates outlined in section 10.1 will receive a 100% refund of pre-paid Tuition Fees less an administration fee. The monies will be refunded to the originating bank account.
- 13.9 An International Student who withdraws from the University and transfers to another institution must inform the International Office and Student Finance in writing and provide copies of their new Offer documents. The refund of fees will be sent directly to the relevant institution less an International Transfer fee (refer to Part D of the Fees Schedule).
- 13.10 Refunds will be provided in accordance with this Procedure and are exempt from administrative fees in the following circumstances:
- The University is unable to proceed with the course offered;
 - The Student is unable to take up the Enrolment Agreement due to exceptional circumstances;
 - The Student's application for a visa to study in New Zealand is declined by Immigration New Zealand ~~Immigration New Zealand has declined a student a visa for study in New Zealand~~ (provided that the Student has not commenced study outside New Zealand);
 - ~~A The~~ The Student's application for a visa extension to study in New Zealand is declined by Immigration New Zealand.
- Note: For programmes that are not trimester based, the University will offer a refund (pro-rata) from the week after the date on which the visa or visa extension was declined until the end of their programme.*
- 13.11 All refunds will be paid by bank transfer (upon appropriate verification of the Student).
- 13.12 Students receiving Federal Loans from the U.S. Government for payment of their study at the University are subject to special withdrawal and refund procedures and policies. Details are available from the International Office.

14. Definitions

In this Procedure, unless the context otherwise requires:

Delegated Authority has the meaning given in the Delegations Statute.
~~ACSSF means the Advisory Committee for the Student~~

~~Services Fee whose role is to operate on a collaborative approach to provide strategic and financial oversight of specific student services at the University. ACSSF has equal representation from the University and its student associations. The University representatives are nominated by Te Hiwa. The student representatives include the President, Victoria University of Wellington Students' Association (VUWSA; the Vice President (Welfare), VUWSA and Ngāi Tahu Tumuaki~~

Distance/Distance Enrolment means an enrolment where the Student studies primarily from outside the Wellington region or from offshore and is not able to attend most lectures and tutorials in person. ~~Distancee Student has the meaning given in the Fees Statute.~~

Domestic Student

has the meaning given in the Fees Statute.

Global Exchange Student

means a Student studying at Victoria University of Wellington for one or more trimesters, as part of a reciprocal exchange programme with an overseas institution, or a Victoria University of Wellington student studying for one or two trimesters at an overseas institution.

Micro-credential

has the meaning given in the Fees Statute.

Internal/Internal Enrolment means an enrolment by a Student who studies primarily within the Wellington region and is able to attend most lectures and tutorials in person. ~~Internal Student means a student who undertakes their study primarily from within the Wellington region and is able to attend most lectures and tutorials in person if required.~~

International Student

has the meaning given in the Fees Statute.

STAR Students

means students who are nominated by their secondary school to attend the University as an extension of their school study.

Wellington Region

refers to the definition provided by the Greater Wellington Regional Council and includes Wellington City, Lower Hutt, Porirua, Upper Hutt, Kapiti Coast, South Wairarapa, Carterton, Masterton, Tararua.

Withdraw/Withdrawal

is when a Student ceases to participate in a course, programme or Micro-credential (regardless of whether they have been refunded any fees) by providing written notice to the University that they wish to withdraw from participation, study and/or enrolment.

Student

has the meaning given in the Fees Statute.

Student Services Fee

has the meaning given in the Fees Statute.

Tuition Fee

has the meaning given in the Fees Statute.

Related Documents and Information

15. Related Documents

[Education and Training Act 2020](#)
[Victoria University of Wellington Act 1961](#)

[Academic Progress for Continued Registration Procedure](#)
[Admission and Enrolment Regulations](#)
[Delegations Statute](#)
 Fees Statute

16. Document Management and Control

Essential Record

Approver	Tumu Whakauru – Deputy Vice-Chancellor (Students)*
Approval Date	TBC
Effective Date	TBC
Next Review Date	TBC
Policy Sponsor	Tumu Whakauru – Deputy Vice-Chancellor (Students)
Policy Owner	Deputy Director, Future Students and Student Operations Associate Director, Student Operations **
Policy Contact	Mata Tahua Tauira – Manager, Student Finance

Modification History

Date	Approval Agency	Details
TBC	Te Rūnanga – Council	Full review

* As the Te Hiwa Sponsor for the Fees Statute

** Policy Owner of the Fees Statute

Updates to the Delegations Schedule

1. New delegations

Reference code	Authority description	Authority holder	Conditions	Limits	Reason for change
TBC	Approve an exception to the Student Services Fee charged, including whether the charge is applied at the Internal rate, the Distance rate, or waived	Director, Student Experience and Success	In accordance with the Fees Procedure	Where a Student's circumstances significantly limit their access to services funded by the Student Services Fee	To align with the Fees Procedure. Please note that the current 2026 Student Services Fee Procedure includes a broader version of 9.7(b): "Where exceptions to this procedure are required based on the student's circumstances, these will be considered on merit by the Director, Student Experience and Wellbeing." This has since been narrowed to provide greater specificity about the circumstances in which exceptions may be granted.

2. Amendments to current delegations

Reference code	Authority description	Authority holder	Conditions	Limits	Reason for change
PAR0073194	Set tuition fees, fees for the provision of student services (known as the Student Services Fee), fees to assist students suffering exceptional financial hardship (known as the Student Hardship Fee), and any other fees prescribed by the Council	Council			To align with Appendix 3 of the Delegations Statute and clause 3.2 of the new Fees Statute.
PAR0073695	Make decisions on all fees-related matters other than those reserved for Council	Vice-Chancellor	In accordance with the Fees Statute		To align with the Delegations Statute and clause 3.3 of the new Fees Statute.

PAR0073696	Approve requests by students to pay their fees by instalments, including the number of instalments, payment amounts and due dates	Manager, Student Finance	In accordance with the Fees Procedure		To align with clauses 5.5 and 5.6 of the Fees Procedure
PAR0073697	Refer student fee debts to a debt recovery agency for collection and recover any relevant additional costs incurred	Manager, Student Finance			To give effect to clause 6.4 of the Fees Procedure
PAR0073701	Making decisions on fee reconsideration applications	Manager, Student Finance	In consultation with the relevant Manager, Student and Academic Services and other staff members as appropriate	In accordance with the Fees Procedure	To give effect to clause 11.2 of the Fees Procedure
PAR0073702	Decide the outcome of an appeal against a fee reconsideration decision	Deputy Director, Future Students and Student Operations	In consultation with the relevant Dean	In accordance with the Fees Procedure	To give effect to clause 11.3 of the Fees Procedure
PAR0073703	Approve exceptions to the standard refund provisions for international students	Deputy Director, Future Students and Student Operations		In accordance with the Fees Procedure	To give effect to clause 13.6 of the Fees Procedure
PAR0073704	Approve continued access to student support services by a student who has withdrawn from study	Director, Student Experience and Success	In exceptional circumstances where continuity of care is required	In accordance with the Fees Procedure	To update the role title and add a reference to the Fees Procedure

3. Delegations to be revoked

Reference code	Authority description	Authority holder	Conditions	Limits	Reason for change
PAR0073700	Decide to accept a late application for fee reconsideration	Director, Titoko			Already covered under the amended PAR0073701 above.

4. Sign off

A delegation by Council under section 285 of the Education and Training Act 2020 must be in writing signed by at least two members of Council. Approval is sought from two Council members for the delegations relating to the Vice-Chancellor above.

Alan Judge
Chancellor

Pania Gray
Pro-Chancellor

A delegation by the Vice-Chancellor under sections 295 and 296 of the Education and Training Act 2020 must be made in writing and signed by the Vice-Chancellor. Approval is sought from the Vice-Chancellor for all delegations listed above, except for those that relate to Council or the Vice-Chancellor.

Bryony James
Vice-Chancellor

Updates to the Delegations Schedule

1. New delegations

Reference code	Authority description	Authority holder	Conditions	Limits	Reason for change
TBC	Approve an exception to the Student Services Fee charged, including whether the charge is applied at the Internal rate, the Distance rate, or waived	Director, Student Experience and Success	In accordance with the Fees Procedure	Where a Student's circumstances significantly limit their access to services funded by the Student Services Fee	To align with the Fees Procedure. Please note that the current 2026 Student Services Fee Procedure includes a broader version of 9.7(b): "Where exceptions to this procedure are required based on the student's circumstances, these will be considered on merit by the Director, Student Experience and Wellbeing." This has since been narrowed to provide greater specificity about the circumstances in which exceptions may be granted.

2. Amendments to current delegations

Reference code	Authority description	Authority holder	Conditions	Limits	Reason for change
PAR0073194	Set tuition fees, fees for the provision of student services (known as the Student Services Levy Fee), fees to assist students suffering exceptional financial hardship (known as the Student Assistance Levy Hardship Fee), and any other fees prescribed by the Council	Council	Taking into account the recommendations of the Finance Committee		To align with Appendix 3 of the Delegations Statute and clause 3.2 of the new Fees Statute.
PAR0073695	Make decisions on all fees-related matters other than those reserved for	Vice-Chancellor	In accordance with the Fees Statute for related administration fees (such as		To align with the Delegations Statute and clause 3.3 of the new Fees Statute.

	Council Establish or modify student administration fees		official academic record documents)		
PAR0073696	Approve requests by students to pay their fees by instalments, including the number of instalments, payment amounts and payment due dates	Manager, Student Finance Director, Titoke	In accordance with the Fees Procedure		To align with clauses 5.5 and 5.6 of the Fees Procedure
PAR0073697	Allocate Refer student fee debts to a debt recovery agency for collection and recover any relevant additional costs associated with the debt recovery incurred	Manager, Student Finance Director, Titoke			To give effect to clause 6.4 of the Fees Procedure
PAR0073701	Making decisions on fee reconsideration applications Decide the outcome of a fee reconsideration application	Manager, Student Finance Associate Director, Student Operations	In consultation with the relevant Manager, Student and Academic Services and other staff members as appropriate	In accordance with the Fees Procedure	To give effect to clause 11.2 of the Fees Procedure
PAR0073702	Decide the outcome of an appeal against a fee reconsideration decision appeal	Deputy Director, Future Students and Student Operations Director, Titoke	In consultation with the relevant D ean	In accordance with the Fees Procedure	To give effect to clause 11.3 of the Fees Procedure
PAR0073703	Approve exceptions to the standard refund provisions for international students who withdraw from their programme	Deputy Director, Future Students and Student Operations Director, Titoke		In accordance with the Fees Procedure	To give effect to clause 44.2 13.6 of the Fees Procedure
PAR0073704	Approve continued access to student support services by a student who has withdrawn from study	Director, Student Experience and Wellbeing Success	In exceptional circumstances where continuity of care is required	In accordance with the Fees Procedure	To update the role title and add a reference to the Fees Procedure

3. Delegations to be revoked

Reference code	Authority description	Authority holder	Conditions	Limits	Reason for change
PAR0073700	Decide to accept a late application for fee reconsideration	Director, Titoko			Already covered under the amended PAR0073701 above.

4. Sign off

A delegation by Council under section 285 of the Education and Training Act 2020 must be in writing signed by at least two members of Council. Approval is sought from two Council members for the delegations relating to the Vice-Chancellor above.

Alan Judge
Chancellor

Pania Gray
Pro-Chancellor

A delegation by the Vice-Chancellor under sections 295 and 296 of the Education and Training Act 2020 must be made in writing and signed by the Vice-Chancellor. Approval is sought from the Vice-Chancellor for all delegations listed above, except for those that relate to Council or the Vice-Chancellor.

Bryony James
Vice-Chancellor

Agenda Item 15

Student President reports

- To receive:**
- 1 a report from Mr Aidan Donoghue, VUWSA President (document VUWC 26/102a);
 - 2 a report from Mr Mairangi Campbell and Mr Manaia Puha, Ngāi Tauira Co-Presidents (document VUWC 26/102b)
- To resolve:**
- 1 **that the report from the VUWSA President be noted.**
 - 2 **that the report from the Ngāi Tauira Co-Presidents be noted.**

To	Members of University Council
From	Aidan Donoghue, 2026 President of Te Aka Tauira - VUWSA
Date	01/09/2026
Subject	VUWSA President Report: July - September
Document #	VUWC 26/102

It's hard to believe we're almost done Trimester Two, yet here we are!

I would like to begin by thanking members of the Council for their attendance at our State of the Students Survey Report launch. We deeply appreciate the commitment shown to hear directly from students what their concerns at the university are. Well, I'm sure we are all aware of what is and is not within our control as the university community, but having decision makers such as yourselves aware of the realities of the 2026 university experience is key to getting the ball rolling on change.

The central theme of the trimester so far, has been reconnecting with students at the beginning of the trimester, creating opportunities for them to participate in discussions, policy and student democracy, gathering evidence about the pressures shaping their university experience, and carrying those priorities into decisions about future services and funding with bodies like ACSSF.

We began with Re-O Week, which provided an important opportunity to rebuild connections with campus life as students returned for Trimester Two. Alongside welcoming new and returning students, VUWSA promoted the support, representation, clubs, and communities available through the Association. The value of Re-O Week extended beyond the live music and waffles, as it gave the Executive a visible presence on campus and created informal opportunities to hear directly about students' experiences, the barriers they were facing, and their priorities for the remainder of the year.

Following that, we had Sustainability Week which provided another valuable opportunity to engage students on issues that extend beyond the classroom and shape the future of both the University and the wider community. VUWSA was pleased to support and promote these activities, which highlighted the strong interest students have in climate action, waste reduction, sustainable transport, and the University's environmental commitments. Sustainability Week demonstrated the importance of creating spaces where students can contribute ideas, share expertise, and help shape a more sustainable future for our campuses and communities.

Democracy Week built on this renewed engagement by moving from informal conversations to active participation in the 2026 election. Hosting debates with candidates for Wellington North, Wellington Bays, representatives for each party's youth wing and inviting each party to give their uninterrupted pitch for the election. If you did not attend any of these events, I'm very sorry to say you've missed out. Democracy week is the greatest reminder of why VUW is the best place for political conversation in the country. Our youth wings ran circles around each other and had the crowd in stitches. Our students asked proper yet productive questions and any politician that thought that this would be an easy win would have been sorely mistaken in the best way possible.

I should also acknowledge that when council next meets it'll be right in the height of VUWSA elections (and I should probably apologise in advance for the sheer number of posters that are no doubt thrown about the campuses). But I'm confident that VUWSA will continue to have a strong voice in 2027 and I look forward to introducing the new president to you all.

On a different note I wanted to give the council a heads up if any students raise a concern directly with a member about the intercampus bus programme. There have been no material changes to the way VUWSA manages the University Intercampus Pass programme compared with previous years. However, we have been advised that the cost of operating the scheme this year is significantly higher than in previous years. As such, we have been advised to implement refreshed eligibility criteria and restrictions.

We believe this increase is likely to be driven by a range of factors. The cost of Metlink bus travel has increased substantially over recent years, which will have affected the cost of providing the service. Unfortunately, VUWSA does not have access to historical usage data that would allow a direct comparison between changes in patronage and total programme costs over time.

VUWSA has suggested a number of potential savings and efficiencies that could be explored. More broadly, we also think there is value in considering longer-term options. As a "big sky" idea, it would be worth exploring what a partnership agreement with Greater Wellington Regional Council might look like if the goal were to provide free or heavily subsidised bus and rail travel for students across the Wellington region.

I also want to talk about everybody's favourite topic: fees increases. I've mentioned in earlier reports that VUWSA is aware of the wider environment that is driving your decision making, but I also wanted to acknowledge the work council has put in keeping students in the loop this time around. After the surprise of last year, we appreciate the follow through on the commitment to keep students informed.

As always if you have any questions or would like to follow up, please feel free to send me an email.

Nāku iti nei, nā,

Aidan Donoghue
President

2026 NGĀI TAUIRA TUMUAKI TAKIRUA UNI COUNCIL REPORT 14/09/26

To	Members of University Council
From	Mairangi Campbell and Manaia Puha, Ngāi Tauira Tumuaki Takirua 2026
Report No.	3
Report Period	3 June – 30 August
REPORT	
Summary	Ngāi Tauira has remained active over the past few months, continuing to strengthen tauira engagement and create opportunities that support the aspirations, wellbeing, and sense of belonging of our Māori students. It has been another busy period for Ngāi Tauira, with a significant focus on preparing our 35-person contingent to represent Te Herenga Waka at Te Huinga Tauira. This has included two noho marae, our first Ngā Manu Kōrero competition, and a range of kaupapa aimed at strengthening whakawhanaungatanga and preparing our tauira ahead of Te Huinga Tauira. Alongside these preparations, we have continued our regular programme of kaupapa, including Hauora Hour, First Aid courses, Hauora Challenges, fortnightly parakuihi, social sports, and initiatives supported through our Mana Motuhake Fund. We have also been preparing for two significant upcoming kaupapa during Te Wiki o Te Reo Māori: the launch of our annual <i>Te Ao Mārama</i> magazine and Pō Whakanui. Our whānau rōpū have similarly experienced an immensely busy period, delivering academic, professional, cultural, and social opportunities across their respective communities. A recent Tumuaki Hui also provided an important opportunity to collectively discuss challenges facing tauira, including concerns regarding cultural competency within courses and the growing toll that academic, financial, and personal pressures are having on tauira wellbeing.

	Ngāi Tauira has also continued to strengthen relationships across and beyond the University. This has included ongoing collaboration with VUWSA and the Pasifika Students' Council on the future of the Tangata Hawaiiki Grants, alongside our fortnightly engagement with Te Mana Ākonga and Māori Students' Associations from across the motu. Looking ahead, our immediate priorities are representing Ngāi Tauira at Te Huinga Tauira, celebrating Te Wiki o Te Reo Māori, launching <i>Te Ao Mārama</i>, and delivering Pō Whakanui. We will also continue working alongside our whānau rōpū and University partners to ensure tauira Māori remain connected, supported, and empowered throughout their university journey. This report provides an overview of our recent and upcoming kaupapa, updates from our whānau rōpū, key issues raised through our Tumuaki Hui, and our ongoing outreach and relationship-building across Te Herenga Waka and the wider Māori tertiary student community.
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June - August Updates

1) Ngāi Tauira Events

- a) From 24–25 July, Ngāi Tauira hosted another noho marae at Te Tumu Herenga Waka. The noho primarily supported the selection of our 35-member team who will represent Ngāi Tauira at Te Huinga Tauira. As part of the noho, participants competed in our first Ngā Manu Kōrero competition, judged by two Ngāi Tauira alumni, to select our representatives for the Te Huinga Tauira Ngā Manu Kōrero competition. This was a successful new initiative that encouraged tauira to step outside their comfort zones, challenge themselves, and develop their confidence in public speaking.
- b) On 1 August, one of our Mana Motuhake Fund recipients hosted Haerenga ki Te Kawe Mahara, a trip to Kawe Mahara Queer Archives Aotearoa. The kaupapa was well received and attracted interest from tauira who would not typically engage with Ngāi Tauira, helping us broaden our reach within the tauira Māori community.
- c) On 22 July, Ngāi Tauira hosted an enrolment drive in collaboration with the Electoral Commission. Organised by our Postgraduate Officer, the kaupapa included a panel of academics who discussed the importance of voting, particularly for Māori, and answered questions from tauira about voting and participation in the democratic process. The Electoral Commission was also

present to support tauira to enrol and increase Māori participation on the electoral roll.

- d) At the beginning of Trimester 2, Ngāi Tauira launched a new kaupapa, Hauora Hour. Every fortnight, Ngāi Tauira hosted a different activity aligned with the maramataka. The initiative was designed to activate our community, bring tauira together more regularly, and provide opportunities to connect outside our usual programme of events. Activities this trimester included tabletop games and rēwena bread making. A waka ama session was also scheduled but was postponed due to weather conditions.
- e) During the mid-trimester break, our Āpiha Hauora once again led a series of Hauora Challenges encouraging tauira to remain active and connected. Daily challenges were complemented by an overarching competition to see who could accumulate the greatest number of kilometres over the break. The initiative fostered healthy competition while maintaining engagement with our Ngāi Tauira whānau, including tauira who had returned home during the break.
- f) Our Āpiha Mātauranga also hosted another round of private First Aid courses on Kelburn Campus, supporting tauira to gain practical skills and become First Aid qualified.
- g) From 14–16 August, Ngāi Tauira hosted our final noho marae of the year, dedicated entirely to preparing our Te Huinga Tauira contingent. The noho was held at Kererū Marae, reflecting our Pou Tikanga's whakapapa connection to the marae. The change of environment was warmly welcomed and provided a strong foundation for our 35-person contingent to prepare, whakawhanaungatanga, and strengthen their connections ahead of Te Huinga Tauira.
- h) Tickets for our annual Pō Whakanui are now live. This year's theme is "Te Hunahuna a Rongomātāne – Rongomātāne's Hiding Place." The function is scheduled for 19 September and will provide an opportunity to celebrate and capstone Te Wiki o Te Reo Māori for our tauira Māori community.
- i) Ngāi Tauira has also been preparing the annual edition of Te Ao Mārama. This year's theme is "Ki te whai ao, ki te ao mārama – The Breaking of a New Dawn." The magazine explores themes of change, renewal, and moving forward through reflection on the past. We welcomed written and artistic contributions from tauira across the University, including our whānau rōpū. The entirety of the magazine will be bilingual, with every written contribution translated into te reo Māori. We look forward to sharing the completed magazine at its launch on 14 September at 3.00pm as part of our celebrations for Te Wiki o Te Reo Māori.
- j) Through the Mana Motuhake Fund, we have also entered a mid-week basketball team into a competitive league, providing further opportunities for tauira Māori to compete, connect, and enhance their hauora.

- k) Alongside these larger initiatives, Ngāi Tauira has continued to deliver its regular programme of engagement opportunities, including participation in social sports leagues, fortnightly parakuihi, contributions to Salient, Postgraduate kawhe & Korero and other kaupapa aimed at fostering connection, wellbeing, and a strong sense of community among tauira.

2) NT Whānau Rōpū Updates

It has been an immensely busy period for each of our whānau rōpū. Each continues to support the aspirations of their tauira in different ways, whether through providing practical academic support, exposing tauira to opportunities beyond the University, strengthening cultural identity, or building resilience through connection and whanaungatanga.

It has been inspiring to witness each rōpū expand the opportunities available for tauira to succeed and prosper at Te Herenga Waka. To better understand the breadth of kaupapa currently being delivered, as well as any challenges our rōpū may be facing, Ngāi Tauira hosted a Tumuaki Hui attended by the Tumuaki of each whānau rōpū. A summary of their recent and upcoming kaupapa is provided below.

Issues raised at the hui

Cultural Competency Within Courses

One matter of particular importance raised during our Tumuaki Hui was the experience of several whānau rōpū in supporting tauira who had concerns regarding culturally inappropriate or culturally insensitive interactions within their courses. Several rōpū reported that tauira were uncertain about where concerns of a cultural nature (particularly those relating to tikanga Māori) should appropriately be raised or escalated.

Examples raised included the relevance of tikanga being dismissed within a law tutorial where tikanga formed part of the course content, and discussion within another course of development occurring over an urupā without appropriate recognition of its cultural significance. Importantly, in neither example were tauira alleging racism or deliberate discrimination. Rather, their concerns related to a perceived lack of cultural awareness or competency and uncertainty about the appropriate avenue through which such concerns could be addressed.

The broader issue identified by our whānau rōpū is therefore not necessarily the individual incidents themselves, but the apparent lack of a clear and accessible pathway for tauira to raise concerns that are cultural in nature but may not meet the threshold of formal discrimination or misconduct. Greater clarity around where

these matters should be directed, and how they can be resolved appropriately, would provide greater confidence for both tauira and the whānau rūpū supporting them.

Mental Health and Wellbeing Concerns.

Secondly, our whānau rūpū noted growing concerns regarding the mental wellbeing of tauira, with many experiencing significant academic, financial, and personal pressures. Collectively, these concerns highlight the increasingly important pastoral role our whānau rūpū are playing, while also raising concerns about the accessibility and availability of appropriate mental health and wellbeing support for tauira when it is needed.

a) Ngā Taura Umanga (Māori Commerce Students Association):

- i. From 23–24 July, Ngā Taura Umanga (NTU) attended one of Aotearoa's premier Māori business summits in Tauranga. NTU took approximately 10 tauira to the conference, exposing them to new opportunities, networks, and perspectives on conducting business through a Māori worldview.
- ii. NTU has also sought to partner with Āwhina to provide regular study wānanga throughout the remainder of the academic year.

b) Ngā Rangahautira (Māori Law Students Association)

- i. It has been another busy trimester for Ngā Rangahautira (NR), with the rūpū hosting several competitions designed to develop the practical skills of tauira, including the Māori Negotiations Competition and the Māori and Asian Students Negotiation Competition.
- ii. NR has continued to strengthen relationships with established law firms across Wellington. They have hosted a series of workshops with firms including Meredith Connell, Simpson Grierson, Buddle Findlay, and DLA Piper, providing tauira with valuable exposure to the legal profession.
- iii. NR has also continued to strengthen the cultural identity and capability of its members through twice weekly kapa haka, Te Parakuihitanga o te Reo Māori every Tuesday, and their second noho marae of the year.
- iv. Throughout the year, NR has welcomed alumni and other Māori leaders to challenge and broaden tauira understanding of the legal system and the place of Māori voices within it. Through their Mana Māori series, including collaboration with Te Kai a Te Rangatira, tauira have had opportunities to engage with Māori perspectives on law, leadership, and the profession.
- v. NR has also begun preparations for Hui-ā-Tau, the annual Māori Law Students' Association conference, where it will take a contingent of approximately 20 tauira.
- vi. As NR prepares to celebrate its 40th anniversary, planning is underway for its gala on 25 September. The rūpū also hopes to launch the third edition of its

annual magazine, Te Rangahuata, alongside a new scholarship developed with the guidance of Tā Justice Joe Williams.

c) Te Hōhaietī o Te Reo Māori (Reo Māori Language Society)

- i. From 5–9 August, Te Hōhaietī o Te Reo Māori took a contingent of tauira to attend a kura reo in Ōtaki. The kaupapa was immensely successful, with tauira returning more confident in their use and understanding of te reo Māori.
- ii. Te Hōhaietī is now preparing for its busiest period of the year, Te Wiki o Te Reo Māori. Rather than limiting celebrations to a single week, the rōpū intends to use the entirety of September to celebrate and encourage the use of te reo Māori. Planned kaupapa include a debate, quiz, bingo, movie night, and badge-making as part of Kōrero Mai Māori.
- iii. Te Hōhaietī has also undertaken the significant translation mahi required for this year's bilingual edition of Te Ao Mārama.

d) Te Paepaeroa (Māori Architecture and Design Student Association)

- i. Fortnightly study wānanga;
- ii. Workshops targeting specific first-year courses to support their newest tauira; and
- iii. Planning for the annual Māori Architecture and Design Symposium. This year's theme is "Creating Futures", and the symposium will be delivered as a joint venture sponsored by Ngā Aho, the national network of Māori design professionals.

e) Māori and Pasifika Students Association:

- i. The Māori and Pasifika Students' Association has hosted targeted study wānanga to support its first-year students.
- ii. The association also plans to collaborate with the Pasifika Students' Council to increase engagement with Pasifika first-year students and strengthen connections across their respective communities.

3) Outreach and relationship building

- a) Ngāi Tauira has continued to work collaboratively with VUWSA. On 30 July, our Āpiha Mātauranga, Shay McEwan, spoke in support of the rally hosted by VUWSA and the PSA regarding the Securing Our Future campaign.
- b) We have also worked alongside VUWSA and the Pasifika Students' Council to determine the future direction of the Tangata Hawaiki Grants and how the fund can best support our Māori and Pasifika student communities. We are pleased to report that Ngāi Tauira will assume responsibility for administering the fund, while Ngāi Tauira and the Pasifika Students' Council, with the guidance of VUWSA, will continue to oversee the distribution of funding. We hope this new approach will increase awareness and uptake of

the fund and ensure it continues to respond effectively to the aspirations of Māori and Pasifika tauira.

- c) Ngāi Tauira has continued to meet fortnightly with Te Mana Ākonga and Māori Students' Associations from across the motu. These hui provide an important forum for discussing issues affecting Māori tertiary students, sharing experiences between associations, and coordinating our collective advocacy at a national level.
- d) Ngāi Tauira also worked alongside Te Herenga Waka to support the successful delivery of the University Hautapu, which provided an important opportunity for our University community to come together and recognise Matariki.

Upcoming Events

- 1) Te Huinga Tauira: 1 – 6 Sep
- 2) Māori Election Debates: 9 Sep
- 3) Te Ao Mārama Launch: 14 Sep
- 4) Pō Whakanui: 19 Sep

Agenda Item 16

Forthcoming Events and next Council meeting

- To receive:** a Council Paper from the Secretary to Council, Ms Caroline Ward, dated 1 September 2026 regarding Forthcoming Events (document VUWC 26/103).
- To note:** that the next meeting of Council will take place at 11 am on Monday, 19 October 2026, Level 2, Council Chamber, Hunter Building, Kelburn Campus, Wellington.
- To resolve:** that the Council Paper on Forthcoming Events and the date and details for the next Council meeting on Monday, 19 October 2026 be noted.



COUNCIL PAPER

TO	Members of Council
FROM	Caroline Ward, Secretary to Council
AUTHOR	Events Team
DATE	1 September 2026
SUBJECT	Forthcoming Events – September and October
DOCUMENT #	VUWC 26/103

Executive Summary

Council members are welcome to attend the following events.
 There are registration links in this document where available.
 All invitations will come directly to you via the Council Secretary.

September

Aotearoa Votes: The Aotearoa New Zealand Economy: What's working, what's not, and what could we be doing differently?	Tuesday 15 September – 5.30 7pm	Rutherford House, Lecture Theatre 2 (RHLT2), Pipitea Campus	In this panel hosted by alumnus Brad Olsen, hear from expert economists and researchers about the state of the New Zealand economy and the thought-provoking views they may have. Please email Caroline Ward directly if you intend to come.
The John Allen Staff/Student Debate	Thursday 17 September – 12 – 1pm	The Hub	The moot for this debate is <i>That this house would rather work in the Private Sector than Academia</i> . Staff to defend the motion and students to oppose it. No registration required.
Inaugural Lecture by Professor Yi Mei	Thursday 17 September – 5.30- 6.30pm	Hunter Council Chamber, Kelburn Campus	Yi Mei is a Professor in the School of Engineering and Computer Science. Click here to find out more and register.

Aotearoa Votes: Local leaders: In discussion	Tuesday 22 September – 5.30 – 7pm	The Hunter Lounge, Student Union Building, Kelburn Campus	Hear from some of Wellington's influential political voices as they come together to explore the big issues facing our city in the lead-up to this year's General Election. Register here.
Blues Awards	Tuesday 29 September	The Hunter Lounge, Student Union Building, Kelburn Campus	These awards celebrate our sporting students. Invitations to come.

October

Inaugural lecture by Professor Sue Cherrington	Thursday 8 October 5.30pm – 6.30pm	Hunter Council Chamber, Kelburn Campus	Sue Cherrington is a Professor in the School of Education. Invitations to come.
Centre for Data Science and AI Research Showcase	Thursday 8 October 4pm – 7pm	Rutherford House, Mezzanine Level, Pipitea Campus	This showcase will bring together leading researchers, academics, students, industry partners, and government stakeholders who are advancing the frontiers of data science and artificial intelligence and applying these technologies to solve real-world challenges. Invitations to come.
Inaugural lecture by Professor Randy Pollock	Tuesday 14 October 5.30pm – 6.30pm	Hunter Council Chamber, Kelburn Campus	Randy Pollock is the Chief Scientist/Engineer for Space Research at the Robinson Research Institute. Invitations to come.
Inaugural lecture by Professor Peter Ritchie	Thursday 22 October	TBC	Peter Ritchie is a Professor in the School of Biological Sciences. Invitations to come.

Consideration of the Te Tiriti o Waitangi [statute](#)

The September-October events programme demonstrates strong alignment with Te Herenga Waka's Te Tiriti o Waitangi Statute through its emphasis on participation (whai wāhi), partnership (mahi tahi), and informed engagement with civic, educational, research, and community issues.

Agenda Item 17

Committee and Academic Board minutes

To receive: the following minutes:

- Academic Board, 14 July 2026
- Audit & Risk Committee, 17 August 2026
- Academic Board, 18 August 2026

To resolve: that the Committee and Academic Board minutes be noted.

ACADEMIC BOARD TE TAUMATA

Minutes of the meeting of the Academic Board held on Tuesday, 14 July 2026 at 1.00pm in the Hunter Council Chamber

The meeting was held face-to-face in the Hunter Council Chamber and was convened by the Vice-Chancellor, Professor Bryony James. The meeting was opened with a karakia and everyone was welcomed to the meeting.

PART A

26.39 Welcome to the Vice-Chancellor

Professor Rawinia Higgins DVC (Māori & Kaitiakitanga) spoke to this item. Professor Bryony James was warmly **welcomed** to Academic Board ("where the papers are long and the questions are probing") in her new role as Vice-Chancellor and Chair.

26.40 Apologies, acknowledgements and welcomes

Apologies were taken as read (see Appendix 1).

Welcome to:

- New Vice-Chancellor Bryony James (per minute number 26.39)
- Dr Catherine Abou-Nemeh, elected representative for the Faculty of Humanities and Social Sciences
- Associate Professor Stephen Epstein, acting Head of School for the School of Languages and Cultures
- Associate Professor Anna Siyanova, acting Head of School for the School of Linguistics and Applied Language Studies
- Dr Yau-Hee Kho, elected representative for the Faculty of Science and Engineering

26.41 Part B of the agenda – items brought forward

No items were brought forward from Part B to Part A.

26.42 Vice-Chancellor oral report

The Vice-Chancellor's oral report was **received**.

Introductory remarks:

- The role of Vice-Chancellor requires a different point of view than that of Provost. While the Provost is primarily concerned with the internal running of the University, the Vice-Chancellor is more externally focused, and their function is to be one of the many bridges between the University and the city, region and country.
- While the V-C's function as institutional cheerleader will be relished, the duty of expressing personal neutrality to preserve institutional neutrality will be more of a challenge. However, this duty is vitally important, as only strict institutional neutrality allows staff the freedom to express their opinions without fear of being swayed by an institutional position – and thus to perform the University's statutory function as critic and conscience of society.
 - The Vice-Chancellor will strongly defend staff in the public expression of their expertise
 - Please never mistake silence on any particular topic for a lack of care
- The VC reflected that Academic Board is at its best when members are passionately engaged in a debate
 - Academic Board has a regulatory function, which includes approving academic programme changes
 - Proposals have already been through a vigorous committee process by the time they reach the Board
 - Suggestions for how best to use Academic Board time are welcome

Upcoming Events:

- 4 August – the new Staff Survey opens with a new provider, CultureAmp
- 5 August – Staff Quiz – this has already been fully booked, but there is a waitlist
- 13 August – Election Panel discussion on the Education portfolio with party representatives.
- The first Staff forum will be held in mid-August. This forum is intended to be a conversation about the shape the University should take in the future.

The floor was opened, with no comment.

26.43 Written Report of DVCs

AB26-45

The July 2026 DVC report was **received** from the Deputy Vice-Chancellor (Academic), Deputy Vice-Chancellor (Māori and Kaitiakitanga), Deputy Vice-Chancellor (Research), and Deputy Vice-Chancellor (Students).

Deputy Vice-Chancellor, Academic Report

Professor Robyn Longhurst spoke to the DVC(A) report which was taken as read.

The Curriculum Enhancement Programme

- Workstream 1: Assessment is now underway. Please sign up for one of the focus groups [here](#):

- <https://intranet.wgtn.ac.nz/staff/learning-teaching/curriculum-enhancement-programme> (the link is in Oke's edition of 7 July).
- Dr Matthew Galloway has recently been appointed as a Learning Designer for the Ethical use of AI – Matthew will also be running workshops for staff looking for professional development in their approaches to AI use.

Course Administration and Timetabling

- The timetabling system replacement project has gone into user acceptance testing. Thank you to the Course Administration team, Digital Solutions and all the others who are progressing this project while maintaining business as usual.
- The number of in-person exams are being tracked and are rising as a way of assessing students' ability to undertake learning unassisted by AI. More resources will be budgeted in 2027 but the logistical challenges of timetabling more exams remain.

Curriculum Quality

- Work is progressing on new academic approvals processes, now that Matatāhuna—Universities Quality Assurance Agency (UQAA) has been established.
 - The new processes will come into effect in January 2028
 - There will be only one CUAP round in 2027, opening on 5 April
 - Te Herenga Waka already has robust internal approval processes and is in a good position for self-accreditation
 - Student voice and input will be recognised as an essential criterion in self-accreditation.

The floor was opened for comment:

The Library:

- In response to a question, University Librarian Trish Wilson spoke to processes for tracking missing items; a report of missing items is run twice a year. Please let staff know if a missing item is required, and it will be replaced
- An indication of the number of visitors is obtained via a simple headcount at the entrances.

Work-Integrated Learning (WIL):

- One of the objectives of the one-year appointment of a new WIL External Engagement Manager is to test the best uses of such a role in supporting customer relationships and management systems both with external partners and with faculties and other University central service units that are managing existing external relationships.

Aegrotats:

- The University is exploring software to help streamline and manage the aegrotat process. In the meantime, aegrotats should not be considered a standard alternative to an exam – they are intended for exceptional circumstances.

Deputy Vice-Chancellor, Māori and Kaitiakitanga Report

Professor Rawinia Higgins spoke to the DVC (Māori and Kaitiakitanga) report, which was taken as read.

Events:

- The University's annual tree-planting event, to take place on 24-25 July is fully subscribed, demonstrating our commitment to sustainability.
- Matariki Hautapu is to take place at 6am on Friday 17 July, followed by breakfast.
- Congratulations to Giacomo Lichtner on his inaugural professorial lecture.
- Upcoming inaugural lectures will be given by Professor Kathryn Sutherland (Higher Education) on [23 July 2026](#) and Anna Jackson (English Literature) on [6 August 2026](#).

The floor was opened for comment.

- Ryan Kerr will report to a future Board about whether Māori EFTS mirror domestic EFTS enrolment patterns between Wellington and other regions.

Deputy Vice-Chancellor, Research Report

Professor Sally McArthur spoke to the DVC (Research) report, which was taken as read.

External Research Funding Changes

- In June, Sally met with Heads of School and Directors to collaborate on the University's approach to the new national external funding system. This includes:
 - training and support in developing applications for the new schemes and criteria,
 - an Expression of Interest process to manage the University application cap system.

International PhD funding

- International PhD students will no longer be eligible for domestic fees from the beginning of 2028, but this change will not affect current students, or students who enrol at any point in 2027. These students will continue to pay domestic fees throughout their study. The University is continuing to participate in robust conversation with the Ministry of Education regarding this change, as international PhD students are a key part of our community of researchers.

Tertiary Research Excellence Fund (TREF) Update

- TREF funding components have been announced (details can be found in the DVC (Research) report).

- The one-year process of implementation is underway, with Te Herenga Waka participating in Tertiary Education Commission workshops with the other NZ universities.
- The PBRF will continue to be implemented in its current form until the formal TREF changeover, two years from now.

The floor was opened for comment:

- According to the new external research framework, 100% of the funding allocated to talent development sits in the technology pillar, but that pillar is open to multiple disciplines, as long as the focus is on the application of technology. There is scope for those who would like to make use of advanced technologies in their research in interesting ways.
- The Post is running a series in which four junior academics are profiled each week, and Te Herenga Waka has already had one researcher included. If you have any recommendations for profiles, please let the Research Office know.

Deputy Vice-Chancellor, Students Report

The DVC(S) report was taken as read with Dr Logan Bannister's apologies. Acting DVC(S) Monique Warder spoke to this item in her place.

- New student's orientation ran from 30 June to 2 July, with great success – thank you to all involved.
- Open Day will be taking place on Friday 21 August. An Expression of Interest form has been circulated for staff who would like to be involved.
- The Summer Research Scholarship programme opened for academics to create their projects on 1 July.
- Our international numbers are 10-15% above our highest recorded – this represents complete recovery from Covid. Thank you to everyone for their efforts, particularly those in the Future Students and International Students teams.

The floor was opened with no comment.

26.44 Programme amendment requiring CUAP approval

AB26-46

The quality and structure of the redesigned major and minor below, along with the DIGI code, were **endorsed** by the Academic Board for submission to CUAP.

The Heads of School of the School of Information Management and the School of Architecture will seek to reach agreement on the proposed name of the major by 31 July, in time for submission to CUAP. Once agreed, the resolution will be advised to the relevant Faculty Boards and submitted to the Vice-Chancellor for approval before the proposal is submitted to CUAP. The proposal will not return to Academic Board.

Faculty	Proposal Title
WSBG	Rename the Information Systems (INFO) major and minor to Digital Architecture (DIGI)

Professor Jane Bryson, Dean of the Wellington School of Business and Government (WSBG), introduced this proposal and its wider context:

- The Bachelor of Commerce (BCom) underwent a major refresh of core courses in 2024, which was rolled out in 2025 and 2026.
- This proposal is the first update in the second phase of the refresh, which is to update BCom majors to align with the new core.

Dr Maja Krtalić, Head of the School of Information Management (SIM), spoke to the details of the proposal

- This proposal is a repackaging of existing material with an eye to ongoing industry relevance and future focus. This includes reintroducing a more practical system design of applications and practical components.
- The term 'Digital Architecture' has been in longstanding use in the field of information technology. SIM believe it is shared terminology, familiar to both students and employers in the field.
 - SIM acknowledged two potential barriers:
 - The protected use of the term 'architect' according to the New Zealand Registered Architects Board. SIM believe that the regulatory environment allows use of the term.
 - Potential confusion for students. SIM believe that this can be addressed with careful marketing, and any name would require socialisation. Further, SIM and ARCH tend to attract very different cohorts
 - Other names were considered, but SIM found that no other name captured the breadth of what SIM intends for the programme, or the pathways the school envisage for future students.
 - SIM considers that there is no risk to ARCH in terms of enrolments, or in professional identity: SIM graduates will not be looking for roles in the space reserved for registered Architects or vice-versa.

The floor was opened for comment:

Professor Sarah Leggott (Acting Head of School, Architecture (ARCH)):

- ARCH is disappointed by the late and very limited consultation of this proposal. It could not be discussed at Faculty Board for the Faculty of Architecture and Design Innovation (FADI) due to the delay in consultation.

- There are a range of views in ARCH towards SIM's use of the name 'Digital Architecture'. There are those in architecture who consider it shared terminology with the IT sector, but there are also those who have very strong objections to SIM's use of this name for their major.

Professor Robyn Phipps (Dean, FADI):

- Digital architecture has been one of the four pillars of the School of Architecture for forty years, and ARCH considers that they have a legitimate claim to the name.
- ARCH was an early adopter of digital systems and digital design, and digital architecture is one of ARCH's strengths internationally - Professor Andre Brown is the foundational editor of a longstanding journal called *Digital Architecture*
- The NZRAB has identified a "meaningful risk" of confusion and ambiguity in the use of this term in a different faculty. The NZRAB strongly encourages SIM to adopt a title that signals its disciplinary base and maintains appropriate distinction from the established architecture qualification.
- The Bachelor of Architectural Studies (BAS) is currently undergoing review. This proposal as it stands blocks ARCH from having a major named 'Digital Architecture' which also restricts the school's identification among future students, employers and key stakeholders.

Dr Bruno Marques, Associate Dean (Academic):

- Alternative names have been suggested, as the University cannot offer two majors with the same name. A compromise was offered that both of the majors in each faculty add a word: Digital Solutions Architecture/Digital Systems Architecture in SIM or Digital Building Architecture/Digital Construction Architecture in ARCH. The compromise wasn't accepted.

Jacqueline McIntosh, elected representative for FADI:

- Names matter as markers of identity, intellectual content and disciplinary boundaries, and FADI's concerns have been expressed in questions of academic clarity, disciplinary identity and the long-term implications of naming. "Architect" as a label has a distinguished and rigorous reputation, which is why it is protected by a regulatory body.

Professor Leon Gurevitch (Head of School, Design Innovation):

- We are in an era where computation (and especially AI) is increasingly blurring disciplinary and potentially professional boundaries. A structural mechanism is needed to manage these situations and to reward engagement between faculties.

Student representatives from VUWSA and Ngai Tauira:

- From a student perspective, architecture and information technology are two distinct disciplines, with two very different career paths. Any confusion could be cleared up by how the major is marketed.
- Seek.co.nz currently contains hundreds of job listings for “solutions architect,” “digital architect” or similar, which suggests familiar use of the term in the field of information technology.

Chair’s summary:

- Members broadly supported the curriculum redesign.
- This proposal is the redesign of a programme which is to the benefit of students and employers in WSBG and therefore to the benefit of the University.
- Student representatives considered disciplinary confusion unlikely if the programme was marketed appropriately.
- RNZAB had expressed concerns regarding potential confusion.
- Given the CUAP deadline, further consultation was unlikely to be productive without new evidence.
- There is time pressure to meet the 1 August CUAP deadline.
- Missing that deadline would delay the proposal until the 2027 CUAP Round.
- These debates are best surfaced outside of this forum: early engagement achieves this. It is acknowledged that engagement could have started earlier in this case.
- This proposal was thoroughly debated at Academic Programmes Committee and endorsed by a large majority.

26.45 Update to the Academic Grievance regulation

AB26-47

Dr Robert Stratford spoke to this item. The proposed updates to the Academic Grievance regulation, clarifying the informal and formal investigation processes as well as the appeal process were **approved** by the Academic Board.

Further minor wording clarifications can be approved by the DVC Academic and may be added to a future motion.

26.47 Update to the degree regulations to remove the award of Honours from the MSc and MBmedSc

AB26-48

Professor Neil Dodgson spoke to this item. The proposed updates to degree regulations to remove the award of honours from the Masters of Science and the Masters of Biomedical Science, were **approved** by the Academic Board.

The award of honours will be retained in the Masters of Music Therapy (MMusTher) as it is a registered practitioner qualification for which honours is an industry standard.

26.48 Part C of the agenda

It was **resolved** that non-members be excluded from this meeting for consideration of agenda items 12 and 13 in accordance with s9(2)(a) LGOIMA s48(1)(a)(ii).

PART B OF THE AGENDA

The following items, not having been brought forward, were **confirmed**.

26.49 Minutes of the last meeting

AB26-50

The minutes of the Academic Board meeting held on 14 April 2026 (numbers 26.14 to 26.19) were **confirmed**.

Note: Part C of meeting minutes are excluded

26.50 Programme amendments for Academic Board approval

The following programme amendments were **approved** by Academic Board:

Faculty	Proposal Title	Reference
FHSS	Amendments to the Songwriting (SONG) major in the Bachelor of Popular Music and the introduction of new courses	AB26-51
WSBG	Minor changes to the Professional Accounting programmes and courses	AB26-52
WSBG	Amend the Bachelor of Commerce TOUR major and Bachelor of Global Studies ELIC minor	AB26-53

26.51 Report of the Academic Programmes Committee

AB26-54

The Academic Programmes Committee report of 6 June 2026 was **noted**.

Appendix I

Academic Board attendance – 14 July 2026

Dr Catherine Abou-Nemeh	Dr Linda Hogg	Professor Janet Pitman
Professor Nick Ashill	Professor Bryony James	Assoc Prof Revti Raman
George Baker	Assoc Prof Robert Keyzers	Professor John Randal
Professor Daniel Brown	Dr Yau Hee Ko	Ethan Rogacion
Professor Jane Bryson	Assoc Prof Maja Krtalić	Assoc Prof Helen Rook
Professor Averil Coxhead	Professor Sarah Leggott	Professor Sarah Ross
Professor Joanne Crawford	Professor Giacomo Lichtner	Dr Tanya Ruka
Prof Kim Cunio	Professor Robyn Longhurst	Assoc Prof Anna Siyanova
Assoc Prof Toby Daglish	Assoc Prof Xavier Marquez	Professor Karen Smith
Professor Carmen Dalli	Dr Stuart Marshall	Dr Okan Tan
Heather Day	Professor Stephen Marshall	Prof Paul Teesdale-Spittle
Professor Neil Dodgson	Professor Sally McArthur	Professor John Townend
Assoc Prof Noelle Donnelly	Shay McEwen	Trish Wilson
Aidan Donoghue	Professor Ocean Mercier	Professor Michael Winikoff
Assoc Prof Stephen Epstein	Prof Joanna Merwood-Salisbury	Assoc Prof Amanda Wolf
Professor Alejandro Frery	Professor Nicole Moreham	Dr Jenny Wollerman
Professor Vanessa Green	Dr Andrew Munkacs	
Professor Leon Gurevitch	Professor Sally Jane Norman	
Dr John Haywood	Dr Yvette Perrott	
Professor Rawinia Higgins	Professor Robyn Phipps	

Non-members in attendance

Rachel Bruce	Dr Bruno Marques	Dr Robert Stratford
Leanne Gibson	Liz McKibben	Leigh Torode
Rochelle Gribble	Reece Moors	Dr Craig Watterson
Lynn Grindell	Varsha Narasimhan	
Joseph Habgood	Sue O'Donnell	
Dr Angela Joe	Linda Roberts	
Dr Yang Liu	Dr Angelina Sbroma	

Apologies

Professor Astrid an Huef	Professor Arun Elias	Professor Marco Sonzogni
Professor Sian Hwee Ang	Professor Gary Evans	Prof Kathryn Sutherland
Professor Richard Arnold	Professor Richard Furneaux	Professor Jeff Tatum
Professor Graeme Austin	Professor Anne Golding	Kate Tibbitts
Dr Logan Bannister	Professor Sally Hill	Tina Wakefield
Assoc Prof Fiona Barker	Professor Patricia Hunt	Professor Tony Ward
Professor Jonathan Barrett	Professor Kate Hunter	Professor Joe Zuccarello
Professor Pamela Bell	Professor Anna Jackson	Dr Helen Andreae
Prof Brigitte Bönish-Brednich	Professor Paul Jose	Michelle Clark
Professor Chris Bumby	Professor Karin Lasthuizen	Dr Michael Dudding
Dr Kimberley Cannady	Professor Hai Lin	Dr Andrew Lensen
Professor Sue Cherrington	Professor Karl Lofgren	Kaitlyn McLean
Professor Richard Furneaux	Professor Jim McAloon	Kirsty McClure
Professor Ally Gibson	Professor Robert McKay	Ash McPherson
Professor Nick Golledge	Professor Nicola Nelson	Dr Graeme Whimp
Professor Anne Goulding	Professor Wayne Patrick	Dr Jill Wilkinson
Professor Gina Grimshaw	Professor Rebecca Priestley	Midhuna Joy
Professor Ian Hermans	Dr Mike Ross	Professor Dean Knight
Professor Todd Bridgman	Professor Mike Wilson	Jonathan Flutey
Professor Rhian Salmon	Beth Smith	



AUDIT AND RISK COMMITTEE
(a Committee of Council)

Minutes of the meeting of the Audit and Risk Committee held
from 10.00 am to 12.30 pm on Monday, 17 August 2026
in the Victoria Room Level 2, Hunter Building, Wellington and via Zoom

PRESENT:	Mr David Smol, Chair Professor Brigitte Bönisch-Brednich, Council Member Ms Pania Gray, Pro-Chancellor Ms Asifa Hanif, Council Member Mr Alan Judge, Chancellor Ms Mei Fern Johnson, Council Member Mr David McLean, Council Member <i>via Zoom</i>
IN ATTENDANCE COUNCIL MEMBER	Professor Bryony James, Vice-Chancellor
APOLOGIES:	Nil
IN ATTENDANCE:	Mr Graham Beever, Acting General Counsel Ms Rachel Bruce, Chief Financial Officer Ms Diane Callinicos, Head of Security Ms Leanne Gibson, Chief Information Officer Ms Yvonne Green, Project Manager Ms Megan Hunt, Associate Director, People Operations Mr Simon Johnson, Director, Campus Operations Ms Kate Tibbitts, Chief People Officer Ms Tina Wakefield, Chief Operating Officer Ms Caroline Ward, Secretary to Council
AUDITOR:	Mr Will Dougherty, PwC

26.29 WELCOME and APOLOGIES

- | | | |
|---------------|---|---|
| Noted: | 1 | that the Chair, Mr David Smol, welcomed everyone to the meeting. |
| | 2 | that the Director, Risk, Governance & Assurance was unable to attend the meeting as she was unwell. The Chief Operating Officer, Ms Tina Wakefield covered the items set down for Mrs Rachel Scott. |

26.30 DISCLOSURE OF INTERESTS

Received: the Council disclosure of interests register.

Noted: that there were no further disclosures of interest since the release of the meeting documentation. Committee members were reminded to inform the Secretary to Council of any updates between meetings.

26.31 MINUTES OF THE MEETING HELD 18 MAY 2026

Received: the public Minutes of the meeting held on 18 May 2026.

Resolved: that the public Minutes of the meeting held on 18 May 2026 be approved (Minutes 26.15-26.19).

ARC/23

26.32 RESOLUTION CONCERNING THE EXCLUSION OF THE PUBLIC

Resolved: 1 that the public be excluded from the following parts of the proceedings of this meeting, namely agenda items 5 to 15.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter The public conduct of each item below would be likely to result in the disclosure of information for which good reason for withholding would exist under the sections of the OIA identified below.	Ground(s) under section 48(1) for the passing of this resolution
5. Minutes of the previous meeting held 18 May 2026	s9(2)(a), s 9(2)(b)(ii), and s 9(2)(i)	LGOIMA s48(1)(a)(ii)
6. Strategic Risk (SR) overview report	s9(2)(a), s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(i)	LGOIMA s48(1)(a)(ii)
7. Internal audit plan progress report and management action items	s9(2)(b)(ii) and s9(2)(i)	LGOIMA s48(1)(a)(ii)
8. Internal audit report on Student accommodation procurement	s9(2)(b)(ii) and s9(2)(i)	LGOIMA s48(1)(a)(ii)
9. Internal audit report on the Physical Security	s9(2)(b)(ii) and s9(2)(i)	LGOIMA s48(1)(a)(ii)

risk assessment report		
10. Internal audit report on cyber – management actions implementation plan and progress to date	s9(2)(a), s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(i)	LGOIMA s48(1)(a)(ii)
11. Cyber canvas incident report and lessons learned	s9(2)(a), s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(i)	LGOIMA s48(1)(a)(ii)
12. Payroll quarterly update	s9(2)(a), s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(i)	LGOIMA s48(1)(a)(ii)
13. Legal compliance report	s9(2)(a), s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(i)	LGOIMA s48(1)(a)(ii)
14. Enrolments Project and IT Capital planning	s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(i)	LGOIMA s48(1)(a)(ii)
15. Auditor only session	s9(2)(a), s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(i)	LGOIMA s48(1)(a)(ii)

This resolution is made in reliance on section 48(1)(a) of the Local Government Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by holding of the whole or the relevant part of the proceedings of the meeting in public are set out above.

- 2 that such members of the senior leadership as the Committee Chair and the Vice-Chancellor request be permitted to remain at this meeting, after the public has been excluded because of their knowledge of the relevant matters identified above which will be of assistance in relation to those matters.

ARC/24

ACADEMIC BOARD TE TAUMATA

Minutes of the meeting of the Academic Board held on Tuesday, 18 August 2026 at 1.00pm in RHLT1, Rutherford House, Pipitea Campus

The meeting was held face-to-face in RHLT1, and was convened by the Vice-Chancellor, Professor Bryony James. The meeting was opened with a karakia and everyone was welcomed to the meeting.

PART A

26.58 Apologies, acknowledgements and welcomes

Apologies were taken as read (see Appendix 1).

Welcome to:

- Professor Hona Black, a new appointment in Te Kawa a Maui at the end of July.
- Dr Annie Te One, replacing Mike Ross as Tumuaki (Head of School) at Te Kawa a Maui.

26.59 Part B of the agenda – items brought forward

AB26-66 (Amend HLMG specialisation in the MHLth) - brought forward to Part A at the request of Associate Professor Helen Rook.

26.60 Vice-Chancellor oral report

The Vice-Chancellor's oral report was received.

Please introduce yourself when asking a question or commenting at Academic Board.

- It helps your friendly neighbourhood minute taker, and empowers those who don't speak as often to take part.

Staff Forums

- Trimester 2, 2026 census numbers are now confirmed. These numbers validate the accuracy of our financial forecasting, and allow end-of-year forecasts to be confirmed.

- Domestic EFTS= 99.9% of our projected target
- International enrolments = 21% ahead of target
- The University has a student headcount of 20,861
 - This is a 4% increase on 2025
 - It is also 10% of the population of Wellington – Te Herenga Waka is a very big part of Wellington, and Wellington is a very big part of us.

Te Ama Away Day

Te Ama (the university committee of faculty deans and service directors) met on 4 August 2026. Discussion focused on two main themes:

- Internationalisation
 - Thank you to everyone, including Rochelle Gribble (Manager, Strategic Projects), Amy Rutherford (Director, International), Sam Mackay (Deputy Director, International), and Kirsty McClure (Director, Student Experience and Success for their roles in planning and organising the day.

This theme connected to a previous discussion at Academic Board: international EFTS are a crucial part of Te Herenga Waka's population, both in terms of the colour and vibrancy of the student body, and as a source of revenue. How should Te Herenga Waka engage with and plan towards success in transnational education as a "place-based" university?

- The structure of Te Ama
 - Going forward, there will be fewer, but longer and more comprehensive Te Ama meetings to allow for a smoother flow of information, and to allow Te Ama to engage in conversations earlier.

The Your Voice survey

- The survey deadline was extended to 5pm Friday 21 August to allow more time for responses.

Alumni Visits

Alumni events are important both as a source of philanthropy, and for understanding how the University can foster the richest possible connections with former students. They are also a way of maintaining a strong community connection among our students, particularly overseas.

University Exchange Aotearoa

- A collaboration meeting took place on Tuesday 11 August between the University of Otago, Auckland University of Technology, and Te Herenga Waka to reflect on and review the student exchange piloting this year.
 - The student experience so far has been exceptional.
 - The next stage of collaboration (to take place in 2027) is a professional staff exchange.
 - Potential and actual collaboration in teaching spaces was also discussed.

Universities New Zealand (UNZ) update

- New Secretary General, Jodi Caughley, will start the role in September 2026.
 - One of her early jobs will be helping the VCs to redefine the purpose of UNZ after its restructuring into a much leaner organisation.
- International PhD fees
 - A cabinet paper has been prepared, grandfathering current domestic fees for international PhD students until 2028.
 - It is unclear what will happen for international PhD students who enrol after 2028.
 - The University Strategic Group (USG) will meet on Friday 28 August, and NZ Vice-Chancellors are represented by Prof Neil Quigley (current Chair of UNZ), Prof Grant Edwards (former Chair of UNZ). And Prof Cheryl de la Rey, who is leading the work on the new academic quality assurance structure. There will be updates as necessary.

Election Forums

The first election forum took place in the first week of August, with Andy Foster (New Zealand First), Parmjeet Parmar (ACT), Ginny Andersen (Labour) and Lawrence Xu-Nan (Greens).

ACT is in the news with their proposal to make the student services fee voluntary.

- Currently, the student services fee is set at \$10.44 per point for on-campus students, and \$5.22 per point for remote students. Most students pay \$1200 - \$1500 per year.
- Te Herenga Waka allots funding from this fee as follows:
 - 49% health, counselling and pastoral care
 - 26% clubs, societies, sport and recreation
 - 11% advocacy and legal support for students
 - 8% career and employment guidance
 - 3% financial advice
 - 2% student media
 - 1% childcare

VUWSA – State of the Student Survey

This was launched in the first week of August. Certain statistics have been covered in the media, e.g. that 38% of students reported skipping a meal in the last week, due to cost-of-living expenses.

There were two recommendations in the report for Te Herenga Waka:

1. To provide more scholarships and hardship grants – this emphasises the importance of alumni outreach
2. To provide equitable and accessible support and advice about post-university pathways and employment options.

The floor was opened for comment.

- The universities will be leaning into the value of a broad-based university degree in their briefing to the incoming Minister/Ministers after the election. Lobbying points will include:
 - The importance of monitoring the impact as the Transition Research Fund increases the proportion of funding in the Technology for Prosperity pillar
 - The importance of international PhD students in Track II diplomacy.
- The rankings algorithms are adjusted and changed every year, but QS has a big reputational impact. Schools should be canvassing for people of influence to complete QS surveys.

26.61 Written Report of DVCs

AB26-58

The August 2026 DVC report was **received** from the Deputy Vice-Chancellor (Academic), Deputy Vice-Chancellor (Māori and Kaitiakitanga), Deputy Vice-Chancellor (Research), and Deputy Vice-Chancellor (Students).

Deputy Vice-Chancellor, Academic Report

Professor Robyn Longhurst spoke to the DVC (Academic) report which was taken as read.

The Curriculum Enhancement Programme

- There have been five staff focus groups, and one student focus group discussing Workstream 1: Assessment, particularly the use of AI. There are hugely differing opinions across academic and professional staff, and disciplines.
- An assessment framework will be drafted and released for consultation.

Curriculum Quality

- Matatāhuna—Universities Quality Assurance Agency (UQAA) is currently working what the Cycle 7 audit of quality assurance will entail.

Te Kokonga Whare e Kitea

- A recent milestone has been the development of a shared definition of student success for Te Herenga Waka, which can be found in the report.
- Project funding will conclude at the end of the year – current work is on embedding key successful initiatives to make them sustainable within existing University structures.

The floor was opened, with no comment.

Deputy Vice-Chancellor, Māori and Kaitiakitanga Report

Professor Rawinia Higgins spoke to the DVC (Māori and Kaitiakitanga) report, which was taken as read.

Events:

- Matariki Hautapu took place at 6am on Friday 17 July – thank you to the Te Herenga

Waka community for coming together.

- Thank you to the 132 volunteers who took part in the Growing Our Future sustainability project.
- Congratulations to Professor Kathryn Sutherland and Professor Anna Jackson on their inaugural lectures.
- Upcoming inaugural lectures will be given by Professor Franck Natali (Chemical and Physical Sciences) on [3 September 2026](#), and Professor Yi Mei (Engineering and Computer Science) on [17 September 2026](#).

The floor was opened, with no comment.

Deputy Vice-Chancellor, Research Report

Professor Sally McArthur spoke to the DVC (Research) report, which was taken as read.

Policy and Guidelines consultation

- The Human Ethics Policy and Guidelines will be released for consultation in August. Give feedback on the [University's consultation web page](#).
- The Faculty of Graduate Research (FGR) is consulting on reducing the number of examiners for doctoral examinations from three to two.

The floor was opened, with no comment.

Deputy Vice-Chancellor, Students Report

The DVC(S) report was taken as read with Dr Logan Bannister's apologies. Acting DVC(S) Kirsty McClure spoke to this item in her place.

- Logan is currently in India attending a roadshow until the end of August.
- There have been 6000 registrations for Open Day on 21 August – higher than registrations at this time last year.
- Mauri Ora has been approved to teach International Medical Graduates through the Government's GP workforce expansion initiative, and has signed a series of three-year contracts. The first six-month placement began in July.

The floor was opened with no comment.

26.62 Programme amendment for Academic Board approval

AB26-66

The following proposal was **approved** by Academic Board:

Faculty	Proposal Title
FEHPS	Amend the Health Leadership and Management (HLMG) specialisation in the Master of Health (MHLth)

This proposal was brought forward to part A to account for the papers for this meeting being amended to add restrictions on two courses.

26.63 Part C of the agenda

It was **resolved** that non-members be excluded from this meeting for consideration of agenda item 12 in accordance with s9(2)(a) LGOIMA s48(1)(a)(ii).

DRAFT

PART B OF THE AGENDA

The following items, not having been brought forward, were **confirmed**.

26.64 Minutes of the last meeting

AB26-60

The minutes of the Academic Board meeting held on 14 July 2026 (numbers 26.45 to 26.54) were **confirmed**.

Note: Part C of meeting minutes are excluded

26.65 Programme amendments for Academic Board approval (to be reported to CUAP)

The following programme amendment was **approved** by Academic Board to be reported to CUAP:

Faculty	Proposal Title	Reference
FOSE	Introduce a new nested Postgraduate Certificate in Biomedical Science (PGCertBmedSc)	AB26-61

26.66 Programme amendments for Academic Board approval

The following programme amendments were **approved** by Academic Board:

Faculty	Proposal Title	Reference
FEHPS	Introduce new courses, amendments to the regulations for Bachelor of Education (Teaching) Early Childhood and Graduate Diploma of Teaching (ECE)	AB26-62
FHSS	Amend regulations to Diploma of University Studies (Pasifika Pathways)	AB26-63
FADI	Amend the MArch(Prof), MIA and MLA regulations to include new thesis courses	AB26-64
FADI	Amend the Master of Urban and Regional Planning (MURPlan) Regulations to add new courses	AB26-65
FEHPS	Amend the Bachelor of Midwifery (BMid) programme to add a new course and make updates to course titles, prescriptions, points, and requisites across all four years	AB26-67
FHSS	Amend the major requirements for Literary and Creative Communication (LCOM) and Environmental Humanities (EHUM)	AB26-68
FHSS	Amend the Bachelor of Global Studies (BGS); Introduction of two new ICOM courses, amendments to major requirements for CHIN, FREN, GERM, ICOM, JAPA, SPAN	AB26-69
FHSS	Amend regulations for Master of Migration Studies (MMigs)	AB26-70
FOSE	Amend postgraduate Biological Sciences courses and programme regulations	AB26-71
FOSE	Amend the Statistics (STAT) major and minor, the Actuarial Science (ACTS) specialisation, and related regulations	AB26-72

FOSE	Consequential amendments following introduction of the Mechatronics major	AB26-73
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26.67 Report of the Academic Programmes Committee

AB26-74

The Academic Programmes Committee report of 10 August 2026 was **noted**.

26.68 Academic Programme Review – Biological Sciences

AB26-75

The Academic Programme Review report and implementation plan for the Biological Sciences programmes were **endorsed**.

26.69 Academic Programme Review – Philosophy

AB26-76

The Academic Programme Review report and implementation plan for the Philosophy programme were **endorsed**.

Appendix I

Academic Board attendance – 18 August 2026

Professor Barbara Allen	Assoc Prof Maja Krtalić	Professor Janet Pitman
Professor Graeme Austin	Professor Giacomo Lichtner	Assoc Prof Revti Raman
George Baker	Professor Karl Lofgren	Professor John Randal
Professor Hona Black	Professor Robyn Longhurst	Ethan Rogacion
Professor Todd Bridgman	Assoc Prof Xavier Marquez	Assoc Prof Helen Rook
Professor Daniel Brown	Professor Stephen Marshall	Beth Smith
Professor Jane Bryson	Professor Sally McArthur	Professor Karen Smith
Dr Kimberly Cannady	Shay McEwan	Assoc Prof Anna Siyanova
Dr Luke Chu	Professor Geoff McLay	Professor Karen Smith
Professor Averil Coxhead	Professor Nicola Nelson	Professor Kathryn Sutherland
Professor Joanne Crawford	Professor Sally Jane Norman	Professor John Townend
Professor Kim Cunio	Professor Robyn Phipps	Trish Wilson
Assoc Prof Toby Daglish	Professor Janet Pitman	Professor Marc Wilson
Professor Carmen Dalli	Professor John Randal	Professor Michael Winikoff
Aidan Donoghue	Ethan Rogacion	Assoc Prof Amanda Wolf
Professor Anne Gold	Professor Nicole Moreham	
Professor Dave Harper	Dr Andrew Munkacsi	
Dr John Haywood	Professor Sally Jane Norman	
Professor Bryony James	Dr Yvette Perrott	
Dr Yau Hee Kho	Professor Robyn Phipps	

Non-members in attendance

Rochelle Gribble	Dr Angelina Sbroma
Dr Ryan Kerr	Leigh Torode
Dr Yang Liu	Derek White
Kirsty McClure	Dr Jill Wilkinson
Reece Moors	Dr Veronika Williams
Varsha Narasimhan	

Apologies

Dr Catherine Abou-Nemeh	Professor Joanne Kidman	Dr Graeme Whimp
Professor Astrid an Huef	Professor Anna Jackson	Professor Tony Ward
Professor Sian Hwee Ang	Professor Joanna Kidman	Professor Mike Wilson
Professor Nick Ashill	Professor Sara Kindon	Professor Jenny Wollerman
Professor Rod Badcock	Professor Ali Knott	Professor Mengjie Zhang
Dr Logan Bannister	Professor Karin Lasthuizen	Dr Helen Andreae
Professor Pamela Bell	Professor Sarah Leggott	Rachel Bruce
Professor Chris Bumby	Professor Phil Lester	Michelle Clark
Professor Sue Cherrington	Professor Jim McAloon	Karen Davis
Professor Martyn Coles	Professor Paul Jose	Dr Michael Dudding
Heather Day	Professor	Leanne Gibson
Assoc Prof Stephen Epstein	Prof Katharine McKinnon	Lynn Grindell
Professor Richard Furneaux	Professor Ocean Mercier	Assoc Prof Monica Handler
Professor Ally Gibson	Professor Andrew Munkacsi	Dr Angela Joe
Professor Nick Golledge	Professor Ilan Noy	Dr Bruno Marques
Professor Anne Goulding	Professor Wayne Patrick	Ash McPherson
Professor Vanessa Green	Professor James Renwick	Sue O'Donnell
Professor Arthur Grimes	Professor Sarah Ross	Linda Roberts
Dr Linda Hogg	Assoc Prof Rhian Salmon	Dr Robert Stratford
Professor Patricia Hunt	Assoc Prof Anna Siyanova	Andrew Tarr
Prof Catherine Iorns-Magallanes	Professor Marco Sonzogni	Dr Kate Thornton
Kate Tibbitts	Dr Okan Tan	Dr Craig Watterson

Agenda Item 18

Resolution to exclude the public

To receive: a recommendation that certain items be taken with the public excluded (document VUWC 26/104).

To resolve: 1 that the public be excluded from the following parts of the proceedings of this meeting, namely agenda items 19-31.
The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter The public conduct of each item below would be likely to result in the disclosure of information for which good reason for withholding would exist under the sections of the OIA identified below.		Ground(s) under section 48(1) for the passing of this resolution
19. Minutes of previous meeting held 27 July 2026	Privacy, commercial prejudice, commercial activities, confidential basis	s9(2)(a), s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(i)	LGOIMA s48(1)(a)(ii)
20. Health, Safety, and Wellbeing Q2 report	Privacy, commercial prejudice, commercial activities, confidential basis.	s9(2)(a), s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(i)	LGOIMA s48(1)(a)(ii)
21. Vice-Chancellor's report	Privacy, commercial prejudice, commercial activities, confidential basis.	s9(2)(a), s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(i)	LGOIMA, s48(1)(a)(ii)
22. Wellington UniProfessional update	Commercial prejudice, commercial activities, confidential basis.	s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(i)	LGOIMA, s48(1)(a)(ii)
23. Financial report to 31 July 2026, Q2 Forecast, and CFO report	Commercial prejudice, commercial activities, confidential basis.	s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(i)	LGOIMA, s48(1)(a)(ii)
24. 2027 Budget and Targets update	Commercial prejudice, commercial	s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(i)	LGOIMA, s48(1)(a)(ii)

	activities, confidential basis.		
25. Deep dive – Curriculum	Commercial prejudice, commercial activities, confidential basis.	s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(i)	LGOIMA, s48(1)(a)(ii)
26. Honorary Doctorate recommendation	Privacy Confidential basis	s9(2)(a) s9(2)(ba)(i)	LGOIMA, s48(1)(a)(ii)
27. Indicative Business Case - Easterfield	Commercial prejudice, commercial activities, confidential basis.	s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(i)	LGOIMA, s48(1)(a)(ii)
28. Intellectual Property and Commercialisation update	Commercial prejudice, commercial activities, confidential basis.	s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(i)	LGOIMA, s48(1)(a)(ii)
29. 320 The Terrace update	Commercial prejudice, commercial activities, confidential basis.	s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(i)	LGOIMA, s48(1)(a)(ii)
30. Committee and Academic Board minutes	Commercial prejudice, commercial activities, confidential basis.	s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(i)	LGOIMA, s48(1)(a)(ii)
31. Council only time	Privacy, commercial prejudice, commercial activities, confidential basis.	s9(2)(a), s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(i)	LGOIMA, s48(1)(a)(ii)

In relation to each of the above items, no public interest consideration has been identified favouring disclosure of the particular information in public proceedings of the meeting that would override the need to withhold the information.

This resolution is made in reliance on section 48(1)(a) of the Local Government Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by holding of the whole or the relevant part of the proceedings of the meeting in public are set out above.

- 2 that such members of the senior leadership as the Chancellor and the Vice-Chancellor request be permitted to remain at this meeting, after the public has been excluded, with the exception of agenda item 31 because of their knowledge of the relevant matters identified above which will be of assistance in relation to those matters.**

Te Herenga Waka
Victoria University of Wellington



VICTORIA UNIVERSITY OF
WELLINGTON
TE HERENGA WAKA

Council Manual

**CAPITAL THINKING.
GLOBALLY MINDED.**
MAI I TE IHO KI TE PAE

EXECUTIVE SUMMARY

Te Herenga Waka Victoria University of Wellington

Te Herenga Waka - Victoria University of Wellington (the University) was established in 1897 for the advancement of knowledge and the dissemination and maintenance of this knowledge by teaching and research. It is one of the major universities in New Zealand, and is engaged in a wide range of national and global programmes.

Strategic Plan

The Strategic Plan was refreshed and approved by Council on 9 September 2024. The Vision is *The university for a better world*, the Mission *We draw on our whakapapa, knowledge and space to shape a better future together*.

Our values, vision and strategic priorities are set out in more detail in Appendix A.

Role of Council

The role of Council is to be the governing body of the University. The functions, powers and duties of Council are set out in the Education and Training Act 2020 and can be summarised as follows:

Functions of Council (section 280)

1. Appointing a Vice-Chancellor (and monitoring and evaluating his or her performance);
2. Preparing and submitting a proposed investment plan;
3. Ensuring the University is managed in accordance with, and determining policies to implement, the investment plan;
4. Determining policies in relation to the management of the University's affairs; and
5. Undertaking planning relating to the University's long-term strategic direction.

Powers of Council (section 283)

Council has all powers reasonably necessary to enable it to perform its functions efficiently and effectively. Many of these powers are delegated to the Vice-Chancellor as Chief Executive.

Duties of Council (section 281)

1. Strive to ensure that the University attains the highest standards of excellence in education, training and research;
2. Acknowledge the principles of the Treaty of Waitangi;
3. Encourage the greatest possible participation by the communities served by the University so as to maximise the educational potential of all members of those communities with particular emphasis on those groups in those communities that are under-represented among the University's students;
4. Ensure that the University does not discriminate unfairly against any person;
5. Ensure that the University operates in a financially responsible manner that ensures the efficient use of resources and maintains the University's long-term viability; and
6. Ensure that proper standards of integrity, conduct and concern for the public interest and the wellbeing of students attending the University are maintained.

Management of the University

The Vice-Chancellor is responsible and accountable for the management of the University.

Council composition and mix

The composition of Council is determined by the Education and Training Act 2020, Council's Constitution and the Council [Membership Statute](#).

Council consists of 12 members, each of whom may serve a maximum of three terms of up to four years each. The Vice-Chancellor is appointed *ex officio* for the term of appointment or reappointment.

The Minister for Universities appoints four Council members and Council appoints eight (including the Vice-Chancellor). The Nominations Panel oversees the appointments process of the three external members. The Returning Officer and Secretary to Council conducts elections to determine two staff representatives and two student representatives.

Updated 24 August 2026

Chancellor and Pro-Chancellor

Each year Council elects from among the lay members (i.e. those who are not staff or students) a Chancellor and Pro-Chancellor. The Pro-Chancellor deputises for the Chancellor in his or her absence or at his or her request.

Secretary to Council

The Secretary to Council is responsible for ensuring that Council procedures are followed, that the applicable rules and regulations for the conduct of the affairs of Council are complied with and that Council is efficiently managed.

All Council members have access to the advice and services of the Secretary to Council.

Vice-Chancellor

The Vice-Chancellor is the link that connects the University's governance (Council) and management functions. All Council authority conferred on management is delegated through the Vice-Chancellor so that the authority and accountability of management is considered to be the authority and accountability of the Vice-Chancellor.

Between Council meetings the Chancellor maintains communication between Council and the Vice-Chancellor, expects to be kept informed by the Vice-Chancellor on all important matters, and is available to the Vice-Chancellor to provide counsel and advice where appropriate.

Council procedures

Council takes a disciplined approach to performing its role, with emphasis on strategic issues and stewardship. Council members must always act within any limitations imposed by Council on its activities.

Council and committee meetings are conducted in accordance with Council's Standing Orders. Council members are expected to perform their individual duties under Schedule 11 section 10 of the Act and comply with Council's Code of Conduct.

Council has sole authority over its agenda and exercises this through the Chancellor. Any person may, through the Chancellor, request the addition of an item to the agenda.

Council meetings are held at approximately 6-weekly intervals from approximately 9am to 5pm. The length of the meetings allows time for in-depth discussion on specific topics. Additional meetings may be scheduled as the occasion requires.

Council committees

Council committees are formed to facilitate efficient decision-making and provision of advice. Council committees operate under approved terms of reference and observe the same rules of conduct and procedure as Council unless Council determines otherwise. Council committees only speak or act for Council when authorised. The authority conferred on a Council committee does not derogate from the authority delegated to the Vice-Chancellor.

Council has three standing committees, namely the Audit and Risk Committee, the Te Aka Matua (Māori Advisory) Committee, and the People and Culture Committee. Three additional committees, the Victoria Honours Committee, the Nominations Panel, and the Vice-Chancellor Appointment Committee meet as and when required. Additional committees or sub-committees of standing committees may be formed for specific purposes and disbanded as required.

Council and member evaluations

Each year Council critically evaluates its own performance including its processes and procedures. From time to time the performance of individual members is also evaluated by self-assessment.

Induction of new members

An induction programme is run for all new Council members, to ensure that all Council members have a good understanding of the University and the environment in which it operates. As part of the programme, members receive essential Council and University information, meet key management and visit the University's facilities.

Members' remuneration

Council members will be paid fees in accordance with Schedule 11 section C of the Education and Training Act 2020. Actual out of pocket expenses (such as travel costs) may also be claimed.

Updated 24 August 2026

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1 INTRODUCTION TO THIS MANUAL

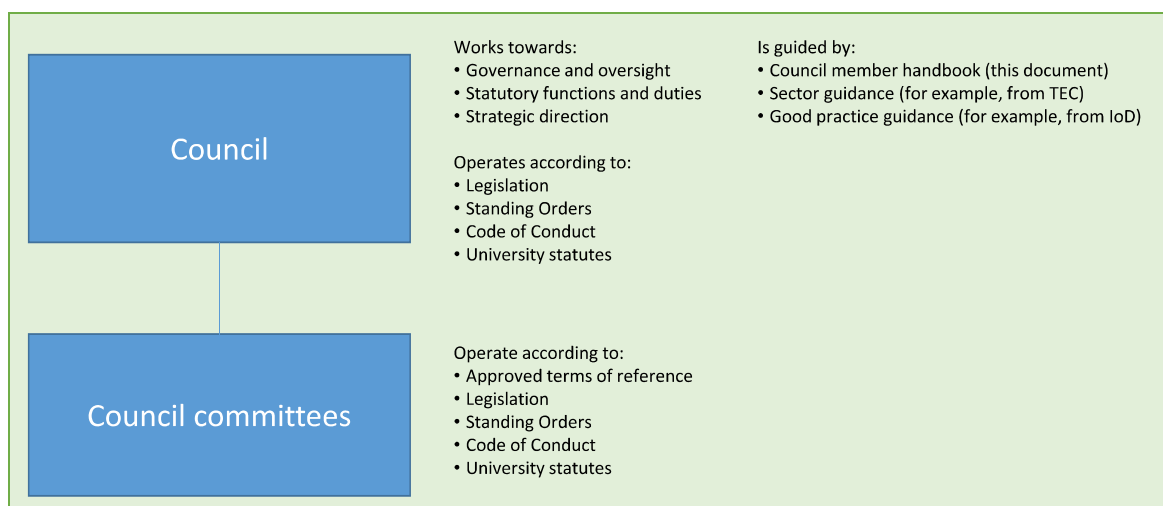
This section provides a brief introduction to this manual.

1.1 Context

It is Council's intention to be a high-performing governance team. This manual is one element in the set of governance resources provided to support Council to operate effectively and efficiently.

Other key governance resources include:

- Standing Orders;
- Code of Conduct;
- Terms of reference for Council committees;
- Tertiary Education Commission's (TEC) *"Governance Guide for Council Members of Tertiary Education Institutions"* (a generic guide applicable to all tertiary education institutions in New Zealand);
- Institute of Directors (IoD): corporate membership, *"Four Pillars"* Governance Best Practice guide (a generic guide applicable to all types of organisations) and related training; and
- The University's Strategic Plan, Investment Plan, Annual Budget and Annual Report.



1.2 Purpose of this manual

This manual is intended to be:

- A standard reference for Council members;
- High-level and explanatory in nature – with information about where to get more detail when required;
- Publicly available to other people interested in how the University's Council works; and
- Relatively static (i.e. not contain rapidly changing data such as contact details in the main document).

1.3 Manual ownership

The owner of this manual is the Secretary to Council.

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1.4 Distribution

This manual is expected to be made available to:

- Council and Te Hiwa (the Senior Leadership Team), as a Board book (and in hardcopy if required);
- Other senior leadership electronically and/or on the University website with the public documentation.

2 TE HERENGA WAKA VICTORIA UNIVERSITY OF WELLINGTON

This section sets out the context of the University's operations and the Council's scope of governance responsibilities.

History and current operations

Victoria University of Wellington was established in 1897 for the advancement of knowledge and the dissemination and maintenance of this knowledge by teaching and research.

It is one of the major universities in New Zealand. It operates across three campuses in Wellington (Kelburn, Pipitea, and Te Aro). It also has operations in Auckland, Miramar (Miramar Creative Centre), Gracefield (Ferrier and Robinson Institutes), and Island Bay (Coastal Ecology Laboratory). It is engaged in a wide range of national and global programmes.

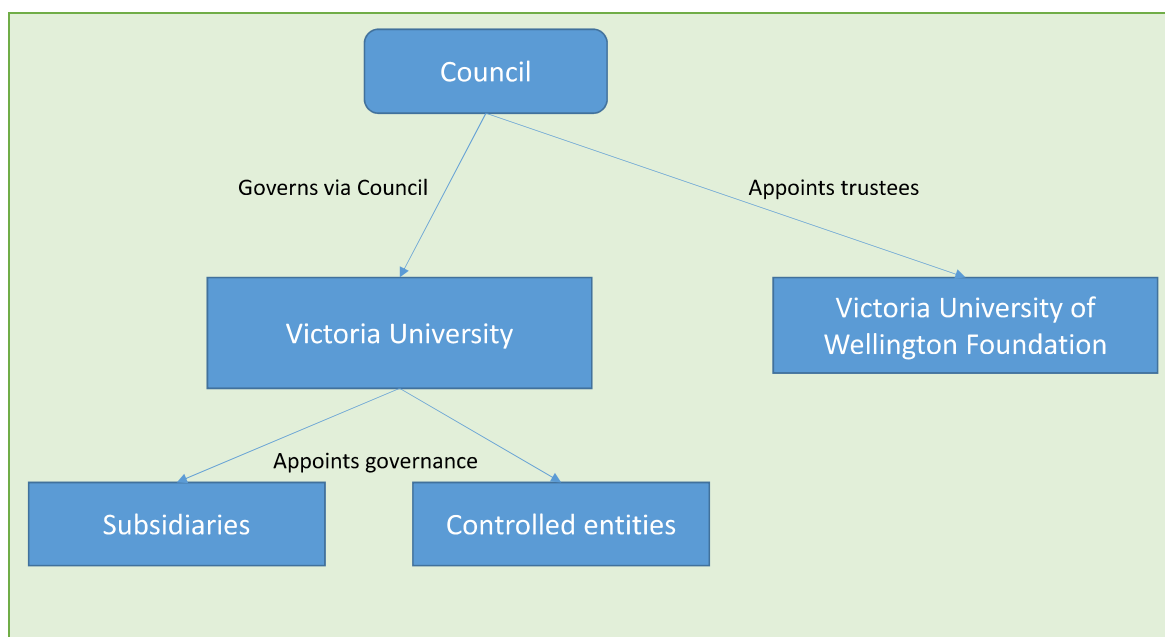
2.1 University, subsidiaries and controlled enterprises

Victoria University of Wellington is a registered charity (CC47181) with its main sector of operation recorded as education, training and research.

As well as having responsibility for the University's governance, Council members need to be aware of the governance relationship between Council, the Victoria University of Wellington Foundation (the Foundation) and subsidiaries and other entities that the University controls.

Council governs the University through the approval of the Strategic Plan, the direction it gives the Vice-Chancellor, approval of University statutes and consideration of the information it receives. It governs the Foundation indirectly through appointing the trustees.

Council does not directly govern other University subsidiaries and controlled entities. Directors and Trustees of these are appointed by the Vice-Chancellor (in consultation with the Chancellor) who is ultimately responsible to Council for their operation and performance.



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3 COUNCIL OVERVIEW

This section sets out the purpose of Council and explains how it obtains its authority. It also identifies the key legislation and governance documents that are relevant to Council in directing the University towards its strategic goals.

3.1 Treaty of Waitangi commitments

The Te Tiriti o Waitangi Statute is the formal expression of the University's commitment to Māori as tangata whenua and Treaty partners.

The University values te Tiriti o Waitangi, rangatiratanga (leadership), manaakitanga (the generous fostering of knowledge), kaitiakitanga (responsibility for, and guardianship of, knowledge), whai mātauranga (intellectual curiosity), whanaungatanga (collaboration and collectiveness) and akoranga (collective responsibility for learning).

3.2 Council's role and responsibilities

Council is the governing body of Victoria University of Wellington. The functions, powers and duties of Council are defined in the Education and Training Act 2020 as set out below.

3.2.1 Functions of Council (section 280)

Council's functions are:

280 Functions of councils

The functions of an institution's council are—

- (a) *to appoint a chief executive in accordance with the [\[Public Service Act 2020\]](#), and to monitor and evaluate the chief executive's performance:*
- (b) *to prepare and submit a proposed plan if the institution is seeking funding under a funding mechanism that provides for funding via plans:*
- (c) *if the institution has a plan,—*
 - (i) *to ensure that the institution is managed in accordance with that plan; and*
 - (ii) *to determine policies to implement that plan:*
- (d) *to determine, subject to the [\[Public Service Act 2020\]](#), the policies of the institution in relation to the management of its affairs:*
- (e) *to undertake planning relating to the institution's long-term strategic direction.*

3.2.2 Powers (283)

Council has all powers reasonably necessary to enable it to perform its functions efficiently and effectively. Many of the powers in section 283 have been delegated to management through the Vice-Chancellor. The Reserved Powers of Council are found in Appendix 3 to the Delegations Statute.

283 Powers of councils

- (1) An institution's council has all powers reasonably necessary to enable it to perform its functions efficiently and effectively.
- (2) Except where they are exercised by delegation under this Act, the following powers of an institution may be exercised only by its council:
 - (a) to provide courses of study or training, admit students (including by discretion and *ad eundem statum*) and grant awards:
 - (b) to grant fellowships, scholarships, bursaries, or prizes:
 - (c) to authorise the making of grants or loans out of the money of the institution to the chief executive, to members of the staff or students of the institution, or to any association of staff or students, on the terms and conditions that the council thinks fit and guarantee loans made by other persons to the chief executive or members of the staff of the institution for housing purposes:
 - (d) to accept gifts, devises, and bequests made to the institution, whether on trust or otherwise:
 - (e) to agree to the disestablishment of the institution and its incorporation in another institution of the same class or a different class:
 - (f) to agree to the incorporation in the institution of another institution or other institutions, whether of the same class as itself or a different class from itself:
 - (g) to arrange for the manufacture of, and distribution of (whether by way of sale or otherwise), any article or thing bearing a mark, symbol, or writing that is associated with the institution:
 - (h) to arrange for the provision of (whether by sale or otherwise) goods and services to staff or students of the institution or other persons using, or otherwise attending at, facilities of the institution:
 - (i) to prescribe fees payable by students of the institution or any of them:
 - (j) to establish bodies within the institution to give advice to the council:
 - (k) to do anything incidental to the exercise of any of the preceding powers.
- (3) Subsection (2)(e) and (f) does not apply to [Te Pūkenga—New Zealand Institute of Skills and Technology's] council.
- (4) An institution's council has the power to appoint committees consisting of the persons, whether or not members of the council, that the council determines to exercise the powers that are delegated to them under section 285 and the powers that are conferred on them by statutes made by the council, and to alter, discharge, and reconstitute committees so appointed.

Reserved Powers of Council

Govern the University	in accordance with relevant legislation and the Investment Plan and Strategic Plan
Approve the University's long-term strategic direction, Strategic Plan, Mission, Values and Vision	
Approve the budget	
Approve the Annual Report	on the recommendation of the Audit and Risk Committee
Appoint, reappoint (and remove) a Vice-Chancellor	
Monitor and evaluate the Vice-Chancellor's performance	on the recommendation of the People & Culture Committee
Appoint (and remove) an acting Vice-Chancellor	
Authorise other people to execute documents on behalf of the University	
Oversee and monitor the assessment and management of risk across the University and its controlled entities	
Approve the internal audit charter	on the recommendation of the Audit and Risk Committee
Approve statutes	
Agree to the disestablishment of the University and its incorporation in another institution of the same class or a different class	
Agree to the incorporation in the University of another institution or other institutions, whether of the same class as itself or a different class from itself	
Grant honorary degrees and Hunter Fellowships	on the recommendation of the Victoria Honours Committee

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Approve naming rights	on the recommendation of the Victoria Honours Committee
Determine objective criteria for consideration of Council members	
Appoint as a member of Council the Vice-Chancellor and up to 7 other people	taking into account the recommendations of the Nominations Panel
Elect (and remove) a Chancellor and Pro-Chancellor	
Determine rates of payment for members of Council (other than the Vice-Chancellor)	
Dismiss or suspend a member of Council or recommend to the Minister that a member be removed from office	
Initiate action against a member of Council for breach of any individual duty	
Recommend to the Minister that the Constitution of the Council be amended	
Determine Council's annual work plan and anything necessary to support the business of Council	
Determine procedures for meetings of Council and Committees of Council	
Manage disclosures of interest from Members of Council	
Assess the performance of Council	
Appoint, alter, discharge and reconstitute committees of Council, other committees to exercise delegated powers and boards or other bodies within the University to give advice to Council	
Delegate or revoke any of Council's powers to the Vice-Chancellor or to a committee (including the Academic Board)	
Decide how to fill casual vacancies on Council	Includes deciding not to fill a vacancy that occurs within 3 months of the end of Council member's term of office
Appoint trustees of the Victoria University of Wellington Foundation	
Approve any new subsidiary or controlled entity of the University or the disestablishment of any existing entity	
Academic	
Establish an Academic Board and consider any advice from the Academic Board	
Determine the composition of the Academic Board	
Grant (and revoke) qualifications and awards	
Decide on grievance about an action of the Academic Board	in accordance with section 4.3(c) of the Academic Board statute
Establish targeted admissions schemes for students from equity groups	
Determine minimum entry requirements	
Determine wording on Qualification Certificate	
Approve amendment of already issued Qualification Certificate	
Finance and Contracts	
Approve any matter requiring a "Level 0" approval in the Financial Delegated Authority Limits set out in Appendix 2	
Determine tuition fees and student services levies	
Approve limits on treasury financial transactions and financial authorities (as set out in the Treasury Statute)	
Authorise grants or loans to the Vice-Chancellor, members of staff, students, or to any association of staff or students, and guarantee loans to the Vice-Chancellor or members of staff for housing purposes	
Approve the level of insurance coverage	
Authorise the common seal to be affixed to any document	Common seal must be countersigned by two people (other than for qualification certificates), one of whom must be a member of Council.
Enter into agreements which, if made by a private person, must be by deed.	Requires common seal to be affixed and countersigned by two people with delegated authority (at least one of whom must be a member of Council).

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3.2.3 Duties (section 281)

The duties of Council are:

281 Duties of councils

- (1) *It is the duty of an institution's council, in performing its functions and exercising its powers,—*
- (a) *to strive to ensure that the institution attains the highest standards of excellence in education, training, and research:*
 - (b) *to acknowledge the principles of Te Tiriti o Waitangi:*
 - (c) *to encourage the greatest possible participation by the communities served by the institution so as to maximise the educational potential of all members of those communities, with particular emphasis on groups in those communities that are under-represented among the students of the institution:*
 - (d) *to ensure that the institution does not discriminate unfairly against any person:*
 - (e) *to ensure that the institution operates in a financially responsible manner that ensures the efficient use of resources and maintains the institution's long-term viability:*
 - (f) *to ensure that proper standards of integrity, conduct, and concern for the public interest and the well-being of students attending the institution are maintained.*
- (2) *In addition, NZIST's council must comply with section 97 of the Crown Entities Act 2004 in respect of its subsidiaries.*

Under the Health and Safety at Work Act 2015, Council members have a duty as officers of the University to exercise “due diligence” to ensure that the University complies with its duties and obligations under that Act.

Due diligence is defined (in section 44(4)) as including taking reasonable steps to:

- (a) *to acquire, and keep up to date, knowledge of work health and safety matters; and*
- (b) *to gain an understanding of the nature of the operations of the business or undertaking of the PCBU and generally of the hazards and risks associated with those operations; and*
- (c) *to ensure that the PCBU has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking; and*
- (d) *to ensure that the PCBU has appropriate processes for receiving and considering information regarding incidents, hazards, and risks and for responding in a timely way to that information; and*
- (e) *to ensure that the PCBU has, and implements, processes for complying with any duty or obligation of the PCBU under this Act; and*
- (f) *to verify the provision and use of the resources and processes referred to in paragraphs (c) to (e).*

(PCBU = a person conducting a business or undertaking (section 17(1)). In this context, the relevant PCBU is Victoria University of Wellington.

This duty essentially directs that the University's health and safety culture be controlled and managed by those in governance (and senior management) roles.

3.3 Strategy

3.3.1 Strategic Plan

Council is responsible for setting the University's strategic direction and for monitoring progress toward attaining the strategic goals. It does this by approving the Strategic Plan which sets out the University's:

- Vision;
- Mission
- Values
- Strategic Priorities

The 2024-2028 Strategic Plan was approved by Council on 9 September 2024. It is available at Appendix A to this document.

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3.3.2 The Statement of National Education and Learning Priorities (NELP) and the Tertiary Education Strategy

The Statement of National Education and Learning Priorities (NELP) and the Tertiary Education Strategy (TES) are issued under the Education and Training Act 2020. The TES sets out the Government's long-term strategic direction for tertiary education, including economic, social, and environmental goals and the development aspirations of Māori and other population groups

The full Tertiary Education Strategy (TES) can be found at this link:

[The Tertiary Education Strategy | Tertiary Education Commission \(tec.govt.nz\)](https://tec.govt.nz)

3.4 Legislation

A further consideration in governing Victoria University of Wellington is the application of relevant legislation.

The primary items of legislation directing the University are:

- Education and Training Act 2020 (parts 5 and in particular part 4 subpart 3— Administration of tertiary institutions);
- Victoria University of Wellington Act 1961. Most of the original elements of this Act have now been repealed and replaced by equivalent elements in the Education Act. The provisions that remain include:
 - Section 3 – defines what the University consists of
 - Section 20 – gives Council power to award certificates, fellowships, scholarships, bursaries, and prizes, and to make other awards.
 - Section 21 – gives Council power to provide lectures and instruction to members of the public and award certificates for this;
- Crown Entities Act 2004. The University is a Crown Entity. Only the provisions listed in Schedule 4 apply to Tertiary Education Institutions; and
- Public Finance Act 1989. Only certain provisions of the Act apply, particularly the restrictions on investment in section 65I of that Act.

Governance and management of the University must also comply with other legislation.

The General Counsel conducts an annual legislative compliance survey and the results of this are reported to the Audit and Risk Committee and then Council.

3.5 Other key governance material

Council members also need to be familiar with the following key governance material:

3.5.1 Standing Orders

Standing Orders set out Council's rules for meetings of Council and its committees. They incorporate and extend the rules set out in Schedule 11 sections 15 and 16 of the Education and Training Act 2020. They also incorporate key requirements of Part 7 of the Local Government Official Information and Meetings Act 1987 which apply to Council and its committees. The standing orders are circulated with each set of public Council documentation.

3.5.2 Council Code of Conduct

The Council Code of Conduct sets out expected standards of behaviour for Council members. It should be read in conjunction with applicable legislative requirements. The Code of Conduct is circulated with each set of public Council documentation.

3.5.3 Investment Plan

The Investment Plan is submitted to the TEC to seek government funding for domestic students.

To meet TEC's requirements, the Investment Plan must describe:

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- How the University will achieve government priorities set out in the TES;
- The University's mission and role in the tertiary sector;
- All the tertiary education programmes and activities run or undertaken by the University; and
- The outcomes proposed by the University, including performance indicators.

Under changes to the University's delegations' statute approval of the Investment Plan is delegated to the Vice-Chancellor.

3.5.4 Annual Budget

The Annual Budget identifies the projected revenue and operating and capital expenditures required to achieve the University's fiscal targets, the targets specified in the Investment Plan and agreed initiatives to support the Strategic Plan in each calendar year. Council approves the Annual Budget.

3.5.5 Annual Report

The Annual Report includes the University's audited financial statements and the Statement of Service Performance (SSP) which reports against performance measures specified in the Investment Plan. Council approves the Annual Report.

3.5.6 Council statutes

Section 284 of the Education and Training Act 2020 gives Council the authority to make statutes. University statutes are the highest level component of the University's policy framework.

Where a statute has academic implications, Council must take advice from the Academic Board. Statutes are permanent in nature although subject to periodic review. Compliance with statutes is mandatory and non-compliance is actionable through appropriate conduct policy documents.

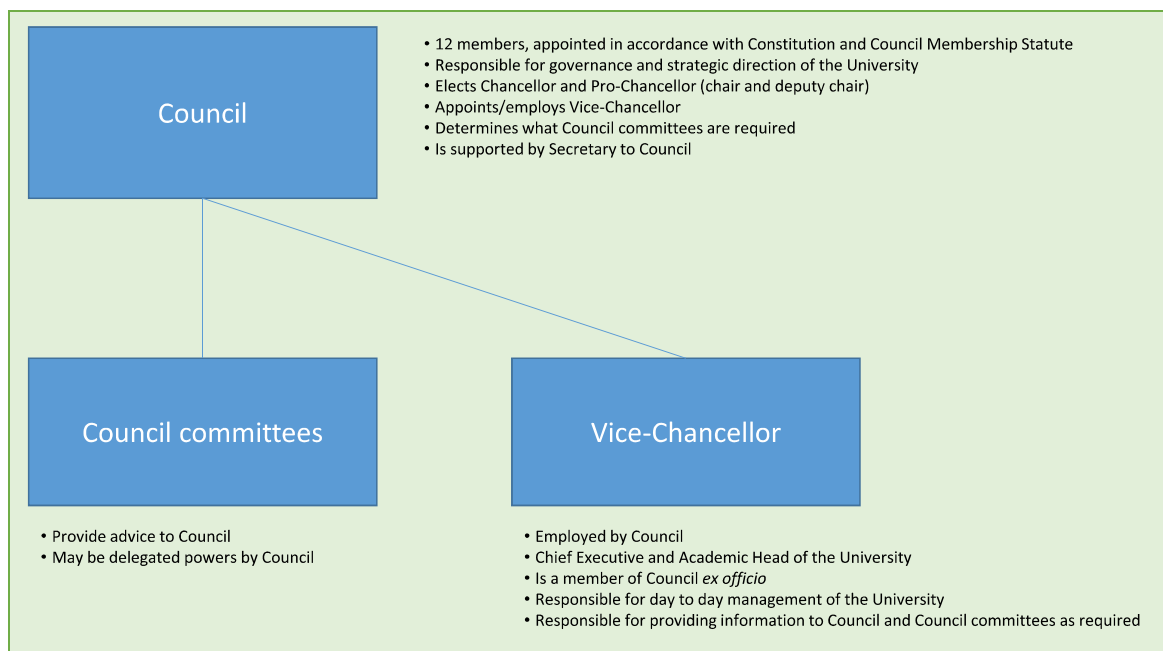
Other components of the University's policy framework include policies, regulations, procedures and guidelines. These are published in a standard format on the website.

3.5.7 Delegations

Delegations are the formal mechanism by which Council authorises committees and the Vice-Chancellor to exercise the power of Council. The Delegations Statute sets out all the decision-making authorities across the University (including those sub-delegated by the Vice-Chancellor). More information can be found at this link - <https://www.wgtn.ac.nz/about/governance/delegations>.

4 COUNCIL ORGANISATION

This section sets out how Council organises itself.



4.1 Council composition

The composition of Council is determined by the Education and Training Act 2020, Council's Constitution (gazetted on 24 September 2015 <https://gazette.govt.nz/notice/id/2015-au5554>) and the Council Membership Statute <https://www.wgtn.ac.nz/documents/policy/governance/council-membership-statute.pdf>).

The Constitution is a short document that essentially states that the University's Council must comprise 12 members, of whom:

- Four are appointed by the Minister for Universities; and
- Eight are appointed by Council in accordance with its statutes.

The Constitution also specifies that the maximum number of occasions on which a person may be appointed as a Council member is three, although Council's expectation is that no Council member would be appointed on more than two occasions.

The detail of the composition of Council is set out in the Council Membership Statute, which also sets out the basis on which the eight members appointed by Council are elected or selected.

- 4.2 The Nominations Panel oversees the appointments process for the three positions appointed directly by Council.**
- 4.3 The Secretary to Council who is also the Returning Officer conducts elections for the two staff representatives (once every two years) and the two student representatives (once each year). The successful candidates are appointed at the next available Council meeting with staff reps serving a four year term, and student reps a two year term.**
- 4.4 The Vice-Chancellor is appointed *ex officio* for the length of his/her employment contract.**
- 4.5 Chancellor and Pro-Chancellor (Chair and Deputy Chair)**

Council has two specific positions that are determined by election within Council each year.

4.5.1 Chancellor

The Chancellor is elected by Council as chairperson and is eligible for re-election to this office. This is traditionally for a one year term.

The Chancellor chairs Council and is responsible for providing leadership to Council in the execution and review of its governance responsibilities. The Chancellor represents Council at meetings concerned with governance issues across the sector (for example, Chancellors' meetings, meetings with representatives of government etc.) and provides advice and support to the Vice-Chancellor. The Chancellor is also typically the spokesperson for Council and the University on governance issues.

The Chancellor:

- Convenes Council meetings;
- Is a member *ex officio* of all committees of Council;
- Convenes or is a member of working parties of Council as deemed appropriate;
- Attends meetings of the NZ Chancellors;
- Is a Trustee of the Victoria University of Wellington Foundation (*ex officio*);
- Presides at the University's Graduation Ceremonies; and
- Represents the University at corporate and cultural functions.

4.5.2 Pro-Chancellor

The Pro-Chancellor is elected by Council as deputy chairperson and is eligible for re-election to this office. This is traditionally for a one year term.

The Pro-Chancellor is the Chancellor's deputy in governance and ceremonial roles and, on occasion as required, acts on the Chancellor's behalf.

If the Chancellor is not present at a meeting of Council or if there is no Chancellor, the Pro-Chancellor presides at the meeting and has all the powers and functions of the Chancellor for the purpose of the meeting.

The Pro-Chancellor:

- Deputises for the Chancellor as the leader of Council and as the Ceremonial Head of the University ;
- Is a member *ex officio* of all committees of Council except the Nominations Panel; and
- Represents the University at corporate and cultural functions.

4.5.3 Election process

Schedule 11 section 15 of the Education and Training Act 2020 sets out general guidance, including the constraint that Council members who are the Vice-Chancellor, members of staff or students are not eligible for election to be Chancellor or Pro-Chancellor.

The election process will be supervised by the Secretary to Council, who will provide formal notice of the date of the election, receive nominations and, if there are two or more nominations for one office, conduct a secret ballot.

The election process normally followed is:

1. The election will be held at the last meeting of Council in each calendar year.
2. The Secretary to Council will call for nominations at least two weeks before the final Council meeting of the year.
3. Nominations (proposed and seconded) must be received in writing by the Secretary to Council by the date specified in the call for nominations.
4. Nominations will only be accepted from the floor if no written nominations have been received.
5. If there are two or more nominations for one office, a secret ballot will be conducted.
6. If the ballot results in a tie, a second ballot will be held. If the second ballot results in a tie, then the Secretary to Council will supervise the determination of the outcome by lot.

4.6 Officers of Council

The “Officers of Council” are the Chancellor, the Pro-Chancellor, the Vice-Chancellor and the Chair of the Audit & Risk Committee.

4.7 Council committees

Council committees are formed to facilitate efficient decision-making and provision of advice. Council has the power to form committees under section 283(4) of the Education and Training Act 2020 as required. Standing Orders require committees to operate under approved terms of reference and observe the same rules of conduct and procedure as Council unless Council determines otherwise. Council committees only speak or act for Council when authorised. The authority conferred on a Council committee does not derogate from the authority delegated to the Vice-Chancellor.

The committee structure is as follows:

Permanent committees

- Audit and Risk Committee;
- Te Aka Matua (Māori Advisory Committee); and
- People and Culture Committee

Special purpose committees

- Victoria Honours Committee
- Nominations Panel
- Vice-Chancellor Appointment Committee

Membership of each committee is determined by Council at the start of each year, and on other occasions as the need arises.

Each committee operates with agreed terms of reference, which set out:

- The scope, purpose, responsibilities and authority of the committee;
- Membership and attendance;
- Meetings;
- Information and reporting; and
- Review requirements.

The Secretary to Council has a template for the creation of terms of reference for new committees or advisory groups when required.

Note: the Finance Committee was disestablished by Council resolution on 23 March 2026, and its remit moved to the Audit & Risk Committee, as well as more fulsome reporting by the CFO to Council under the Financial report.

Committee	Purpose	Meeting frequency	Members
Audit and Risk	Assists Council in relation to oversight of strategic, financial and operational risk management, internal and external audit, statutory financial reporting and legislative compliance.	Quarterly (or as required)	Chancellor and/or Pro-Chancellor Up to five other Council Members
Te Aka Matua – Māori Advisory committee	The purpose of Te Aka Matua is to assist Council discharge its governance responsibilities in relation to Māori and Te Tiriti o Waitangi	Four times per year	Chancellor Up to three other members of Council, two of whom should be on an annual rotation to build all Council members' understanding of Te Tiriti o Waitangi, mātauranga Māori, te reo Māori and tikanga Māori Up to three external Māori members – one member each from Taranaki Whānui and Ngāti Toa, appointed by Council on the nomination of the relevant mana whenua Iwi and one co-opted member appointed by Council based on an agreed identified skill-set. No member shall be Council members and may be appointed for up to a four-year term; One Māori student appointed by Council on the nomination of Ngā Tauria
People and Culture Committee	Assists Council to meet its responsibility to monitor and evaluate the Vice-Chancellor's performance and undertake the Vice-Chancellor's annual remuneration review. Develop a culture at the University which supports the delivery of its strategic priorities as they relate to people and culture;	As required	Chancellor Pro-Chancellor up to two other lay members of Council
Victoria Honours committee	Makes recommendations to Council regarding the criteria, conferment or award for/of an honorary degree, Hunter Fellowship, naming rights, or any other honorary award which Council may wish to bestow.	As required	Chancellor Pro-Chancellor Vice-Chancellor two other Council members President of the PGSA or nominee Academic staff as per TOR

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Nominations Panel	Ensures Council has the skills, knowledge, diversity and experience for the University to meet the challenges ahead and to achieve its strategic goals. It also oversees the selection and recommendation process of three Council members.	As required	Chancellor Vice-Chancellor DVC Māori & Kaitiakitanga Academic Board nominee member of Professional Staff VUWSA President or nominee two external members
VC Appointment Committee	To assist Council in appointing a Vice-Chancellor as defined by the Terms of Reference	As and when required	Chancellor Pro-Chancellor Up to three other members including one staff representative

4.8 Academic Board

Schedule 11 section 18(2) of the Education and Training Act 2020 requires Council to establish an academic board to advise Council on matters relating to courses of study or training, awards, and other academic matters.

The Academic Board may exercise powers delegated to it by Council and the Vice-Chancellor under sections 285 and 295 of the Education and Training Act 2020.

The Academic Board is not a committee of Council, although for convenience it is deemed to be one for the purposes of receiving and exercising delegated authority from Council.

The Academic Board is chaired by the Vice-Chancellor (*ex officio*). The membership, functions and powers of the Board are defined in the Academic Board statute and the Delegations Statute.

4.9 Vice-Chancellor

The Vice-Chancellor is the University's Chief Executive and as such is responsible for managing the academic and administrative affairs of the University. The Vice-Chancellor is the employer of all University staff. The Vice-Chancellor is *ex officio* a member of Council and of all committees of Council except the People & Culture Committee.

One of the key functions of Council is to appoint, and then monitor the performance of, the Vice-Chancellor.

The Vice-Chancellor is the link that connects the University's governance (Council) and management functions. All Council authority conferred on management is delegated through the Vice-Chancellor so that the authority and accountability of management is considered to be the authority and accountability of the Vice-Chancellor so far as Council is concerned.

Between Council meetings the Chancellor maintains communication between Council and the Vice-Chancellor, expects to be kept informed by the Vice-Chancellor on all important matters, and is available to the Vice-Chancellor to provide counsel and advice where appropriate. Only decisions of Council acting as a body are binding on the Vice-Chancellor. Individual Council members, officers or committees should not give decisions or instructions to the Vice-Chancellor except in those instances where specific authorisation is given by Council.

Accountability of Vice-Chancellor to Council

The Vice-Chancellor is accountable to Council for management of the University. At each of its normal monthly meetings Council expects to receive from or through the Vice-Chancellor:

- Operational and other reports and proposals; and
- Such other information and assurances as Council considers necessary.

4.10 Secretary to Council

The Secretary to Council is responsible for managing all Council matters and ensuring that correct procedures are in place and that all applicable rules and regulations for the conduct of the affairs of Council are complied with.

All Council members have access to the advice and services of the Secretary's office.

The role of the Secretary includes:

- Managing the Council's work programme and related meetings in consultation with the Chancellor and Vice-Chancellor
Preparing, publishing and distributing Council and Council committee papers including agendas and minutes;
- Maintaining Council's register of interests and conflicts of interest;
- Preparing the Council section of the Annual Report;
- Ensuring Council related information on the University's website is current;
- Administering Council fees and expenses;

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- Organising continuing professional development for Council;
- Managing elections and external appointments of Council members;
- Providing executive advice and support to the Chancellor (including for graduation, key events, communication, and other logistics);
- Liaising with TEC and the Minister's office on behalf of Council;
- Keeping pace with the changing technological requirements of the role, particularly post-pandemic
- Managing information requests from Council members to University staff through the Vice-Chancellor; and
- Being the key contact point for all matters relating to Council and to provide advice to senior staff when interacting with Council.

4.11 General Counsel

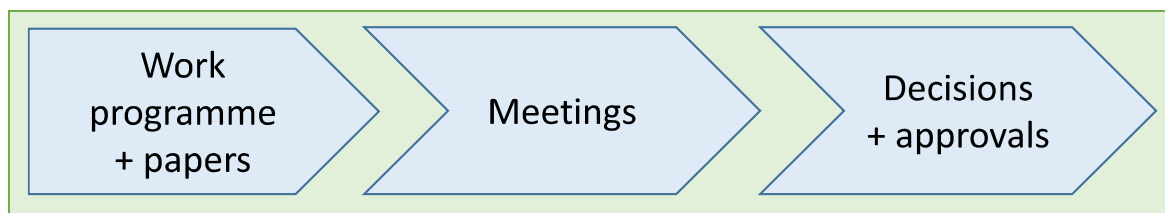
General Counsel is responsible for the provision of constitutional and legal advice. In relation to Council business this may include:

- Advice on interpretation and application of relevant legislation;
- Advice on appropriate procedure;
- Advice on the creation, interpretation and application of Council's own procedural documents including Standing Orders, Code of Conduct and Terms of Reference for committees, boards and advisory bodies; and
- Engaging external legal services when required.

Any request for, and provision of, legal advice should be directed through the Chancellor or, in relation to a committee, the chair of that committee.

5 COUNCIL PROCESSES AND PROCEDURES

This section sets out how Council operates.



Council takes a disciplined approach to performing its role, with emphasis on strategic issues and policy. Council members must always act within any limitations imposed by Council on its activities.

5.1 Annual work programme

Council works to a set timetable throughout the year. Council accomplishes its work through a series of Council meetings and Council committee meetings.

5.1.1 Council meetings

Council normally holds formal meetings at six-weekly intervals during standard business hours from approximately 11 am to 4.00 pm. Council may also hold additional special meetings if required.

Formal Council meetings and Council committee meetings are conducted in accordance with Council's Standing Orders. These may be amended from time to time by Council as Council sees fit, and they are also reviewed by the Secretary to Council and General Counsel on an annual basis to ensure that they remain current and relevant.

Members are expected to use their best endeavours to attend all Council meetings and to prepare thoroughly. Members are expected to participate fully, frankly and constructively in Council discussions and other activities and to bring the benefit of their particular knowledge, skills and experience to the Council table.

Council discussions are expected to be open and constructive, recognising that genuinely-held differences of opinion can, in such circumstances, bring greater clarity and lead to better decisions. The chair of the meeting will endeavour to seek a consensus in Council but may, if necessary, call for a vote.

Minutes are prepared for all formal Council and Committee meetings. These summarise the items considered and the decisions made.

Meetings open and close with Karakia.

5.1.2 Council committee meetings

Council committee meetings are held in accordance with the agreed timetable and the terms of reference for each specific committee. Meetings of standing committees are publicly notified on the website. Minutes of committee meetings are reported back to Council by inclusion in the agenda for the next Council meeting.

5.1.3 Council workshops

From time to time Council holds a workshop to look at particular topics in more detail. Workshops are not formal meetings of Council and are therefore not open to the public. The chair of the workshop decides the extent to which the proceedings of workshops are recorded and reported back to Council.

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5.1.4 Council performance evaluation

Council will assess its performance on an annual basis. This process may include obtaining input from external parties.

5.2 Items for Council consideration

5.2.1 Agenda

Council has sole authority over its agenda, and the Chancellor is responsible, in consultation with the Vice-Chancellor and the Secretary to Council, for determining the agenda for each Council meeting. This is generally determined based on the annual work programme, matters arising from previous Council meetings and Council committees, and on new items put forward for consideration.

Any person may, through the Chancellor, request the addition of an item to the agenda.

At each ordinary meeting the interests register is updated as necessary and Council considers:

- A report from the Chancellor;
- Reports from Council committee chairs;
- A report from the Vice-Chancellor;
- A performance report (including financials and major projects)
- A Health and Safety report; and
- Reports on activities from other areas of the University's activities as appropriate.

The sequencing and the allocation of time to items is determined based on the strategic importance of the item and the range of other items that need to be considered at each meeting.

Each Council meeting has a public session and a public-excluded session. This is a critical part of agenda planning.

5.2.2 Council papers

Council papers (including formal notice of meeting and agenda) are distributed to Council members using Diligent Board books. Council papers are usually made available at least three calendar days before meetings. Late papers are only accepted where this has been agreed in advance by the Chancellor.

Papers are expected to use the standard template for Council and Committee papers. This template is available from the Secretary to Council.

5.3 Interactions with University staff

It is expected that from time to time Council members will need to interact with members of staff. While this is generally encouraged, as it enables Council collectively to obtain a broader understanding of how the University is operating, it is also important for Council members to understand that they do not have authority to direct staff to provide information or undertake other activities unless specifically authorised to do so by the Chancellor or Vice-Chancellor.

It is expected that all interactions between Council members and University staff will be conducted in an open and transparent manner to ensure there are no surprises. The Secretary to Council can facilitate interactions between Council and the appropriate University staff, keeping the Chancellor and Vice-Chancellor informed.

If University staff are approached directly by Council members, they are expected to advise their manager, who in turn may redirect the request to the Vice-Chancellor's Office.

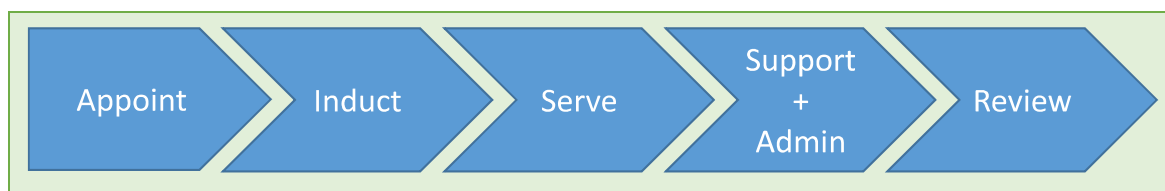
5.4 Dealing with disruptions by members of the public

If a Council meeting is disrupted by members of the public during the public section of a meeting (to the extent that reasonable debate by Council is prevented, or Council members feel threatened harassed or intimidated) then Council will manage the situation in accordance with the provisions of section 50 of the Local Government Official Information and Meetings Act 1987.

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6 OTHER GUIDANCE FOR COUNCIL MEMBERS

This section addresses other topics relevant to Council members.



6.1 Induction

At the start of each year, and on any occasion when a new person joins Council, an induction programme is run for all new Council members. This is intended to ensure that all Council members have a good (and consistent) understanding of the University and the environment and markets in which it operates. As part of the programme, members receive essential Council and University information and meet key members of the management team.

Having a good understanding of the context, purpose, organisation and processes of Council and the University is vital for Council to be able to operate as a high-performing team.

The induction programme ensures that:

- New Council members are brought up to speed;
- Council as a whole understands the work programme for the year ahead; and
- Council understands its current mix of knowledge, skills, experience and diversity.

6.2 Individual roles and responsibilities

As well as attending all Council meetings and workshops, Council members are also expected to serve on one or more Council committees.

Council members are expected to keep themselves abreast of changes and trends in the University's environment and markets and in the economic, political, social and legal climate generally.

Council members are welcome and encouraged to attend graduation celebrations usually held in May and December.

Council members are expected to perform their individual duties under Schedule 11 section 10 of the Act in accordance with Council's Code of Conduct and in accordance with all relevant University statutes (such as the Conflicts of Interest Statute).

Council members must not act as spokesperson for, or make any public comment on behalf of, Council or the University unless specifically authorised to do so by the Chancellor or Vice-Chancellor.

Council members, as officers of the University, must also ensure that they exercise due diligence to ensure that the University complies with its duties and obligations under the Health and Safety at Work Act 2015.

6.3 Fees, allowances and travel costs

Council members may be paid fees in accordance with Schedule 11 section 17 of the Education and Training Act 2020. Actual out of pocket expenses (such as travel costs) may also be claimed.

Where travel on Council business is required, the University will make the travel arrangements and cover the cost. Travel must be approved in advance by the Chancellor.

6.4 Insurance

The University maintains a comprehensive portfolio of insurance policies. This section provides an overview of the main insurance policies relevant to Council members.

Updated 24 August 2026

6.4.1 Directors & Officers

This policy covers both individual Council members as well as the University itself for claims made against Council members for wrongful acts in the discharge of their University duties. The policy covers both defence costs and settlements of claims.

6.4.2 Statutory Liability

This policy covers both individual Council members as well as the University itself for claims alleging unintentional breaches of New Zealand statutes. The policy covers both defence costs and penalties awarded against an insured (although there are some exceptions; for instance, fines following breaches of Health and Safety legislation cannot be insured).

6.4.3 Trustees Liability

This policy covers claims made against trustees in the discharge of their duties on behalf of a Trust (or fund). The policy covers defence costs, damages and judgements against trustees.

6.4.4 General requirements

Council members are required to complete a very brief declaration annually for the purposes of the renewal of the University's liability policies. The declaration typically asks whether the Council member has been involved in any companies that have been in receivership or liquidation and whether there has ever been a claim against him or her in the capacity as a Council member or a director, officer or senior employee of any entity.

All policies also require prompt notification of any circumstance which could give rise to a claim. A failure to do so may void the insurance cover. Such notifications are to be made in the first instance to Secretary to Council.

6.5 Independent professional advice

Any Council member is entitled to obtain independent professional advice relating to his or her responsibilities as a member. If a member considers such advice is necessary the member is expected to first discuss it with the Chancellor.

6.6 Information access and technology

6.6.1 Information access

Council members are given digital access to all Council papers and related material via Diligent Board books which ensures timely, effective and secure provision of Council information. This is the only University provided system that Council members are required to access as a Council member.

Council members are allowed access to the University's library.

Council members (with the exception of the Chancellor) do not require (and are not provided with) University identity or access cards.

Council members who do not have access to suitable technology may make arrangements to borrow the necessary equipment for the duration of their term. Free WiFi is available on all University campuses.

6.6.2 Information security

Council members are expected to keep all information relating to Council and the University secure. If Council members have reason to believe that there may have been any loss of, or inappropriate access to, University information in their care, they should advise Secretary to Council as soon as possible.

6.7 Physical security on campus

Campus security can be contacted on 0800 842 8888

6.8 Council performance review

As part of Council's goal to be a high-performing Council, Council members are expected to participate in the annual Council performance review.

6.9 Training and development

Council has a "BoardWide" corporate membership of the IoD which provides all Council members full IoD membership benefits (except voting rights). Council expects that all Council members will attend basic governance training.

6.10 Declarations

After becoming a member of Council, and whenever circumstances change after that, Council members are required to complete a number of formal declarations. These include:

- Details for Register of Interests. These interests will be published in the Annual Report;
- Insurance declaration; and
- A declaration to confirm that:
 - The person is not disqualified from appointment under section 277 of the Education and Training Act 2020 or section 16 of the Charities Act 2005 (for example as an undischarged bankrupt); and
 - The person agrees to comply with Council's Standing Orders and Code of Conduct.

The Secretary to Council arranges the completion of these declarations.

6.11 Where to get more information

More information may be obtained from:

- Chancellor, Pro-Chancellor and Vice-Chancellor;
- Secretary to Council
- General Counsel; and
- The University's website and other websites (such as TEC, legislation.govt.nz, Ministry of Education, etc.)

Appendices – Appendix A – Strategy – 2024-2028

Te Herenga Waka, He Herenga Tāngata, He Herenga Kaupapa—the university for a better world.

Te koromakinga—Our mission

We draw on our whakapapa, knowledge, and place to shape a better future together.

Ngā whanonga pono—Our values

Kaitiakitanga—we have a duty as guardians to protect and nurture the environment and people entrusted to our care.

Manaakitanga—we are welcoming and generous, and operate in ways that enhance the mana of our staff and students.

Whanaungatanga—we grow meaningful and long-lasting relationships that benefit our University communities and wider society.

Akoranga—we value the experience that students and staff bring to the University and recognise that greater understanding grows out of shared learning.

Whai mātauranga—we nurture intellectual curiosity that pushes the boundaries of knowledge and integrates diverse viewpoints to enhance the world around us.

Te whakakitenga—Our vision: Ki te pae!

The University's excellence is defined by inspirational teaching, outstanding research, and deep engagement, that mobilises understanding and action for a better world.

We are bold and creative, with tolerance for high-risk, high-reward activities with respect to academic investigations and discussion. A high trust culture across the University is pivotal for freeing time and resources to enable all members of our community to focus on whai mātauranga.

We may contribute as individuals but we succeed together, by investing in opportunities that have the potential to create distinctive long-term value for the University and our wider community.

We are responsible kaitiaki for our society and our environment, leading courageous, evidence-based discussion on critical civic and global issues with manaakitanga.

We cherish and care for our students and staff, who experience akoranga that celebrates their diverse identities, provides development connected to employment opportunities, and allows them to enjoy whanaungatanga that supports their success and life-long learning.

We manaaki all of our staff in ways that support their wellbeing and acknowledge their own aspirations for themselves, their families and the University.

We are a civic university with our community defining why we are here and who we serve. We are globally excellent by being locally relevant for the remarkable capital city of Wellington. This

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connection is evidenced by people's motivation to join with our university. Our collaborations advance our reputation nationally, in the Pacific region, and internationally.

Ngā whāinga matua—Our strategic priorities

Connection

We value and understand our diversity. We prioritise:

- our commitment to Te Tiriti o Waitangi and our connection to place to give meaning and influence to the marae at our heart, and support our global distinctiveness
- aspirations that empower, focus, and connect the distinctive strengths of individuals and groups within the University
- learning that excites and supports our diverse students to enable them to confidently contribute to kaupapa that challenges and extends their thinking
- the connection of ideas across academic disciplines to address pressing challenges and transformational opportunities.
- Read more about the initiatives that enhance our connection.

Collaboration

We value and use our strengths together. We prioritise:

- returning time to staff to pursue opportunities by improving economies of scale and consistency in our processes
- enhancing internal processes that transparently encourage resource sharing and collaboration across the University
- trusting our staff to innovate and work in the best interests of the University with a focus on reviewing outcomes rather than requiring prior approvals
- learning from and working with partners nationally and internationally to advance shared kaupapa.
- Read more about the initiatives that enhance our collaboration.

Community

We create value for our whole society. We prioritise:

- embracing our critic and conscience role in ways that allow current challenges, conflicts, and opportunities to be scrutinised with evidence and respectfully discussed
- engagement activities that enhance knowledge and understanding for all our external communities
- connecting aspiration to opportunity through pathways for Māori and Pasifika success
- empowering students to pursue professional and entrepreneurial experiences that connect ambition with possibility
- ecological thinking that contributes to a sustainable, resilient, and better world.

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Appendix B – Other relevant publications and information

Document name	Publisher	Link
Resources for TEI councils	TEC	https://www.tec.govt.nz/teo/working-with-teos/tei/governance/resources-for-councils/
Investment Plan	The University	https://www.wgtn.ac.nz/about/governance/university-publications/investment-plan2/investment-plan.pdf
Annual Budget	The University	On board books resource centre
Annual Report	The University	https://www.wgtn.ac.nz/about/governance/university-publications/annual-report
Strategies, Statutes and Policies	The University	https://www.wgtn.ac.nz/about/governance/strategy
Detailed legislation	Parliamentary Counsel Office	http://www.legislation.govt.nz/

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Appendix C – Karakia (on board books)

**CAPITAL THINKING.
GLOBALLY MINDED.**
MAI I TE IHO KI TE PAE

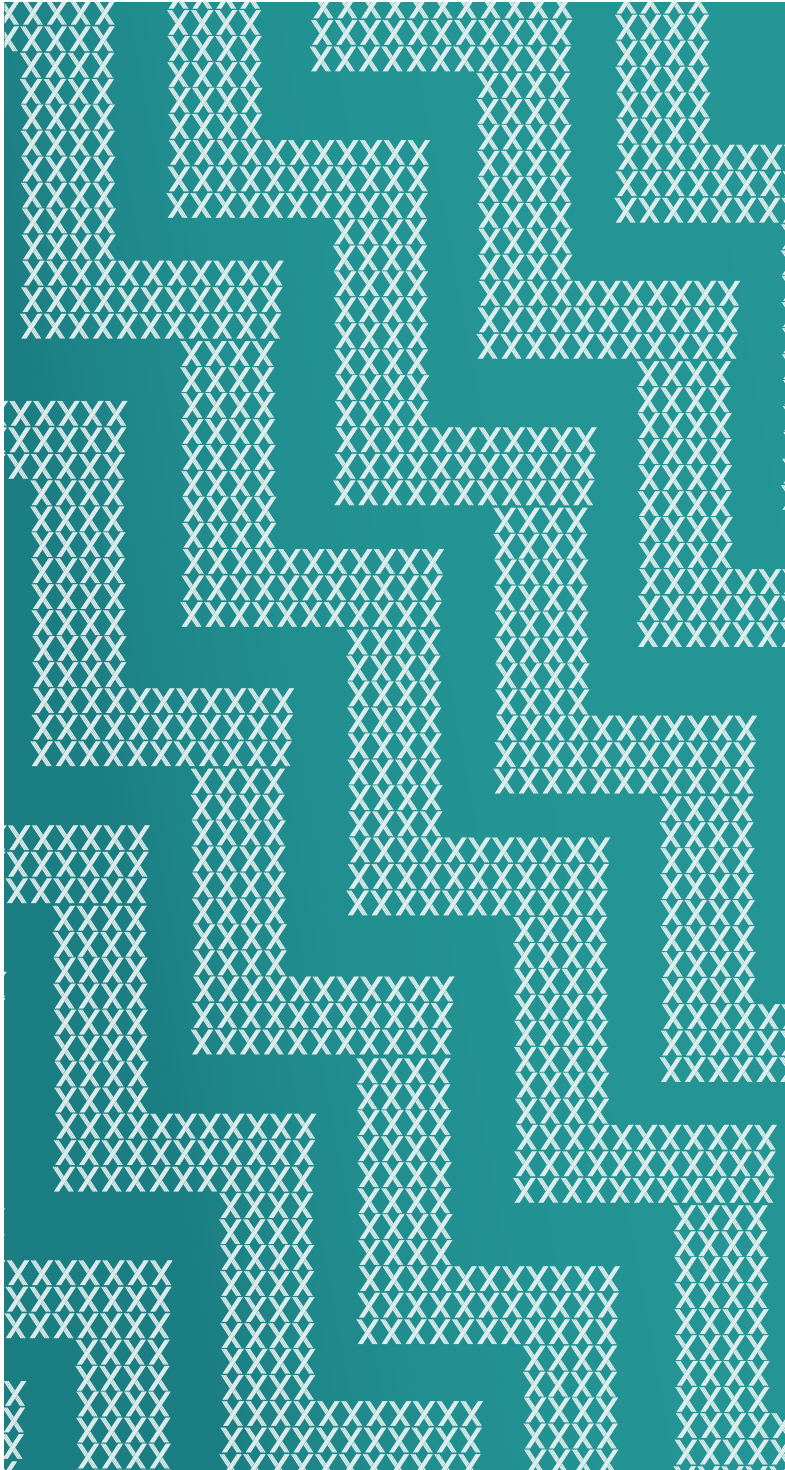


VICTORIA UNIVERSITY OF
WELLINGTON
TE HERENGA WAKA

Updated 24 August 2026

TIKANGA MĀORI AT VICTORIA

NGĀ TIKANGA MĀORI KI TE WHARE
WĀNANGA O TE ŪPOKO O TE IKA A MĀUI
**MĀORI CUSTOMARY CONCEPTS AT
VICTORIA UNIVERSITY OF WELLINGTON**



INTRODUCTION

Kei ngā hoa mahi o Te Whare Wānanga o Te Ūpoko o te Ika a Māui, tēnā koutou katoa. Tēnā tātou e whai whakaaro ana ki ngā tikanga Māori i roto i ētahi āhuatanga o ā tātou mahi. Ahakoa he tīmatanga noa, he iti noa, he pounamu kē hai whakatairanga i ngā tikanga a kui mā, a koro mā.

Welcome to the *Tikanga Māori at Victoria* booklet. This text was compiled to help staff and other members of Victoria University of Wellington's community incorporate more tikanga Māori (Māori customs and protocols) into our university environment and culture.

While we have taken care to be as accurate as possible with the information contained in this booklet, it is only a starting point. There may be finer details or different protocols necessary for a range of Māori events and contexts not covered here. However, by engaging with the material in this booklet, you can be confident that you will be more prepared and informed to support Māori students, staff, events and activities on campus.

ACKNOWLEDGEMENTS

A number of people have contributed to the compilation of this booklet. In particular, we would like to thank Meremoana Potiki for her initial research, Te Ripowai Higgins for her insights and the team in Victoria's Communications and Marketing group for their work in editing, formatting and printing the booklets. Ngā mihi nunui ki a koutou.

WHY YOU SHOULD KNOW ABOUT TIKANGA MĀORI AT VICTORIA

There are many reasons for a booklet like this, from the cultural, to the political to the practical. Overall, however, the University's Vision Statement has affirmed that "Victoria will be imbued with distinctive qualities through its values and through the Treaty of Waitangi, mātauranga Māori and te reo Māori" (*Victoria University of Wellington Strategic Plan*, page 7).

The values referred to in that statement are *akoranga*, *whanaungatanga*, *whai mātauranga*, *kaitiakitanga*, *manaakitanga* and *rangatiratanga*. Each of these concepts requires an understanding and commitment to *tikanga* Māori.

Akoranga means teaching and place of learning. It is derived from the root word *ako*, which means both to teach and to learn, and recognises the reciprocal relationship of both processes.

Whanaungatanga is based on the root word *whānau* (extended family). It acknowledges the familial and close relationships and bonds that are formed through collective experiences that provide a sense of belonging.

Whai mātauranga comprises two words—*whai*, meaning to pursue, search or aim at, and *mātauranga*, meaning knowledge, wisdom and understanding. Together, they express a commitment to investigating and exploring ideas in order to create new and better understandings of old knowledge.

Kaitiakitanga is commonly translated as guardianship. Its root word is *tiaki*, which means to guard, care for and conserve. The prefix *kai* indicates 'the person who does the action' and, therefore, the meaning of *kaitiaki* becomes guardian or trustee.

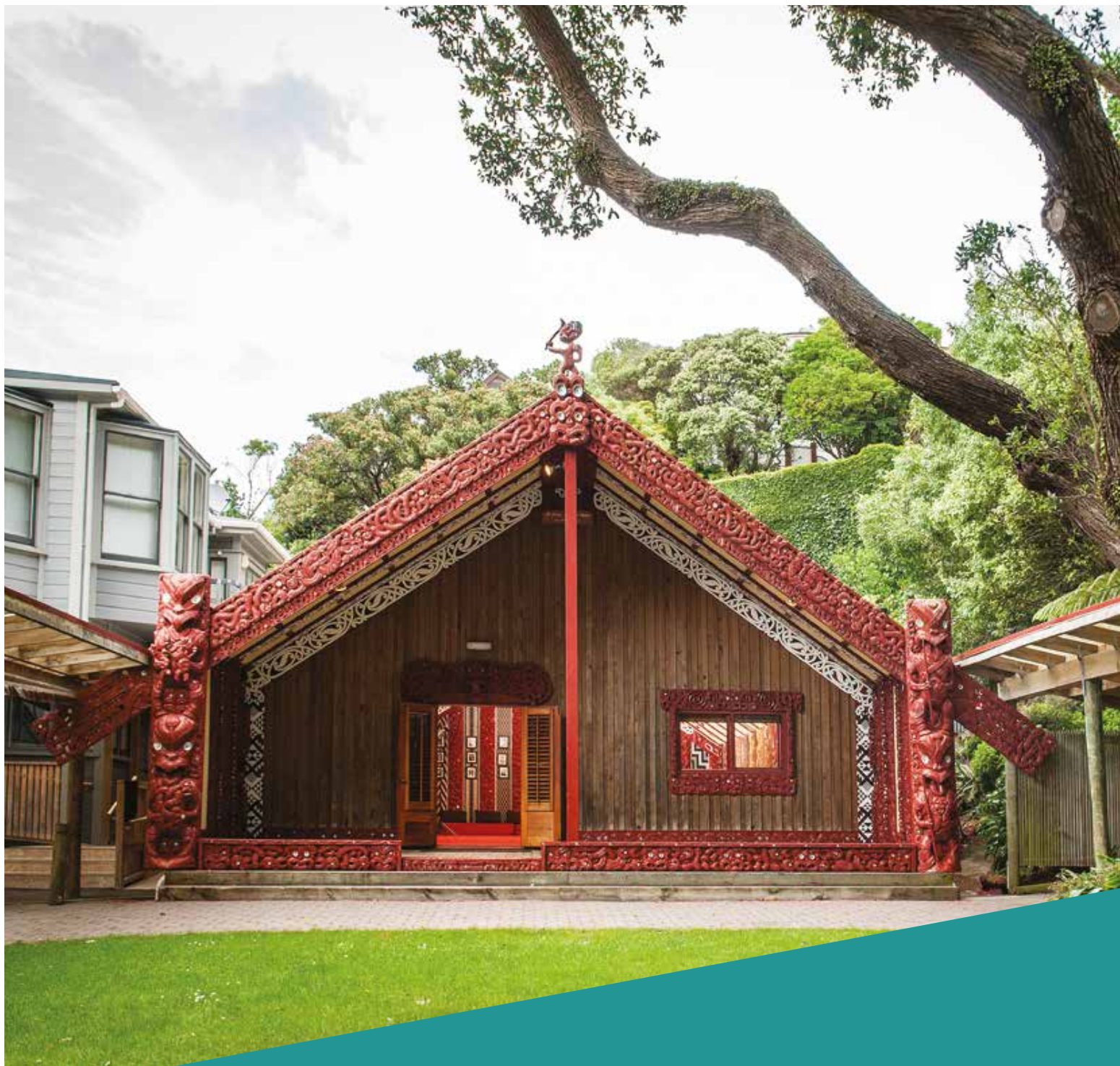
Manaakitanga conveys notions of hospitality, based on the compound word *manaaki*, which means to support and respect. It also encapsulates the root word *mana*, which translates as reputation, influence and authority. Thus, in Māori tradition, a person could enhance her or his *mana* by being generous and sharing with others.

Rangatiratanga is based on the root word *rangatira*, which means to be noble or chiefly. With the added 'tanga' suffix, it alludes to such English language concepts as sovereignty, autonomy and leadership.

By incorporating *tikanga* Māori into your academic practices, not only will you be helping to invoke each of these university values, but you will also be giving effect to Victoria's Treaty of Waitangi Statute (www.victoria.ac.nz/policy) along with many of our institution's other strategic documents and plans. Together, we can make Victoria a more inclusive place for Māori students and staff, and provide a more distinctive, place-based educational experience for all our students.



Tikanga Māori at Victoria 1



TE HERENGA WAKA MARAE

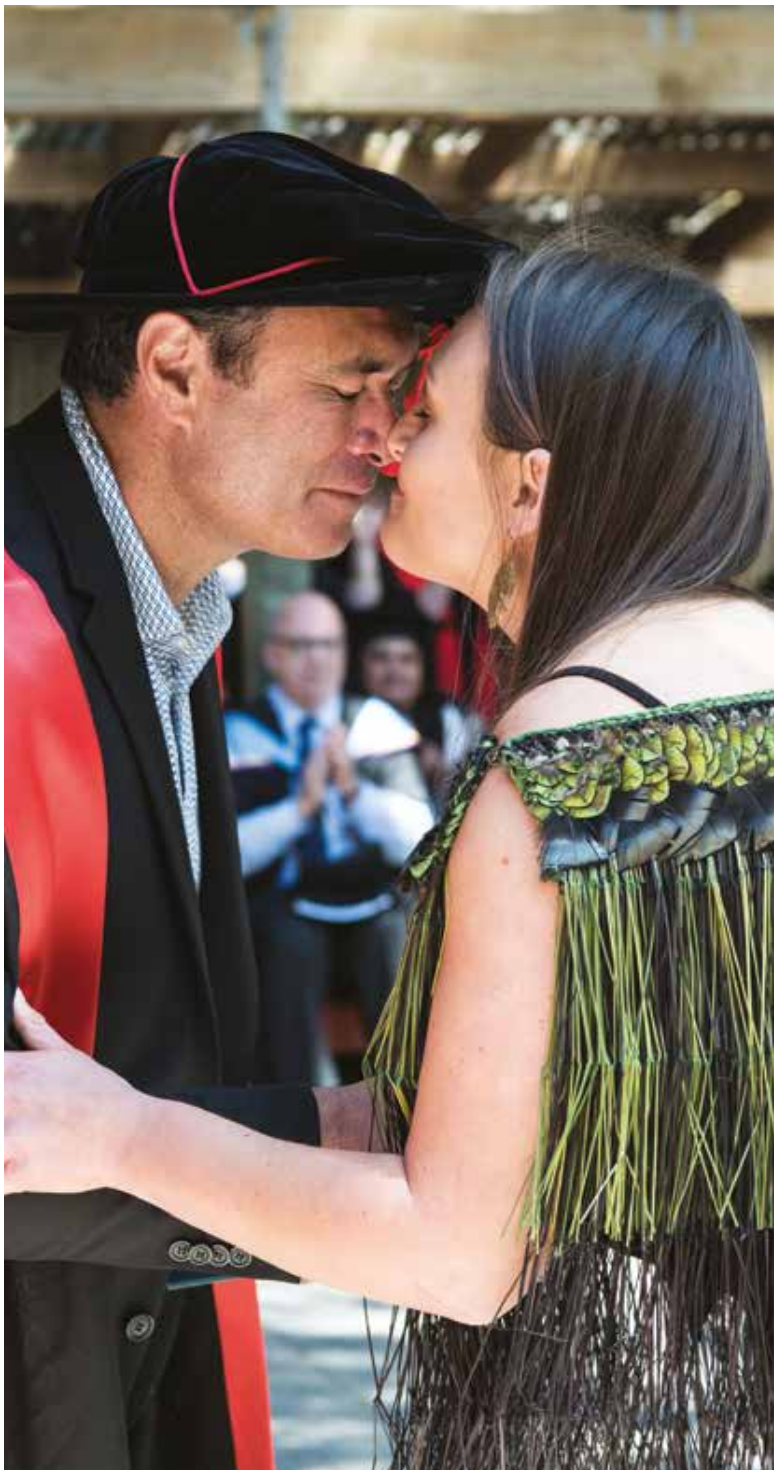
In 1980, Victoria established the first marae (Māori meeting house/place) at a university. Te Herenga Waka marae was in a refurbished building on Kelburn Parade. A few years later, Professor Hirini Moko Mead, along with Dr Wiremu Parker and tohunga (cultural expert), Te Rangiāhuta Ruka Broughton, were instrumental in the construction of a newly carved meeting house, Te Tumu Herenga Waka, which was opened on 6 December 1986. Located next to the meeting house at 46 Kelburn Parade is the wharekai (dining room and kitchen) called Ngā Mokopuna.

Since that time, the marae complex has been well utilised for a range of Māori activities and events. Its primary purpose is to serve the learning and teaching needs of Victoria's students and staff. It is used for lectures, tutorials, noho marae (marae stay overs), assessments, orientations, meetings, wānanga (seminars and forums), conferences and debates. It is also used for a range of social and cultural gatherings such as kapa haka practices, student association gatherings, weddings, christenings and tangihanga (funerals). Highlights of the marae calendar are the hosting of Te Hui Whakapūmau, a Māori graduation celebration held in May, and a graduation ceremony held in December.

For more information about Te Herenga Waka marae or to contact marae staff, go to www.victoria.ac.nz/marae

FURTHER READING

Department of Māori Studies, 1986. *A Short History of Te Herenga Waka Marae: Te whakatuwheratanga o Te Tumu Herenga Waka*. Wellington: Victoria University of Wellington.



PŌHIRI

MĀORI RITUAL OF WELCOME

In traditional (pre-European) times, Māori developed a process to receive visitors that was designed to protect the hosts from attack and set an appropriate tone for the gathering. In contemporary times, the risk of confrontation has waned but Māori still take time to welcome guests formally and establish the purpose of their visit. This ritual, known as a pōhiri (or pōwhiri in some dialects), is routinely performed at the beginning of Māori events, meetings and celebrations. At Victoria, pōhiri are often held to welcome students and staff at the start of the academic year, to welcome new staff into senior leadership roles, to welcome international visitors, at the start of conferences held on campus and as part of graduation celebrations.

In the pōhiri, men and women have different, but complementary, roles. The pōhiri is performed outside, in front of the wharenui (meeting house) in the realm of the Māori atua (god) called Tūmataunga. The stages of the welcome are prescribed to ensure the physical and spiritual safety of the participants. Despite a number of tribal and regional variations, the basic flow of the pōhiri is as on the following pages.

PREPARATION FOR THE PŌHIRI

As the manuhiri (visitors) assemble at the entrance of the marae (Māori community space), they should gather their thoughts for the pōhiri ahead. The speaker and/or leader of the group may recite a waerea (incantation) to prepare and protect the group. The group should arrange themselves to walk on the marae together, with their female elders towards the front, the remaining women and children gathered behind them and the men flanking the group and bringing up the rear.

At Te Herenga Waka marae, all formal pōhiri procedures are conducted entirely in te reo Māori (the Māori language). After the Māori cultural formalities are over, however, visitors may be invited to give speeches in other languages.

KARANGA

The first voices heard as part of the pōhiri are usually those of Māori women. First, a woman from the tangata whenua (host group) will call words of welcome (karanga), in the Māori language, to the visiting group. In reply, a woman from the manuhiri will reply. They will continue in their exchange of calls as the visiting group, led by the kaikaranga (female caller), enters the grounds of the marae and makes their way to the paepae (visitor seating area).

Generally, the karanga will include an exchange of greetings between the groups, the paying of respects to people, connected to either group, who have recently passed away and an acknowledgement of the purpose of the gathering. The karanga exchange will continue until the manuhiri have arrived at their seating area.

At Te Herenga Waka marae, the front row of the paepae is reserved for the male speakers and other male leaders within the group. For their protection, women and children in the group must sit behind the front row.

WHAIKŌRERO

The next phase of the pōhiri is an exchange of whaikōrero (speeches), delivered by men in each group. Traditionally, these speeches greet the other group, emphasise their shared relationships and acknowledge the purpose of the gathering. The order in which these speeches are delivered depends on the kawa (sacred protocols) observed by the marae. The two different types of speech-making kawa are pāeke and tāuutuutu. Pāeke refers to an exchange where the tangata whenua speakers deliver their speeches first and then the manuhiri deliver theirs. In contrast, tāuutuutu refers to a speaking order where the two sides alternate their speakers, starting and ending with a speaker from the tangata whenua.

The kawa of Te Herenga Waka is pāeke. In pāeke, all speakers from the tangata whenua speak before the manuhiri during whaikōrero. The first speaker is seated closest to the house, and the speaking order continues away from the house until all speakers have finished. The order then crosses to the manuhiri side. Here, the order is reversed, with the first speaker seated furthestmost from the house, and the last speaker situated closest to the marae. Done in this way, the mauri (life force) of the ceremony begins with, and is restored, to the wharenui at completion (Mead, 2003, page 16).

Whatever the kawa, holding the pōhiri outside means that it is in the realm of Tūmatauenga (the Māori god of war), speakers are welcome to use traditional Māori weapons and other adornments (such as tokotoko (walking sticks) and patu (clubs)) to enhance their oratory.



WAIATA

After each speaker, their group performs a waiata (song). This indicates the support of the group for the speaker and his speech. Different iwi (tribes) will often sing particular songs from their area. Groups should stand near their speaker to sing their waiata and then return to their seats as soon as it finishes.

KOHA

When the final speech from the manuhiri has finished, the speaker may place on the ground in front of him a koha (gift) for the hosts. In pre-European times, the koha would have been produce or treasures specific to the manuhiri. Today, the koha is more likely to be in the form of cash. Koha is a practical response to sharing the cost of coming together, so people should consider what they bring as their contribution. Usually, the costs of events at Te Herenga Waka marae that involve Victoria University staff and/or students are covered by the University but it would be appropriate to give koha on some occasions, such as tangihanga (funerals).

HONGI

The next stage is for the two groups to come together for the hongi. This involves the manuhiri lining up and, one-by-one, pressing their noses together with the tangata whenua to symbolise the unity of the group. Today, this usually includes a handshake and often a kiss on the cheek too.

It is usually appropriate for everyone in the visiting group to be involved in the hongi. However, there are a number of situations when this might not be appropriate:

- If a visiting group is really large and it would take too long to hongi everyone, the people nearest the speakers may be called forward to hongi on behalf of their group.
- If any of the visitors are sick, it is best for them to stay seated rather than pass on any illness.
- If it is against the cultural or religious beliefs of any of the visitors to be in such close proximity with another person, it is best for the specific members of the visiting group to remain in their seats during the hongi. No offence will be taken.

KAI

A shared kai (food) marks the final formal stage of the pōhiri. Māori believe that the participants in a pōhiri move into a heightened state of tapu (sacredness) and that this sacred state is removed by eating food. Food is not eaten inside the wharenuī. Instead, the people move into the wharekai (dining room) next to the wharenuī for the meal.

VARIATIONS AND ADDITIONAL ELEMENTS

There are other stages or variations that may occur as part of the pōhiri:

- For particularly auspicious pōhiri, a wero (challenge) may be performed. This involves one or more Māori males approaching the manuhiri at the beginning of the pōhiri with a taki (dart) or something similar. The idea is to test the visiting group to see if they come in peace, or not.
- Some iwi (tribes) conduct their pōhiri in a different order. For example, the Te Atiawa and Taranaki people will hongī with their visitors before the speeches begin. This links to the passive resistance movement that evolved in Parihaka, a Taranaki settlement, in the late 1800s, and acknowledges the philosophy of their charismatic leaders, Te Whiti o Rongomai and Tohu Kākahi.
- Some tribes have a tradition of women delivering whaikōrero as part of the pōhiri. However, when Te Herenga Waka marae's protocols were established, it was decided to emulate the more common practice of women performing the karanga and men performing the whaikōrero.

MIHI WHAKATAU

Sometimes, the manuhiri may be welcomed inside the whareniui. This is generally called a mihi whakatau.

The rules of a mihi whakatau are slightly different from an outdoor pōhiri. For example, it begins with a karakia (prayer) to set the tone. Also, speakers are not allowed to use ceremonial weapons inside the house as it is considered to be the realm of Rongomātāne (the Māori god of peace). In addition, the places for the manuhiri and tangata whenua to sit are reversed from their outside locations.

Mihi whakatau can also be conducted in places other than a marae. For example, government departments, schools and community groups may decide it is more appropriate to host a mihi whakatau to welcome visitors.

At Te Herenga Waka marae, a mihi whakatau is sometimes held instead of a pōhiri. This means that the manuhiri sit inside, on the right-hand side of the whareniui. The kawa of the marae is still followed though, and the formalities are still conducted in te reo Māori.

FURTHER READING

Higgins, R., & Moorfield, J., 2003. 'Ngā Tikanga o te Marae'. In Ka'ai, T., Reilly, M., Moorfield, J., & Moseley, S., *Ki te Whaiao: Introduction to Māori society and culture*. Auckland: Pearson Longman, pp. 73–84.

Mead, H.M., 2003. *Tikanga Māori: Living by Māori values*. Wellington: Huia Publishers.

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Salmond, A., 2009. *Hui: A story of Māori ceremonial gatherings*. 3rd edition. North Shore: Raupo.

Tauroa, H., & Tauroa, P., 1986. *Te Marae: A guide to customs and protocol*. Auckland: Reed Methuen.



KARAKIA AND WAIATA

FURTHER READING

For lyrics and sound files of popular Māori songs, go to www.folksong.org.nz/waiata.html

For more about Māori spiritual beliefs, go to www.nzetc.victoria.ac.nz/tm/scholarly/tei-corpus-ElsdonBest.html

KARAKIA

There are many situations at Victoria where it may be appropriate to conduct a short karakia (prayer). A karakia can be said at the beginning or end of a meeting or gathering.

The karakia listed on the following pages are short, quite simple and suitable for most occasions.

This karakia was composed by Professor Rawinia Higgins and Dr Mike Ross. It can be used to start or close a meeting or event. It has no religious connotations so is suitable for any gathering.

Mauri oho
Mauri tū
Mauri ora ki a tātou
Haumi e, hui e, tāiki e!

*Awaken the spirit
Engage the spirit
The spirit of life amongst us
Be united in purpose!*

This is a more traditional karakia that calls on the elements to focus the people and ensure a successful gathering. It can be said at the beginning of an event or meeting.

Whakataka te hau ki te uru
Whakataka te hau ki te tonga
Kia mākinakina ki uta
Kia mātaratara ki tai
Kia hī ake ana te atakura
He tio, he huka, he hau hū
Tīhei mauri ora!

*Cease the winds from the west
Cease the winds from the south
Let the breeze blow over the land
Let the breeze blow over the ocean
Let the red-tipped dawn come with a sharpened air
A touch of frost, a promise of a glorious day
Let there be life!*

This is another traditional Māori karakia but it is said at the end of an event to draw the gathering to a close.

Unuhia, unuhia,
Unuhia ki te uru tapu nui
Kia wātea, kia māmā te ngākau,
te tinana, te wairua i te ara takatā
Koia rā e Rongo, whakairia ake ki runga
Kia tina! Tina! Hui e! Tāiki e!

*Draw on, draw on,
Draw on the supreme sacredness
To clear, to free the heart,
the body and the spirit of mankind
Rongo, high above us
Draw together! Affirm!*

It is common Māori practice to say karakia before eating meals. The following is a karakia for kai that draws on Christian tradition.

E te Atua
Whakapainga ēnei kai
Hei oranga mō ō mātou tinana
Whāngaia hoki ō mātou wairua
ki te taro o te ora
Ko Ihu Karaiti tō mātou Ariki
Ake, ake, ake
Amine

*Lord God
Bless this food
For the goodness of our bodies
Feeding our spiritual needs
also with the bread of life
Jesus Christ, our Lord
Forever and ever
Amen*

This karakia is another that can be used to bless food before eating. It is more traditional in style and has no Christian connotations.

Nau mai e ngā hua

o te wao

o te ngākina

o te wai tai

o te wai Māori

Nā Tāne

Nā Rongo

Nā Tangaroa

Nā Maru

Ko Ranginui e tū iho nei

Ko Papatūānuku e takoto nei

Tūturu whakamaua

Kia tina! Tina! Hui e! Tāiki e!

Welcome the gifts of food

from the sacred forests

from the cultivated gardens

from the sea

from the fresh waters

The food of Tāne

of Rongo

of Tangaroa

of Maru

I acknowledge Ranginui who is above me

Papatuanuku who lies beneath me

Let this be my commitment to all!

Draw together! Affirm!

WAIATA

There are many situations where it may be appropriate to perform a waiata (song). A waiata may be sung in support of a speaker or to create a sense of group unity.

These three waiata are short, simple and suitable for most occasions. Sound recordings of all three are available online.

Māku rā pea

Māku rā pea

I will perhaps

Māku rā pea

I will perhaps

Māku koe e awhi e

I will help you

Ki te ara, ara tupu

Upon the pathway, of progress

Māku koe e awhi e

I will indeed help you

E tū kahikatea—Nā Hirini Melbourne

E tū kahikatea

Stand like the kahikatea [tree]

Hei whakapae ururoa

To brave the storms

Awhi mai, awhi atu

Embrace and receive

Tātou, tātou e

We are one together

Mā wai ra—Nā Henare Te Owai

Mā wai ra

Who will stand

e taurima

to deliver

te marae i waho nei?

on the marae now?

Mā te tika

Let it be justice

Mā te pono

Let it be truth

me te aroha e

and let it be love

This waiata was composed by Te Rangīāhuta Ruka Broughton shortly before his passing in 1986, just a few months before Te Tumu Herenga Waka was opened. The waiata is about his ill health, which is said to have been the utu (sacrifice) for the building of the wharenui. The waiata urges students and staff members who enter the wharenui to uplift each other, to think critically and to engage in higher learning. This waiata is performed by the tangata whenua during most pōhiri at Te Herenga Waka marae. It is important to note that this waiata is sung only by the tangata whenua of the marae, and is not appropriate for anyone coming on to Te Herenga Waka as manuhiri.

A recording of this waiata is available from the Language Learning Centre at Victoria. Victoria staff, students or alumni who would like an electronic copy of the sound recording can email ako@vuw.ac.nz and it will be emailed.

Kāore taku raru—Nā Te Rangīāhuta Ruka Broughton

Kāore taku raru te āta mōhiotia
i ngā rau rangi nei.
Ko ngā ngaru kai waka
i te au a Tāne.
Pākia mai rā
e ngā pōtiki a Rakamamao
e hūhū rā he hiku taniwha pea ngē
kei te aukume,
kei te auna,
kei te aukaha
te tau a Whiro.
E tū e hine mā, e tama mā,
whakaarahia ake ngā poupou
o tō whare
o Te Herenga Waka
me tōna tāhuhu.
Ko te pātaka kai iringa hoki
o te kupu o te kōrero
a te kāhui kāhika
o ngā rā ki tua.
Kia toka ia nei
te paepae tapu
kei ngā waha kākā nui a Tāne,
kei ngā manu tioriori
pari karangaranga o Rongomaraeroa.
Pūkana whakarunga
Pūkana whakararo
Ko Poutūterangi tonu
kei ngā huihuinga a Matariki
hei rāhiri mai i te ngahue tangata
Ka huri au ki te whare
mōwai rokiroki hai!

*My sickness is unresolved
these many days past.
It afflicts me like the canoe-eating waves
raging against Tāne.
Slapped
by the winds of Rakamamao,
that swishes like the tail of the taniwha
and creates a whirlpool,
an ever-deepening whirlpool,
that gathers strength
and causes Whiro to sing.
Arise young men and women,
raise the posts
of your house
Te Herenga Waka
and its ridgepole.
The storehouse from which suspends the world and history
of the towering assemblage
of past times.
Make strong
the sacred benches
of the speakers of Tāne,
of the singing birds
that reverberate
on the marae.
Stare fiercely above,
stare fiercely downwards.
'Tis Poutūterangi
of the gathering of Matariki
that welcomes the multitudes.
Thus I turn to the house
of infinite calm!*



GENERAL TIKANGA TIPS

Generally speaking, tikanga are Māori customary practices or behaviour. The concept is derived from the Māori word tika, which means 'right' or 'correct', so, in Māori terms, to act in accordance with tikanga is to behave in a way that is culturally proper or appropriate. The relationship Māori have with the different atua (gods) is reflected in the customs and rituals that make up tikanga Māori (Ka'ai et. al., 2004, page 13).

The basic principles underpinning the tikanga noted below are common throughout New Zealand. However, different iwi, hapū (sub-tribes) and marae often have their own variations. These guidelines relate to practices endorsed by Te Kawa a Māui / School of Māori Studies and are modelled at the University's Te Herenga Waka marae. They can be reflected and upheld on any Victoria University premises and in other situations.

HEAD (MĀHUNGA)

Māori regard the head as the most tapu (sacred) part of a person (Mead, 2003) and you should avoid touching someone's head unless invited.

FOOD (KAI)

There are many Māori rituals and practices relating to food. In a teaching and learning context, it is common for Māori to share food as a means of welcoming people, removing tapu, celebrating and further building rapport. However, when dealing with food, ensure it is not passed over anyone's head and that it is kept well away from hats and pillows. Food is not to be brought into classes held in the whareniui.

TABLES (TĒPU)

Avoid sitting on tables, particularly any with food on them or tables that are likely to have food on them at some point.

BAGS (PĒKE)

Avoid placing bags on tables. Instead, place them on a chair or on the floor.

PILLOWS (PERA)

Linked with the idea that heads are tapu, anything that relates to heads, like pillows, should be treated carefully. Do not sit on pillows or cushions.

HATS (PŌTAE)

Similarly, hats need to be handled carefully. Do not place hats on tables and, if possible, avoid wearing a hat during karakia.

SPEAKING (KŌRERO)

In a Māori context, it is considered rude for a person to enter and cross a room, or speak, while someone is addressing an audience. To avoid offence, either wait quietly by the door until a break in the dialogue or, when that is not appropriate, enter as discreetly as possible. Try to avoid walking directly in front of the speaker and, if you cannot avoid this, crouch down as you pass as a sign of respect.

FURTHER READING

Barlow, C., 1991. *Tikanga Whakaaro: Key concepts in Māori culture*. Auckland: Oxford University Press.

Mead, H.M., 2003. *Tikanga Māori: Living by Māori values*. Wellington: Huia Publishers.



TIKANGA AND RESEARCH

Increasingly in New Zealand, research activities and funding applications are expected to include a Māori dimension. If you are engaging in research, in whatever field or topic, it may help you to be aware of the following tikanga.

ETHICS

Any research conducted by Victoria's staff and students that involves human participants or human tissue or affects people's privacy, rights and freedoms, is subject to the Human Ethics Policy. The Human Ethics application process requires applicants to consider the following question: How does your research conform to the University's Treaty of Waitangi Statute? This question requires a full and thoughtful response. The Human Ethics Committee is not usually swayed by statements that the Treaty of Waitangi is 'not applicable' or 'not relevant' to the research project. In fact, the provision of such a response is likely to slow down the approval process of an application.

The Human Ethics application form also asks if you are specifically recruiting from particular groups. If you select 'Māori' from the list of options, you will need to explain the consultation you have undertaken with Māori. This can be challenging for researchers who have not formed research relationships with Māori groups before submitting their application. Researchers are strongly encouraged to engage with Māori groups as early as possible to establish relationships (and achieve the required ethical approval).

For further help in developing relationships with Māori people and groups, or for conducting Māori-related research, contact the Office of the Deputy Vice-Chancellor (Māori).

For more information about the Human Ethics application process, go to www.victoria.ac.nz/human-ethics

VISION MĀTAURANGA

Vision Mātauranga is a government policy designed to encourage research that draws on Māori knowledge, resources and people.

Since 2010, the goals of Vision Mātauranga have been integrated across all of the Ministry of Business, Innovation and Employment (MBIE) investment-priority areas. This means that in order to, for example, apply to the Endeavour Fund, you will need to demonstrate how your research will give effect to Vision Mātauranga. The Vision Mātauranga framework is even applied beyond MBIE. For example, the Marsden Fund, which is administered by the Royal Society of New Zealand, also requires applicants to consider the Vision Mātauranga policy in the development of their proposals.

For more information about Māori research at Victoria, go to www.victoria.ac.nz/maori-research

FURTHER READING

Health Research Council of New Zealand, 2010. *Guidelines for Researchers on Health Research Involving Māori*. Available at www.hrc.govt.nz

Ministry of Research Science and Technology, 2007. *Vision Mātauranga*. Available at www.mbie.govt.nz/info-services/science-innovation/pdf-library/vm-booklet.pdf

Pihama, L., Cram, F., & Walker, S., 2002. Creating methodological space: A literature review of kaupapa Māori research. *Canadian Journal of Native Education*, 26(1), p. 30.

TIKANGA AND TEACHING

There are many ways to incorporate tikanga Māori into the classroom. The key to the effective use of Māori content is the way that the content is delivered. We know from ample research that the demeanour and enthusiasm of the lecturer affects the way students engage with a course. Similarly, it stands to reason that the way lecturers and tutors approach the delivery of Māori course content will impact on how positively the students receive it.

If you are new to teaching with, or about, Māori cultural practices, you could start by inviting a Māori guest lecturer into your course, or co-teaching with them. Another useful way to introduce Māori ideas is by engaging in comparative analysis, either in a lecture, tutorial or an assignment.

Another example is to model the concept of manaakitanga (hospitality). You could do this not just as a topic of study but as a means to acknowledge the contribution of others; for example, in the way that guest lecturers are greeted and thanked by the class or how you demonstrate your gratitude for student contributions.

Other tikanga Māori that you could model or advocate in your courses include such things as sharing kai, not sitting on tables, having mihihi (introductions) at the beginning of the course and ending the course with a poroporoaki (an opportunity for students to farewell and thank each other).



MĀORI REPRESENTATION AND SUPPORT

There are a number of Māori entities at Victoria as well as support for people interested in developing their Māori cultural competence.

OFFICE OF THE DEPUTY VICE-CHANCELLOR (MĀORI)

The Office of the Deputy Vice-Chancellor (Māori) is responsible for leadership and oversight of all things Māori at Victoria. It is led by Professor Rawinia Higgins (Ngāi Tūhoe), who was appointed to the role of Te Tumu Ahurei / Deputy Vice-Chancellor (Māori) in July 2016. Professor Higgins is ably backed by an administrative team that provides her with policy, strategy, liaison and operational support.

A key priority of the Office is the realisation of its strategic outcomes framework, *Mai i te Iho ki te Pae* (go to www.victoria.ac.nz/outcomes-framework). This document aims to more effectively link Victoria's Māori-related activities with our Māori-related outcomes. Every staff member at Victoria is encouraged to engage with this document and contribute to the fulfilment of its goals.

TOIHUAREWA

Toihuarewa is a subcommittee of the Academic Board and a vehicle for Māori academic issues at Victoria. Toihuarewa is also a tangible form of the University's commitment to the Treaty of Waitangi. The Deputy Vice-Chancellor (Māori) is the convener of Toihuarewa.

Toihuarewa members provide Māori representation on a number of university committees, including the:

- Academic Board
- Academic Committee
- Equity and Diversity Committee
- Faculty of Graduate Research
- Human Ethics Committee
- Learning and Teaching Committee / Te Maruako
- Research Evaluation Committee
- Student Experience Committee
- University Research Committee.

In addition, Toihuarewa members are regular participants in university reviews, academic audits, faculty committees, school committees and programme committees.

Toihuarewa meets monthly. To be part of a Toihuarewa meeting, for example, to discuss a Māori-related project or issue, contact the Office of the Deputy Vice-Chancellor (Māori).

To talk to a Toihuarewa representative about learning and teaching or research matters, contact the Assistant Vice-Chancellor (Mātauranga Māori) via ako@vuw.ac.nz or the Office of the Deputy Vice-Chancellor (Māori) at tumu.ahurei@vuw.ac.nz

TE HAUHIKU

Te Hauhiku is the representative body for Māori professional staff at Victoria. The group has evolved somewhat organically; however, its purpose is to support Māori professional staff and engage with issues that relate to Māori professional staff activities.

Te Hauhiku meets monthly. To be part of a Te Hauhiku meeting, for example, to discuss a Māori professional staff-related project or issue, contact the Office of the Deputy Vice-Chancellor (Māori).

TE HĀPAI PROGRAMME

Te Hāpai is a staff development programme designed to increase the understanding, and use of, Māori culture, language and the Treaty of Waitangi within the University.

The courses are coordinated by Victoria's Human Resources team, with the support of the Office of the Deputy Vice-Chancellor (Māori). Courses include an introduction to te reo Māori, an introduction to tikanga Māori and an introduction to the Treaty of Waitangi. All three courses are designed specifically for the Victoria context and include discussion and experiential learning.

To find out more about the programme and to enrol, go to www.victoria.ac.nz/te-hapai

FEEDBACK ON COURSE OR QUALIFICATION PROPOSALS

At Victoria, most proposals for new or amended courses or qualifications require a statement about how they will demonstrate the University's commitment to the principles of the Treaty of Waitangi. It is an opportunity to reflect on how well the course or qualification can create meaningful outcomes for Māori students. Proposers should refer to the *Māori Strategic Outcomes Framework / Mai i te Iho ki te Pae* (www.victoria.ac.nz/outcomes-framework) and indicate how the proposal will align with the Framework. For example, how will Māori concepts and examples be taught? Are Māori staff likely to be involved in an advisory, teaching or research capacity, and if so, who will they be? What opportunities are there for Māori research associated with the proposal?

For advice on incorporating Māori research, tikanga, perspectives and examples into courses and programmes and to find out about the *Māori Strategic Outcomes Framework / Mai i te Iho ki te Pae*, contact the Office of the Deputy Vice-Chancellor (Māori) or email ako@vuw.ac.nz or tumu.ahurei@vuw.ac.nz

FREQUENTLY ASKED QUESTIONS

This booklet is a basic introduction to tikanga Māori at Victoria, so will not address every question readers may have. Below are a few common and/or important questions that are often asked and have not been addressed earlier in this booklet.

Q When can I come to a marae?

A The first time you visit a marae you should be welcomed at a pōhiri. When this is over, you are considered part of the marae community and you can generally return to the marae at your leisure.

At Victoria University of Wellington, we host a mass pōhiri at the start of each year to welcome new students and staff. This means that, even if you did not attend the pōhiri in person, you were symbolically welcomed and so you are able to attend classes and other events at the marae without the need for another pōhiri.

Q Why are the women seated behind the men at the pōhiri?

A When a man conducts his whaikōrero on the marae ātea (the outside area in front of the marae) he is entering into the spiritual realm of Tūmataunga. As women are revered in Māori society for their ability to give life, Māori are conscious not to expose women to threats that might be made on the marae and may affect subsequent generations (Ka'ai et al., 2004).

Q I am not cisgendered, so where should I sit during the pōhiri?

A The overall point of the pōhiri at Te Herenga Waka marae is to welcome people so that they can become part of the community and have a positive and successful learning experience. The practice at Te Herenga Waka marae is for people to participate in the pōhiri in a way that is appropriate for their personal identity, without overtly transgressing the kawa of the marae. So, for example, a person who was born a biological male but who identifies as female can sit with the women during the pōhiri. Similarly, a person who was born a biological female but who identifies as male can sit with the men.

Q Why do we take off our shoes before entering the wharenuī?

A The wharenuī is considered to symbolically represent a Māori ancestor. It is a mark of respect for people to remove their shoes before entering the metaphorical body of the tipuna (ancestor). Others believe that dust and dirt from the marae ātea being the realm of Tūmataunga, should not be brought inside the wharenuī. Whatever the case, you should assume that you will need to remove your shoes when visiting a marae.

Q Can I eat food in the wharenuī?

A Generally speaking, food cannot be consumed inside the wharenuī at Te Herenga Waka marae. The only exceptions are water, which can be drunk to avoid dehydration, and medicine, which can be taken as required.

Q What is said in the whaikōrero?

A The structure of a whaikōrero is determined by the speaker but generally follows a set format:

- Whakaaraara
Tauparapara/tau
Mihi ki te marae and whare tipuna
Mihi mate
Mihi ora
Take
- Mōteatea, waiata and /or haka
- Forms of karakia
- Acknowledging the marae
Acknowledging ancestors
Acknowledging the living
Acknowledging the purpose of the meeting/pōhiri
Singing a traditional chant or waiata

REFERENCES

Ka'ai, T.M., Moorfield, J. C., Reilly, M.P.J., & Mosley, S. (Eds.), 2004. *Ki te Whaiao: An introduction to Māori culture and society*. Auckland: Pearson Education New Zealand Limited.

Mead, H.M., 2003. *Tikanga Māori, Living by Māori values*. Wellington: Huia Publishers.

Victoria University of Wellington, 2015. *Victoria University of Wellington Strategic Plan*. Available at www.victoria.ac.nz/strategic-plan



Capital thinking. Globally minded.

Te Tiriti o Waitangi Statute

1. Purpose

The purpose of this Statute is to outline the principles adopted by Te Rūnanga—the University Council to enact the University’s obligations that derive from section 281(1)(b) of the Education and Training Act 2020.

As a University, we embrace Te Tiriti o Waitangi as one of our distinctive qualities.¹

The principles articulated in this Statute enable Te Herenga Waka—Victoria University of Wellington (the University) to realise opportunities under Te Tiriti o Waitangi to further advance the University and contribute to the betterment of New Zealand society.

2. Application of Statute

This Statute applies to staff members, students, and Council members of the University.

Statute Content

3. Principles

3.1 The following principles have been drawn from Te Tiriti o Waitangi, New Zealand case law, Waitangi Tribunal reports, Crown policy documents, the University’s governance documents, and mātauranga Māori.

- (a) The principle of Kāwanatanga stems from Article One of Te Tiriti o Waitangi, which used Kāwanatanga to mean governance. In the context of the University, this means that the Council has an obligation to provide good governance for the University as a whole and to act reasonably and in good faith, including with its Māori staff, students and stakeholders.
- (b) The principle of Rangatiratanga recognises Māori autonomy and self-determination, as guaranteed in Article Two of Te Tiriti o Waitangi. In the context of the University, it means encouraging senior Māori leadership roles and entities, spaces, and events where tikanga Māori prevails, and engagement with and rights over te reo and mātauranga Māori.
- (c) The principle of Options (Kōwhiringa) acknowledges Māori rights to pursue their own personal direction, whether that be in accordance with tikanga Māori or not. In the context of the University, this means that Māori staff and students have a choice about whether or not to access Māori specific processes, services, or support within the University environment.
- (d) The principle of Partnership (Mahi tahi) requires Māori and the Crown to work together for mutually beneficial outcomes. In the context of the University, this Principle underpins the integrity of the relationships formed between the University and its Māori stakeholders, including mana whenua.

¹ Te Tiriti o Waitangi was signed in Wellington on 29 April 1840 by chiefs from Te Āti Awa, Taranaki whānui and some representatives from Ngāti Toa Rangatira. On 14 May 1840 on Kāpiti Island, Tāmihana Te Rauparaha, Te Rangitopeora and Mātene Te Whiwhi signed Te Tiriti o Waitangi - this is considered the primary signing for Ngāti Toa Rangatira.

- (e) The principle of Kaitiakitanga (Protection) ensures Māori rights and interests are actively protected through honourable conduct, fair processes, robust consultation, and good decision-making. In the context of the University, this means actively protecting Māori student, staff and stakeholder rights and interests in relation to University activities.
- (f) The principle of Participation (Whai wāhi) ensures that Māori are fully involved in all parts of New Zealand society. In the context of the University, it requires the University to ensure Māori representation in key decision-making bodies and the involvement of Māori across all parts of the University.
- (g) The principle of Equality (Rite tahi) focuses on providing an environment that supports equitable Māori outcomes. In the context of the University, it means actively working towards achieving equitable outcomes for Māori students and staff.
- (h) The principle of Redress (Whakaoranga) provides for the effective resolution of Māori grievances. In the context of the University, this means actively addressing any inequities for Māori across the institution.

4. Review

- 4.1. This Statute will be regularly reviewed under the oversight of the Council's Te Aka Matua Committee in accordance with the University's Policy Framework.

Related Documents and Information

5. Related Documents

[Education and Training Act 2020](#)
[Treaty of Waitangi Act 1975](#)

6. Document Management and Control

Essential Record

Approver	Te Rūnanga–Council
Approval Date	4 May 2026
Effective Date	4 May 2026
Next Review Date	4 May 2029
Policy Sponsor	Tumu Ahurei–Deputy Vice-Chancellor Māori and Kaitiakitanga
Policy Owner	Assistant Vice-Chancellor (Mātauranga Māori)

Modification History

Date	Approval Agency	Details
4 May 2026	Te Rūnanga–Council	Full review
11 February 2019	Te Rūnanga–Council	New Statute

Standing Orders of Council

Introduction

These Standing Orders set out rules for meetings of Council and its committees. They incorporate and extend the rules set out in Schedule 11 sections 15 and 16 of the Education and Training Act 2020. They also incorporate key requirements of Part 7 of the Local Government Official Information and Meetings Act 1987 which apply to Council and its committees.

Interpretation

The Chancellor (or other member presiding) is responsible for ruling on any question about the interpretation or application of these Standing Orders and for deciding cases not otherwise covered.

Definitions

In these Standing Orders:

Chancellor means the Chairperson of Council

Council means the Council of the University

EA means the Education and Training Act 2020

LGOIMA means the Local Government Official Information and Meetings Act 1987

member presiding means the Chancellor, Pro-Chancellor or whoever is presiding at a meeting

Pro-Chancellor means the Deputy Chairperson of Council

Secretary means the Secretary to Council

University means Victoria University of Wellington

Vice-Chancellor means the Chief Executive of the University

Meetings

1. Ordinary meetings of Council will be held at such places and times as the Chancellor determines are necessary for the efficient performance of the functions of Council (EA Schedule 11 sections 15(1) and (2)).
2. The Chancellor may at any time of his/her own motion call a special meeting of Council.
3. If requested by written notice by at least three members of Council, the Chancellor must convene a special meeting (EA Schedule 11 section 16(3)).
4. If there is no Chancellor, or for any reason the Chancellor is not available, the Pro-Chancellor has the powers and duties of the Chancellor under orders 1, 2 and 3 (EA Schedule 11 section 16(4)).

Quorum

5. No business may be transacted at a Council meeting unless a majority of Council members are present (EA Schedule 11 section 16(7)). Business can be progressed by email between meetings but must be ratified at the next Council meeting.

Notice of meeting

6. Notice of every Council meeting must be sent to each member at a contact address they have provided (which may be an email address). The notice must be sent at least five or, in the case of email or other electronic format, three calendar days before the date of the meeting and must specify the business to be transacted.

7. If the Chancellor or a majority of Council believes that an urgent meeting is required, he or she or they may call a meeting on such period of notice as he or she determines (which may, in cases of emergency, be less than 24 hours). Notice of an urgent meeting may be given or sent by any form of communication (including telephone or email) to contact details held for the relevant Council member. In the absence or unavailability of the Chancellor, the Pro-Chancellor may exercise the Chancellor's powers under this clause.
8. Failure to send or receive a notice of meeting does not invalidate proceedings at that meeting.

Chancellor and Pro-Chancellor

9. The Council must elect one of its members to be the Chancellor, and another of its members to be the Pro-Chancellor (EA Schedule 11 section 15(1)). The election must be for a stated period, not exceeding the elected member's unexpired term of office as a member of Council (EA Schedule 11 section 15(3)).
10. A member of Council who is the Vice-Chancellor, a member of staff or a student enrolled at the University is not eligible for election as the Chancellor or Pro-Chancellor (EA Schedule 11 section 15(4)).
11. The Chancellor and Pro-Chancellor hold office for the period for which they are elected, but are eligible for re-election (EA Schedule 11 section 15(5)). If the term of office of the Chancellor or Pro-Chancellor expires before a successor is elected, he or she continues in office until a successor is elected (EA Schedule 11 section 15(6)).
12. The election process will be supervised by the Secretary, who will provide formal notice of the date of the election, receive nominations and, if there are two or more nominations for one office, conduct a secret ballot.
13. The Chancellor will preside at every Council meeting at which he or she is present (EA Schedule 11 section 16(8)).
14. If the Chancellor is not present at a Council meeting but the Pro-Chancellor is present, the Pro-Chancellor will preside (EA Schedule 11 section 16(9)).
15. If neither the Chancellor nor the Pro-Chancellor is present at a meeting, the members present will appoint one of their number to preside (EA Schedule 11 section 16(10)).
16. At any time during the meeting the member presiding may request any member present to take the chair temporarily as acting member presiding.

Attendance

17. A meeting of Council may be held either:
 - a) by a number of members who constitute a quorum being assembled together at the place, date, and time appointed for the meeting; or
 - b) where approved by the Chancellor (or Pro-Chancellor in the Chancellor's absence) by means of audio, or audio and visual, communication by which all members participating and constituting a quorum can simultaneously hear each other throughout the meeting.

Conflicts of interest

18. A member of Council who has an interest in a matter being considered or about to be considered, must, as soon as possible after the relevant facts have come to the member's knowledge, disclose the nature of the interest at a meeting of Council (EA Schedule 11 section 8(1)).
19. A disclosure under order 18 must be recorded in the minutes of the meeting and the member must not, unless Council decides otherwise:
 - (a) be present during any deliberation with respect to that matter; or
 - (b) take part in any decision with respect to that matter (EA Schedule 11 section 8(2)).

20. For the purposes of orders 18 and 19, a person has an interest in a matter if, and only if, the matter relates to the conditions of service of the person as Vice-Chancellor or a member of the staff of the University or the person has any other direct or indirect pecuniary interest in the matter (EA Schedule 11 section 8(3)).
21. The University's Conflict of Interest Statute (and any associated procedures) will apply to the identification, disclosure and management of a conflict of interest of a Council member to the extent consistent with these Standing Orders.

Voting

22. Every question before Council at a meeting will be decided by a majority of the votes cast on it by the members present (EA Schedule 11 section 16(11)).
23. At any meeting of Council the member presiding has a deliberative vote on every question and, on any question where the deliberative votes for and against are equal, also has a casting vote (EA Schedule 11 section 16(12)).
24. Voting will be by voices and the member presiding will declare the result of the voting. Unless a show of hands or secret ballot is called for, his/her declaration of the result will be final.
25. At any time before the member presiding declares the result of a vote, any member may request voting to be by show of hands or secret ballot.
 - (a) If a show of hands is requested, the member presiding will call for a show of hands and will declare the result.
 - (b) If a secret ballot is requested, the Secretary will conduct a secret ballot and will declare the result.
26. When a question is decided by a show of hands, any member may request each member's vote be recorded in the minutes. Unless any three members object, the Secretary will ensure they are recorded.
27. A member who has voted against a resolution, or has abstained from voting, may request that this fact be recorded in the minutes and, if requested, the Secretary must ensure it is recorded.

Business

28. The Chancellor, in conjunction with the Vice-Chancellor and Secretary, will decide the agenda for each Council meeting.
29. Matters put forward to Council should be appropriate for Council to consider in accordance with its statutory role.
30. Members of the University community or other persons who wish to put forward items for inclusion on the agenda of a Council meeting must notify the Secretary in writing at least two weeks prior to the meeting of Council. The decision on whether or not to include such items on the agenda will be made in accordance with order 28, having regard to order 29.
31. An item of business that is not on the agenda for a meeting of Council may be discussed at the meeting if it is a minor matter relating to the general business of Council. The member presiding must explain at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed. No resolution, decision or recommendation may be made in respect of such an item except to refer it to a subsequent meeting for further discussion (LGOIMA section 46A(7A)).
32. An item of business that is not on the agenda for a meeting of Council may be dealt with at the meeting if Council so resolves. The member presiding must explain at the meeting, at a time when it is open to the public, the reason why the item is not on the agenda and why discussion of the item cannot be delayed until a subsequent meeting (LGOIMA section 46A(7)).
33. At any special meeting of Council no business may be transacted other than the business specified in the notice of the meeting and reasonably incidental matters.

Procedures

34. The member presiding will have general control over the procedure to be followed at a meeting, and power to make binding rulings on the procedure to be followed.
35. Without limiting order 34, the member presiding may in his/her discretion at any stage of the meeting:
 - (a) impose speaking time limits on each member speaking on a matter; or
 - (b) rule that no member may speak more than once on a matter.

Admission of media and public

36. Media representatives and other members of the public may be admitted to Council meetings in accordance with the provisions of the Local Government Official Information and Meetings Act 1987 and may also be excluded from Council meetings in accordance with the provisions of that Act (LGOIMA sections 48 and 50).
37. A person who is not a Council member may be invited to speak at a Council meeting at the discretion of the member presiding.

Committees and delegation of powers

38. The Council may establish boards or other bodies within the University to give advice to Council (EA section 283(2)(j)).
39. The Council may appoint committees consisting of such persons, whether or not members of Council, as Council determines to exercise delegated powers under EA section 285 and 286 and such powers as are conferred on them by statutes made by Council. The Council may alter, discharge and reconstitute committees so appointed (EA section 238(4)).
40. The quorum of a board, advisory body or committee to which Council has delegated power will be a majority of the members unless the Terms of Reference for that board, advisory body or committee state otherwise.
41. The chairs of Council committees will be appointed annually by Council, on the recommendation of the Chancellor. This does not apply to the Academic Board or where otherwise provided in University statutes or law.
42. Boards, advisory bodies and committees of Council must operate under terms of reference approved by Council and in accordance with these Standing Orders, which will apply to them with all necessary changes. In the event of conflict between any terms of reference and these Standing Orders, the terms of reference will prevail, unless the Standing Orders reflect legal requirements.

Minutes

43. Accurate minutes must be kept of the proceedings of meetings of Council, and of any board, advisory body or committee. Minutes will be reasonably promptly circulated following the meeting to all members of the Council or relevant Committee. The next appropriate meeting will formally approve the minutes when they have been accepted as a true and correct record of proceedings.

Alteration of Standing Orders

44. Except where these Standing Orders embody statutory provisions, they may be amended by ordinary resolution passed at any meeting of Council. Notice of intention to propose an alteration of Standing Orders and of the terms of the proposed alteration must be included in the relevant notice of the meeting.

Suspension of Standing Orders

45. Standing Orders may be suspended, with the unanimous consent of the meeting, in regard to any item of business. The suspension will not apply to Standing Orders which reflect legal requirements.

Review of Standing Orders

46. Standing Orders will be reviewed on an annual basis.

Code of Conduct

Council of Victoria University of Wellington

Purpose of the Code

This Code sets out expected standards of conduct for Council members. It should be read in conjunction with applicable legislative requirements.

Code of Conduct for Council Members

When acting as a Council member in any circumstance, Council members must:

1. behave in a way that reflects and upholds the values of Victoria University as contained in the Strategic Plan;
2. comply with the individual duties in Schedule 11 section 10 of the Education and Training Act 2020 (set out below);
3. accept and support all Council decisions once made. Council operates under the principle of collective responsibility;
4. accept and, together with other Council members, ensure that Council can undertake its statutory responsibilities, duties and functions;
5. uphold the principles of being a good employer;
6. avoid, to the extent possible, any conflicts of interest. Where an interest in a matter being considered or about to be considered by Council arises, promptly disclose that interest in accordance with the Standing Orders;
7. not direct the actions of or raise concerns with individual members of University staff unless authorised to do so by the Chancellor or Vice-Chancellor.
8. not act as spokesperson for, or make any public comment on behalf of, Council or the University unless specifically authorised to do so by the Chancellor (in consultation with the Vice-Chancellor, where appropriate); and
9. be familiar with the operations of the University and the environment in which it operates.

Breach of Duties or the Code

A breach of any of the individual duties in Schedule 11 section 10 of the Education and Training Act 2020, or this Code of Conduct, may result in removal from office under sections 12 and 13 of the Act.

Schedule 11

10 Individual duties of council members

(1) A council member, when acting as a council member in any circumstances,—

(a) must—

- (i) act with honesty and integrity; and
- (ii) act in the interests of the institution as a whole; and
- (iii) act in a manner that promotes the performance of the functions characteristic of an institution of the kind to which the member belongs, and the duties of the council; and
- (iv) act in good faith, and not pursue the member's own interests at the expense of the council's interests; and

(b) must exercise the care, diligence, and skill that a reasonable person would exercise in the same circumstances, taking into account—

- (i) the nature of the institution; and
- (ii) the nature of the action; and
- (iii) the position of the person as a council member, and the nature of the responsibilities undertaken by the council member; and

(c) may not disclose any information to which subclause (3) applies to any person, or make use of, or act on, that information, except—

- (i) in the performance of the council's functions; or
- (ii) as required or permitted by law; or
- (iii) if the member has earlier been authorised to do so by the council; or
- (iv) if disclosing, making use of, or acting on it does not, or is unlikely to, prejudice the council or the institution; or
- (v) in complying with requirements for members to disclose interests.

(2) The fact that a council member was appointed by the council in accordance with a statute providing for the appointment of a member (or 2 or more members) to represent the interests of a stated institution or of people or institutions of a stated description does not limit or affect the council member's duty under subclause (1)(a)(ii) to act in the interests of the institution as a whole.

(3) This subclause applies to information that—

- (a) a council member has in their capacity as a council member; and
- (b) would not otherwise be available to the member.

(4) This clause does not apply to a member of [Te Pūkenga—New Zealand Institute of Skills and Technology's] council.

Audit and Risk Committee

Terms of Reference

1 Introduction

The Audit and Risk Committee is a committee of Council. It operates within the relevant provisions of the Education and Training Act 2020, the Local Government Official Information and Meetings Act 1987, and Standing Orders of Council. The Committee's scope encompasses the University and its subsidiaries and controlled entities.

2 Purpose

The purpose of the Committee is to assist Council to discharge its governance responsibilities in relation to financial planning, capital management and financial performance, and oversight of strategic and operational risk management, internal and external audit, statutory financial reporting, and legislative compliance.

3 Membership

3.1 Unless Council decides otherwise the membership of the Committee will be as follows:

- (a) The Chancellor and the Pro-Chancellor;
- (b) Up to five other members of Council on the recommendation of the Chancellor;
- (c) All Council members can attend Committee meetings.

3.2 Council will, each year on the recommendation of the Chancellor, appoint a Committee Chair from among the members of the Committee. The Chancellor, Vice-Chancellor and any staff or student members of the Committee will not be eligible for appointment as Committee Chair.

4 Meetings

4.1 The Committee will meet at least four times a year as determined by the Chair or as otherwise requested by Council.

4.2 A quorum at meetings of the Committee will be three Members, one of whom must be the Chancellor, Pro Chancellor or Committee Chair.

4.3 Meetings will be chaired by the Chair, or in their absence by another member of the Committee as decided by the members of the Committee present at the meeting.

4.4 The Committee may have in attendance any other people it considers necessary to provide appropriate information and explanations.

4.5 The Committee Chair will appoint a Secretary to the Committee in conjunction with the Secretary to Council to ensure minutes of all meetings are kept.

4.6 The Standing Orders of Council will apply to any meetings of the Committee except to the extent inconsistent with these Terms of Reference.

5 Information and reporting

- 5.1 The Committee will maintain direct lines of communication with the Vice-Chancellor, the Director, Governance, Risk & Assurance (who oversees the work of the internal auditors), the General Counsel and the external auditors.
- 5.2 The Director, Governance, Risk & Assurance, the internal and external auditors are encouraged to meet with the Chair of the Committee independent of university management.
- 5.3 Auditors' only time is reserved at the end of each meeting of the Audit and Risk Committee to provide the opportunity for the Auditors to share any pertinent information as required and for the Audit and Risk Committee to ask any relevant questions of the Auditors in this private session. Auditors in attendance will be the External Audit Partner, the Director, Governance, Risk and Assurance as the functional leader of the internal audit service provider and the internal audit service provider, as required.
- 5.4 The Committee may receive advice from external parties who have relevant expertise and experience.
- 5.5 In addition to provision of scheduled information and reports, the Vice-Chancellor, COO, and CFO are responsible for drawing to the Committee's attention any material matter that appears likely to create a significant risk for the University in relation to finance, audit and risk matters.
- 5.6 After each meeting of the Committee the Chair will report the Committee's findings, conclusions and recommendations to Council.
- 5.7 The confirmed minutes of all Committee meetings will be circulated to members of Council, the Vice-Chancellor, CFO, COO, General Counsel, the Director, Governance, Risk & Assurance, the external auditors and to any other people as Council and the Vice-Chancellor direct after notifying the Committee Chair.

6 Responsibilities

The responsibilities of the Committee are as follows:

Audit, Risk, and Assurance

- (a) liaise with the internal and external auditors and act as an independent reporting channel for any matters of concern
- (b) review the annual external audit plan with the external auditors
- (c) review the annual report, including financial statements, and related audit findings
- (d) clear the public release of the Annual Report
- (e) review accounting policies as necessary
- (f) oversee compliance of statutory responsibilities relating to financial and other requirements
- (g) review the appointment of external auditors and their fees, including any non-audit services and fees, and make appropriate recommendation to Council recognising the OAG determines the auditor and influences the level of fees
- (h) review frequency and significance of transactions between the University and related parties
- (i) review the internal auditors and their activities
- (j) approve the annual internal audit plan

- (k) ensure recommendations highlighted in internal audit reports are actioned by management or otherwise justified and explained where there is a conscious management decision not to implement a recommendation.
- (l) monitor strategic risk assessments and ensure a process exists for management overseeing operational risks and related internal controls
- (m) recommend the Council approve the risk appetite statement agreed between the Committee and management
- (n) monitoring the adequacy of the University's insurance programme and making appropriate recommendations to Council
- (o) oversee the annual legislative compliance programme and recommend as appropriate to Council
- (p) supervise special investigations as requested by the Council
- (q) any other duties and responsibilities which have been assigned to the committee from time to time by the Council

Financial planning

- (r) Long term financial and capital plans to support the Strategic Plan.
- (s) The business plan, budget and statutory Investment Plan.
- (t) Business cases for major investments.

Capital management

- (u) Treasury policy
- (v) Funding strategy
- (w) New funding facilities and/or transactions outside the Vice-Chancellor's delegated authority

Financial performance

- (x) Periodic review of business performance¹ versus approved business plan
- (y) Review of quarterly Treasury report

7 Authority

- 7.1 The Committee has no authority independent of the functions delegated to it by Council in these terms of reference. The Committee will make recommendations to the Council on all matters requiring a decision. The Committee does not have the authority or power to make a decision in the Council's name or on its behalf.
- 7.2 The Committee, through the Chair, is authorised by Council to investigate any activity within its terms of reference. All staff members will be directed to cooperate with any reasonable request.
- 7.3 The Committee, through the Chair, is authorised by Council to obtain outside legal or other independent professional advice and to arrange for the attendance of outside parties with relevant experience and expertise at meetings. The Director, Governance, Risk and Assurance and General Counsel will be consulted before obtaining outside professional and legal advice. These services will be funded from the Council cost centre. If the resulting expenditure will exceed

¹ Includes performance versus budget

the approved budget, then the Committee will need to consult with Council and obtain its approval, generally at the next Council meeting.

- 7.4 Nothing in these terms of reference limits the responsibility and authority of the Vice-Chancellor to commission internal audits and reviews to be undertaken at any time. The Committee will be consulted or informed of any such audits as appropriate.

8 Review

The Committee will undertake a periodic self-review of its responsibilities and objectives, and of its charter and report to Council on that review.

9 Delegation by Council

In accordance with sections 285(1) and 286(1) of the Education and Training Act 2020, Council delegates to the Audit and Risk Committee all functions and powers necessary to discharge its responsibilities in accordance with these terms of reference.

Signed:



Professor Nic Smith, Vice Chancellor

Date: 24 March 2026

Signed:



Alan Judge, Chancellor

Date: 24 March 2026

Terms of Reference review

23 March 2027 by Council



Te Aka Matua Kōmiti – Māori Advisory Committee

Terms of reference

1 Introduction

The Te Aka Matua Kōmiti – Māori Advisory Committee is a committee of Council. It operates within the relevant provisions of the Education and Training Act 2020, the Local Government Official Information and Meetings Act 1987 and Standing Orders of Council. The Committee's scope encompasses the University and its subsidiaries and controlled entities.

2 Purpose and responsibilities

- 2.1 The purpose of Te Aka Matua is to assist Council discharge its governance responsibilities in relation to Māori and Te Tiriti o Waitangi.
- 2.2 In fulfilling this purpose, Te Aka Matua will provide **advice** to Council on:
 - a. Understanding and applying Te Tiriti o Waitangi to support Council decisions, business and processes;
 - b. The strategic direction of the University and its implications, opportunities and connections with Māori, including mana whenua;
 - c. Building and maintaining positive external relationships with iwi, and other Māori organisations and entities; and
 - d. Any other matters consistent with the above responsibilities as requested from time to time by Council.

3 Authority

- 3.1 The Committee has no authority independent of the functions delegated to it by Council in these terms of reference.

4 Membership

- 4.1 Unless Council decides otherwise the core membership of the Committee will be as follows:
 - a. The Chancellor;
 - b. Up to three other members of Council, two of whom should be on an annual rotation to build all Council members' understanding of Te Tiriti o Waitangi, mātauranga Māori, te reo Māori and tikanga Māori;
 - c. Up to three external Māori members – one member each from mana whenua iwi, Taranaki Whānui and Ngāti Toa, appointed by Council on the nomination of the relevant mana whenua iwi and one co-opted member appointed by Council based on an agreed identified skill-set. No member shall be Council members and may be appointed for up to a four-year term;

- d. One Māori student appointed by Council on the nomination of Ngāi Tauira¹.
- 4.2 Council will, each year on the recommendation of the Chancellor, appoint a Committee Chair from among the members of the Committee. No external member, staff or student members of the Committee shall be eligible for appointment as Committee Chair.

5 Meetings

- 5.1 The Committee is expected to meet four times a year as determined by the Chair or as otherwise requested by Council.
- 5.2 A quorum at meetings of the Committee will be a majority of the members of the Committee one of whom must be the Chancellor or Committee Chair.
- 5.3 Meetings will be chaired by the Chair, or in their absence by another Council member of the Committee as decided by the members of the Committee present at the meeting.
- 5.4 The Committee may have in attendance any other people it considers necessary to provide appropriate information, explanations and who bring diverse perspectives and insights to inform its views and advice.
- 5.5 The Committee Chair will appoint a secretary to the Committee in conjunction with the Secretary to Council.
- 5.6 The Standing Orders of Council will apply to any meetings of the Committee except to the extent inconsistent with these Terms of Reference.

6 Information and reporting

- 6.1 The Chair-approved draft or if available, the confirmed minutes of a Committee meeting will be circulated to members of Council at the next Council meeting. The confirmed minutes shall be made available to the Vice-Chancellor and any other people as Council and the Vice-Chancellor direct.

7 Review

- 7.1 The Committee will undertake an annual review of its responsibilities and activities and report to Council on that review.

8 Key dates

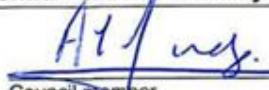
These terms of reference were approved on:	7 June 2016
These terms of reference take effect from:	7 June 2016
These terms of reference were amended by Council on:	26 February 2018
These terms of reference were amended by Council on:	26 March 2018
These terms of reference were amended by Council on:	29 October 2018
These terms of reference were amended by Council on:	10 October 2022
These terms of reference were amended by Council on:	16 June 2025

9. Delegation by Council

- 9.1 In accordance with section 285(1) of the Education and Training Act 2020, Council delegates to the Te Aka Matua Kōmiti – Māori Advisory Committee all functions and powers necessary to discharge its responsibilities in accordance with these terms of reference.

¹ Council may wish to give consideration to attendance being shared by the Co-Presidents of Ngāi Tauira.

Signed:


Council member

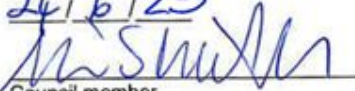
Full name:

Alan Judge, Chancellor

Date:

24/6/25

Signed:


Council member

Full name:

Nic Smith, Vice-Chancellor

Date:

26/6/25

Victoria Honours Committee

Terms of reference

1 Introduction

The Victoria Honours Committee is a committee of Council. It operates within the relevant provisions of the Education and Training Act 2020, the Local Government Official Information and Meetings Act 1987 and Standing Orders of Council. The Committee's scope encompasses the University and its subsidiaries and controlled entities.

2 Purpose and responsibilities

2.1 The purpose of the Committee is to:

- a) Recommend to Council, from time to time, criteria to be considered when proposing Honorary Degrees, Hunter Fellowships and Distinguished Alumni Awards;
- b) Recommend to the Academic Board and to Council the names of persons considered to be worthy of the conferment of an honorary degree, a Hunter Fellowship or a Distinguished Alumni Award, and the reasons for such recommendations in the context of the Honorary Degrees and Hunter Fellowships Statute and the Committee's current guidelines for such honours;
- c) Recommend to Council naming in accordance with the Victoria Naming Statute;
- d) Oversee the Chancellor's Lecture and the Chancellor's Dinner; and
- e) Recommend to Council, from time to time, the establishment of, and criteria for, any other honorary awards which the Council may wish to bestow.

3 Authority

3.1 The Committee has no authority independent of the functions delegated to it by Council in these terms of reference.

4 Membership

4.1 Unless Council decides otherwise the membership of the Committee will be as follows:

- a) The Chancellor;
- b) The Pro-Chancellor;
- c) The Vice-Chancellor;
- d) Two members of Council who are not members of the Academic Board;
- e) Two senior members of the academic staff appointed by Council on the nomination of the Chancellor for an initial term of four years, renewable once for a further four year term;
- f) Three members of the academic staff of different faculties appointed by Council on the nomination of the Academic Board for an initial term of four years, renewable once for a further four year term;
- g) One member, being a graduate, nominated by the Post Graduate Students' Association and appointed by Council for a term of two years.

4.2 Council will, each year on the recommendation of the Chancellor, appoint a Committee Chair from among the members of the Committee.

5 Meetings

- 5.1 The Committee will meet as determined by the Chair or as otherwise requested by Council.
- 5.2 A quorum at meetings of the Committee will be a majority of the members of the Committee.
- 5.3 Meetings will be chaired by the Chair, or in his or her absence by another member of the Committee as decided by the members of the Committee present at the meeting.
- 5.4 The Committee may have in attendance any other people it considers necessary to provide appropriate information and explanations.
- 5.5 The Secretary to Council will also be the Secretary of the Committee.
- 5.6 All proceedings under the Honorary Degrees and Hunter Fellowships Statute are confidential and taken in committee. A resolution of Council conferring an honorary degree or a Hunter fellowship is also taken in committee and remains confidential until the award is accepted.
- 5.7 The Standing Orders of Council will apply to any meetings of the Committee except to the extent inconsistent with these Terms of Reference.

6 Information and reporting

- 6.1 After each meeting of the Committee the Chair will report the Committee's findings, conclusions and recommendations to Council.
- 6.2 The confirmed minutes of all Committee meetings will be circulated to members of Council, the Vice-Chancellor and to any other people as Council and the Vice-Chancellor direct.

7 Review

- 7.1 The Committee will undertake an annual review of its responsibilities and activities and report to Council on that review.

8 Key dates

These terms of reference were approved on: 25 July 2016 by Council

These terms of reference were amended by Council on: 26 February 2018

9 Delegation by Council

In accordance with section 285(1) of the Education and Training Act 2020, Council delegates to the Victoria Honours Committee all functions and powers necessary to discharge its responsibilities in accordance with these terms of reference.

Signed: _____
Council member

Full name: _____

Date: ____/____/____

Signed: _____
Council member

Full name: _____

Date: ____/____/____

Council People and Culture Committee

Terms of reference

1 Introduction

The People and Culture Committee is a committee of Council. It operates within the relevant provisions of the Education and Training Act 2020, the Local Government Official Information and Meetings Act 1987, the Health and Safety at Work Act 2015 and Standing Orders of Council.

2 Purpose and responsibilities

The Committee shall assist Council to meet its responsibilities to:

- establish key performance objectives for the Vice-Chancellor, evaluate the Vice-Chancellor's performance and undertake the Vice-Chancellor's annual remuneration review;
- review and support personal development priorities and programs for the Vice-Chancellor;
- develop a culture at the University which supports the delivery of its strategic priorities as they relate to people and culture;
- ensure the wellbeing, health and safety of staff and students;
- ensure the Vice-Chancellor, as the employer of staff, is discharging their responsibilities effectively and is building organisational performance and culture;
- provide advice and guidance in relation to key staff-related strategies, policies and priorities;
- review the approach to and feedback from formal staff engagement exercises;
- provide an environment in which staff and students can achieve to their full potential;
- ensure that equity, diversity and inclusion practices and priorities are being achieved;
- ensure there are effective succession plans in place for key personnel; and
- such other matters as may be referred to it by Council from time to time.

3 Authority

- 3.1 The Committee has no authority independent of the functions delegated to it by Council in these terms of reference.
- 3.2 The Committee, through the Chair, is authorised by Council to investigate any activity within its terms of reference.

4 Membership

- 4.1 The membership of the Committee will be as follows:
 - a) The Chancellor (Chair)
 - b) The Pro-Chancellor

c) Up to two lay members of Council

- 4.2 The Committee Chair will be the Chancellor or such other member of the Committee appointed as Chair by the Council.

5 Meetings

- 5.1 The Committee will meet as determined by the Chair or as otherwise requested by Council.
- 5.2 A quorum at meetings of the Committee will be two Members, one of whom must be the Chancellor or Pro-Chancellor.
- 5.3 Meetings will be chaired by the Chair or in their absence by another member of the Committee.
- 5.4 The Committee may have in attendance any other people it considers necessary to provide appropriate information and explanations.
- 5.5 The Committee Chair will appoint a Secretary of the Committee in conjunction with the Secretary to Council.
- 5.6 The Standing Orders of Council will apply to any meetings of the Committee except to the extent inconsistent with these Terms of Reference.

6 Information and reporting

- 6.1 The Committee will maintain direct lines of communication with the Council.

7 Review

- 7.1 The Committee will undertake an annual review of its responsibilities and activities and report to Council on that review.

8 Key Dates

- 8.1 These terms of reference were approved on: 14 February 2022 by Council
- These terms of reference take effect from: 14 February 2022

Council People and Culture Committee

Terms of reference

9 Delegation by Council

In accordance with section 285(1) of the Education and Training Act 2020, Council delegates to the People and Culture Committee all functions and powers necessary to discharge its responsibilities in accordance with these terms of reference.

Signed: _____
Council member

Full name: _____

Date: ____/____/____

Signed: _____
Council member

Full name: _____

Date: ____/____/____

Nominations Panel

Terms of reference

1 Introduction

The Nominations Panel is a committee of Council. It operates within the relevant provisions of the Education and Training Act 2020, the Local Government Official Information and Meetings Act 1987, the Health and Safety at Work Act 2015 and Standing Orders of Council.

2 Purpose and responsibilities

- 2.1 The purpose of the Committee is to make recommendations to Council on its membership in accordance with the Council Membership Statute.
- 2.2 In particular, the Nominations Panel is responsible for:
 - a) identifying and recommending to Council suitable candidates to fill Council vacancies as and when they arise;
 - b) ensuring that there is an appropriate mix of knowledge, skills, experience and diversity on Council so as to ensure the Council is capable of undertaking its responsibilities, duties and function; and
 - c) considering any other matters referred to the Panel by Council.

3 Authority

- 3.1 The Committee has no authority independent of the functions delegated to it by Council in these terms of reference.

4 Membership

- 4.1 The membership of the Committee will be as follows:
 - a) The Chancellor (or the Pro-Chancellor where the person holding office as Chancellor is being considered for recommendation)
 - b) a senior member (Professor or Associate Professor) of the University's academic staff appointed by Council on the nomination of the Academic Board for a term of up to four years
 - c) a member of the University's professional staff appointed by Council for a term of up to four years
 - d) the President of the Victoria University of Wellington Students' Association (or nominee);
 - e) the Deputy Vice-Chancellor Māori & Kaitiakitanga
 - f) the Vice-Chancellor;
 - g) up to 2 external members appointed by the Council for a term of up to four years
- 4.2 The Panel will be chaired by the Chancellor (or Pro-Chancellor if the person holding office as Chancellor is being considered for recommendation)
- 4.3 At least two members of the Panel must be graduates of the University.

- 4.4 None of the members of the Nominations Panel, other than the Chancellor (or Pro-Chancellor) and Vice Chancellor, may be members of Council.

5 Meetings

- 5.1 The Panel will meet when convened by the Chair or as requested by the Council.
- 5.2 A quorum at meetings of the Committee will be three Members, one of whom must be the Chancellor (or Pro-Chancellor).
- 5.3 The Committee may have in attendance any other people it considers necessary to provide appropriate information and explanations.
- 5.4 The Chair will appoint a Secretary of the Panel in conjunction with the Secretary to Council.
- 5.5 The Standing Orders of Council will apply to any meetings of the Panel except to the extent inconsistent with these Terms of Reference.

6 Information and reporting

- 6.1 The Committee will maintain direct lines of communication with the Council.

7 Review

- 7.1 The Panel will undertake a periodic review of its responsibilities and activities and report to Council on that review.

8 Key dates

These terms of reference were approved on: 29 July 2019 by Council

These terms of reference take effect from: 29 July 2019

These terms of reference were amended and approved by Council on:

23 March 2020

These terms of reference take effect from: 23 March 2020

These terms of reference were amended and approved by Council on:

15 June 2026

These terms of reference take effect from: 15 June 2026

9 Delegation by Council

In accordance with section 285(1) of the Education and Training Act 2020, Council delegates to the Nominations Panel all functions and powers necessary to discharge its responsibilities in accordance with these terms of reference.