



DELEGATIONS OF AUTHORITY POLICY

Section	University Management
Contact	Governance and Assurance Office
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Purpose

The purpose of this policy document is to detail the operational framework within which the Vice-Chancellor provides sub-delegations of authority to Massey University staff members, to ensure accountability and responsibility in decision making.

Scope

This policy applies to all employees of Massey University.

Policy

Section 193 of the Education Act 1989 confers on the University Council, all powers reasonably necessary to enable it to perform its functions efficiently and effectively.

The Massey University Council Delegations Statute details the powers and functions delegated to the Vice-Chancellor by the University Council.

To enable effective and efficient governance and management of the University, the Vice-Chancellor may sub-delegate all or parts of these powers and functions to staff members or Committees of the University.

The purpose of this policy document is to detail the operational framework within which the Vice-Chancellor provides sub-delegations to staff members or Committees of the University.

1.0 Delegations apply to positions

- 1.1. Delegations to staff are conferred on positions, and appropriate levels of delegated authority are assigned as an attribute of a position. Not all positions require an authority level to be assigned. Individuals occupying a position (including in an “acting” capacity”) which has assigned delegated authorities are accountable and responsible for decisions made under that assigned delegation.
- 1.2. Assigned levels of authority are hierarchical, and the Delegate's line manager holds at least the same level of delegated authority.
- 1.3. Authorities at Massey University are assigned as standardised Authority Bands. The Authority Bands are summarised in the table on page 36 to this policy which includes indicative roles to be assigned each Band. Details of the full sets of authorities are described within each of the schedules.
- 1.4. Delegation holders are subject to the direction and supervision of their managers, who in turn are accountable ultimately to the Vice-Chancellor, through established lines of accountability.
- 1.5. Delegations are generally provided and exercised for a specific portfolio or area of operation eg budget centre and reporting line or project account.
- 1.6. Delegated authorities cannot be provided to non-University staff (including contractors) without the prior approval of the Vice-Chancellor. Any approval granted must in writing and retained by the Director Governance and Assurance.

2.0 Exercise of delegation

- 2.1 Delegations of authority must always be exercised subject to and in accordance with:
 - i) Legislation
 - ii) Employment agreements and role descriptions
 - iii) University policies and procedures and the Policy on Staff Conduct
 - iv) Any limits and requirements associated with specific delegated authorities
 - v) Council Delegations Statute
 - vi) Council delegations in place from time to time
- 2.2 Delegations apply where there is a commitment or liability incurred on behalf of the University. Other functions and activities which are considered to be part of normal business operations, are generally detailed in position descriptions and accountabilities, and do not require a written authority.
- 2.3 Delegated powers or functions can only be exercised by a position holder within the scope of their respective management or portfolio responsibility, unless explicitly stated within the associated schedules to this Policy, or the position description for that role.

- 2.4 Exercise of authority may be subject, at any time, to additional consultation, restriction or other direction provided by a delegate's line manager or supervisor, Senior Leadership Team (SLT) member or the Vice-Chancellor.
- 2.5 If a delegate is unable to carry out the duties associated with a delegation for any reason, including a potential or actual conflict of interest, an absence or incapacity, the delegation must be exercised by the delegate's line manager in the first instance or other superior within the line of authority.
- 2.6 Where a significant function is not generally or particularly delegated to an employee or body, and a manager is unclear about who has authority, the matter must be referred to the Director Governance and Assurance in the first instance. The Vice-Chancellor must refer the matter to the Council where any matter is outside the scope of the Vice-Chancellor's delegated authority, or where it is appropriate.
- 2.7 Delegation holders are responsible for ensuring expenditure of University funds is only exercised where the expenditure is within approved budget allocations, unless explicitly stated otherwise in this Policy or associated schedules.
- 2.8 The detailed regulations or rules under which specific authorities may be exercised are contained in the associated schedules to this Policy. In addition, delegation holders must adhere to relevant policies and procedures of the University.
- 2.9 Delegation holders are always subject to the direction and authority of the Vice-Chancellor, including any emergency statute or direction.
- 2.10 Any delegation made to a Committee shall be deemed to be a delegation to the persons from time to time constituting the Committee.
- 2.11 Even after the Vice-Chancellor has delegated any functions or powers, the Vice-Chancellor may still perform the function or exercise the powers. Where the Vice-Chancellor performs a function or exercises a power that is also provided through delegation to staff or to a Committee, the Vice-Chancellor's actions will take precedence over any actions of the delegate.

3.0 Accountability and Compliance

- 3.1 Full compliance with this policy and associated schedules is required by all employees.
- 3.2 Delegates are accountable for the decisions they make while exercising their delegated authorities and will be liable to account for how that responsibility or duty is carried out.
- 3.3 Compliance with this policy and with the extent of authority provided to employees will be monitored. Failure by a staff-member to fully comply with this policy may amount to misconduct or serious misconduct by the staff member, which may result in removal of delegated authority or disciplinary action.
- 3.4 Recommendations for removal of delegated authority due to non-compliance may be approved by the SLT member or the Vice-Chancellor on the recommendation of the Director Governance and Assurance.

4.0 Assigning and changing authority band

- 4.1 Managers in positions with an authority band A or B may assign an authority band to a new position as part of the position establishment process, for positions within their line of accountability and responsibility.

4.2 Assignment of an authority band means assignment of all authorities prescribed therein, whether exercised in practice or not (i.e. delegation for a University credit card, does not obligate the Manager or position holder to apply for and use a credit card). Partial assignment of bands is not permitted.

4.3 Managers with an authority band A or B may change the assigned authority level of a position within their line of accountability and responsibility.

5.0 Internal management, advisory, governance boards and committees

5.1 The scope of authority of management, advisory boards, project and programme governance boards and other internal committees, sub-committees or steering groups will be detailed within a Terms of Reference, to be approved by the appropriate Senior Leadership Team member, the Senior Leadership Team or the Vice-Chancellor as appropriate.

6.0 Acting positions and temporary delegations

6.1 A staff member who has been formally appointed to act in a position can exercise any delegation attached to that position, unless the appointment to act specifies otherwise.

6.2 Where a staff member is fulfilling both an acting role and their substantive role at the same time, the effect is not cumulative. The effective level of delegated authority shall be exercised within the limitations of the role to which the decision or function is being applied.

6.3 Temporary delegations will be granted on an exception basis, only where there is good reason for not applying the requisite authority band to the position. Where this case is made, the Director Governance and Assurance has authority to approve, on endorsement of the relevant SLT member.

7.0 Sub-delegations

7.1 Individual, specific delegated authorities provided within an authority band cannot be further sub-delegated to other members of staff. Where an authority is required on an ongoing basis then it is more appropriate for the role to be assigned an authority band.

7.2 Exceptions to clause 7.1 may be considered on a temporary basis in accordance with clause 6.3.

8.0 Exclusions and exceptions:

8.1 Delegated authorities specifically excluded from the scope of this policy are:

- 8.1.1 Functions and Power retained by Massey University Council, including those prescribed by legislation. These are detailed separately in the Massey University Council Delegations Statute 2020.
- 8.1.2 Delegations from Council to the Vice-Chancellor and Academic Board. These are detailed separately in the Massey University Council Delegations Statute 2020.
- 8.1.3 Sub-Delegations provided by Academic Board to other persons or committees. These are detailed in the Academic Board Terms of Reference.
- 8.1.4 Decision making authorities vested in governance, management or advisory board and committees, which are detailed individually in a Terms of Reference document, to be approved by the Senior Leadership Team, or Vice-Chancellor.

9.0 Definitive Source

- 9.1 This Policy is the definitive source of all formally approved Delegations of Authority provided by the Vice-Chancellor, excluding those outlined in clause 8.0. Where there is any conflict between this Policy and any other University policy, procedure, guideline or document, this Policy will take priority unless determined otherwise by the Vice-Chancellor or by Council.

PART ONE: FINANCIAL DELEGATIONS SCHEDULE

1.0 Financial authorities

The financial authorities specified in this Schedule must be exercised in accordance with all provisions of the Delegations Policy and associated schedules.

Ref	FINANCIAL AUTHORITY	AUTHORITY LEVEL					Special Authority
		A	B	C	D	E	
1.1	Commitment to OPEX item up to \$5M per transaction (or total related transactions) all accounts						Vice-Chancellor
1.2	Commitment to purchase OPEX item up to \$300,000 all accounts						DVC Finance & Technology
1.3	Commitment to purchase OPEX item up to \$250,000 all accounts						Chief Financial Officer
1.4	Commitment to purchase OPEX item up to \$100,000 (linked to contractual commitments, within budget)						Chief Information Officer
1.5	Commitment to operating budget item up to \$200,000	✓					
1.6	Commitment to operating budget item up to \$70,000	✓	✓				
1.7	Commitment to operating budget item up to \$30,000	✓	✓	✓			
1.8	Commitment to operating budget item up to \$10,000	✓	✓	✓	✓		
1.9	Commitment to operating budget item up to \$5,000	✓	✓	✓	✓	✓	
1.10	Commitment to expenditure within existing operating budget up to \$200,000	✓					
1.11	Commitment to expenditure over Reporting Line budget						Vice-Chancellor/DVC Finance and Technology

Ref	CAPITAL DELEGATIONS						
1.12	Commitment to Capital Expenditure less than and up to \$300,000						DVC Finance and Technology
1.13	Commitment to Capital Expenditure \$300,000 to \$1m						Vice-Chancellor
1.14	Commitment to Capital Expenditure \$1m +						Council
1.15	Approval of Capital Budget Transfers (within budget) from a specific approved capital programme of work to another: Less than and up to \$300,000						Chief Financial Officer
1.16	Approval of Capital Budget Transfers (within budget) from a specific approved capital programme of work to another: \$300,000 to \$1m						DVC Finance and Technology
1.17	Approval of Capital Budget Transfers (within budget) from a specific approved capital programme of work to another:						Vice-Chancellor



	\$1m to \$5m						
1.18	Approval of Capital Budget Transfers (within budget) from a specific approved capital programme of work to another: \$5m +						Council
1.19	Commitment to one-off capital purchase item within approved budget and less than \$200,000 per purchase order total	✓					
1.20	Commitment to one-off capital purchase item within approved budget and less than \$70,000 per purchase order total	✓	✓				
1.21	Commitment to capital purchase item up to \$30,000	✓	✓	✓			
1.22	Commitment to capital purchase item up to \$10,000	✓	✓	✓	✓		
1.23	Commitment to capital purchase item up to \$5,000	✓	✓	✓	✓	✓	
1.24	Capital purchase for Library <\$500,000 per transaction, within budget.						University Librarian
	CAPITAL PROGRAMMES AND PROJECTS						
1.25	Approval of payment of capital invoices against an approved programme budget						Refer to table 1.21

Table 1.21

PROGRAMME BUDGET VALUE	Up to \$2m	\$2m - \$5m	\$5m-\$10m	\$10m>\$20m	>\$20m
Project Manager	\$200k	\$300k	\$300k	\$300k	Special delegation
Programme Manager (where applicable)	\$400k	\$500k	\$500k	\$500k	Special delegation
National Facilities Director / CIO	\$600k	\$700k	\$800k	\$800k	Special delegation
Band A (Sponsor)	\$1.5m	\$1.5m	\$1.5m	\$1.5m	Special delegation
Vice-Chancellor	\$2m	\$5m	\$5m	\$5m	Special delegation

2.0 Commitment and approval

- 2.1 The dollar value specified as the financial authority limit relates to the total cost of a purchase order.
- 2.2 Only those employees with assigned financial authority as part of their assigned authority band, may approve commitments, payments, including reimbursement of staff expenses, and signing approval of confirmed timesheet payment. The financial limit specified for each authority level represents the maximum value of a purchase order that may be committed to, and/or approved by that staff member.
- 2.3 Staff members must not approve reimbursement of expenditure paid on the University's behalf to themselves, nor can expense reimbursement be approved by employees who report to this position. This must be authorised by the Manager to whom the employee reports. Refer [Reimbursement of Expenses Policy](#).

- 2.4 All expenditure must be business related and must comply with the requirements of the [Sensitive Expenditure Policy](#).
- 2.5 The limits specified in the financial authorities are GST exclusive. These delegations of authority apply to commitments to purchase goods and services and to pay invoices for goods services, or to raise credit notes against invoices.
- 2.6 Where a one-off item is over \$20,000, three quotes are required before purchase, unless subject to a preferred supplier agreement of other agreement – see [Procurement Policy and Procedures](#).
- 2.7 Procurement and Contracts Governance Board (PCGB) approval is required (before purchase) where goods/services item is over \$100,000. See [Procurement Policy and Procedures](#).
- 2.8 No financial activity of any kind (planning, construction, or procurement) is to commence against a project or work without an approved Financial Authority (refer Capital Planning Framework and Procedures). Commitments must be exercised in accordance with the approved RFA, and any other terms and conditions of approval.
- 2.9 Before committing to any expenditure beyond the current financial year or approved annual budget, the staff member must confirm with Chief Financial Officer to ensure that adequate provision will continue to be made in future budgets to meet that commitment.

3.0 Allocation of accounts

- 3.1 SLT members have accountability and authority for budget management within their overall reporting line and will confirm the assignment of general ledger accounts to direct reports.
- 3.2 Where a delegate has been assigned a budget centre(s), and has authority band A or B, the delegate will confirm the allocation of budget centre account(s) for roles within their line management.

4.0 Approved Budget

- 4.1 A staff member must only commit University funds:
 - a) Where there is sufficient budget to cover the purchase (regardless of their financial delegated authority).
 - b) Up to the financial limits of their assigned Authority Band, or specific delegated authority.
- 4.2 If it is likely that actual spend may exceed the budget at the budget centre level, approval from the relevant SLT member should be obtained as soon as practical. If the actual spend is likely to exceed the budget at the reporting line level, the relevant SLT member should obtain approval from the Vice-Chancellor as soon as practical.
- 4.3 All budgets are allocated on the approval of the Vice-Chancellor on an annual basis.

5.0 Recurrent Capital Programmes and Capital Projects

- 5.1 The delegated authority for capital expenditure (CAPEX) provided to each authority level represents the maximum value of an individual CAPEX purchase that may be committed to, and/or approved by that position.

- 5.2 Capital purchases must adhere to Procurement Policy and Procedures, and Capital Investment Policy and Procedures.
- 5.3 Recurrent Capital Programmes are part of the University's Ten Year Capital Plan (TYCP) and devolved to College and Professional Services reporting lines. Sub-projects or capital purchases within a programme may be delegated to staff members within the reporting line including an apportionment of the approved programme budget. Staff can make capital purchases up to their assigned authority Level (5.1 refers) and within the sub-project budget allocated (4.1 refers).
- 5.4 Capital Projects are included in the University's TYCP and include major items of equipment, library collection, infrastructure, major and minor capital works. Financial delegations for payments relating to Capital Projects are specified in Table 1 and Table 1.21.

6.0 Business Case

- 6.1 A business case must be prepared for any capital funding request exceeding \$250,000 in capital cost; any operating budget baseline adjustment exceeding \$150,000 in operating cost in any one financial year; or any business related venture with a risk assessment of high or greater assessed in accordance with the Massey University Risk Profile Assessment.
- 6.2 Once SLT have approved the case in principle (as there may be further business case phases), RFA documentation can be prepared for approval. Once approved, financial commitments in relation to the project may commence (refer 2.8).

7.0 Credit Cards

- 7.1 The purchasing conditions specified apply to all purchases made with a University Credit Card.
- 7.2 At all times the credit card holder must comply with the Credit Card Policy and the Sensitive Expenditure and Gifts Policy.
- 7.3 Where an assigned authority level includes a Credit Card, this does not obligate the position holder to apply for a credit card, or for the Manager to approve the use of a credit card. The Credit Card application process must be followed where a credit card is required, and where the Authority Band associated to the position allows.

8.0 Splitting invoices

- 8.1 Purchase transaction amounts must not be split into smaller amounts, across time periods, nor across approvers/credit card holders in an attempt to suit the financial delegated authority of a staff member.
- 8.2 Any attempt to split a purchase transaction amount will be considered a breach of this Policy and may result in removal of financial authority or disciplinary action.

9.0 Banking relationships

9.1 Banking relationships, including the approval of account signatories and borrowing facilities, are established by DVC Finance and Technology and are subject to approval by the Vice-Chancellor or Council, in accordance with the Treasury Framework.

9.2 Once approved, authority to operate will be delegated to the DVC Finance and Technology and CFO. Refer to [Treasury Policy](#) and [Treasury Framework](#).

11.0 Borrowing

11.1 All borrowing shall be undertaken following approval of specific facilities by the University Council. This may involve prior scrutiny by the Finance and Assurance Committee or a specially convened Council committee. Refer to [Treasury Policy](#) and [Treasury Framework](#). Once approved, authority to operate will be delegated to the DVC Finance and Technology or Chief Financial Officer.

12.0 Investment of Funds/Lending

12.1 Authority to invest/lend within constraints of treasury policy will be delegated to the DVC Finance and Technology. Refer to [Treasury Policy](#) and [Treasury Framework](#).

13.0 Financial Risk Management

13.1 All facilities for interest rate hedging and exchange rate hedging shall be approved by the Vice-Chancellor, on advice from the DVC Finance and Technology. The DVC Finance and Technology will put facilities for advice in place as necessary. Any hedging will be carried out under the direct auspices of the DVC Finance and Technology. Refer to [Treasury Policy](#) and [Treasury Framework](#).

14.0 Write-off of Bad Debts

14.1 The DVC Finance and Technology or Chief Financial Officer may authorise write-off of Bad Debts up to the value of \$100,000, for any one item.

14.2 Write-off off bad debts over \$100,000 for any one item will be authorised by the Vice-Chancellor.

15.0 Staff-Related Payments

15.1 Write-off of salary-related over-payments of \$150 or less to be authorised by the Team Leader Human Resource Administration.

15.2 Write-off or initiate recovery of salary-related overpayments in excess of \$150 to be authorised by the Manager Remuneration and Reporting.

15.3 Staff Recruitment Manager may authorise waiver of residual relocation costs.

16.0 Asset Disposal

16.1 Assets will be disposed in accordance with the Asset Disposal and Write Down Policy. Finance must be advised as statutory clearances need to be obtained.

- 16.2 The DVC Finance and Technology or Chief Financial Officer will approve the sale, disposal and/or write off of all assets up to a value of \$300,000 net book value (NBV).
- 16.3 Asset disposals between \$300,000 and \$1,000,000 NBV will be authorised by the Vice Chancellor
- 16.4 Asset disposals over \$1,000,000 NBV will be authorised by the University Council

17.0 Monitoring

- 17.1 It is the responsibility of the DVC Finance and Technology and the Chief Financial Officer to ensure that there are adequate financial controls to safeguard the financial resources of the University.
- 17.2 Compliance will be monitored and all one-off deviations will be reported to the Chief Financial Officer. Ongoing, repeat or significant compliance issues and anomalies will be reported to the Director Governance and Assurance.

PART TWO: HUMAN RESOURCES DELEGATION SCHEDULE

The Vice-Chancellor is the employer of all staff at Massey University and, under Section 197 (7) of the Education Act 1989, has delegated authority to all managers of staff in the University the general responsibility for managing day-to-day staffing matters, within the parameters and limitations set out in the Delegations of Authority Policy and associated Schedules.

1.0 Application and scope of HR Authority

- 1.1 All positions which have formal line management responsibilities for fixed term and/or permanent staff will be assigned an Authority Band. Positions with an assigned Authority Band who do not have fixed term and/or permanent staff reporting to them, will only exercise HR delegations if positions reporting to them are approved and established.
- 1.2 Where an HR authority is held by a staff member, this authority is only to be exercised in relation to staff that are within their direct line management responsibility, except where permitted in clause 4.11 and clause 4.20.

2.0 Eligibility and adherence to University Policy and Guidelines

- 2.1 Any authority described in the HR Schedule must be exercised and provided at all times in accordance with specified eligibility requirements and applicable University Policies and Guidelines. Where eligibility is uncertain, confirmation must be confirmed by an HR Advisor or the Employment Relations Manager.

3.0 In addition to the HR related authorities provided below in section 4, the University Council and Vice-Chancellor retain some specific authorities, as follows:

3.1 Council:

- Appointment of Honorary Academic positions “Professor Emeritus” (On recommendation of Vice-Chancellor to the Honorary Awards Committee.)
- Appointment to Vice-Chancellor position
- Approval of salary increases for the Vice-Chancellor

3.2 Vice-Chancellor:

- Appointment to Senior Leadership Team positions, including acting appointments to these positions
- Approval of salary increases for SLT members
- Approval of Settlement of Collective Employment Agreements
- Appoint Massey Ambassador/Industry Expert

4.0 The Vice-Chancellor provides the following delegated authorities to specific authority bands:

HUMAN RESOURCE AUTHORITY		AUTHORITY BAND					
Ref	Positions and appointments	A	B	C	D	E	Conditions
4.1	Establish new positions <u>above</u> approved establishment FTE	✓					
4.2	Establish all Associate Professor and Professor positions	✓					
4.3	Appoint to Associate Professor and Professor positions	✓					
4.4	Appoint to Honorary Academic, Adjunct and Distinguished Visitors, Friends, Visiting Scholars or Researcher positions	✓					Strategic Individual (Non-Employment) Relationships Policy applies.
Ref	Positions and appointments	A	B	C	D	E	Conditions
4.5	Appoint to academic position where the prospective appointee does not have the required level of academic qualification	✓					
4.6	Appoint where applicant has not passed a pre-employment check	✓					In consultation with ER Manager
4.7	Approve Academic Promotion (progression in “rank” and accelerated progression within rank) from Tutor to Senior Tutor through to and including Senior Lecturer Range 2	✓					With endorsement of the College Promotions Committee
4.8	Establish new academic positions (up to and including Associate Professor level) and all professional services positions within approved establishment FTE	✓	✓				Subject to consultation with the one up manager for B level and subject to PVC protocols around establishing new positions
4.9	Confirm existing ongoing position vacancies within establishment FTE for advertising	✓	✓	✓			Subject to SLT protocols for managing vacancies
4.10	Advertise vacancies of more than 12 months via the University’s recruitment system	✓	✓	✓			
4.11	Appoint to vacancies not exceeding 12 months without advertising	✓	✓	✓	✓		*Note department recruitment coordinator (or equivalent) may be nominated to process fixed-term appointments not exceeding 12 months. E.g. pre-semester fixed-term.
4.12	Appoint (academic up to Senior Lecturer Range 2 and professional services) staff to an approved vacancy of an existing position or approved new position	✓	✓	✓			
4.13	Appoint to a position where a staff member would have direct or indirect line management responsibility of a relative	✓	✓				Conflict of Interest and Commitment Policy applies. HR advice required.
4.14	Approve staff transfers between departments/ institutes/schools and/or Colleges and/or Campuses	✓	✓	✓			
4.15	Approve secondments to or from outside organisations or within the University	✓	✓	✓			
4.16	Sign fixed term and permanent employment offer documentation, prepared by People and Culture	✓	✓	✓	✓		To include use of future People and Culture system-generated documentation authored by managers.



HUMAN RESOURCE AUTHORITY		AUTHORITY BAND					
4.17	Prepare and sign casual employment agreement documentation for casual (as and when required) appointments	✓	✓	✓	✓		In line with People and Culture guidelines and advice from HR Advisor, using the current, approved University template documents.
Ref	Leave	A	B	C	D	E	Conditions
4.18	Approve leave without pay up to 30 days	✓	✓	✓	✓		
4.19	Approve leave without pay greater than 30 days	✓	✓	✓			
4.20	Approve annual, sick and discretionary leave in accordance with relevant employment agreement provisions	✓	✓	✓	✓		*Note Leave Administrator may be nominated to process leave requests
4.21	Approve annual, sick and discretionary leave over and above relevant employment agreement provisions	✓	✓				In line with People and Culture guidelines and advice from HR Advisor
4.22	Approve long service leave within entitlements	✓	✓	✓	✓		
4.23	Approve annual leave in advance of accrued balance	✓	✓	✓	✓		
4.24	Approve University / overseas duties up to 23 days	✓	✓	✓	✓		
4.25	Approve University / overseas duties over 23 days	✓					
4.26	Approve parental leave where eligible	✓	✓	✓	✓		
Ref	Remuneration	A	B	C	D	E	Conditions
4.27	Approve appointment salary and new salary at promotion to Associate Professor or Professor Level	✓					
4.28	Approve payment of special allowances including allowances relating to appointment, retention, special responsibilities or for duties over and above a staff member's existing employment agreement	✓	✓	✓			In line with People and Culture guidelines and advice from HR Advisor
4.28	Set appointment salary for new appointments outside of salary band or range	✓					In line with People and Culture guidelines and advice from HR Advisor
4.29	Set appointment salary for new appointments within salary band or range	✓	✓	✓	✓		In line with People and Culture guidelines and advice from HR Advisor
4.30	Approve standard progression for academic staff up to Senior Lecturer Range 2 who directly report to the manager	✓	✓	✓	✓		
4.31	Approve standard progression salary increment for professional services staff who directly report to the manager	✓	✓	✓	✓		
4.32	Approve accelerated professional services staff salary progression recommendations, from managers of professional services staff who report to the manager making the recommendation	✓	✓	✓	✓		
4.33	Approve annual salary reviews for staff who are Management Individual Employment Agreements and who directly report to the manager	✓	✓	✓	✓		In consultation with one up manager
4.34	Approve recommendations by managers for payment of a performance bonus for professional services staff reporting to them	✓	✓	✓	✓		In consultation with one up manager
4.35	Approval of overtime agreed in advance	✓	✓	✓	✓		



HUMAN RESOURCE AUTHORITY		AUTHORITY BAND					
4.36	Approve one-off non-contractual or extraordinary lump sum payment (other than section 123 (c) (i) payments and performance bonus payments above)	✓	✓				Rationale for payment and how it is calculated to be documented and provided to HR Administration.
Ref	Other	A	B	C	D	E	Conditions
4.37	Approve variations of employment <u>such as</u> changes to staff FTE within approved establishment, change of duties/job description, change of reporting line.	✓	✓	✓			
4.38	Approve variation of employment to change job classification, e.g. from Lecturer to Professional Clinician	✓					
4.39	Approve staff study fees concession	✓	✓	✓	✓		
4.40	Approve Retirement Gratuity being paid as paid leave (with payment of superannuation) rather than a lump-sum termination payment.	✓					
4.41	Approve request for Retirement Gratuity for less than 10 years' service, where eligibility confirmed by ER Manager.	✓					
4.42	Approve initiation, consultation and implementation of a restructuring/staff review process which may result in changes to the organisational structure or roles, staffing levels, redundancies, and or major change to work practices.	✓					Managers are required to seek the advice of the HR Advisor.
4.43	Co-approve payment of a non-taxable compensation for humiliation and loss of dignity under section 123 (c) (i) of the Employment Relations Act.	✓					Co-approval from ER Manager required.
4.44	Approve dismissal of employee	✓	✓				Managers are required to seek the advice of Employment Relations Manager and follow due process, and to keep their next level manager appraised on the process and intention to dismiss, before any final decision is made by the delegation holder.
4.45	Manage employment relationship problems that arise in the workplace, including unsatisfactory performance.	✓	✓	✓			Managers are required to seek the advice of the HR Advisor.
4.46	Authorise staff disciplinary investigation into non-performance or alleged misconduct/serious misconduct, including the application of any penalty or sanction up to and including the level of final warning.	✓	✓	✓			Managers are required to seek the advice of HR Advisor. Where outcome of an investigation potentially results in dismissal, written approval to proceed should be obtained from SLT manager.
4.47	Undertake PDPs for nominated staff	✓	✓	✓	✓	✓	Also allocated to F band
4.48	Verifying renewal of work permits	✓	✓	✓	✓	✓	Also allocated to F band
Ref	POD Specific Delegated Authorities	A	B	C	D	E	Conditions
4.49	Approve appointments without advertising to ongoing positions and fixed-term positions of over 12 months						DVC People and Culture
4.50	Variation to standard conditions of employment						ER Manager or ER Advisor
4.51	Variation to standard relocation assistance allowances						DVC People and Culture or Staff Recruitment Manager, in consultation with SLT manager



	HUMAN RESOURCE AUTHORITY	AUTHORITY BAND					
4.52	Exception waiver of residual relocation costs						Staff Recruitment Manager.
4.53	Response to a personal grievance, dispute or compliance order						DVC People and Culture, ER Manager, ER Advisor, or HR Advisor.
4.54	Settling a personal grievance or a dispute about interpretation, application or operation of an employment agreement						DVC People and Culture or ER Manager, ER Advisor or HR Advisor - with concurrence of SLT manager
4.55	Responses to requests under the Privacy Act 1993, in respect of named staff						DVC People and Culture, or ER Manager or ER Advisor
4.56	Drafting response to requests under the Official Information Act in respect of staff.						DVC People and Culture or ER Manager, approval by Director Governance and Assurance
4.57	Negotiation of a Collective Employment Agreement						DVC People and Culture or ER Manager
4.58	Negotiation and approval of an Employee Participation Agreement for Health and Safety.						DVC People and Culture
4.59	Approve grading or re-grading of positions for professional services staff						P&C Manager Remuneration and Reporting Remuneration Advisor or equivalent
4.60	Determining if a person is covered by MUCEA / IEA or a Management IEA						ER Manager or ER Advisor
4.61	Obtain external legal advice on employment related matters on behalf of the University						DVC People and Culture or ER Manager
4.62	Authority to approve changes to the IEA template						DVC People and Culture or ER Manager
4.63	Write-off of salary-related over-payments of \$150 or less						Team Leader Human Resources Administration or equivalent nominated by DVC P&C
4.64	Decision whether to write off or initiate recovery of salary-related overpayments in excess of \$150						Manager Remuneration and Reporting. Consultation to occur with manager of the staff member before recovery action initiated.

PART THREE: CONTRACT SIGNING DELEGATION SCHEDULE

Under the provisions of the Education Act 1989, only the Vice-Chancellor or his/her delegated nominee may sign contracts, which commit the University.

The term “contract” in this context means any agreement, which commits the University in financial or legal terms, and includes contracts relating to

- [Construction, buildings, and leases relating to property and land](#)
- [Equipment, consumables, services, non-research consulting, and commercial contracts](#)
- [Research, academic or research related consultancy, and commercialisation of IP](#)
- [Teaching](#)
- [International](#)
- [Sponsorship](#)
- [Student Recruitment](#)
- [Miscellaneous signing authorities](#)

General provisions

- Contracts 5 years or more in duration, and/or \$2 million per annum are considered material transactions and must be signed by the Vice-Chancellor.
- Staff negotiating contracts must seek guidance and assistance from the appropriate responsible area referred to in the Contract Management Policy.
- All contracts must adhere to the policies and procedures relating to the specific class of contracts (i.e. Sub-Contracting of Teaching, procurement/commercial contracts).
- A list of approved external legal service providers is maintained by the DVC People and Culture, in accordance with the Contract Management Policy. Where contract review is required by an external party, an approved provider must be engaged by an authorised delegate, refer Other Delegations Schedule, Engagement of Solicitors.
- The establishment of specific individual delegations for the purposes of the signing contracts will be by letter to the Vice-Chancellor on the recommendation of the Director Governance and Assurance. The Director Governance and Assurance will maintain a register of these delegations.
- Purchases/expenditure in excess of \$100,000 are required to go through the Procurement and Contracts Governance Board and therefore associated contracts must be signed in accordance with the Board’s approval.
- The signing authorities specified in this schedule are subject to full compliance with the Procurement Policy and Procedures and the Contract Management Policy and Procedures. Where a contract or agreement has been drafted or negotiated with an external party, and has not complied with the requirements of those policies, this must be notified to the Director Governance and Assurance. Contract signing authority for these contracts is restricted to the Vice-Chancellor.

1.0 Construction, buildings and leases relating to property and land

1.1 Standard contracts up to \$100,000 (with financial approval)

1.1.1 A pre-signature review and assessment, in accordance with the Contract Criticality Assessment Guidelines, must be undertaken by the applicable responsible area, as specified in the Contract Management Policy, or by an approved external legal services provider.

1.1.2 Where the assessed risk level is not high (as per the Contract Criticality Assessment), standard contracts within this category may be signed by any one of the following, for contracts relating to their area of responsibility and oversight:

- National Facilities Director
- DVC Finance and Technology
- Individual employees with specific delegations to sign contracts as authorised in writing by the Vice-Chancellor.

1.1.3 Where the assessed risk is high (as per the Contract Criticality Assessment), the contract must only be executed by one of the following: DVC Finance and Technology, or the Vice-Chancellor.

1.2 Standard contracts in excess of \$100,000 (up to \$2M/p.a.)

1.2.1 A pre-signature review and assessment, in accordance with the Contract Criticality Assessment Guidelines, must be undertaken by the applicable responsible area, as specified in the Contract Management Policy, or by an approved external legal services provider.

1.2.2 Where the assessed risk level is not high (as per the Contract Criticality Assessment), standard contracts within this category may be signed by any one of the following:

- National Facilities Director
-
- DVC Finance and Technology
- Individual employees with specific delegations to sign contracts as authorised in writing by the Vice-Chancellor.

1.2.3 Where the assessed risk is high (as per the Contract Criticality Assessment), the contract must only be executed by one of the following, after seeking appropriate legal review and advice on the contract: DVC Finance and Technology, or the Vice-Chancellor.

1.3 The following classes of documents relating to land and buildings and must be signed under seal, in accordance with the Common Seal Statute: Leases and licenses for land and buildings where the term exceeds five years or the transaction value is greater than \$1m per annum, and; Sale, purchase or ownership transfer of land and/or buildings, or; where otherwise required by law, or; where the other party requests it. Refer to the Common Seal Statute.

2.0 Equipment, consumables, services, non-research consulting, and commercial contracts (including IT licence agreements)

2.1 Within approved budget up to \$50,000 (total value, whole of term), New Zealand jurisdiction only, 1 year or less in duration:

2.1.1 Where the contract is not a standard Massey template, or terms are required to be varied, pre-signature review and assessment in accordance with the Contract Criticality Assessment Guidelines must be undertaken by the applicable responsible area, as specified in the Contract Management Policy, or by an approved external legal services provider.

2.1.2 Where the assessed risk level is not high (as per the Contract Criticality Assessment), standard contracts within this category may be signed by any one of the following:

- Senior Leadership Team Member
- Strategic Sourcing Manager
- Senior Capital Planner
- Chief Information Officer (IT Equipment & Services)
- Individual employees with specific delegations to sign such contracts as authorised in writing by the Vice-Chancellor.

2.1.3 Where the assessed risk is high (as per the Contract Criticality Assessment), the contract must only be executed by one of the following, after seeking appropriate legal review and advice on the contract:

- DVC Students and Global Engagement
- Provost
- DVC Finance and Technology
- Vice-Chancellor

2.2 Within approved budget, up to \$100,000, 3 years or less in duration:

2.2.1 Where the contract is not a standard Massey template, or terms are required to be varied, pre-signature review and assessment in accordance with the Contract Criticality Assessment Guidelines must be undertaken by the applicable responsible area, as specified in the Contract Management Policy, or by an approved external legal services provider.

2.2.2 Where the assessed risk level is not high (as per the Contract Criticality Assessment), contracts within this category may be signed by any one of the following:

- Senior Leadership Team Member
- Chief Information Officer
- Strategic Sourcing Manager
- Individual employees with specific delegations to sign such contracts as authorised in writing by the Vice-Chancellor.

2.2.3 Where the assessed risk is high (as per the Contract Criticality Assessment), the contract must only be executed by one of the following, after seeking appropriate legal review and advice on the contract:

- DVC Students and Global Engagement

- Provost
- DVC Finance and Technology
- Vice-Chancellor

2.3 Within approved budget up to a maximum of \$2M whole of contract cost, and less than 5 years in duration:

2.3.1 Pre-signature review and assessment in accordance with the Contract Criticality Assessment Guidelines must be undertaken by the applicable responsible area, as specified in the Contract Management Policy, or by an approved external legal services provider.

2.3.2 Where the assessed risk level is not high (as per the Contract Criticality Assessment), contracts within this category may be signed by any one of the following:

- DVC Students and Global Engagement
- Provost
- DVC Finance and Technology
- Individual employees with specific delegations to sign such contracts as authorised in writing by the Vice-Chancellor.

2.3.3 Where the assessed risk is high (as per the Contract Criticality Assessment), the contract must only be executed by the Vice-Chancellor.

3.0 Research, academic or research related consultancy, and commercialisation of IP

Includes both the provision of research and consultancy services to third parties, and the purchase of research and consultancy services by the University. Note that purchase of research and consultancy services must be within approved budgets and subject to Procurement Policy requirements.

3.1 Delegated authority to sign:

RISK FACTORS	AUTHORITY TO SIGN		
	Any one of: Directors of Research Centres (only where expressly authorised in Centre Agreement), Director Research Operations SLT Member	Director Research Operations	Any one of: Director Research Operations, Provost
Liability cap	\$0 - \$50,000	\$0 - \$200,000	\$0 - \$2,000,000
Total contract value	\$0 - \$50,000	\$0 - \$200,000	\$0 - \$2,000,000
Jurisdiction	New Zealand only	New Zealand Only	Within or outside NZ
Maximum Duration of Contract	0 - 3 years	0-5 years	0 - 5 years

3.2 Where the University is the provider of research and consultancy services, the contract must include clauses approved by the Research and Enterprise Office which cover the following*:

- Ownership of Intellectual Property;
- A liability cap of up to \$2,000,000 in respect to direct failure of the University to perform (except for the excluded categories in clauses 3.3);
- No acceptance of consequential or indirect liability by the University.

*If the liability clause is inconsistent with the above, the contract may be signed following the review and recommendations of the Research and Enterprise Office

3.3 In addition to clause 3.1, the Director Research Operations, and Provost have delegation to sign the following

- 3.3.1 a variation to an existing contract signed by the Vice-Chancellor;
- 3.3.2 a contract with any New Zealand Government Department, the Royal Society of New Zealand, or the Health Research Council of New Zealand, where the contract is with these agencies alone or in combination with other of these agencies with no liability cap included;
- 3.3.4 a contract with any Statutory Crown Entities listed under Schedule 1 (Parts 1-3) of the Crown Entities Act 2004 where the contract is with these agencies alone or in combination with other entities listed under this Schedule with no liability cap included;
- 3.3.5 a subcontract with no liability cap on account of the head contract being with an agency under this clause;
- 3.3.6 contracts not for services, including confidentiality, material transfer and grant agreements with no liability cap;
- 3.3.7 inter-university contracts with no liability cap.

3.4 All other contracts (i.e. those for which the liability cap is greater than \$2,000,000 or the total contract value is greater than \$2,000,000 or the contract has a maximum duration greater than 5 years) will be signed by the Vice-Chancellor:

3.5 At all times those staff members involved in the negotiation, preparation and/or execution of any research and academic or research consultancy contract, whether the University is procuring or providing the service, must comply fully with the requirements of this policy, the [Contract Management Policy](#) and other associated policies and procedures of the University.

3.6 The Provost can withdraw delegated authority to conclude research and consulting contracts in whole or part, with immediate effect for any material breach of this Policy or for any other matter or event likely to put the University under material risk. The Provost must notify the staff member and relevant Pro Vice-Chancellor of this decision in writing and cite the reason for this decision, with a copy also provided to the Director Governance and Assurance.

3.7 Authorities provided to the Provost within this section (3.0) may also be exercised by DVC Students and Global Engagement as alternate, as and when required.

4.0 Domestic Teaching Agreements

Includes conjoint arrangements, articulation agreements and sub-contracting of teaching.

4.1 All contracts for sub-contracting of teaching activity must be signed by the Vice-Chancellor, after approval of the relevant Pro Vice-Chancellor. Refer to the [Sub-contracting of Teaching Activity Policy](#).

5.0 International Agreements

5.1 Agreements, including but not limited to Memorandums of Understanding in respect of student exchange programmes, conjoint arrangements, sub-contracting of teaching and articulation agreements must be approved and signed by;

- the Vice-Chancellor in cases of institution to institution level agreements
- the DVC Students and Global Engagement (in consultation with the VC)
- the Provost or the DVC Students and Global Engagement in cases of College level agreements. Prior approval must be obtained from the relevant PVC. Prior approval must also be obtained from the Provost, if the agreement includes contract research collaboration.

5.2 All other International contracts must be approved and signed by the Vice-Chancellor, on the recommendation of the relevant SLT member. Prior approval must also be obtained from the Provost, if the agreement includes contract research collaboration. The Vice-Chancellor may choose to sub-delegate this authority to an SLT member on a case by case basis. Confirmation must be provided to the Director Governance and Assurance, and maintained as part of the contract record.

6.0 Sponsorship Agreements

6.1 Sponsorship contracts up to \$10,000 and 2 years or less in duration may be signed by an SLT member. Sponsorship Agreements greater than \$10,000 or exceeding 2 years must only be executed by the Vice-Chancellor, unless delegated to an SLT member on a case by case basis. Confirmation must be provided to the Director Governance and Assurance, and maintained as part of the contract record. Appropriate templates and/or legal review must be undertaken prior to execution.

6.2 All sponsorships involving media and/or media outlets must have prior approval from the Vice-Chancellor.

7.0 International Student Recruitment

7.1 Authority to execute agency contracts allowing third parties to act as representatives to recruit overseas students is delegated to the DVC Students and Global Engagement. Contracts must be on the standard University template, unless the alternative template has been legally reviewed and approved, and must not exceed 5 years in duration.

7.2 Termination of agreements with international recruitment agents may be authorised by the DVC Students and Global Engagement, having due regard to contractual obligations and dispute clauses. The DVC Students and Global Engagement will follow internal or external legal advice before terminating any contract.

8.0 Student Internships, Placement and Volunteer Agreements (internal and external)

8.1 Members of the Senior Leadership Team have authority to sign Internship Agreements, Student Placement Agreements, Volunteer Agreements, and Student Practicum Agreements using the approved standard Massey University template. Where changes are required to the standard template, approval of those changes must be provided and recorded by the Legal Services Team, prior to signing. If the nature of the relationship is unclear, then the responsible contract owner needs to liaise with People and Culture and/or Legal Services to determine what the appropriate mode of contracting should be.

9.0 Miscellaneous signing Authorities

- 9.1 The Dean, Enterprise has authority to sign patent documentation, including power of attorney forms on the University's behalf. A patent register is to be maintained.
- 9.2 The University Publisher is authorised to sign publishing contracts where these are on an approved Massey template, and appropriate pre-signature review has been undertaken. Management of contracts will comply with all requisite University policies and procedures.
- 9.3 DVC Finance and Technology will authorise the Ministry of Education Single Data Return (SDR) on behalf of the University.

PART FOUR: OTHER DELEGATIONS SCHEDULE

1.0 Management of Student Misconduct

1.1 Authority to investigate and resolve complaints is delegated in accordance with the policy and procedures outlined in the [Student Disciplinary Regulations](#), [Student Academic Integrity Policy](#), and [Procedure for Managing Breaches of Academic Integrity](#).

3.0 Student Fees

3.1 Fee reductions or subsidies applied to International cohorts are authorised by the Vice-Chancellor.

3.2 The Provost or DVC Students and Global Engagement will authorise the discounting of fees for domestic students.

3.3 Director Student Administration is authorised to approve fee waivers or refunds up to a maximum value of \$10,000 per item per debtor, subject to conditions and criteria set out in relevant policies and procedures, and subject to any requirements of an exchange partner.

3.4 The DVC Students and Global Engagement or the Provost can authorise fee waivers, refunds and determination of fee appeals by Domestic or International students up to a maximum of \$50,000 per item. Any commission paid to a Recruitment Agent, in good faith by the University, in relation to a student, will be deducted from the amount of any refund payable to a student withdrawing prior to completion of the first year of study.

4.0 Engagement of Solicitors

4.1 Engagement of external legal services is subject to the approval of one of the following: Provost, DVC Students and Global Engagement, DVC Finance and Technology, DVC People and Culture, Director Governance and Assurance or, the Director Research Operations.

4.2 Engagements must comply with internal guidelines or preferred supplier agreements in place at any time.

5.0 University Seal, Coat of Arms and Name

5.1 Execution of Documents and the University's Seal (Delegated Authority). In terms of Section 167 of the Education Act 1989, any two of:

- the Chancellor
- the Vice-Chancellor and
- the DVC Students and Global Engagement

are authorised to execute documents, including documents affixed with the University's common seal. This delegation is subject to details of documents executed under seal being subsequently reported to Council.

6.0 Research Centres and Other Independently Constituted Organisations

6.1 The Vice-Chancellor, with advice from the University Research Committee (URC), will approve the establishment or disestablishment of College and University Research Centres. Advice from the URC is not required for Commercial Centres.

6.2 Council, on the recommendation of the Vice-Chancellor, will approve the establishment or disestablishment of foundations, trusts, University owned companies, or other independently constituted organisations.

6.3 Appointment of Directors of controlled entities will be made by the Vice-Chancellor, unless otherwise directed by Council or in circumstances where the Vice-Chancellor is likely to be appointed into such roles.

7.0 Space Allocation

7.1 The National Facilities Director has authority for allocation of space for University purposes in each campus.

8.0 Records and Documents

8.1 The Chief Information Officer will approve disposal of University Records in accordance with the General Disposal Authority (GDA) approved by Archives New Zealand.

9.0 Information requests

9.1 The Director Governance and Assurance is authorised to respond on behalf of the University to requests for information made under the Privacy Act 1993 and the Official Information Act 1982, and to respond to requests made by the Office of the Privacy Commissioner or the Ombudsman relating to complaints and investigations.

10.0 Other General Delegations

10.1 The Vice-Chancellor or Director Governance and Assurance have authority to accept service of court process on behalf of the University.

PART FIVE: ACADEMIC MANAGEMENT SCHEDULE

1.0 Where expressly permitted in this schedule, the delegate may authorise another person, the sub-delegate, to exercise the delegation (or any part of it). However, the delegate remains responsible for ensuring that the function is properly exercised. All such delegations need to be in writing or via email, must specify the authority being delegated, and limitations imposed, and be subsequently acknowledged and agreed by the sub-delegate in writing or via email.

Ref	Category	Decision	Delegated Authority	Delegating Authority	Recorded
1	Academic Integrity	Convene sub-committees to undertake specific duties on its behalf. Membership and Terms of Reference of such sub-committees shall be determined by the Academic Integrity Committee	Academic Integrity Committee	Vice-Chancellor	Academic Integrity Committee ToR
2	Academic Standing	Power to “Refuse to permit or cancel enrolment as a student at Massey University or in a particular programme or scheme, on the grounds that the student has made insufficient progress after a reasonable trial.	Pro Vice-Chancellors (or delegate)	Vice-Chancellor	Academic Standing Hearings Committee ToR
3	Academic Standing	Confirm the Academic Standing will apply (including cases where a student has not made a submission within required timeframe)	Chair, Academic Standings Hearing Committee	Vice-Chancellor	Academic Standing Hearings Committee ToR
4	Academic Standing	Confirm the Academic Standing will apply and amend the requirements of the Academic Standing	Chair, Academic Standings Hearing Committee	Vice-Chancellor	Academic Standing Hearings Committee ToR
5	Academic Standing	Refer the student submission to another process such as Aegrotat and Impaired Performance, withdrawal, Carry Forward of Postgraduate study, or Fee Appeal, regardless of the due date for such.	Chair, Academic Standings Hearing Committee	Vice-Chancellor	Academic Standing Hearings Committee ToR
6	Academic Standing	Hear submissions from students in relation to their Academic Standing	Academic Standings Hearing Committee	Vice-Chancellor	Academic Standing Hearings Committee ToR
7	Academic Standing	Consider Academic Standing submissions on the following grounds: i. Evidence of Exceptional Personal Circumstances ii. Matters of process	Academic Standings Hearing Committee	Vice-Chancellor	Academic Standing Hearings Committee ToR
8	Admission	Grant Special Admission where applicant does not hold a university entrance qualification and does not qualify under Matriculation Regulation 2(f)	Provost	Vice-Chancellor	Special Admission Regulations
9	Admission	Admission may be granted conditionally in the case of students who have not yet met the requirements for entry to University or to a specific qualification.	DVC Students and Global Engagement (or delegate)	Vice-Chancellor	Admission Regulations
10	Admission	The University Council (or its delegate) may decline (under statutory authority) to matriculate a person in special cases.	DVC Students and Global Engagement (or delegate)	Vice-Chancellor	Matriculation Regulations / Council Delegations Statute



Ref	Category	Decision	Delegated Authority	Delegating Authority	Recorded
11	Admission	Grant discretionary entrance to a student	DVC Students and Global Engagement (or delegate)	Vice-Chancellor	Discretionary Entrance Regulations
12	Admission	Admit any person with equivalent status to candidature in any degree or other academic qualification or part thereof	DVC Students and Global Engagement (or delegate)	Vice-Chancellor	Admission with Equivalent Status Regulations
13	Admission	Grant admission to a sub-degree diploma or sub-degree certificate based on the published admission requirements	DVC Students and Global Engagement (or delegate)	Vice-Chancellor	Admission with Equivalent Status Regulations
14	Admission	Grant admission to an undergraduate degree, diploma or certificate, or for a certificate of proficiency in a course of any degree, diploma or certificate with status equivalent to that of a person academically qualified for entrance to a university in New Zealand on the basis of study at a secondary or tertiary institution in New Zealand or overseas	DVC Students and Global Engagement (or delegate)	Vice-Chancellor	Admission with Equivalent Status Regulations
15	Admission	Grant a candidate admission to the status of the holder of a degree with the right to proceed to a specific higher diploma or higher degree with or without Honours, provided that the applicant complies with any prerequisite prescribed or required by Academic Board for such degree or diploma.	DVC Students and Global Engagement (or delegate)	Vice-Chancellor	Admission with Equivalent Status Regulations
16	Admission	Grant a candidate admission to the status of the holder of a degree with the right to proceed to a specific graduate diploma or certificate, to an applicant who demonstrates practical, professional or scholarly experience of an appropriate kind and equivalent to that of a graduate.	DVC Students and Global Engagement (or delegate)	Vice-Chancellor	Admission with Equivalent Status Regulations
17	Admission	Students who wish to take a course for which they do not have the prerequisite(s) may make a case for admission to the relevant Head of School or Programme Director concerned.	Head of School or Programme Director	Vice-Chancellor	General Regulations for Undergraduate Degrees, Undergraduate Diplomas..
18	Admission	Approve a personal programme of study which does not conform with the General Regulations or the Qualification Regulations for that degree, diploma or certificate while still conforming to the academic standards of the qualification	Head of School or Programme Director	Vice-Chancellor	General Regulations for Undergraduate Degrees, Undergraduate Diplomas..
19	Admission	Limit the number of students enrolled in the programmes of study or training each year because of insufficiency of staff, accommodation, or equipment. Accordingly, where the number of applications for the particular programmes exceeds the number of places available, then Massey University will select from the applicants the students to be enrolled in the programme of study.	Pro Vice-Chancellor (or delegate)	Vice-Chancellor	General Regulations for Undergraduate Degrees, Undergraduate Diplomas.. , Council Graduation Statute



Ref	Category	Decision	Delegated Authority	Delegating Authority	Recorded
20	Admission	Request a student carry out such work and satisfy such assessments as the Board may determine to be necessary for admission to a Postgraduate certificate, Postgraduate diploma, 120-credit Bachelor (Honours) or a Master's degree, where appropriate to a specific qualification	Head of School or Programme Director	Vice-Chancellor	General Regulations for Postgraduate Degrees, Postgraduate Diplomas..
21	Admission	Approve a personal programme of study which does not conform with the General Regulations or the Regulations for that degree, diploma or certificate while still conforming to the academic standards of the qualification (subject to specific rules)	Pro Vice-Chancellor (or delegate)	Vice-Chancellor	General Regulations for Postgraduate Degrees, Postgraduate Diplomas..
22	Admission	Waive maximum time to completion limits, where a student exits with a qualification of lesser credit.	Pro Vice-Chancellor (or delegate)	Vice-Chancellor	General Regulations for Postgraduate Degrees, Postgraduate Diplomas..
23	Admission	Student progression periods may, in special circumstances, be amended/extended.	Pro Vice-Chancellor (or delegate)	Vice-Chancellor	General Regulations for Postgraduate Degrees, Postgraduate Diplomas..
24	Admission	In special circumstances permit students to suspend their programme of studies for an approved period.	Pro Vice-Chancellor (or delegate)	Vice-Chancellor	General Regulations for Postgraduate Degrees, Postgraduate Diplomas..
25	Admission	Where it is shown to the satisfaction of the Vice-Chancellor that any alteration or amendment of a University statute or Regulation involving a change in a programme or in examination requirements has caused hardship to a student, the Vice-Chancellor may make such provisions as is thought fit for the relief of such hardship. The student may appeal the decision of the Vice-Chancellor to the Council, which may make such provisions as it thinks fit.	Vice-Chancellor	Vice-Chancellor	Cases of Hardship – Vice-Chancellor's Power (Calendar)
26	Admission	Offer a place in a qualification	DVC Students and Global Engagement (or delegate)	Vice-Chancellor	Enrolment Regulations
27	Admission	Waive requirement to accept written offer of place in a qualification	DVC Students and Global Engagement (or delegate)	Vice-Chancellor	Enrolment Regulations
28	Assessment and Exams	Set the examination timetables	DVC Students and Global Engagement (or delegate)	Vice-Chancellor	Assessment and Examination Regulations
29	Assessment and Exams	Set timetable and process for College-administered examinations	Pro Vice-Chancellor	Vice-Chancellor	Assessment and Examination Regulations

Ref	Category	Decision	Delegated Authority	Delegating Authority	Recorded
30	Assessment and Exams	Appoint or approve exam supervisors	DVC Students and Global Engagement (or delegate)	Vice-Chancellor	Assessment and Examination Regulations
31	Assessment and Exams	Recommend alternate forms or time periods to receive aegrotat or Impaired Performance applications	Academic Standing Hearing Committee	Vice-Chancellor	Assessment and Examination Regulations
32	Assessment and Exams	Decide to award a grade or to require the student to complete the activity that is the subject of the aegrotat application	Pro Vice-Chancellor (or delegate)	Vice-Chancellor	Assessment and Examination Regulations
33	Assessment and Exams	Consider appeals for aegrotat or Impaired Performance	Pro Vice-Chancellor (or delegate)	Vice-Chancellor	Assessment and Examination Regulations
34	Enrolment	Approve enrolment by distance (extramural) education for citizens of the People's Republic of China	Pro Vice-Chancellors	Vice-Chancellor	Enrolment Regulations
35	Curriculum	Make recommendation to Academic Board on all proposals from College Boards for the deletion of courses	Academic Committee	Vice-Chancellor	Academic Committee ToR
36	Curriculum	Non-CUAP Programme Amendments: Adding an existing course to, or removing it from, any qualification or specialisation schedule	Pro Vice-Chancellors (or delegate)	Vice-Chancellor	College Board ToR
37	Complaints and Grievance	Confirm the existence of extraordinary circumstances whereby a complaint relating solely to the grade of a piece of course work will proceed beyond the relevant Pro Vice-Chancellor	Provost	Vice-Chancellor	Student Grievance Procedures
38	Complaints and Grievance	Convene the University Grievance Committee	Provost	Vice-Chancellor	Student Grievance Procedures
39	Complaints and Grievance	Determine the conduct of its own procedures; and (ii) receive such information, as it considers relevant to the Grievance. (b) receive and investigate Grievances at all Massey University campuses and through all modes of delivery of academic programmes; (c) make decisions relating to Grievances;	University Grievance Committee	Vice-Chancellor	Student Grievance Procedures
40	Curriculum	Approval of all minor Calendar changes	Academic Committee	Vice-Chancellor	Academic Committee ToR
41	Curriculum	Make recommendations to Academic Board on all proposals from College Boards for new courses	Academic Committee	Vice-Chancellor	Academic Committee ToR
42	Curriculum	Make recommendations to Academic Board on approval and quality assurance of community education, credit bearing continuing education and professional development courses provided by Massey University	Academic Committee	Vice-Chancellor	Academic Committee ToR
43	Curriculum	Make recommendations to Academic Board on the closure to new enrolments for specialisations and qualifications.	Academic Committee	Vice-Chancellor	Academic Committee ToR



Ref	Category	Decision	Delegated Authority	Delegating Authority	Recorded
44	Regulations	Approve minor calendar changes and changes to regulations with respect to the library.	Academic Committee	Vice-Chancellor	Library Committee ToR
45	Curriculum	Delegate, as appropriate, through the Academic Programmes Committee, and Associate Dean, Academic Programmes and/or Deputy Pro Vice-Chancellor and, where appropriate, Programme Leaders, the responsibility for programme management within the regulatory framework of the University, including but not limited to, the admission with equivalent status, recognition of prior learning, approval of waivers, courses of study, and examination results for individual students, and quality assurance of academic programme delivery and student learning	Pro Vice-Chancellor (or delegate)	Vice-Chancellor	College Board ToR
46	Curriculum	Approval of course amendments including but not limited to changes to: Online learning category, Limitations on enrolment numbers, Learning outcomes, Course design and assessment methodologies (including weightings), Primary programme, Location of delivery (onshore and/or offshore), Course offering status (offered or not offered), Course offering details (semester, mode, location, beginning and end dates), Title or prefix, Prescription, Prerequisites, co-requisites or restrictions.	Pro Vice-Chancellor (or delegate)	Vice-Chancellor	Academic Committee ToR
47	Enrolment	Make an offer of enrolment into a course	DVC Students and Global Engagement (or delegate)	Vice-Chancellor	Enrolment Regulations
48	Enrolment	Permit use of a paper-based enrolment system where electronic system is inoperable	DVC Students and Global Engagement	Vice-Chancellor	Enrolment Regulations
49	Enrolment	Make an offer of enrolment into Doctoral courses	Doctoral Research Committee	Vice-Chancellor	Enrolment Regulations
50	Enrolment	Limit the number of students enrolled in any programme each year	Pro Vice-Chancellor (or delegate)	Vice-Chancellor	Enrolment Regulations
51	Enrolment	Select students to be enrolled in a programme, where the number of applicants exceeds the maximum number of places available.	Pro Vice-Chancellor (or delegate)	Vice-Chancellor	Enrolment Regulations
52	Enrolment	Consider and make determinations on Late Enrolment Appeal applications	DVC Students and Global Engagement (or delegate)	Vice-Chancellor	Enrolment Regulations
53	Enrolment	Waive or vary by written notice the requirements in relation to acceptance of Offer	DVC Students and Global Engagement (or delegate)	Vice-Chancellor	Enrolment Regulations
54	Enrolment	Make an offer of enrolment subject to conditions, or waive conditions by written notice	DVC Students and Global Engagement (or delegate)	Vice-Chancellor	Enrolment Regulations
55	Enrolment	Cancel a student's enrolment in a course or programme after the student has received a Confirmation of Enrolment but then does not pay	DVC Students and Global Engagement (or delegate)	Vice-Chancellor	Enrolment Regulations



Ref	Category	Decision	Delegated Authority	Delegating Authority	Recorded
		tuition fees or non-tuition fees, or does not meet the requisites for one or more courses			
56	Enrolment	Approve applications for students to enrol in the internal mode while not attending regularly scheduled classes on campus.	DVC Students and Global Engagement (or delegate)	Vice-Chancellor	Enrolment Regulations
57	Enrolment	Approve enrolment in concurrent courses for credit to a second programme of study	DVC Students and Global Engagement (or delegate)	Vice-Chancellor	Enrolment Regulations
58	Enrolment	Make determinations on Fee Appeals	DVC Students and Global Engagement (or delegate)	Vice-Chancellor	Enrolment Regulations
59	Enrolment	Approve applications for Carry Forward of Postgraduate Enrolment with exceptional personal circumstances	DVC Students and Global Engagement (or delegate)	Vice-Chancellor	Enrolment Regulations
60	Enrolment	Permit enrolment of a student enrolled full-time in secondary school	DVC Students and Global Engagement (or delegate)	Vice-Chancellor	Enrolment Regulations
61	Enrolment	Set special terms and conditions for enrolment in international off-shore distance (extramural) programmes	Pro Vice-Chancellor (or delegate)	Vice-Chancellor	Enrolment Regulations
62	Enrolment	Approve concurrent enrolment of a student at another University (subject to other institution's approval)	DVC Students and Global Engagement (or delegate)	Vice-Chancellor	Enrolment Regulations
63	Higher Degree	Set due date for enrolment into doctoral courses	Doctoral Research Committee	Vice-Chancellor	Enrolment Regulations
64	Higher Degree	Set commencement dates for Doctoral Programmes	Doctoral Research Committee	Vice-Chancellor	Enrolment Regulations
65	Higher Degree	Make an offer of place into a Doctoral Programme	Doctoral Research Committee	Vice-Chancellor	Enrolment Regulations
66	Higher Degree	Approve admission applications, provisional registration and confirmation of registration subject to requirements being met	Doctoral Research Committee	Vice-Chancellor	Doctoral Research Committee ToR
67	Higher Degree	Approve suspensions and extensions of candidature	Doctoral Research Committee	Vice-Chancellor	Doctoral Research Committee ToR
68	Higher Degree	Approve withdrawals and terminations of candidature	Doctoral Research Committee	Vice-Chancellor	Doctoral Research Committee ToR
69	Higher Degree	Approve the appointment of examiners	Doctoral Research Committee	Vice-Chancellor	Doctoral Research Committee ToR
70	Higher Degree	Receive Doctoral Examination reports	Doctoral Research Committee	Vice-Chancellor	Doctoral Research Committee ToR
71	Higher Degree	Endorse the award of the University Doctoral Degrees where the Committee is satisfied that the University's academic requirements and regulations have been met	Doctoral Research Committee	Vice-Chancellor	Doctoral Research Committee ToR
72	Higher Degree	Approve failed Doctoral examination results	Doctoral Research Committee	Vice-Chancellor	Doctoral Research Committee ToR



Ref	Category	Decision	Delegated Authority	Delegating Authority	Recorded
73	Higher Degree	Approve changes to regulations for Doctoral Degrees other than those requiring CUAP approval	Academic Committee	Vice-Chancellor	Doctoral Research Committee ToR
74	Policy and Procedure	Authority to approve all other non-Calendar course amendments, with course information to be updated in university systems on College Academic Committee authority	Doctoral Research Committee	Vice-Chancellor	Doctoral Research Committee ToR
75	Progress	May require students with an Academic Standing of Academic Risk or Academic Management to participate in an academic support initiative(s)	Academic Standings Hearing Committee	Vice-Chancellor	Academic Progress Regulation
76	Progress	Approve applications for readmission by students who are excluded two or more times over eight academic years - where they were excluded for a minimum period of three years. Applications for readmission must be no earlier than 6 months prior and no later than 2 months prior to the first enrolment period in which they are eligible and in which they seek to re-enrol; permission may be withheld. Applications will not be accepted for readmission into Summer School.	Provost	Vice-Chancellor	Academic Progress Regulation
77	Progress	Approve a student to enrol at Massey University or transfer from another University when their academic record is such that had they been enrolled at Massey University then under these or other University Regulations they would qualify for exclusion on the grounds of Unsatisfactory Academic Progress .	DVC Students and Global Engagement (or delegate)	Vice-Chancellor	Academic Progress Regulation
78	Progress	Re-admit students who were excluded from specific qualifications due to failure to meet satisfactory progress requirements (as stated in the calendar)	Academic Board	Vice-Chancellor	Academic Progress Regulation
79	Progress	Re-admit students who were excluded from Te Aho Paerewa The Postgraduate Diploma Teaching and Learning in Māori Medium qualifications due to failure to meet satisfactory progress requirements (as stated in the calendar)	Pro Vice-Chancellor	Vice-Chancellor	Academic Progress Regulation
80	Progress	Refuse to permit or cancelling the enrolment of a person as a student at Massey University, on the grounds that the person has made insufficient progress in the person's study or training after a reasonable trial at Massey University or at another institution.	Chair, Academic Standings Hearing Committee, Academic Board	Vice-Chancellor	Academic Progress Regulation
81	Progress	Make determinations on Appeals on the outcome of a submission to the Academic Standings Hearing Committee	Provost	Vice-Chancellor	Academic Progress Regulation
82	Quality Assurance	Make recommendations for changes to existing programmes and courses that do not require CUAP approval (with the exception of Graduating Year Review Reports)	Academic Committee	Vice-Chancellor	Academic Committee ToR
83	Quality Assurance	Approval of key dates for the academic year to be published annually in the University Calendar	Academic Committee	Vice-Chancellor	Academic Committee ToR

Ref	Category	Decision	Delegated Authority	Delegating Authority	Recorded
84	Research	Review complaints about the performance or the decision-making processes of the Human Ethics Committees	Human Ethics Chairs Committee	Vice-Chancellor	Human Ethics Chairs Committee ToR
85	Research	Monitor the Terms of Reference of the Human Ethics Committees, including the Procedures for Nomination and Selection of Academic Members, Procedures for Nomination and Selection of Community Members, Human Ethics Committees Membership Declaration, Human Ethics Committees Reconsideration Procedures, Human Ethics Committees Complaints Procedures, Human Ethics Committees Guidelines for Annual Report, and recommend changes as necessary	Human Ethics Chairs Committee	Vice-Chancellor	Human Ethics Chairs Committee ToR
86	Research	Monitor the Human Ethics website and Application/Notification documentation and make changes as necessary	Human Ethics Chairs Committee	Vice-Chancellor	Human Ethics Chairs Committee ToR
87	Research	Report to the Health Research Council on behalf of all Human Ethics Committees	Human Ethics Chairs Committee	Vice-Chancellor	Human Ethics Chairs Committee ToR
88	Scholarships and Awards	Approve or ratify the award of scholarships according to their criteria, guidelines, terms and provisions	Scholarships Committee	Vice-Chancellor	Scholarships Committee ToR
89	Student Conduct	The Level 3 Misconduct Appeal Committee shall have the power to hear and determine any appeal concerning a complaint which has been classified as level 3 misconduct	Level 3 Misconduct Appeal Committee	Vice-Chancellor	Student Disciplinary Regulations
90	Student Conduct	Impose an appropriate penalty in accordance with the limitation prescribed, where a Level 3 misconduct complaint is upheld.	Provost or DVC Students and Global Engagement	Vice-Chancellor	Student Disciplinary Regulations
91	Student Conduct	Impose an appropriate penalty in accordance with the limitations prescribed, where a Level 2 misconduct complaint is upheld.	DVC Students and Global Engagement, Pro Vice-Chancellor	Vice-Chancellor	Student Disciplinary Regulations
92	Student Conduct	Pending the resolution of a complaint of misconduct, on the advice of the Pro Vice-Chancellor or Campus Registrar, the Vice Chancellor may (when and to the extent he or she considers it necessary to do so) suspend the right of the Respondent to: (a) attend any University premises, grounds or residential accommodation; and/or (b) attend events organised by or for the University; and/or (c) otherwise use the resources of the University.	Vice-Chancellor, (or Campus Registrar or Pro Vice-Chancellor where VC unavailable)	Vice-Chancellor	Student Disciplinary Regulations
93	Student Conduct	Consider appeals of Level 1 misconduct outcomes	Executive Director Student Services, Pro Vice-Chancellor	Vice-Chancellor	Student Disciplinary Regulations
94	Student Conduct	Consider appeals for Level 2 misconduct outcomes	Provost or DVC Students and Global Engagement	Vice-Chancellor	Student Disciplinary Regulations

SUMMARY OF AUTHORITIES BY AUTHORITY BAND				
AUTHORITY BAND	FINANCIAL AUTHORITY See Financial Authority Schedule for detail.	HR AUTHORITY Refer to HR Schedule for full detail. (each Band inherits all authorities of the levels below see Note 1)	CONTRACT COMMITMENTS Must comply with Contract Management Policy.	EXAMPLES
A	<ul style="list-style-type: none"> OPEX \$200,000 One-off capital purchase item within approved budget and less than \$100,000 per purchase order total Credit card 	<ul style="list-style-type: none"> Establish new positions <u>above</u> establishment Appoint to Associate Professor and Professor positions Appoint to Honorary Academic, Adjunct and Visiting Lecturer or Researcher positions Appoint where applicant has not passed a pre-employment check, or does not have required level of academic qualifications Advertise and appoint Associate Professor & Professor, appointment exceptions Approve appointment salary or promotion salary at Associate Professor or Professor Level Academic promotions from Tutor through to Senior Lecturer Range 2 Set appointment salary for new appointments, outside of salary band or range 	<ul style="list-style-type: none"> Equipment, consumables, services, non-research consulting, and commercial contracts (including IT licence agreements): Within approved budget, up to \$100,000, less than 3 years in duration. Research, academic or research related consultancy, and commercialisation of IP (provision and purchase of research and consultancy services by the University): Liability and contract value does not exceed \$200,000, less than 5 years duration, NZ only. 	SLT
B	<ul style="list-style-type: none"> OPEX \$70,000 Credit card One-off capital purchase item within approved budget and less than \$50,000 per purchase order total 	<ul style="list-style-type: none"> Establish new academic positions (up to and including Associate Professor level) and all professional services positions within approved establishment FTE (Conditions apply) Appointment to role where a staff member is in a position to manage a relative Approve annual, sick and discretionary leave over and above relevant employment agreement provisions Approve dismissal of employee (TBC) 	*Authorities provided to specific roles, refer to schedule for full detail.	Available to managers with or without budget management responsibilities (typically with). i.e. HoDs, HoI, HoS Directors of Units/functions
C	<ul style="list-style-type: none"> OPEX \$30,000 Credit card 	<ul style="list-style-type: none"> Staff transfers and secondments Approve of leave without pay greater than 30 days Advertise and appoint within establishment FTE for all professional services and academic positions up to Snr Lecturer (Range 2) to approved vacancy or approved new position Management employment relationship problems, authorise disciplinary investigations Approve payment of special allowances Authorise staff disciplinary investigation 	Nil	Available to managers with or without budget management responsibilities, i.e. Managers, Team Leaders, Senior Administrators. Note 2,3
D	<ul style="list-style-type: none"> OPEX \$10,000 Credit card 	<ul style="list-style-type: none"> Sign fixed term and permanent employment offer documentation Prepare and sign casual employment agreement documents for new and existing casual positions Approve annual, sick, discretionary, bereavement, parental leave, long leave, leave without pay up to 30 days, and University/overseas duties < 23 days. Set appointment salary for new appointments, within salary band or range Approve standard and accelerated salary progression and increments, performance bonus, and salary reviews Approval of staff study fees concession 	Nil	Managers with or without budget management responsibilities, i.e. Team Leaders, Practice-leaders, Senior Administrators. Note 2,3
E	<ul style="list-style-type: none"> OPEX \$5,000 Credit Card 	<ul style="list-style-type: none"> <i>(Note: Payment of wages and salaries is an operating expense. Therefore, staff with an authority band E may approve timesheet payments up to the extent of their financial authority.)</i> Undertake PDPs for nominated staff, verifying renewal of work permits 	Nil	Administrative and supervisory staff who support managers – no line management responsibility for staff
F	Nil	<ul style="list-style-type: none"> Undertake PDPs for nominated staff, verifying renewal of work permits 	Nil	Supervisory staff

Note 1. Each band includes all authorities provided in lower levels, e.g. B includes all B to F.

Note 2 HR authorities within each band can only be exercised for staff within delegates area of responsibility and management.

Note 3 Managers who have formal line management responsibilities (who have salaried staff reporting to them), must be assigned either A, B, C, or D levels of authority.

APPROVAL OF VICE-CHANCELLOR

Approved by

**Professor Jan Thomas
Vice-Chancellor, Massey University**

Date: