

University of Otago Council

Venue - Council Chamber, First Floor, Clocktower Building



10 December 2024 01:00 PM - 05:00 PM

Agenda Topic	Presenter	Page
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Council Briefings These will take place prior to the meeting and include a Council only session.		
Opening Karakia - to be led by Ms Suzanne Ellison		
Part 1 - Open Committee		
1. Disclosure of Interests To receive the current Register of Interests for members of the University of Otago Council. Members are referred to Section 10 of the Council's Standing Orders relating to Disclosure of Interests and reminded to advise of any conflicts that might arise in relation to any items on this agenda.	Information	3
2. Council Membership To note updates on Council Membership.	Information	6
3. University Council Minutes To confirm Part 1 of the Minutes of the meeting of the University Council held on 12 November 2024.	Confirmation	7
4. Council Delegations To receive and consider the Council Delegations 2025.	Decision	12
5. Communications from the Senate To receive Communications from the Senate, dated 28 November 2024 and to consider the recommendations for approval for: (i) the establishment of the Department of Medical Laboratory Science (ii) new prize and new scholarship (iii) delegation of authority for scholarships and prizes approvals.	Decision	32
6. Emeritus Professors To ratify the decision made by the University Council by email resolution in November to award the title of Emeritus Professor to Paul Hansen (Department of Economics), and Glenn Summerhayes (Archaeology Programme).	Decision	55
7. Finance and Budget		56
7.1 Financial Review To receive a verbal report from the Chief Financial Officer.	Information	56
8. Capital Development		57
8.1 Capital Projects To receive a Campus Development and ITS Portfolio Report dated 8 November 2024.	Information	57

9.	Vice-Chancellor's Business		61
9.1	Vice-Chancellor's Report	Information	61
	To receive a report from the Vice-Chancellor.		
10.	Exclusion of the Public	Decision	68
	To approve a motion under Section 48 of the Local Government Official Information and Meetings Act 1987, that the public be excluded from the specified parts of the proceedings of this meeting.		

UNIVERSITY OF OTAGO COUNCIL
REGISTER OF INTERESTS

(As disclosed on appointment to the Council and updated as necessary)

All University of Otago Council members are Trustees of The Hocken Collection

Professor Ralph W Adler

Entity	Nature of Interest
University of Otago	Employee
Adler Family Foundation	Trustee
Dunedin Community Accounting	Trustee
Roundtable of University-Elected Academic Councillors	Chair

Frazer B Barton

Entity	Nature of Interest
ALC Trustees No 1 Limited	Director / Shareholder
Anderson Lloyd Shareholding Company Limited	Director / Partner / Shareholder
Anderson Lloyd Partnership	Partner
Anderson Lloyd Trustee Company Limited	Director / Shareholder
Anderson Lloyd Trustee Company (2011) Limited	Director / Shareholder
Anderson Lloyd Trustee Company (2013) Limited	Director / Shareholder
Anderson Lloyd Trustee Company (No. 2) Limited	Director / Shareholder
Anderson Lloyd Trustee Company (No.3) Limited	Director / Shareholder
Calvert & Co Trustees Limited	Director / Shareholder
Naseby Development Trust	Trustee
New Zealand Law Society / Te Kāhui Ture o Aotearoa	President and Board Member
New Zealand Law Society / Te Kāhui Ture o Aotearoa – CLE Ltd (Continuing Legal Education)	Director
Otago Law Practitioners Benevolent Fund	Trustee
TCP Holdings Limited	Director / Shareholder
University of Otago Foundation Trust	Trustee

Brendan J Boyle

Entity	Nature of Interest
Brendan Boyle Limited	Director / Shareholder
Fairway Resolution Holdings Limited	Director
Fairway Resolution Limited	Director

Mark Brunton

Entity	Nature of Interest
University of Otago	Employee
Edgar Diabetes and Obesity Research Centre	Board Member

Hon Clare E Curran

Entity	Nature of Interest
Curran Consultants Ltd	Director / Shareholder
Life Matters Suicide Prevention Trust	General Manager
Ōtākau Mental Health and Addictions Network	Chair

**UNIVERSITY OF OTAGO COUNCIL
REGISTER OF INTERESTS**

Allan H Dawson (Independent Chair)

Entity	Nature of Interest
University of Otago Holdings Limited	Chair
Electricity Authority – Te Mana Hiko	Director
Arlo Software Limited	Director
Connexionz Limited	Director
Winnow Software Limited	Director and Shareholder
Onfarm Solution Limited	Advisory Board member
Winnow Software Limited	Shareholder
University of Otago – family interest	Two children enrolled at the University and residents at Knox College and Te Rangihīroa

Suzanne L Ellison

Entity	Nature of Interest
Kati Huirapa Runaka ki Puketeraki	Runaka Manager
Karitane Māori Tours Limited	Director

Ross D Jackson

Entity	Nature of Interest
McCulloch and Partners	Partner
Ross Jackson Family Trust	Trustee and Beneficiary
Great Southern Property Holdings Limited	Director/Shareholder
Invercargill City Council Risk and Assurance Committee	Independent Chair
Mackersy Five Mile GP Limited	Director and Shareholder
Invest South Limited	Director
McCulloch Trustees 2004 Limited	Director and Shareholder
McCulloch Trustees 2010 Limited	Director and Shareholder
Pacific Tristar Limited	Director
Southland Sports Services Limited	Director and Shareholder
Villas 1-36 Management Limited	Director and Chairman
Numerous Client Trustee Companies	Director and Corporate Trustee
University of Otago Holdings Limited	Director

Patricia (Trish) A Oakley

Entity	Nature of Interest
Forsyth Barr Limited	Employee / Shareholder
Financial Services Council - Investment and KiwiSaver Committee	Co-Chair
Institute of Directors NZ - Board	Director
Institute of Directors NZ – National Council	Vice President
Institute of Directors NZ – Otago Southland Branch	Committee Member
New Zealand Lotteries Commission - Board	Member
Global Women	Member
The Food Club Limited	Shareholder
University of Otago Holdings Limited	Director
University of Otago Foundation Trust	Board of Trustees (as Chancellor)
Pomegranate Trust	Trustee and Beneficiary

UNIVERSITY OF OTAGO COUNCIL
REGISTER OF INTERESTS

Nicola E Riordan

Entity	Nature of Interest
Diabetes New Zealand	Trustee
Kordia Limited	Director
Real Estate Institute of New Zealand (REINZ)	Director
Realestate.co.nz	Director
Loan Market Group (Australia)	Director
New Zealand Financial Services Group (NZFSG)	Director
Nua Limited	Shareholder
NZQA Information Systems Committee	Independent member

Hon Grant M Robertson

Entity	Nature of Interest
University of Otago	Employee
University of Otago Foundation Trust	Ex officio Trustee
University of Otago Holdings Limited	Ex officio Director
NZ Vice-Chancellors' Committee (Universities NZ)	Committee Member
Alexander McMillan Trust	Trustee
AAW Jones Charitable Trust	Trustee
KMKT Trust (Family Trust)	Non-beneficial Trustee

Keegan L Wells

Entity	Nature of Interest
Otago University Students' Association	President
NZ Union of Students' Associations	Ex officio Board Member; Chair

Malcolm A Wong

Entity	Nature of Interest
Aylesbury Investments Limited	Director / Shareholder
CNW Trustees (2007) Limited	Director / Shareholder
CNW Trustees (2017) Limited	Director / Shareholder
CNW Trustees (2020) Limited	Director / Shareholder
CNW Trustees Limited	Director / Shareholder
Cook North & Wong Limited	Director / Shareholder
Dornoch Dunedin Investments Limited	Shareholder (Trustee)
Dunedin Casinos Charitable Trust	Trustee (Advisory)
Dunedin Chinese Gardens Trust	Trustee (Chairman)
Kotahitaka Trust Board	Trustee
Nasico Limited	Shareholder
Palmer Oliver Holdings Limited	Shareholder
Sun Gum Saan Limited	Director
P M Yelavich Anaesthetics Limited	Shareholder
Technology Holdings Limited	Shareholder
Wychwood Holdings Limited	Shareholder



University of Otago Council Membership

2025

Chancellor and Pro-Chancellor

To note

- the appointments for 2025 of:
 - Ms Trish A Oakley as Chancellor
 - Mr Brendan J Boyle as Pro-Chancellor.

Council Membership

To note

- the appointment of:
 - Mr Liam P White (President of the Otago University Students' Association for 2025) for the period 1 January to 31 December 2025.
- the retirement, at the conclusion of her term on 31 December 2024, of:
 - Ms Keegan L Wells (President of the Otago University Students' Association for 2024).



Minutes of a meeting of the University Council

12 November 2024

- Present** The Chancellor (in the Chair), the Vice-Chancellor, Professor R W Adler, Mr M Brunton, Hon C E Curran, Ms S L Ellison, Mr R D Jackson, Ms N E Riordan, Ms K L Wells, and Mr M A Wong.
- Apology** The Pro-Chancellor
- In attendance** The Deputy Vice-Chancellor (Academic), the Deputy Vice-Chancellor (Māori), the Chief Financial Officer, the Chief Operating Officer, the Director of Strategy, Analytics and Reporting, the Director of Communications, the Registrar and Secretary to the Council, and the Deputy Secretary to Council.
- Mr L White (OUSA President elect), Professor M Thyne (Pro-Vice-Chancellor Commerce) attended for a divisional report, items 6 and 8. Ms A Simmonds (General Counsel) attended for item 11.2.
- Congratulations** The Chancellor congratulated Mr L White on his appointment as President of the Otago University Student's Association for 2025 and thanked Ms K Wells for her contribution to date.
- Acknowledgement** The Chancellor acknowledged the passing of Ms J Dawson former staff member of Selwyn and Arana Colleges.

Part 1: Open Committee

Opening Karakia led by Mr M A Wong

1. Disclosure of Interests and Register of Interests

The Council received the current Register of Interests for members of the University of Otago Council, and the Chancellor reminded members to declare any changes to the Deputy Secretary to the Council.

2. University Council Minutes

Part 1 of the Minutes of the meeting of the Council held on 8 October 2024 were confirmed.

3. Communications from the Senate

The Council received Communications from the Senate, dated 30 October 2024, and

APPROVED the following recommendations:

i) Scholarships and Prizes

New prizes

- Delta Sigma Delta Charlie Dickens Prize
- Iti Rearea Prize in Mathematics & Statistics for First-Year Taurira Māori
- Mana Ola Prize in Mathematics & Statistics for First-Year Indigenous Pacific Students

New scholarship

- Laura Fergusson Brain Injury Trust Mana Tangata Scholarship

Disestablished prize

- Chartered Secretaries New Zealand Incorporated Prize

ii) Representation at Senate – Expertise in Sustainability and Equity

An amendment to the Senate Statute 2021, adding the Convener of the Equity Advisory Committee and the Head of Sustainability to the Composition of Senate to contribute expertise regarding the Equity and Diversity Strategic Framework and Sustainability Strategic Framework, respectively, noting that Senate endorsed the establishment of a formal expectation that academic proposals brought to Senate for consideration address all four for the University's Strategic Frameworks, with further consideration needed to determine the scope and mechanism for this expectation.

iii) Model for Academic Dates

A new model for the University's academic dates – to take effect from 2027 – incorporating 12-week semesters and two-week mid-semester breaks, noting that further consideration is needed by Senate regarding which option to recommend for the Pre-Christmas Summer School Period.

iv) Honorary Degree Procedure

The proposed Procedure for the Nomination and Conferral of an Honorary Degree and corresponding amendments to the Degrees and Other Awards Statute.

4. Finance and Budget

4.1 Minutes (October)

The Council received Part 1 of the Minutes of the meeting of the Finance and Budget Committee held on 31 October 2024, to be confirmed at the first meeting in 2025.

4.2 Financial Review

The Council received a verbal report from the Chief Financial Officer on the period to the end of October and noted that the cash flows remain steady.

For Agenda Items 4.3 and 4.4

(Student Domestic Tuition Fees – Compulsory Student Services Fees - 2025)

Ms P A Oakley, Mr M A Wong, Ms K Wells declared conflicts of interests for these items. On a resolution from Council, excluding them, they were permitted to stay in the meeting during consideration of these items in accordance with Council Standing Orders 10.3.

4.3 Student Domestic Tuition Fees – 2025

The Council received a memorandum from the Chief Financial Officer, dated 22 October 2024 regarding 2025 Domestic Tuition Fees, and noted endorsement by the Finance and Budget Committee at its meeting on 31 October 2024.

The Council

APPROVED

that all domestic tuition fees in 2025 increase by 6% and that PACR101 academic transition paper be zero-rated for domestic student tuition fees.

(All fees are GST inclusive)

Ms K Wells abstained from voting.

4.4 Compulsory Student Services Fee – 2025

The Council received a memorandum from the Chief Financial Officer, dated, 22 October 2024 regarding 2025 Compulsory Student Services Fees, and noted endorsement by the Finance and Budget Committee at its meeting on 31 October 2024.

The Council

APPROVED

the 2025 Compulsory Student Services Fee

1. for students at the Dunedin campus be set at \$11.52 per 0.01 EFTS or \$1,152.00 per 1 EFTS, capped at 1.05 EFTS.
2. for students at other non-Dunedin campuses be set at the following flat fees: Christchurch \$305.15, Wellington \$241.81 and Invercargill \$168.43.

(All fees are GST inclusive)

Ms K Wells abstained from voting.

5. Vice-Chancellor's Business

5.1 Vice-Chancellor's Report

The Council received a report from the Vice-Chancellor, dated 5 November 2024 covering topical issues, divisional updates, volunteering and social impact, upcoming events, awards and recognition.

The Vice-Chancellor, provided commentary on the Ministry of Business, Innovation & Employment (MBIE) new funding for the Dunedin and Christchurch multidisciplinary longitudinal studies, update on progress being made in Queenstown and Lakes District, the Rainbow Tick employer re-accreditation programme, recent achievements of staff and support staff, Divisional updates including that University of Otago researchers or research groups have received 23 Marsden Fund grants in the 2024 contestable round, with a total value of \$19.2 million.

The Vice-Chancellor also acknowledged the appointment of Emeritus Professor H Nicholson as the first New Zealander to lead the International Federation of Associations of Anatomists (IFAA).

6. Division of Commerce | Te Kura Pākihi Update

The Pro-Vice-Chancellor Commerce | Te Kura Pākihi provided a divisional update for the Council.

7. Exclusion of the Public

The Council

APPROVED a motion, under Section 48 of the Local Government Official Information and Meetings Act 1987, that the public be excluded from the remaining parts of the proceedings of the meeting as appended to the Minutes.

The Chancellor moved that the public be excluded from the whole of the proceeding of this meeting/the following parts of the proceedings of this meeting, namely, —

- Item 8 Division of Commerce | Te Kura Pākihi Update (Continued)
- Item 9 Pt 2 of the Minutes of the meeting of the University Council held on 8 October 2024
- Item 10 University Council Work Plan 2024 and Action Follow-Register
- Item 11 Vice-Chancellor’s Business
- Item 12 Finance and Budget
- Item 13 Health, Safety and Wellbeing
- Item 14 Council Information Pack
- Item 15 Council Only Business

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	Reason for passing this resolution	Ground under Section 48(1)(a) for the passing of this resolution
Items 8 - 15 Confidential Minutes and Reports	Good reason for withholding information under the Official Information Act	Section 48(1)(a)(ii)

This resolution is made in reliance on Section 48(1)(a)(ii) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Sections 6,7 and/or 9 of the Official Information Act 1982 (except Section 9(2)(g)(i)) as the case may require. The interests which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows (all references are to Section 9 of the Official Information Act):

Item 8	Division of Commerce Te Kura Pākihi Update (Continued)	ss 9(2)(i) and (k)
Item 9	Pt 2 of the Minutes of the meeting of the University Council held on 8 October 2024	ss 9(2)(a), (i), and (k)
Item 10	University Council Work Plan and Action Follow-Register	ss 9(2)(i) and (k)
Item 11	Vice-Chancellor’s Business	ss 9(2)(i) and (k)
Item 12	Finance and Budget	ss 9(2)(i) and (k)
Item 13	Health, Safety and Wellbeing	ss 9(2)(a), (ba) and (c)
Item 14	Council Information Pack	ss 9(2)(a), (i), and (k)
Item 15	Council Only Business	ss 9(2)(a), (i), (j) and (k)

AND THAT for Items 8-14 Professors S Brock, R Blaikie, J Palmer, J Ruru, Mr S Willis, Mr D Thomson, Mr B Trott, Ms M McPherson, Mr L White and for items 8 Professor M Thyne, be permitted to remain at this meeting after the public has been excluded because of their knowledge of the matters to be discussed. This knowledge, which will be of assistance in relation to the matters to be discussed, is relevant to those matters because it relates to aspects of the administration and/or knowledge of specific capital projects of the University of Otago for which these people are responsible. The Registrar and Secretary to the Council and the Deputy Secretary to the Council) are also permitted to remain at the meeting to provide secretarial support and advice.

Memorandum | Manatu

Office of the Registrar and Secretary to the Council
Te Tari o Te Pouroki me te Kaituhi ke te Kaunihera



To Kia:	Council Members
c.c. He kapa mā	
From Nā:	General Counsel
Date Te Rā:	4 December 2024
Subject Te Kaupapa:	Legal Review of Council Delegations and Council Approval

Submission Type	Pathway	Additional Documents
<input checked="" type="checkbox"/> For Decision	<input type="checkbox"/> SLT	<input type="checkbox"/> Appendices
<input type="checkbox"/> For Discussion	<input type="checkbox"/> CDC	<input type="checkbox"/> Diligent Resource Centre
<input type="checkbox"/> For Information	<input type="checkbox"/> F&B	
<input type="checkbox"/> For Action	<input checked="" type="checkbox"/> Council	

Purpose

Formal delegations are documented and submitted for approval by Council on an annual basis.

This document confirms I have reviewed the Council delegations, consider them legally sound, and recommends the Council approve them.

Recommendation

It is recommended that:

1. Council approves the attached Council delegations for adoption for the 2025 year; and
2. Two members of the University Council sign the Council Delegations 2025, as specified in Clause 286(1)(a) of the Education and Training Act 2020.

Discussion of review process

Schedule 1 covers delegations emanating primarily from the Education and Training Act 2020, and in some instances from the Crown Entities 2004 and Public Finance Act 1989. I have reviewed changes to these Acts that came into effect during 2024. There are no changes that necessitate any changes to the delegations.

Schedule 2 provides for other delegations of Council's powers which are contained in the Statutes established by the Council. To the best of my knowledge, there has only been one change to the Statutes that necessitate any changes to the delegations. This change is to the Degrees and Other Awards Statute 2011, as agreed at the November Council meeting. The attached delegations have been updated to reflect this change and the new wording is tracked.

Schedule 3 outlines key retained Council responsibilities. To the best of my knowledge, Council has not made any changes to these responsibilities that necessitate any changes to the delegations.

In summary, there are no changes to the Council delegations from 2024 and they can be adopted for 2025.

SCHEDULE 1
COUNCIL DELEGATIONS SCHEDULE – 2025

Basis of Delegations

A delegation in this Schedule 1 authorises the delegate to exercise the delegated power on behalf of the Council.

A decision or action taken in exercise of a delegated power is binding on the Council without its confirmation.

A delegate may further delegate a power to act where that is provided for, and such further delegation may be subject to such limitations as the Council's delegate thinks fit.

These delegations operate alongside the University's Financial Delegations Policy. Where a decision has a financial consequence, it must be taken by persons with the appropriate authority under both this Schedule and the Financial Delegations Policy.

Other delegations of Council's powers are contained in the Statutes established by the Council. For information purposes, a summary of the delegations is attached as Schedule 2.

SCHEDULE 1

Education and Training Act 2020	Function or Power	Standing Delegation	Further Potential Delegation
S.426(1) S.429(1)	Supply information to the Tertiary Education Commission or Minister as required	Vice-Chancellor	Suitably qualified staff
S.425(3)(b) Schedule 18, cl.16(2)(b) Schedule 18, cl.19(2) Schedule 18, cl.22(3) Schedule 18, cl.26(2)(b) Schedule 18, cl.28(2)	Make submissions to TEC on decisions relating to the University Plan and funding	Vice-Chancellor	Director, Strategy, Analytics and Reporting

S.280(a)	To approve the Vice Chancellor's leave	Chancellor	None
S.280(c)	To manage University in accordance with, and determine policies to implement, Investment Plan	Vice-Chancellor	Suitably qualified staff
S.280(d)	To determine, subject to the Public Service Act 2020, the policies of the institution in relation to the management of its affairs	Vice-Chancellor	Suitably qualified staff
S.283(2)(b)	To grant fellowships, scholarships, bursaries or prizes	Vice-Chancellor	Scholarships Committee and/or suitably qualified staff
S.283(2)(c)	To make grants or loans to staff or students or to any association of staff or students	Vice-Chancellor	Chief Financial Officer Director, Human Resources
S.283(2)(d)	To accept gifts and bequests on behalf of the University	Vice-Chancellor	Deputy Vice-Chancellor (External Engagement) Chief Operating Officer Registrar Director, Development and Alumni Relations
S.283(2)(g)	To arrange the manufacture or distribution of any article or anything bearing a mark, symbol or writing associated with the University	Vice-Chancellor	Deputy Vice-Chancellor (External Engagement) Head, Marketing Services Registrar
S.283(2)(h)	To arrange for the provision of goods or services to staff, students or other persons using or otherwise attending at facilities of the University	Vice-Chancellor	Suitably qualified staff

S.283(2)(i)	Prescribe fees payable by students <i>(Other than those fees set by Council under Fees Statute)</i>	Vice-Chancellor	None
S.297 S.158 Crown Entities Act 2004	Establish, maintain and operate bank accounts	Vice-Chancellor	Chief Financial Officer
S.298 S 168(1) & (2) Crown Entities Act 2004	Proper accounts to be kept	Vice-Chancellor	Chief Financial Officer
S.299	Apply income and capital to accomplish plan and carry out functions characteristic of a University.	Vice-Chancellor	Suitably qualified staff
S.305(4) S.651(1) & (2) Public Finance Act	Investment of money	Vice-Chancellor	Chief Financial Officer
S.306(1)&(2) S.154 to 156B and 157A Crown Entities Act 2004	Preparation of the Annual Report on the operations of the University	Vice-Chancellor	Suitably qualified staff
S.308	Annual Report to be available for inspection without charge	Registrar	Suitably qualified staff

S.255(5)	Refuse to permit or cancel enrolment at University or in particular programme on basis person is not of good character, guilty of misconduct, person enrolled full-time at another institution or at school, person made insufficient progress after a reasonable trial	Delegated to Vice-Chancellor under Statute	Suitably qualified staff under University Statutes and Regulations and the Academic Progress Policy
S.309	Records relating to students	Vice-Chancellor	Suitably qualified staff
S.310 Schedule 9, cl.8	Supplying information	Vice-Chancellor	Suitably qualified staff
S.256(7)	Ensure each student is given written notice of the circumstances in which students may get a refund	Vice-Chancellor	Suitably qualified staff
S.526(1),(3),(4),(9) & (10)	Powers under named sections relating to international students	Vice-Chancellor	Suitably qualified staff
S.263	Hear and determine complaints in respect of undue influence in relation to membership of a students' association under S.262	Vice-Chancellor	Registrar
S.264(4),(5) & (8)	Collection of student association membership fees	Vice-Chancellor	Chief Financial Officer

Foundation Trust Deed	Function or Power	Standing Delegation	Further Potential Delegation
Clause 8.1	Power to make recommendations regarding use of Trust funds.	Vice-Chancellor	Suitably qualified staff

Otago Southland Physiotherapy Trust	Function or Power	Standing Delegation	Further Potential Delegation
Clause 3.1	Power to make recommendations regarding use of Trust funds.	Vice-Chancellor	Suitably qualified staff

SCHEDULE 2
SUMMARY OF DELEGATIONS MADE UNDER STATUTE

Academic Statute 2011

Function or Power	Delegation	Statute Ref.	Further Divisional Delegations			
			Commerce	Health Sciences	Humanities	Sciences
Approval and publication of rules governing courses of study and training of the University for which degrees, diplomas and certificates may be awarded	Senate	3.1	-	-	-	-
Confirmation of any regulations or change which involves anything described in clauses (a) to (d) of 3.2 inclusive	None – power retained by Council	3.2	-	-	-	-
Approval of Examination and Assessment Regulations	Senate	4	-	-	-	-
Establishment of Student Academic Misconduct Procedures	Senate	5.2	-	-	-	-
The power to deal with Complaints of Academic Misconduct in relation to doctoral degrees, and to decide any of the outcomes relating to such Complaints as listed in clauses 5.7 (a) to (f) inclusive	Deputy Vice-Chancellor (Research & Enterprise) in consultation with the relevant Pro-Vice-Chancellor	5.4 (a) & 5.7	-	-	-	-
The power to deal with Complaints of Academic Misconduct (except those relating to doctoral degrees or that come within the definition of Level One Academic Misconduct), and to decide any of the outcomes relating to such Complaints as listed in clauses 5.8 (a) to (i) inclusive	Pro-Vice-Chancellors	5.4 (b) & 5.8	Associate Dean (Academic)	Associate Dean (Academic)	Associate Dean (Academic)	Associate Dean (Academic)
The power to deal with Complaints of Academic Misconduct that come within the definition of Level One Academic Misconduct (except those relating to doctoral degrees), and to decide any of the outcomes relating to such Complaints as listed in clauses 5.8 (a) to (e) inclusive	Heads of Departments	5.4 (b) & 5.9	-	-	-	-
Power to further delegate powers given under Statute and Student Academic Misconduct Procedures	Pro-Vice-Chancellors & Heads of Departments	5.5	Associate Dean (Academic)	Associate Dean (Academic)	Associate Dean (Academic)	Associate Dean (Academic)
In relation to Complaints of Academic Misconduct, the exercise of any of the powers in clauses 5.7 (a) to (e) and 5.8 (a) to (h) inclusive and in addition the power to exclude from the University permanently or for such period as she/he may determine	Vice-Chancellor	5.10	-	-	-	-
The power to review a penalty imposed under this Statute by a Head of Department	Pro-Vice-Chancellors	5.11 (a)	Associate Dean (Academic)	Associate Dean (Academic)	Associate Dean (Academic)	Associate Dean (Academic)
The power to review a penalty imposed under this Statute by the Vice-Chancellor, the Deputy-Vice-Chancellor (Research and Enterprise) or a Pro-Vice-Chancellor	The Appeals Board of the University Council	5.11 (b)	-	-	-	-

'Heads of Departments' includes Heads of Schools and Deans where these roles are functionally equivalent to Heads of Departments

Admission to University Statute 2011

Function or Power	Delegation	Further Delegation	Statute Ref.	Divisional Delegations			
				Commerce	Health Sciences	Humanities	Sciences
Prescribing the application and enrolment processes	DVC (Academic)	Director, Student Experience	4.4	-	-	-	-
Declining or cancelling enrolment due to failure to satisfy requirements or conditions in University regulations	Vice-Chancellor	Course Approvers in accordance with clause 13.2(b), otherwise none	4.5 (a)	-	-	-	-
Declining or cancelling enrolment due to insufficiency of resources in relation to paper or course for which the person wishes to enrol	Vice-Chancellor	Course Approvers in accordance with any restrictions approved under clause 10, otherwise none	4.5 (b)	-	-	-	-
Declining or cancelling enrolment as the person's academic record is such that he or she has been declined enrolment at this or another university	Vice-Chancellor	Director, Student Experience	4.5 (c)	-	-	-	-
Declining or cancelling enrolment due to false or misleading information provided to support application	Vice-Chancellor	-	4.5 (d)	-	-	-	-
Declining or cancelling enrolment because the person is not of good character	Vice-Chancellor	Dean of College of Education for initial teacher education programmes, otherwise none	4.5(e)	-	-	-	-
Establishment of requirements for the judgement of competency in the use and understanding of written and spoken English	DVC (Academic)	-	5.1 (b)	-	-	-	-
Publication of standards of achievement in NZ school qualifications required for matriculation purposes	DVC (Academic)	Director, Student Experience	5.2	-	-	-	-
Approval of admission ad eundem statum at graduate level	DVC (Academic) in consultation with relevant Pro-Vice-Chancellor	Pro-Vice-Chancellor	6.6	Associate Dean (Post-graduate)	Associate Dean (Post-graduate)	-	-
Recognition of a student, in exceptional circumstances, who does not meet age requirement for Special Admission, as adequately prepared for University study	DVC (Academic)	-	7.3	-	-	-	-
Publication of requirements for the consideration of applications for Discretionary Entrance	DVC (Academic)	Director, Student Experience	8.1	-	-	-	-

DVC = Deputy Vice-Chancellor

Function or Power	Delegation	Further Delegation	Statute Ref.	Divisional Delegations			
				Commerce	Health Sciences	Humanities	Sciences
Establishment of entrance standards to assess applications for enrolment in Foundation Studies programmes	Academic Board, University of Otago Foundation Studies Limited	-	9.2	-	-	-	-
Determination of the maximum number of students who may be enrolled in specific programmes, courses or papers at the University in a particular year	None – power retained by Council	-	10.1	-	-	-	-
Establishment of criteria for selection of students for available places where limitation of enrolment applies and where there is no provision in the relevant Programme Regulations	DVC (Academic)	-	10.1	-	-	-	-
Where required, establishment of further criteria for the ranking of applicants for admission to programmes subject to limitation of enrolment	DVC (Academic) with the approval of Senate	-	10.2	-	-	-	-
Where required, establishment of criteria for admission to Summer School papers or second semester papers where enrolment has been sought after the closing date for first semester enrolments	DVC (Academic) with the approval of Senate	-	10.3	-	-	-	-
Establishment of requirements for Preferential Entry and criteria for the grant of places to those on the Competitive Entry pathway	DVC (Academic)	-	10.5	-	-	-	-
Establishment of requirements for the admission of international students	DVC (Academic)	-	11.1	-	-	-	-
Establishment of enrolment formalities	DVC (Academic)	Director, Student Experience	12.1	-	-	-	-
Prescribing the declarations which are part of the enrolment formalities	DVC (Academic)	Director, Student Experience	12.2	-	-	-	-
Approval for any enrolment in, or change of, a course of study	Course Approvers	-	13.1	-	-	-	-
Declining to approve enrolment in a course of study for specified reasons	Course Approvers	-	13.2	-	-	-	-
Review of a decision to decline a course of study	Pro-Vice-Chancellors	-	13.4	Associate Dean (Academic)	Associate Dean (Academic)	Associate Dean (Academic)	AD (Acad.) for declined timetable clashes
Permission to individual students for courses which exceed maximum workload provisions	Pro-Vice-Chancellors	See Divisional Delegations	15.1	AD (Acad.) & LSA	AD (Acad.) & AD (PG)	Associate Dean (Academic)	AD (Acad.) & LSA

DVC = Deputy Vice-Chancellor; AD (Acad.) = Associate Dean (Academic); AD (PG) = Associate Dean (Postgraduate); LSA = Lead Student Advisor

Function or Power	Delegation	Further Delegation	Statute Ref.	Divisional Delegations			
				Commerce	Health Sciences	Humanities	Sciences
Crediting of Certificate of Proficiency towards a subsequent degree	Pro-Vice-Chancellors	See Divisional Delegations	16.2	Associate Dean (Academic)	AD (Acad.) & AD (PG)	Associate Dean (Academic)	AD (Acad.) & LSA
Directing the closing of Certificate of Proficiency enrolment for reasons of capacity	DVC (Academic)	-	16.3	-	-	-	-
Permission for Interest Only enrolment in a paper	Heads of Departments	See Divisional Delegations	17.2	-	Associate Dean (Academic)	-	-
Directing closing Interest Only enrolment for reasons of capacity	DVC (Academic)	-	17.2	-	-	-	-
Determining the selection process for Student Exchange	DVC (External Engagement)	Director International	18.4	-	-	-	-
Approval of courses of study for Student Exchange candidates on exchange	Pro-Vice-Chancellors	See Divisional Delegations	18.5	Course Approvers	Associate Dean (Academic)	Course Approvers	AD (Acad.) & LSA
Approval of any changes to a signed learning agreement for Student Exchange candidates	Pro-Vice-Chancellors & Heads of Departments	See Divisional Delegations	18.6	Course Approvers	Associate Dean (Academic)	Associate Dean (Academic)	AD (Acad.) & LSA
Establishment and publication of additional requirements in relation to participation in the Student Exchange Programme	DVC (External Engagement)	-	18.7 (a)	-	-	-	-
In exceptional cases, approval of participation in the Student Exchange Programme by students not meeting the requirements of these regulations	DVC (External Engagement)	Director, International	18.7 (b)	-	-	-	-
Granting of credits for tertiary study undertaken elsewhere or for Recognition of Prior Learning (RPL)	Pro-Vice-Chancellors	See Divisional Delegations	19.1	Associate Dean (Academic)	AD (Acad.) & AD (PG)	Associate Dean (Academic)	AD (Acad.) & LSA
Establishment of a list of credits which may be granted on the basis of passes at non-university tertiary institutions in New Zealand and case-by-case approval for courses not listed	Pro-Vice-Chancellors	See Divisional Delegations	19.3	Associate Dean (Academic)	AD (Acad.) & AD (PG)	Associate Dean (Academic)	AD (Acad.) & LSA
Approval for the taking of papers to complete an Otago qualification at another university in New Zealand	Pro-Vice-Chancellors	(see Divisional Delegations)	20.4	Associate Dean (Academic)	AD (Acad.) & AD (PG)	Associate Dean (Academic)	Lead Student Advisor

DVC = Deputy Vice-Chancellor; AD (Acad.) = Associate Dean (Academic); AD (PG) = Associate Dean (Postgraduate); LSA = Lead Student Advisor

'Heads of Departments' includes Heads of Schools and Deans where these roles are functionally equivalent to Heads of Departments

Function or Power	Delegation	Further Delegation	Statute Ref.	Divisional Delegations			
				Commerce	Health Sciences	Humanities	Sciences
Approval to take another paper in place of one required for a particular qualification where the student concerned has already passed that paper but is not permitted to credit it to the qualification in question	Pro-Vice-Chancellors	See Divisional Delegations	21.6	Associate Dean (Academic)	AD (Acad.) & AD (PG)	Associate Dean (Academic)	Associate Dean (Academic)
Establishment of requirements of participation in Distance Learning	DVC (Academic)	-	22.2	-	-	-	-
Power to further delegate powers delegated to them under the Statute	Vice-Chancellor, DVC (Academic), DVC (External Engagement), Pro-Vice-Chancellors, Heads of Departments	Director, Student Experience	24	-	AD (Acad.) & AD (PG)	-	-
Provision for the relief of hardship to a student where it is shown that the new regulations applying from 1992 have caused hardship	Vice-Chancellor	-	25.4	-	-	-	-

DVC = Deputy Vice-Chancellor; AD (Acad.) = Associate Dean (Academic); AD (PG) = Associate Dean (Postgraduate)

'Heads of Departments' includes Heads of Schools and Deans where these roles are functionally equivalent to Heads of Departments

Administration Statute 2011

Function or Power	Delegation	Statute Ref.
Advice provided to Council in relation to the Library Regulations	Board comprising Deputy Vice-Chancellor (Academic), University Librarian and Registrar and Secretary to the Council	3.2
Establishment of Library Regulations	None – power retained by Council but approval shall be in consultation with Senate	3.3
Advice provided to Council in relation to the Information and Communication Technology Regulations	Board comprising Chief Operating Officer, Director, Information Technology Services, and Registrar and Secretary to the Council	4.2
Establishment of Information and Communication Technology Regulations	None – power retained by Council but approval shall be in consultation with Senate	4.3
Advice provided to Council in relation to the Traffic and Parking Regulations	Board comprising Chief Operating Officer, Director, Property and Campus Development, and Registrar and Secretary to the Council	5.2
Establishment of Traffic and Parking Regulations	None – power retained by Council	5.3
Advice provided to Council in relation to the University Campuses and Premises Regulations	Board comprising Chief Operating Officer, Director, Property and Campus Development, and Registrar and Secretary to the Council	6.2
Establishment of University Campuses and Premises Regulations	None – power retained by Council	6.3
Advice provided to Council in relation to the Alcohol Regulations	Board comprising Chief Operating Officer, Director, Student Services, and Registrar and Secretary to the Council	7.2
Establishment of Alcohol Regulations	None – power retained by Council	7.3

Student Conduct Statute 2021

Function or Power	Delegation	Statute Ref.
Power to exercise disciplinary authority under this Statute as described in clauses 6.1 and 6.3, and through the imposing of penalties as set out in clause 6.2	The Proctor (including Deputy or Assistant Proctor)	7.1.(a), 8
Power to exercise disciplinary authority under this Statute as described in clauses 7.1 to 7.3 and 7.5 (i), and through the imposing of penalties as set out in clause 7.5 (a) to (h) inclusive	The Provost (including Deputy or Assistant Provost)	7.1.(b), 9
Power to exercise disciplinary authority under this Statute as described in clause 8.1, and through the imposing of penalties as set out in clauses 7.5 (a) to (h) inclusive and 8.2	Vice-Chancellor	7.1.(c), 10
Power to exercise disciplinary authority under this Statute	The Appeals Board of the University Council	7.1.(d)
The power to review a penalty imposed under this Statute by the Proctor	The Provost	14.1
The power to review a penalty imposed under this Statute by the Provost (other than a decision on appeal from the Proctor) or the Vice-Chancellor	The Appeals Board of the University Council	14.2

Degrees and Other Awards Statute 2011

Function or Power	Delegation	Further Delegation	Statute Ref.
The conferring of degrees and awarding of diplomas on behalf of the University Council at Graduation Ceremonies held for this purpose	Chancellor (Pro-Chancellor or Vice-Chancellor in the absence of the Chancellor)	-	3.1
Determination of a students' right to graduate in person and the ceremony at which that may take place.	Registrar and Secretary to the Council	-	3.1
Establishment and publication of details of the circumstances in which a candidate may be allowed to defer having a qualification awarded, which shall include provision to allow the completion of a further qualification or the requirements for a further major subject for a degree.	Registrar and Secretary to the Council	-	3.2
Establishment of provisions not covered by the Statute in respect of individual University of Otago scholarships and prizes	None – power retained by Council, but also requires Senate approval <u>or a process approved by the Registrar.</u>	-	4.1
Award of University of Otago scholarships and prizes	Senate	Scholarships and Prizes Committee	4.2
Suspension or termination of a scholarship if the attendance and progress of a scholar is unsatisfactory	Senate	Scholarships and Prizes Committee	4.6
Delegation of powers afforded to Senate under clause 4 of the Statute	Senate	Scholarships and Prizes Committee	4.8
Admission to an honorary degree	None – power retained by Council, but also requires Senate approval	-	5.3
Issuing of criteria for the award of Hocken Library Fellowships	None – power retained by Council	-	6.2
Conferral of a Hocken Library Fellowship	None – power retained by Council, but also requires Senate approval	-	6.4
Issuing of criteria for the conferring of University of Otago Medals for Outstanding Alumni Service	None – power retained by Council	-	7.1
Conferral of a University of Otago Medal for Outstanding Alumni Service	None – power retained by Council	-	7.4
Issuing of additional criteria for making University of Otago Distinguished Alumni Awards	None – power retained by Council	-	8.1
Award of a University of Otago Distinguished Alumni Award	None – power retained by Council	-	8.4
The power to rescind any degree conferred, or diploma or Certificate awarded under clause 3 of this Statute if requirements were not met or were affected by Academic Misconduct	Vice-Chancellor	-	9.1
The power to review any decision of the Vice-Chancellor under this provision	The Appeals Board of the University Council	-	9.1
Rescinding of granting of any of the awards covered by clauses 5 to 8 of this Statute	None – power retained by Council	-	9.2

Senate Statute 2021

Function or Power	Delegation	Statute Ref.
Determining further election procedures and arrangements in consultation with and to the satisfaction of the Vice-Chancellor	Secretary to the Senate or nominee	6.6
Subject to the powers reserved to the Council by Act of Parliament, take such measures and act in such a manner as shall appear to it best calculated to promote the academic work of the University both in teaching and research and for the regulation and superintendence of the education of the students of the University	Senate	7.1

Fees Statute

Function or Power	Delegation	Statute Ref.
Approval of sundry and administration fees	Vice-Chancellor	3.3
Approval of procedures and persons exercising powers under clause 6.1	Deputy Vice-Chancellor (Academic)	6.2
Establishment of circumstances in which a refund of fees may be allowed and the extent of such refunds	Director, Student Services	7.1

Council Statute 2015

Function or Power	Delegation	Statute Ref.
As Returning Officer, prescribing a nomination form for Council elections	Registrar and Secretary to the Council	7.2
Subject to the provisions of the Statute, as Returning Officer, publishing such rules as appropriate to ensure the fair conduct of the election and of campaigning in connection with the election	Registrar and Secretary to the Council	10.1
As Returning Officer, the power to declare a candidate's nomination or election, or the entire election invalid, in the case of a breach of published rules which has, or may have had, a material effect on the outcome of the election	Registrar and Secretary to the Council	10.1
As Returning Officer, the general power to settle any question that may arise under this Statute and for which no provision is made	Registrar and Secretary to the Council	10.3
The power to decide to interview nominees and to make recommendations to Council on appointments	Nominations Committee	12.3

Academic Dress Statute 2011

Function or Power	Delegation	Statute Ref.
Advising of occasions at which academic dress should be worn	Vice-Chancellor	3.1(b)
Responsibility for managing the Schedule of Colours	Registrar and Secretary to the Council and the Secretary to the Senate	

Note: The 'Affiliated Colleges Statute 2022' and 'Appeals Statute 2011' have no delegations.

SCHEDULE 3
KEY RETAINED RESPONSIBILITIES OF COUNCIL - 2025

Purpose of this Schedule

This schedule is a companion document to the Council's Delegations Schedule. It is intended to identify key responsibilities of the University under the Education and Training Act 2020 which have not been made the subject of a delegation, and accordingly in respect of which the Council would expect to have direct involvement should a relevant matter arise.

This schedule should be regarded as indicative. The full range of the matters in which the Council would expect, or may require, to be involved, may be affected by other legislative provisions, existing and future Council decisions and established practice.

Education and Training Act 2020	Function or Power	Comment
S.425 S.426(1) S.426(3)(b) Schedule 18, cl.16 Schedule 18, cl.18 Schedule 18, cl.19 Schedule 18, cl.26 Schedule 18, cl.28	Matters relating to any TEC proposal to suspend or revoke funding	Schedule 1 of the Council Delegations confirms specific delegations relating to particular subsections of these sections, but Council should be involved in any potential suspension or revocation of funding under these provisions.
Schedule 18, cl.20 Schedule 18, cl.22	Significant amendments to plan	A core responsibility of the Council (under section 280(b)) is the preparation and submission of a plan to the TEC. Council would be involved in any significant amendments to the plan.

S.267	Academic Freedom	The Council along with the Vice-Chancellor is to give effect to this provision in the performance of its functions. While this consideration is relevant to many delegated decisions overall responsibility remains with Council, and any matter which may impinge on Academic Freedom may be properly considered by the Council directly.
S.271(8) Schedule 11, cl.2(1)	Recommendations as to Constitutional change of Council	
S.271(8) Schedule 11, cl.17	Fees payable to Council members	Council confirms fees payable to members, but in accordance with the fees framework established by the Minister.
S.280(a)	Appointment of Vice-Chancellor	
S.280(b)	Prepare and submit a proposed plan in accordance with Schedule 18, clause 4	Preparation of the plan may be largely with the VC and others but the plan's approval is a key Council responsibility.
S.280(c)	Ensuring the University is managed in accordance with plan, and polices exist to implement the plan	Detailed management, and policy establishment may be delegated, but Council retains responsibility for ensuring its plan is both implemented and adhered to.
S.280(d)	Determine the policies of the institution, subject to the Public Service Act 2020	Detailed policy setting may be delegated, but Council remains responsible for overall policy direction.

S.280(e)	To undertake planning relating to the institution's long term strategic direction	
S. 283(2)(j) Schedule 11, cl.18	Establish an Academic Board (the Senate) consisting of the Vice-Chancellor and staff and students of the University	
S.283(2)(a) S.255 S.260 S.525	To provide courses of study or training, admit students and grant awards	Council has direct involvement in approval of courses offered, admission of students and the grant of awards through its ongoing responsibility for the Academic Statute and Course Regulations.
S.283(2)(e)&(f)	The disestablishment of Otago University or its incorporation in another institution	
S.283(2)(i) S.256 S.526	Prescribe fees payable by students	Tuition and Student Services Fees are set by the Council. The Fees Statute delegates certain sundry fee matters to the VC, CFO, Registrar & Director, Student Services.
S.283(2)(j)	Establish bodies within the University to give advice to the Council	
S.283(4)	To appoint committees (whether or not members of such committees are on the Council), to exercise such powers as are delegated to them	
S.284(1)	Make Statutes	Statutes are made by Council, as are significant Regulations.

S.284(3)	Review the imposition and quantum of any penalties imposed by statute	Undertaken by the Council through its Appeals Board.
S.287 S.288 S.289 S.290	Matters relating to institutions at risk	The invocation of any of these provisions by TEC would be a matter for the Council.
S.306	Annual Report – Financial Statements	Final approval of the Annual Financial Statements and the Statement of Service Performance and the judgements used in them.



**COMMUNICATIONS FROM THE SENATE
27 November 2024**

The Senate recommends for approval:

Department of Medical Laboratory Science

The establishment of the Department of Medical Laboratory Science, as outlined in manatu from the Dean of the Dunedin School of Medicine (DSM), Head of the Department of Pathology (DSM), and Director of the Medical Laboratory Science Programme dated 22 October 2024 (attached) – noting advice conveyed by the Dean, DSM to Senate that the establishment of the Department is proposed to be effective from 1 January 2025, with the Department to sit initially under the School of Pharmacy and then shift to sit under the Faculty of Health Professional Programmes once the Faculty has been established, which is planned for 1 January 2026.

Scholarships and Prizes

The following new prize and new scholarship, as outlined in a manatu from Te Pae Karahipi, Te Pae Taoka - the Scholarships and Prizes Committee dated 15 November 2024 (attached):

New prize

- Ian Tucker Prize for Pharmaceutical Science

New scholarship

- Trimble Karahipi Hangarau/Technology Scholarship

Delegation of Authority for Scholarships and Prizes Approvals

A delegation of authority by Senate and the Council to the Scholarships and Prizes Committee to approve matters related to scholarships and prizes - including new and disestablished scholarships and prizes - as outlined in a manatu from the Scholarships and Prizes Committee dated 19 November 2024 (attached).



Manatu Memorandum

Ki a To	A/Prof Megan Gibbons, PVC Health Sciences
Nā From	Prof Julia Horsfield, HOD DSM Pathology A/Prof Tania Slatter, Director Medical Laboratory Sciences Prof Suetonia Green, Dean, Dunedin School of Medicine
Te rā Date	9 th October 2024, updated 22 nd October 2024
Te Kaupapa Re	Establishment of the Department of Medical Laboratory Science in the Faculty of Professional Programmes, separation of Medical Laboratory Science from the Department of Pathology

Tēnā koe Associate Professor Gibbons,

Medical Laboratory Science is an independent academic professional programme that has been operating for 22 years from within the Department of Pathology, in the Dunedin School of Medicine. Medical Laboratory Science has equivalency in scope to professional programmes that are within their own departments or schools, such as Physiotherapy, Radiation Therapy and Pharmacy.

Historically there have been many synergies and advantages afforded by having the Medical Laboratory Science professional programme embedded with the Department of Pathology (such as similarity of discipline, shared teaching and research). However, there have also been a number of ongoing challenges for the Medical Laboratory Science programme that result from it not having an independent Departmental identity. These include a lack of visibility to students, the health sector and other stakeholders. These challenges have only grown over time, with increased numbers of students being trained and increasing demand from the health workforce.

The Health Sciences Structure review in 2024 recommended that the Medical Laboratory Science programme become its own Department in the proposed Faculty of Health Professional Programmes. In alignment with the review conclusions, we wish to request relocation of the Medical Laboratory Science programme to the new Faculty of Health Professional Programmes and for the Medical Laboratory Science programme to be designated Department status.

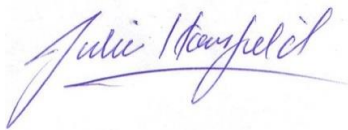
Importantly, we do not regard the separation of Medical Laboratory Science and Pathology as a barrier to seeking new opportunities to work together in the future, especially considering our united kaupapa, the discipline of Pathology.

Thank you for your consideration.

Nāku noa, nā,

NB: The Dean, Dunedin School of Medicine advised Senate at its hui on 27 November 2024 that the establishment of the Department of Medical Laboratory Science is proposed to be effective from 1 January 2025. The Department will initially sit under the School of Pharmacy and will then shift out of the School once the Faculty of Health Professional Programmes is established, which is planned for 1 January 2026.

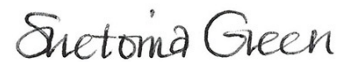
**- Matt Angel, Secretary to Senate
2 December 2024**



Professor Julia Horsfield
Head of Department of
Pathology, Dunedin School of
Medicine



**Associate Professor Tania
Slatter**
Head of Medical Laboratory
Science



Professor Suetonia Green
Dean, Dunedin School of
Medicine

Endorsed



Associate Professor Megan Gibbons
Pro-Vice-Chancellor, Division of Health Sciences



Manatu

Ki a Senate

Nā Scholarships and Prizes Committee

Te rā 15 November 2024

Re New and Amended Prizes and Scholarship

The recommendation of the Senate is sought for the following new prize and new scholarship to proceed to the University Council for its consideration.

To note that the Scholarships and Prizes Committee has approved the following amended prizes.

1. NEW PRIZE

a) Ian Tucker Prize for Pharmaceutical Science

- **Department:** School of Pharmacy
- **Value:** \$500
- **Background:** This new award is sponsored by esteemed Emeritus Professor Ian Tucker, a long-serving member of staff at the School of Pharmacy and the Dean of School from 1999 to 2010. The prize will be awarded annually to the BPharmSc graduand with the highest overall GPA across all 200 and 300 level PSCI papers. The prize may be split evenly between candidates in the case that more than one achieve equal highest overall GPA.
- **Recommended by:**
 - Professor Bruce Russell, Acting Dean of the School of Pharmacy, Division of Health Sciences
 - Associate Professor Megan Gibbons, Pro-Vice-Chancellor, Division of Health Sciences

Proposed Regulations

Ian Tucker Prize for Pharmaceutical Science

Established by the University of Otago in 2024 through a generous donation from Emeritus Professor Ian Tucker, this prize rewards the Bachelor of Pharmaceutical Science student with the best academic results across 200- and 300-level papers for the degree.

After joining the University of Otago as Professor in Pharmaceutical Sciences in 1991, Professor Tucker went on to become the longest serving Dean of the School of Pharmacy (1999 – 2010) in a distinguished career at the University spanning more than 30 years. Professor Tucker's work in the field of pharmaceutical science, which has influenced developments in human and veterinary medicine, has been internationally recognised.

This prize will be awarded annually by the University Council on the recommendation of Dean of the School of Pharmacy to the Bachelor of Pharmaceutical Science (BPharmSc) graduand with the highest overall level of achievement (GPA) across 200- and 300-level PSCI papers.

The value of the prize will normally be \$500.

2. NEW SCHOLARSHIP

a) Trimble Karahipi Hangarau/Technology Scholarship

- **Department:** School of Surveying, School of Computing, Department of Geology; School of Geography
- **Value:** \$7,000
- **Background:** This new scholarship is sponsored by Trimble, a global digital technology company specialising in geospatial, construction, transportation and agriculture solutions. Valued at up to \$7,000, the scholarship will provide support for living costs to an undergraduate student enrolling in their second, third or fourth year of study for a Bachelor's degree in Surveying, Computing, Geography or Geology. Factors the selection panel will have regard to when assessing applications include academic performance, volunteer service, extra-curricular activities, future aspirations, and any financial or other barriers to success. The award has been endorsed by the Divisional Academic Boards for both Sciences and Humanities, with Professor Antoni Moore signing at departmental level on behalf of Surveying, Computing and Geology.
- **Recommended by:**
 - Professor Antoni Moore, Dean of the School of Surveying (also on behalf of the School of Computing and the Department of Geology), Division of Sciences
 - Professor Richard Barker, Pro-Vice-Chancellor, Division of Sciences
 - Associate Professor Sophie Bond, Head of the School of Geography, Division of Humanities
 - Professor Hugh Campbell, Pro-Vice-Chancellor, Division of Humanities (Interim)

Proposed Regulations

Trimble Karahipi Hangarau/Technology Scholarship

Established in 2024 by the University of Otago with generous support from Trimble, a world leading global digital technology company specialising in geospatial, construction, transportation and agriculture solutions. This award is intended to provide support for living costs to an undergraduate student enrolling in their second, third or fourth year of study for a Bachelor's degree in Surveying, Computing, Geography or Geology.

Eligibility

Applicants must be:

- enrolled in 100-level study (or above) in a designated Bachelor's degree at the University of Otago when applying for this scholarship; and

- planning to enrol in 200-level study (or above) in a designated Bachelor's degree at the University of Otago in the intended year of tenure.

In these regulations, “*a designated Bachelor's degree*” means a Bachelor's degree taught in one of the following:

- School of Surveying
- School of Computing
- School of Geography
- Department of Geology.

Application Process

Every application for the scholarship must be submitted to Student Administration (Scholarships) at the University of Otago by the specified closing date.

Every applicant must submit:

- a completed application form;
- an academic reference letter; and
- a copy of their academic transcript if any previous tertiary study was undertaken at an institution other than the University of Otago.

Selection Process

The Selection Panel will consist of the following members (or their nominees): two senior academics nominated by the Pro-Vice-Chancellor (Sciences); one senior academic nominated by the Pro-Vice-Chancellor (Humanities); the Director, Development and Alumni Relations Office; and the Manager, Postgraduate Scholarships, Prizes and Awards.

The Selection Panel will give the Donor the opportunity to provide feedback on the Panel's preferred candidate, and will advise the Donor of its final decision.

In addition to academic performance, the following factors shall be considered by the Selection Panel in choosing the successful applicant:

- community or volunteer service;
- extra-curricular and sporting activities;
- future aspirations and clear articulation of how they may be realised; and
- financial or other barriers to pursuing and continuing tertiary education.

The Selection Panel may require an interview with short-listed applicants for the scholarship.

Financial

- The maximum value of this scholarship is \$7,000.
- The scholarship funds are intended to provide support for living costs.
- The scholarship will be paid in two equal instalments, one at the start of each semester.
- The number and value of scholarships available each year will be determined by the Selection Panel.

Tenure

- The scholarship must be held with full-time tenure.

- The scholarship must be taken up within one year of being awarded.
- The scholarship may be held concurrently with any other University of Otago scholarship where its regulations also allow co-tenure.

Other Requirements

- Award of the scholarship is dependent on the recipient being admitted to the University of Otago.
- The University of Otago reserves the right to use the names, photographs, and details of successful applicants for advertising and publicity. The award holders must agree to be reasonably available to participate in interviews and promotional activities if requested by the University of Otago.

3. AMENDED PRIZES

a) Annie Aitken Memorial Prize

- **Department:** Department of Food Science, Department of Human Nutrition, School of Biomedical Sciences, Social and Community Work Programme
- **Value:** \$600
- **Background:** One of five remaining Consumer and Applied Sciences prizes that have survived the restructuring and eventual disestablishment of Home Science and Consumer and Applied Sciences. The regulations for this award now require updating to reflect more recent programme reforms. Established in 1979, the prize was originally awarded to the student with the highest level of attainment in the Diploma in Home Science, later amended to the highest level of attainment in the third year of a Bachelor of Consumer and Applied Sciences (Honours) degree. In 2014, after the disestablishment of BCAppSc programmes, the prize was again restructured, and awarded instead to the top Honours student in the principal disciplines of Home Science/Consumer and Applied Science. The associated “eligible majors” for which the prize could be awarded were Clothing and Textile Sciences, Design for Technology, Food Science, Consumer Food Science, Human Nutrition, Sport and Exercise Nutrition, Nutrition and Metabolism in Human Health, and Social Work. Since that time, however, **Design for Technology** (2017) and **Clothing and Textile Sciences** (2020) have both been discontinued, and **Consumer Food Science** has recently been merged with Food Science. Reference to these three majors can therefore be deleted from the regulations. Other recommendations include (i) the addition of a consultation provision (to assist the PVC Sciences), (ii) a transitional provision to accommodate students who started a BAppSc(Hons) degree in Consumer Food Science before 2024, and (iii) an increase in the value of the prize to \$600, in line with increases to the other Consumer and Applied Sciences prizes.
- **Recommended by:**
 - Professor Miranda Miroso, Head of the Department of Food Science, Division of Sciences
 - Professor Nicole Roy, Head of the Department of Human Nutrition, Division of Sciences
 - Professor Richard Barker, Pro-Vice-Chancellor, Division of Sciences

- Professor Lisa Matisoo-Smith, Dean of the School of Biomedical Sciences, Division of Health Sciences
- Associate Professor Megan Gibbons, Pro-Vice-Chancellor, Division of Health Sciences

- Associate Professor Emily Keddell, Co-Head of the Social and Community Work Programme, Division of Humanities
- Professor Hugh Campbell, Pro-Vice-Chancellor, Division of Humanities (Interim)

Current Regulations

Annie Aitken Memorial Prize

The prize was established in 1979 from a bequest to the Faculty of Home Science by Miss Annie Aitken, who gained her degree in Home Science in 1915.

The prize is available annually and is awarded by the University Council on the recommendation of the Pro-Vice-Chancellor (Sciences) to the student with the highest level of attainment (based on all papers required for the subject in which honours is taken) for an Honours degree in the principal disciplines of Home Science/Consumer and Applied Science. Eligible majors associated with these disciplines are Clothing and Textile Sciences, Design for Technology, Food Science, Consumer Food Science, Human Nutrition, Sport and Exercise Nutrition, Nutrition and Metabolism in Human Health, and Social Work

The value of the prize will be as set down in the current prize schedule.

Proposed Regulations

Annie Aitken Memorial Prize

Established by the University of Otago in 1979 through a generous bequest to the (then) Faculty of Home Science by Miss Annie Aitken, who gained her degree in Home Science in 1915.

This prize is awarded annually by the University Council, on the recommendation of the Pro-Vice-Chancellor (Sciences) based on a consensus decision of the Heads of Food Science, Human Nutrition, Biomedical Sciences and Social and Community Work, to the student with the highest level of attainment in an Honours degree in disciplines formerly part of Home Science/Consumer and Applied Science. Eligible majors currently include Food Science, Human Nutrition, Sport and Exercise Nutrition, Nutrition and Metabolism in Human Health, and Social Work. On a transitional basis, candidates who started a BAppSc(Hons) degree in Consumer Food Science before 2024 may also be considered for this prize.

Selection is based on the achievement of candidates in all papers required for the subject in which Honours is taken.

The value of the prize will normally be \$600.

b) John and Margaret Kinder Memorial Prize

- **Department:** Department of Food Science, Department of Human Nutrition, School of Biomedical Sciences, Social and Community Work Programme
- **Value:** \$600
- **Background:** One of five remaining Consumer and Applied Sciences prizes that have survived the restructuring and eventual disestablishment of Home Science and Consumer and Applied Sciences. The regulations for this prize now require updating to reflect more recent programme reforms. Established in 1948 as the Jessie Kinder Prize, it was initially granted to the best student completing the Bachelor of Consumer and Applied Sciences degree. In 2014, following the disestablishment of BCAppSc programmes, it was changed to the John and Margaret Kinder Memorial Prize and awarded to the best student completing a Bachelor’s degree in the principal disciplines of Home Science / Consumer and Applied Science. The associated “eligible majors” for which the prize could be awarded were Clothing and Textile Sciences, Design for Technology, Food Science, Consumer Food Science, Human Nutrition, Sport and Exercise Nutrition, Nutrition and Metabolism in Human Health, and Social Work. Since that time, however, **Design for Technology** (2017) and **Clothing and Textile Sciences** (2020) have both been discontinued, and the **Consumer Food Science** major has recently been merged with Food Science. Reference to these three majors can therefore be deleted from the regulations. Other recommendations include (i) a consultation provision (to assist the Pro-Vice-Chancellor), (ii) a transitional provision to accommodate candidates who started a BAppSc(Hons) degree in Consumer Food Science before 2024, and (iii) an increase in the value of the prize to \$600, in line with increases to the other Consumer and Applied Sciences prizes. The amended regulations also make clear that candidates completing an eligible major as part of a BAsc or BComSc combined degree may be considered for this prize.
- **Recommended by:**
 - Professor Miranda Miroso, Head of the Department of Food Science, Division of Sciences
 - Professor Nicole Roy, Head of the Department of Human Nutrition, Division of Sciences
 - Professor Richard Barker, Pro-Vice-Chancellor, Division of Sciences
 - Professor Lisa Matisoo-Smith, Dean of the School of Biomedical Sciences, Division of Health Sciences
 - Associate Professor Megan Gibbons, Pro-Vice-Chancellor, Division of Health Sciences
 - Associate Professor Emily Keddell, Co-Head of the Social and Community Work Programme, Division of Humanities
 - Professor Hugh Campbell, Pro-Vice-Chancellor, Division of Humanities (Interim)

Current Regulations

John and Margaret Kinder Memorial Prize

Established in 1948, this prize honours early Otago settlers John and Margaret Kinder. John and Margaret were great believers in the benefits of a good education, insisting that all their

children received a full high school education and encouraging further tertiary study regardless of gender or cost. Of John and Margaret's ten children, five went on to further study at the University of Otago in the Sciences, Arts, Law and Health Sciences during the late 19th century. Their children and many descendants have gone on to have distinguished careers in Law, Medicine and Sciences. Of particular note is their eldest daughter, Dr Jane Kinder (1869-1902), who in 1900 was the fourth female medical student to graduate at the University of Otago. As part of her will, Miss Jessie Kinder, John and Margaret's third daughter, bequeathed the sum of £200 to the University to be used as a prize for undergraduate students in recognition of her parents' efforts in supporting tertiary education. The name of the prize was amended from the Jessie Kinder Prize in 2013, in accordance with the donor's original wishes.

The prize is awarded by the University Council on the recommendation of the Pro-Vice-Chancellor (Sciences), to the best student completing a Bachelors degree in the principal disciplines of Home Science/Consumer and Applied Science. Eligible majors associated with these disciplines are: Clothing and Textile Sciences, Design for Technology, Food Science and Consumer Food Science, Human Nutrition, Sport and Exercise Nutrition, Nutrition and Metabolism in Human Health, Social Work. The award is assessed using the grade average calculated over the course as a whole.

The value of the prize will be as set down in the current prize schedule.

Proposed Regulations

John and Margaret Kinder Memorial Prize

Established in 1948, this prize honours early Otago settlers John and Margaret Kinder. John and Margaret were great believers in the benefits of a good education, insisting all their children received a full high school education and encouraging further tertiary study regardless of gender or cost. Of John and Margaret's ten children, five went on to further study at the University of Otago in the Sciences, Arts, Law and Health Sciences during the late 19th century. Their children and many descendants have gone on to have distinguished careers in Law, Medicine and Sciences. Of particular note is their eldest daughter, Dr Jane Kinder (1869-1902), who in 1900 was the fourth female medical student to graduate at the University of Otago. As part of her will, Miss Jessie Kinder, John and Margaret's third daughter, bequeathed the sum of £200 to the University to be used as a prize for undergraduate students in recognition of her parents' efforts in supporting tertiary education. The name of the prize was amended from the Jessie Kinder Prize in 2014, in accordance with the donor's original wishes.

This prize is awarded annually by the University Council, on the recommendation of the Pro-Vice-Chancellor (Sciences) based on a consensus decision of the Heads of Food Science, Human Nutrition, Biomedical Sciences and Social and Community Work, to the best student completing a Bachelor's degree in disciplines formerly part of Home Science/Consumer and Applied Science. Eligible majors currently include Food Science, Human Nutrition, Sport and Exercise Nutrition, Nutrition and Metabolism in Human Health, and Social Work. Candidates completing one of these majors as part of a relevant combined degree (BASc, BComSc) may be considered for this prize. On a transitional basis, candidates who started a BAppSc degree in Consumer Food Science before 2024 may also be considered for this prize.

The award is assessed using the grade average calculated over the course as a whole.

The value of the prize will normally be \$600.

c) J Cowie Nichols Prize in Food Science

- **Department:** Department of Food Science
- **Value:** \$600
- **Background:** One of five surviving Consumer and Applied Sciences prizes, and one of several prizes created in 2014 following the merger of Consumer and Applied Sciences and Applied Sciences programmes, which resulted in a significant restructuring of the J Cowie Nichols Prize into five separate named awards. Under the 2014 regulations, the ‘new’ J Cowie Nichols Prize in Food Science was awarded to the top student at 300-level majoring in Food Science or Consumer Food Science. However, the discontinuation of all Bachelor of Applied Sciences programmes from 2024, and the consolidation of Consumer Food Science subjects within the Food Science major, means Consumer Food Science is no longer a discrete discipline at undergraduate level. The proposed amendments therefore provide that students who began a BAppSc programme in Consumer Food Science prior to 2024 can still qualify for this prize, as they are entitled to complete their chosen major. They also make clear that students completing a Food Science major as part of a combined degree such as a BAsC or BComSc may be eligible for this prize. In keeping with suggested increases to the other Consumer and Applied Sciences prizes, the value of this prize will be raised to \$600.
- **Recommended by:**
 - Professor Miranda Miroso, Head of the Department of Food Science, Division of Sciences
 - Professor Richard Barker, Pro-Vice-Chancellor, Division of Sciences

Current Regulations

J Cowie Nichols Prize in Food Science

Founded in 1943 by Colonel J Cowie Nichols, who in that year gave £500 to the Council of the University of Otago for the establishment of a prize in the Home Science Faculty, to mark his appreciation of the value of the services rendered to the Home Science School by Professor A G Strong OBE. An essay prize was offered annually until 1984. From 2013 five separate named prizes were offered, one to each of the principal disciplines of Home Science/Consumer and Applied Science.

The prize is awarded annually by the University Council on the recommendation of the Pro-Vice-Chancellor (Sciences) to the student with the highest level of attainment at 300-level for a Bachelor's degree majoring in Food Science or Consumer Food Science. Papers considered in awarding the prize shall include compulsory papers as specified in the relevant Food Science or Consumer Food Science schedule, which will normally be taken in the year for which the award is made.

The value of the prize will be as set down in the current prize schedule.

Proposed Regulations

J Cowie Nichols Prize in Food Science

Established by the University of Otago in 1943 through a generous donation from Colonel J Cowie Nichols, who in that year gave £500 to the Council of the University of Otago for the establishment of a prize in the Home Science Faculty. The gift was a mark of his appreciation

for services rendered to the Home Science School by Professor A G Strong OBE. One essay prize was offered annually until 1984, then in 1985, four separate prizes (including one for Food Science) were created. From 2014, five separate named prizes (including this award) were offered, one for each of the (then) principal disciplines of Home Science/Consumer and Applied Science. Two of those disciplines (Clothing and Textile Sciences and Design for Technology) and their prizes have since been disestablished.

This prize is awarded annually by the University Council on the recommendation of the Pro-Vice-Chancellor (Sciences) to the student with the highest level of attainment at 300-level for a Bachelor's degree majoring in Food Science. Candidates completing a Food Science major as part of a BAsc or BComSc combined degree may be eligible for this prize. On a transitional basis, candidates who started a BAppSc degree in Consumer Food Science before 2024 may also be eligible for this prize. Papers considered in awarding the prize shall include compulsory papers specified in the Food Science (or Consumer Food Science) schedule, normally taken in the year for which the award is made.

The value of the prize will normally be \$600.

d) J Cowie Nichols Prize in Human Nutrition

- **Department:** Department of Human Nutrition
- **Value:** \$600
- **Background:** One of five surviving Consumer and Applied Sciences prizes, and one of several prizes created in 2014 following the merger of Consumer and Applied Sciences and Applied Sciences programmes, which resulted in a significant restructuring of the J Cowie Nichols Prize into five separate named awards. Under the 2014 regulations, the J Cowie Nichols Prize in Human Nutrition was awarded for the best dissertation at Honours or Master's level in Human Nutrition, and there is no change to this central provision. The only substantive amendment is a proposed increase in the value of the prize to \$600, in line with adjustments to the other surviving Consumer and Applied Sciences prizes. Other than this there are only minor textual modifications in the award's Preamble to note.
- **Recommended by:**
 - Professor Nicole Roy, Head of the Department of Human Nutrition, Division of Sciences
 - Professor Richard Barker, Pro-Vice-Chancellor, Division of Sciences

Current Regulations

J Cowie Nichols Prize in Human Nutrition

Founded in 1943 by Colonel J Cowie Nichols, who in that year gave £500 to the Council of the University of Otago for the establishment of a prize in the Home Science Faculty, to mark his appreciation of the value of the services rendered to the Home Science School by Professor A G Strong OBE. An essay prize was offered annually until 1984. From 2013 five separate named prizes were offered, one to each of the principal disciplines of Home Science/Consumer and Applied Science.

The prize is awarded annually by the University Council on the recommendation of the Pro-Vice-Chancellor (Sciences) for the best dissertation at Honours or Master's level in Human Nutrition.

The value of the prize will be as set down in the current prize schedule.

Proposed Regulations

J Cowie Nichols Prize in Human Nutrition

Established by the University of Otago in 1943 through a generous donation from Colonel J Cowie Nichols, who in that year gave £500 to the Council of the University of Otago for the establishment of a prize in the Home Science Faculty. The gift was a mark of his appreciation for services rendered to the Home Science School by Professor A G Strong OBE. One essay prize was offered annually until 1984, then in 1985, four separate prizes (including one for Human Nutrition) were created. From 2014, five separate named prizes (including this award) were offered, one for each of the (then) principal disciplines of Home Science/Consumer and Applied Science. Two of those disciplines (Clothing and Textile Sciences and Design for Technology) and their prizes have since been disestablished.

This prize is awarded annually by the University Council on the recommendation of the Pro-Vice-Chancellor (Sciences) for the best dissertation at Honours or Master's level in Human Nutrition.

The value of the prize will normally be \$600.

e) J Cowie Nichols Prize in Social Work

- **Department:** Social and Community Work programme
- **Value:** \$600
- **Background:** This is one of five surviving Consumer and Applied Sciences prizes, and one of five named prizes created in 2014 by a restructuring of the J Cowie Nichols Prize, which itself evolved from the original Colonel J. Cowie Nichols Prize (1943). The 2014 restructuring of the J Cowie Nichols Prize followed the merger of Consumer and Applied Sciences and Applied Sciences programmes. Since that time, further structural changes affecting Social Work mean that this prize should now be updated to reflect (i) that the Pro-Vice-Chancellor (Humanities) is the appropriate PVC to recommend the award, and (ii) that the Bachelor of Social Work programme, which replaces the former BSc with a major in Social Work, is a standalone four-year degree (not three). In addition, the value of the prize increases to \$600, and there are also several minor textual modifications to note.
- **Recommended by:**
 - Associate Professor Emily Keddell, Co-Head of the Social and Community Work Programme, Division of Humanities
 - Professor Hugh Campbell, Pro-Vice-Chancellor, Division of Humanities (Interim)

Current Regulations

J Cowie Nichols Prize in Social Work

Founded in 1943 by Colonel J Cowie Nichols, who in that year gave £500 to the Council of the University of Otago for the establishment of a prize in the Home Science Faculty, to mark his appreciation of the value of the services rendered to the Home Science School by Professor A G Strong OBE. An essay prize was offered annually until 1984. From 2013 five separate named prizes were offered, one to each of the principal disciplines of Home Science/Consumer and Applied Science.

The prize is awarded annually by the University Council on the recommendation of the Pro-Vice-Chancellor (Sciences) to the student with the highest level of attainment (based on 200- and 300-level papers for the major) for a Bachelor's degree majoring in Social Work.

The value of the prize will be as set down in the current prize schedule.

Proposed Regulations

J Cowie Nichols Prize in Social Work

Established by the University of Otago in 1943 through a generous donation from Colonel J Cowie Nichols, who in that year gave £500 to the Council of the University of Otago for the establishment of a prize in the Home Science Faculty. The gift was a mark of his appreciation for services rendered to the Home Science School by Professor A G Strong OBE. One essay prize was offered annually until 1984, then in 1985, four separate prizes (including one for Community and Family Studies, now Social and Community Work) were created. From 2014, five separate named prizes (including this award) were offered, one for each of the (then) principal disciplines of Home Science/Consumer and Applied Science. Two of those disciplines (Clothing and Textile Sciences and Design for Technology) and their prizes have since been disestablished.

This prize is awarded annually by the University Council on the recommendation of the Pro-Vice-Chancellor (**Humanities**) to the student with the highest level of attainment in **300- and 400-level papers towards a Bachelor of Social Work or Bachelor of Social Work with Honours degree.**

The value of the prize **will normally be \$600.**

Recommendation

That the following new prize and new scholarship proceed to the University Council for its consideration:

- a. New Prize
 - i. Ian Tucker Prize for Pharmaceutical Science
- b. New Scholarship
 - i. Trimble Karahipi Hangarau/Technology Scholarship

For Noting

The Scholarships and Prizes Committee has approved the following amended prizes:

- a. Amended Prizes
 - i. Annie Aitken Memorial Prize
 - ii. John and Margaret Kinder Memorial Prize
 - iii. J Cowie Nichols Prize in Food Science
 - iv. J Cowie Nichols Prize in Human Nutrition
 - v. J Cowie Nichols Prize in Social Work



Manatu Memorandum

Ki a To	Senate and Council
Nā From	Scholarships and Prizes Committee
Te rā Date	19 November 2024
Te Kaupapa Re	Delegation of authority for scholarships and prizes

The Scholarships and Prizes Committee has endorsed the following proposal put forward by the Secretary to Senate:

This manatu proposes that Senate and Council delegate authority to the Scholarships and Prizes Committee (SaPC) for various matters related to scholarships and prizes, including new and disestablished Scholarships and Prizes, substantial changes, and awarding scholarships and prizes to specified recipients. This delegation is proposed in light of current practice, in which SaPC is the final body to provide genuine scrutiny regarding matters related to scholarships and prizes. By delegating authority to SaPC, formal approval for these matters may be confirmed significantly sooner than is currently the case as progressing such matters through Senate and Council takes several weeks at minimum – and up to 2-3 months at certain times of year – following consideration and recommendations from SaPC.

One of the main benefits of reducing approval time for matters related to scholarships and prizes is that it would allow the University to be more responsive to donors, particularly when establishing new donor-funded scholarships and prizes. For other scholarships and prizes matters, there would be benefit in keeping approval processes aligned both to reduce unnecessary delays in approval and to avoid confusion that would stem from having differing approval pathways for various matters.

Consultation between the Manager (Postgraduate Scholarships, Prizes and Awards), the Manager (Undergraduate Entrance Scholarships), and the Secretary to Senate could only identify one instance since 2017 of a change to a recommendation from SaPC as a result of Senate and Council consideration, which was a minor change to the value of a scholarship. For reference, the SaPC Terms of Reference were amended in April 2016, adding the Deputy Vice-Chancellor (Academic) and Deputy Vice-Chancellor (External Engagement) as members, having SaPC report to Senate rather than the Board of Graduate Studies, and clarifying functions.

Attached below is an outline of amendments to the University Prizes and Scholarships Procedures to reflect the proposed delegation of authority to SaPC. The power of Senate to

delegate its authority on these matters is indicated by the [Degrees and Other Awards Statute 2011](#) clause 4.8, and the power of Council to delegate authority on these matters is indicated by the [Education and Training Act 2020](#) section 285(1)(b). A record of this delegation shall be made in the [Council Delegations Schedule](#).

RECOMMENDATION That Senate and Council approve a delegation of authority to the Scholarships and Prizes Committee regarding matters related to Scholarships and Prizes.

University Prizes and Scholarships Procedures

Category	Administration and Management
Type	Procedure
Approved by	Council, 8 April 2014
Date Procedure Took Effect	9 April 2014
Last approved revision	29 April 2022
Sponsor	Deputy Vice-Chancellor (Research & Enterprise)
Responsible officer	Manager, Postgraduate Scholarships, Prizes and Awards, Research Division

Purpose

To make clear and consistent the processes for approving, amending, reviewing and disestablishing University prizes and scholarships.

Organisational scope

This procedure applies to all University-approved prizes and scholarships.

Definitions

Prize

An award made to a current student at the University of Otago in recognition of previous performance, usually not based on future conditions such as enrolment in a particular qualification or paper.

Scholarship

An award made to a current or intending student at the University of Otago for the purpose of supporting future or current study.

Hosting Department

The department with which a particular prize or scholarship is associated. This may not necessarily be an academic department, but will usually be the area that initiates the establishment of the prize or scholarship and/or the area that relates to the students who are eligible for the prize or scholarship.

Content

1. 1. Responsibilities

- a. The Manager, Postgraduate Scholarships, Prizes and Awards and the Manager, Undergraduate Entrance Scholarships, within their respective areas of responsibility, are responsible for:

- i. ensuring standardisation of prize and scholarship regulations, that such regulations comply with relevant University policies and statutes; and
 - ii. the ongoing administration of established scholarships and prizes including general advertising as appropriate.
- b. The Development and Alumni Relations Office, together with the Research and Enterprise Office if appropriate, is responsible for
 - i. liaison with prize and scholarship donors including discussions on the establishment of a new prize or scholarship; and
 - ii. the setting up of any associated trust funds and through ongoing stewardship once a prize or scholarship is established.
 - iii. The Development and Alumni Relations Office is also responsible for ensuring that prize and scholarship donations are consistent with the University's broader development and alumni relations strategies.
- c. The hosting department is responsible for the initial drafting of regulations for new scholarships and prizes, ensuring regulations are updated to reflect relevant changes to qualifications, papers or course structures, and specific advertising as appropriate.
- d. Other responsibilities shall be as laid down in specific prize or scholarship regulations.

2. Establishment of a new prize or scholarship

- a. It is expected that University prizes or scholarships will be offered in perpetuity. Minimum values for new prizes and scholarships are stated in "Prize and Scholarship Minimum Values" below. If perpetuity or minimum value requirements are not met, a special case will need to be made for the establishment of the prize or scholarship.
- b. The procedure for establishment of a new prize or scholarship is as follows:
 - i. In considering establishment of a new prize or scholarship, the hosting department should first contact the Manager, Postgraduate Scholarships, Prizes and Awards or, if applicable, the Manager, Undergraduate Entrance Scholarships for initial advice and assistance. If an external donor is involved, the Development and Alumni Relations Office and/or the Research and Enterprise Office must also be contacted.
 - ii. Where departmental funds are solely intended to support a new or amended prize, the Department must demonstrate the strategic value to the University of the prize before development of regulations. Strategic value in this instance is defined as supporting equity, sustainability or other key strategic frameworks of the University.
 - iii. The prize or scholarship regulations must be drafted to the satisfaction of the hosting department, the Manager Postgraduate Scholarships, Prizes and Awards or Manager, Undergraduate Entrance Scholarships (whichever role is applicable) and the donor.

- iv. The details for the prize or scholarship must be recorded on the appropriate proposal form, available from the Manager, Postgraduate Scholarships, Prizes and Awards.
- v. The completed proposal form must be signed by the appropriate Head of Department, Dean, or the equivalent head of the hosting department.
- vi. For scholarships or prizes associated with an Academic Division, the proposal form and associated documentation must then be submitted for endorsement by the relevant Pro-Vice-Chancellor or appropriate Divisional Board (approval practice may vary across Divisions).
- vii. For University-wide scholarships or prizes, the proposal form must be endorsed by the appropriate Deputy Vice-Chancellor or the Vice-Chancellor.
- viii. The completed documentation comprising a signed proposal form and final wording for the prize or scholarship regulations must be returned to the Manager Postgraduate Scholarships, Prizes and Awards, or the Manager, Undergraduate Entrance Scholarships, if applicable, who will then arrange for final consideration and ~~for endorsement~~ approval by the Scholarships and Prizes Committee, ~~and Senate and Council approval~~ through the delegated authority of Senate and Council.
- ix. Proposals for new prizes or scholarships can be submitted at any time throughout the year. ~~It is noted however, that due to the timing of Scholarships and Prizes Committee, Senate and Council meetings, approval for proposals submitted late in the year may be delayed.~~

3. Naming of a new prize or scholarship

- a. The University allows prizes and scholarships to be named after sponsoring organisations and for the regulations of prizes and scholarships to acknowledge the donor, with the following provisos:
 - i. The University does not accept sponsorship from companies that produce or distribute alcohol, tobacco or munitions.
 - ii. The University may require amendments to, or reject, a proposal for a new prize or scholarship, where the naming or acknowledgement of a sponsor is deemed to be against the values or strategic interests of the University.
 - iii. The University may require amendments to, or disestablish, an existing prize or scholarship, where the naming or acknowledgement of a sponsor is deemed to be against the values or strategic interests of the University.
- b. Prizes shall not be named after current members of staff or current students.
- c. Departments, Schools/Faculties and Divisions may choose to implement their own restrictions on prize naming and acknowledgement of donors within regulations, as is deemed appropriate to their discipline areas.

4. Amendment of an existing prize or scholarship

Amendments to approved University Prizes or Scholarship regulations fall into three categories as follow:

- a. Minor editorial corrections such as formatting changes or minor wording changes that do not alter the substantive meaning of the regulations. These must be approved by the Manager, Postgraduate Scholarships, Prizes and Awards, or for Undergraduate Entrance Scholarships by the Manager, Undergraduate Entrance Scholarships.
- b. Changes to the regulations which do not alter the general intent of the prize or scholarship. If applicable, these require consultation with the donor and/or the University's Treasury Accountant for trust-funded scholarships and prizes. Changes require the endorsement of the appropriate Head of Department (or equivalent) and Pro-Vice-Chancellor (or equivalent) and final approval by the Convenor of the Scholarships and Prizes Committee, through the delegated authority of Senate and Council. Such changes may include amendments:
 - i. to prize or scholarship titles
 - ii. to information relating to the circumstances of the prize or scholarship (e.g. donor information)
 - iii. to selection criteria which do not alter the general intent of the prize or scholarship
 - iv. to application processes
 - v. to selection panels
 - vi. to award values
 - vii. relating to changes to papers, course structures or qualifications referred to in the regulations.
- c. Substantive changes to the regulations which alter the general intent of the prize or scholarship. These require approval by the Scholarships and Prizes Committee, through the delegated authority of Senate and Council. ~~Council on the recommendation of Senate and the Scholarships and Prizes Committee.~~ The process followed should be as detailed above under "Establishment of a New Prize or Scholarship".

5. Disestablishment or suspension of an existing prize or scholarship

Prizes or Scholarships may be permanently disestablished or suspended due to lack of available funds or for strategic reasons.

- a. Where a prize or scholarship is funded by a trust, by an external donor, or by a department or other University unit, and temporarily there are insufficient funds to offer the award, the Manager, Postgraduate Scholarships, Prizes and Awards may suspend the prize or scholarship until such time as funding is again available or sufficient.
- b. Where a prize or scholarship is funded by a trust, by an external donor, or by a department or other University unit, and there are permanently insufficient funds to offer the award (either at its current value or under the guidelines laid out in "Prize and Scholarship Minimum Values" below),

~~Council~~ the Scholarships and Prizes Committee may disestablish the prize or scholarship, through the delegated authority of Council.

- c. Requests for prizes or scholarships to be disestablished on strategic grounds should be made in writing to the Manager, Postgraduate Scholarships, Prizes and Awards, and endorsed by the Head of the hosting department and relevant Pro-Vice-Chancellor (or equivalent). This request shall be forwarded to the Scholarships and Prizes Committee Senate and Council who may disestablish the prize or scholarship, through the delegated authority of Senate and Council.

6. Review of existing prizes and scholarships

The Scholarships and Prizes Committee shall conduct a formal review of the values of all University prizes and scholarships every four years. From this review the Committee shall:

- a. Approve increases of value in prizes and scholarships where funds permit.
- b. ~~Recommend to Senate and Council~~ Approve the continuation of selected prizes and scholarships which fall below the usual minimum values outlined below, where there are strategic reasons for doing so, through the delegated authority of Senate and Council.
- c. Recommend to hosting departments the re-purposing of prizes and scholarships where an excess of available funds allow this (for example recommend a prize be amended to, or supplemented by, a higher-value scholarship where funding permits).
- d. Report to Senate and Council on currently suspended prizes or scholarships which have been suspended for more than one year.
- e. ~~Recommend to Senate and Council~~ Approve the disestablishment of prizes and scholarships where there is insufficient continuing funding available, through the delegated authority of Senate and Council.
- f. Review minimum values as outlined in "Prize and Scholarship Minimum Values" below.
- g. Maintain a list of all University prizes and scholarships that is available on request to University staff and students.

7. Prize and scholarship minimum values

- a. It is expected that, notwithstanding section (f) below, all University prizes and scholarships will provide a monetary award, or an award in the form of other goods, to the recipient(s).
- b. The minimum monetary value for a new prize is normally \$500.
- c. The minimum monetary value for a new scholarship is normally \$3,000.
- d. The minimum monetary value for an existing prize or scholarship is normally half the minimum value for a new prize or scholarship (i.e. \$250 and \$1,500 respectively).
- e. Non-monetary goods awarded as prizes and scholarships (e.g. books) should have the approximate monetary values as specified above.
- f. Exceptions to minimum values for prizes and scholarships will only be approved in exceptional circumstances, and shall be considered by ~~Senate and Council~~ the Scholarships and Prizes Committee, through the delegated

authority of Senate and Council, either, for new prizes or scholarships, on the basis of a case provided by the hosting department, or for existing prizes or scholarships, ~~on the recommendation of the Scholarships and Prizes Committee~~ following review (see Section 6 (b) above).

- g. Where, in any one year, a prize is shared across recipients, the value of the prize shall normally be split between the recipients. The amount awarded to each recipient must be no less than half the stated value of the prize. In cases where the prize is shared across more than twice the number of usual recipients, it is the responsibility of the host department to provide additional funds to meet this condition.

8. Recording of prizes and scholarships on academic records

The recipient of a scholarship or prize approved by ~~Council on the recommendation of Senate and~~ the Scholarships and Prizes Committee, through the delegated authority of Senate and Council, will have the award notated on their academic transcript.

Related policies, procedures and forms

- [Degrees and Other Awards Statute 2011](#)
- [Incoming Sponsorship Guidelines](#)
- [Donations to the University – Guidelines](#)
- [Sensitive Expenditure Policy](#)
- [Conflicts of Interest Policy](#)

Contact for further information

If you have any queries regarding the content of these procedures or need further clarification, contact:

Manager, Postgraduate Scholarships, Prizes and Awards, Division of Research
Tel [+64 3 479 9779](tel:+6434799779)
Email scholarships@otago.ac.nz

Memorandum | Manatu

Office of the Registrar and Secretary to the Council
Te Tari o Te Pouroki me te Kaituhi ke te Kaunihera



University
of Otago
ŌTĀKOU WHAKAIHU WAKA

To Kia:	Members of Council
From Nā:	Deputy Secretary to the Council
c.c. He kapa mā	
Date Te Rā:	3 December 2024
Subject Te Kaupapa:	Award of the Title – Emeritus Professor

The purpose of this memorandum is to ratify the decision made by the University Council by email resolution in November 2024 to award the title of Emeritus Professor to Paul Hansen (Department of Economics), and Glenn Summerhayes (Archaeology Programme).



University of Otago Council

Financial Review

To receive a verbal update from the Chief Financial Officer



Capital Development Committee – Campus Development and ITS Portfolio Report Part A

University Operations

Project Management

Campus and Collegiate Life Services | Campus Development | Chief Operating Officer
Health and Safety Compliance | Information Technology Services | Property Services
Risk, Assurance and Compliance | Shared Services | Sustainability



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2024 Otago University Construction Portfolio 08/11/2024

ID	Fund Source	Project Name	Current Stage	Portfolio Category	Current Overall Status Flag	Last Month Overall Status Flag	Business Case Approved	Practical Completion	All Years Original Approved Budget	All Years Revised Approved Budget	All Years Actuals	All Years EAC - Actuals plus Forecast
In Flight									\$272,929	\$329,379	\$187,293	\$344,141
162	CDC Projects - Construction	UOC Campus Redevelopment (UOCCR)	Deliver	Service / Asset Expansion	Amber - Managed	Amber - Managed	Actual 11/09/18	Forecast 06/04/26	\$178,305	\$246,175	\$131,204	\$261,407
273	CDC Projects - Construction	Aquinas Extension	Deliver	Service / Asset Expansion	Green - As Planned	Amber - Managed	Actual 09/11/21	Actual 08/03/24	\$19,079	\$22,632	\$23,415	\$23,866
177	CDC Projects - Construction	Arana Seismic / Fire	Deliver	Health & Safety / Compliance	Green - As Planned	Amber - Managed	Actual 14/03/22	Forecast 18/12/24	\$14,850	\$14,850	\$10,163	\$14,171
188	CDC Projects - Construction	Science 3 Sprinkler	Deliver	Health & Safety / Compliance	Green - As Planned	Green - As Planned	Actual 21/04/20	Actual 15/08/24	\$3,887	\$3,887	\$2,919	\$2,919
196	CDC Projects - Construction	CapSc Building	Plan	Health & Safety / Compliance	Green - As Planned	Green - As Planned	Actual 13/10/20	Actual 15/08/24	\$44,290	\$22,918	\$16,489	\$22,918
166	CDC Projects - Construction	Häkitekura	Plan	Service / Asset Expansion	Green - As Planned	Amber - Managed	Actual 12/11/19	Forecast 09/05/25	\$9,723	\$13,271	\$2,917	\$13,271
402	CDC Projects - Construction	Maximising the Owheo Building	Plan	Service / Asset Expansion	Amber - Managed	Amber - Managed	Actual 16/04/24	Forecast 22/10/25	\$776	\$2,483	\$27	\$2,438
427	CDC Projects - Construction	Richardson Seismic Phase 1	Plan	Asset Preservation	Green - As Planned		Actual 18/10/24	Forecast 28/07/25	\$1,689	\$1,689		\$1,689
413	CDC Projects - Construction	Signage and Wayfinding	Plans / Reports / Reviews	Construction Other	Green - As Planned	Green - As Planned		TBD	\$75	\$1,218	\$14	\$1,218
392	CDC Projects - Construction	Workplaces of The Future	Plans / Reports / Reviews	Construction Other	Green - As Planned	Green - As Planned		TBD	\$155	\$155	\$144	\$144
434	CDC Projects - Construction	Traffic Management Plan	Plans / Reports / Reviews	Construction Other	Green - As Planned			TBD	\$100	\$100		\$100
Assessment									\$400	\$400	\$232	\$1,347
396	CDC Projects - Construction	UOW Academic Block Re-strengthening	Evaluate	Service / Asset Expansion	Amber - Managed	Amber - Managed	Actual 31/07/24	TBD	\$400	\$400	\$232	\$1,347
TOTAL: CDC Projects - Construction									\$309,146	\$365,596	\$189,628	\$347,592

2024 Otago University ITS Portfolio 08/11/2024

ID	Fund Source	Project Name	Current Stage	Portfolio Category	Current Overall Status Flag	Last Month Overall Status Flag	Business Case Approved	Practical Completion	All Years Original Approved Budget	All Years Revised Approved Budget	All Years Actuals	All Years EAC - Actuals plus Forecast
In Flight									\$16,088	\$22,790	\$14,133	\$19,999
92	CDC Projects - IT & Strategic	Research Outputs Management	Adopt	Research	Green - As Planned	Green - As Planned	Actual 12/09/22	Actual 30/08/24	\$762	\$762	\$377	\$399
213	CDC Projects - IT & Strategic	Property+	Deliver	Facilities & Property Management	Amber - Managed	Amber - Managed	Actual 08/06/21	Forecast 29/11/24	\$4,281	\$6,940	\$5,910	\$6,958
60	CDC Projects - IT & Strategic	Otago Digital Workspaces	Deliver	Information & Communication Technology	Amber - Managed	Amber - Managed	Actual 11/04/22	Forecast 20/12/24	\$3,962	\$4,065	\$3,079	\$4,321
93	CDC Projects - IT & Strategic	Otago Research Information System (ORIS)	Deliver	Research	Amber - Managed	Amber - Managed	Actual 23/11/22	Forecast 20/12/24	\$2,773	\$3,047	\$2,933	\$3,064
330	CDC Projects - IT & Strategic	SIEM/SOC	Deliver	Information Management	Green - As Planned	Green - As Planned	Actual 27/02/23	Actual 06/11/24	\$1,511	\$1,531	\$1,480	\$1,482
385	CDC Projects - IT & Strategic	Hazardous Substances Inventory	Plan	Governance, Risk & Compliance	Green - As Planned	Green - As Planned	Actual 06/05/24	Forecast 30/09/25	\$75	\$3,720	\$27	\$2,074
409	CDC Projects - IT & Strategic	Enterprise Forecasting and Planning	Plan	Business Capability Management	Green - As Planned		Actual 13/05/24	Forecast 13/05/25	\$1,880	\$1,880	\$17	\$1,321
420	CDC Projects - IT & Strategic	Dodd-Walls Review	Plans / Reports / Reviews	Governance, Risk & Compliance	Green - As Planned	Green - As Planned		TBD	\$206	\$206	\$18	\$87
384	CDC Projects - IT & Strategic	Cyber Security Immediate Works	Funding Pool	Information Management					\$339	\$339	\$293	\$293
Assessment									\$1,315	\$1,315	\$384	\$921
406	CDC Projects - IT & Strategic	Dunedin Study	Evaluate	Research	Green - As Planned	Green - As Planned	Forecast 29/09/25	Forecast 30/10/26	\$370	\$370		\$342
78	CDC Projects - IT & Strategic	Identity Access Management - IDaaS Identity System	Evaluate	Information Management			Forecast 14/02/25	TBD	\$140	\$140	\$117	\$160
337	CDC Projects - IT & Strategic	Electronic Document & Records Management System (EDRMS)	Evaluate	Information Management	Green - As Planned	Green - As Planned	Forecast 02/12/24	Forecast 30/06/26	\$150	\$150	\$72	\$150
253	CDC Projects - IT & Strategic	Fieldwork / Off-site Activity	Evaluate	Governance, Risk & Compliance	Green - As Planned	Green - As Planned	TBD	TBD	\$52	\$52	\$79	\$79
252	CDC Projects - IT & Strategic	IT Asset & Application Management	Evaluate	Information & Communication Technology			TBD	TBD	\$180	\$180	\$48	\$62
365	CDC Projects - IT & Strategic	Body Bequest Database	Evaluate	Learning & Teaching			Forecast 02/12/24	Forecast 26/12/25	\$59	\$59	\$45	\$45
339	CDC Projects - IT & Strategic	Student Health, Wellbeing & Pastoral Care	Evaluate	Learning & Teaching			Forecast 02/12/24	Forecast 28/11/25	\$40	\$40	\$0	\$0
404	CDC Projects - IT & Strategic	Student Exchange & Mobility	Evaluate	Learning & Teaching			TBD	TBD				
412	CDC Projects - IT & Strategic	Enterprise Data Capability	Concept	Business Capability Management					\$324	\$324	\$22	\$82
TOTAL: CDC Projects - ITS									\$17,403	\$24,105	\$14,517	\$20,920

2024 Otago University Strategic Portfolio 08/11/2024

ID	Fund Source	Project Name	Current Stage	Portfolio Category	Current Overall Status Flag	Last Month Overall Status Flag	Business Case Approved	Practical Completion	All Years Original Approved Budget	All Years Revised Approved Budget	All Years Actuals	All Years EAC - Actuals plus Forecast
In Flight									\$33,669	\$37,443	\$4,463	\$16,091
401	CDC Projects - IT & Strategic	Web Transformation Phase 2: Transform	Deliver	Marketing Management	Green - As Planned	Green - As Planned	Actual 11/10/22	Forecast 28/03/25		\$3,023	\$1,682	\$3,067
357	CDC Projects - IT & Strategic	Dental Hospital Improvement Project	Deliver	Supporting Services	Amber - Managed	Amber - Managed	Actual 27/02/23	Forecast 20/12/2024	\$1,975	\$1,975	\$1,233	\$1,381
246	CDC Projects - Additional	Air Travel	Plan	Facilities & Property Management	Amber - Managed	Amber - Managed	Actual 29/11/22	Forecast 31/10/27	\$9,125	\$9,125	\$215	\$8,042
250	CDC Projects - IT & Strategic	Robotic Process Automation	Plan	Business Capability Management	Green - As Planned	Green - As Planned	Actual 01/07/22	Actual 22/12/23	\$372	\$572	\$503	\$503
335	CDC Projects - IT & Strategic	Digital Learning Environment (DLE)	Plan	Learning & Teaching			Actual 08/10/24	TBD	\$21,348	\$21,899	\$439	\$439
421	CDC Projects - IT & Strategic	Pae Tata Implementation	Plans / Reports / Reviews	Strategy Management	Green - As Planned	Green - As Planned		TBD	\$190	\$190	\$0	\$0
202	CDC Projects - Additional	Net Zero Carbon	Funding Pool	Facilities & Property Management					\$485	\$485	\$142	\$2,302
Assessment									\$83	\$83	\$196	\$504
225	CDC Projects - IT & Strategic	Course and Programme Scheduling	Evaluate	Learning & Teaching			TBD	TBD			\$149	\$457
403	CDC Projects - IT & Strategic	Curriculum Management	Evaluate	Learning & Teaching			Actual 30/10/24	TBD	\$83	\$83	\$47	\$47
TOTAL: CDC Projects - Additional Approved									\$9,610	\$9,610	\$357	\$10,344
TOTAL: CDC Projects - Strategic									\$24,141	\$27,915	\$4,303	\$6,251

Vice-Chancellor's Report to Council Part 1



For the Council meeting on: 10 December 2024

Date: 3 December 2024
Submitted by: Hon Grant Robertson, Vice-Chancellor

Recommendation

That Council note the Vice Chancellor's Report.

Key Recent Developments

- **Marsden Grant Funding**

23 Otago projects have received more than \$19 million in Marsden Fund grants for 2024. Deputy Vice-Chancellor, Research and Enterprise, Professor Richard Blaikie, is delighted with the number and range of projects from across Otago's divisions that have received funding this year, the 30th anniversary of the Marsden Fund.

- **Health Research Council Funding**

16 University of Otago – Ōtākou Whakaihu Waka researchers have received \$2.8 million of Health Research Council funding to advance their careers. Grants have been awarded in the General Career Development, Māori Health Research Career Development and Pacific Health Research Career Development categories.

- **Memorandum of Understanding with Murdoch University**

The University's first tri-lingual MOU (in Te Reo Māori, Whadjuk Noongar and English) was signed with Murdoch University, Australia on 15 November 2024. The indigenous-led MOU reflects connections as tangata whenua across Aotearoa and Australia and provides the foundation to strengthen our partnership and deepen our relationship with Murdoch University. The signing ceremony included tikanga Māori and Indigenous protocols of the Noongar people from Western Australia, supported by the Offices of Māori Development, the Deputy Vice-Chancellor, Māori and International. The agreement includes Murdoch University's membership into Otago's Tūrangawaewae, Pōkai Whenua Indigenous student exchange programme.

- **Leading Thinkers**

The 21st anniversary of the Leading Thinkers Initiative was celebrated at a Court of Benefactors function on 28 November. Donors, academics, and University leadership from the time the initiative was created, gathered to celebrate the achievements of the visionary idea to invest in people and to build human capital, rather than bricks and mortar. 21 years later that investment continues to live up to its initial far-sighted promise through the ongoing impact of world-renowned research undertaken by the Leading Thinkers projects.

- **Pae Tata Domain Plan launches**

The University's Whakamana Te Tiriti o Waitangi, and Research and Innovation Domain Plans were launched in late November. The Supporting People Domain Plan and Enabler Plans will be launched in the New Year. The plans outline areas of focus for the short and longer term horizons, and staff feedback is welcomed at paetata@otago.ac.nz

- **University of Otago Annual Staff Awards**

The University of Otago annual Staff Awards were presented at a ceremony on 25 November 2024, with eight awards being announced for Professional Staff, and previously announced research and teaching awards also being presented at the ceremony. **Michelle Taiaroa-McDonald**, Tumuaki of Te Huka Mātauraka, won an Award for Exceptional Performance by Professional Staff as well as the Vice-Chancellor's Staff Award for 2024 for her heartfelt and unrelenting mahi in supporting taurira Māori.

- **Staff Wellbeing Day 23 December**

In recognition of the mahi of staff over the past couple of years dealing with financial issues and the residual impacts of COVID, Monday 23 December (or an alternate day if necessary) has been designated as a staff wellbeing day off work which can be taken without using annual leave.

- **Volunteering and Social Impact**

- University of Otago, Christchurch staff and students gathered recently to fundraise for supporting women in Aotearoa New Zealand with advanced and incurable breast cancer. The "Breastfast" was timed for Sweet October, an initiative from the Sweet Louise charity, an organisation dedicated to providing practical, emotional, and social support for those living with the disease.
- Otago's Student Experience Director Jo Gibson has been working behind the scenes to relaunch the Achilles Ōtepoti chapter, which is open to anyone to join. Achilles International is a worldwide organisation dedicated to empowering people of all ages and abilities to access physical activity and to support their participation in mainstream athletics events if they so choose.

- **U3A Inaugural Lecture**

I gave the inaugural U3A lecture on 27 November, celebrating 30 years of U3A providing lifelong learning as part of a world-wide movement which aims to provide educational and mental stimulation for retired and semi-retired members of the community - those in the 'third age' of life.

- **PhD firsts**

- Student Lilo Oka Popo Alapati William Robert Sanerivi undertook his PhD oral examination at the Samoa High Commission in Wellington on Monday 11 November. This was the first Pacific oral examination in the University of Otago to take place in the community, and the first to be held at the Samoan High Commission in Wellington. Oka will also be the first Samoan Physiotherapist to attain a PhD in New Zealand.
- The first Sciences community-supported PhD oral defense exam was held for Pasifika Marine Science PhD candidate Namrata Chand from Fiji. The exam took place in the Science Divisional Office where Namrata was joined by about 20 supporters including her family who joined online from Fiji. Namrata is considered as the first Pacific student who has graduated with a PhD in Marine Science at Otago.

- **The University Union** is hosting 2,950 delegates across 30 events spanning 62 event days in 14 campus venues during the summer break. Notable events include the CATE Conference (650 pax), Geosciences 24 Conference (300 pax), NZ Chemistry Conference (225 pax), Taurite Tu Kaumatua Games at Forsyth Barr (350 pax, featuring an out catered hangi), NZ Paediatric Society Conference (200 pax), and the ANZ Social Work Symposium (143 pax).

[Operational Performance Highlights](#)

- **Operations**

- The rollout of a new parking system, "Parkable", is now underway to assist with the management of leased parking on the Dunedin campus to enable users to easily make

their parks available to others when they are not in use. Completion is expected by Q1 2025.

- Construction projects underway include the upgrade of the University Union Building with a new conservatory and seating area (in partnership with University Union Limited) and the Marama Hall category 1 historic building heritage exterior maintenance project. The OUSA are undertaking earthquake strengthening on its Clubs and Societies Building.

- **Health Sciences**
 - Multiple visits have recently been hosted from International Universities:
 - Zhejiang University's School of Stomatology visited Otago's Faculty of Dentistry and signed a Memorandum of Understanding outlining the commitment to strengthen academic and research collaborations.
 - College of Pharmaceutical Sciences, Southwest University, China
 - Representatives from IMU University will be here for the 7th of December Graduation to watch their students graduate. IMU is a private, English language, health sciences university in Kuala Lumpur, Malaysia.
 - A reunion of Otago's medical school Class of '79 was held on the Wellington campus in October. The graduating class of 1979 was the first to be able to complete their fourth, fifth and sixth years of medical school on one of three University campuses, Dunedin, Christchurch, or Wellington.
 - The past, present and future of Aotearoa New Zealand's first medical school will be highlighted and celebrated when the Otago Medical School, Te Kura Hauora o Ōtākou turns 150 next year. Registration is open for the Medical School's 150th anniversary commemorations which will be held in Dunedin from Thursday, 29 May to Sunday, 1 June 2025 (King's Birthday weekend).

- **Sciences**
 - The School of Computing hosted students from two local high schools for the day-long Programming Competition for Girls, with 52 teams New Zealand wide participating.
 - The biennial Sciences Divisional Awards were held on 26 November, celebrating the success of academic and professional staff, and students, across the Division. A Special Award for Distinguished Service was presented to Professor Lyall Hanton from the Department of Chemistry.

- **Humanities**
 - Kia Hauora Anō, the first historical study on the nature and impact of war wounds and disease on Māori veterans of WWII, has received \$660,000 in Marsden funding to investigate this significant part of Aotearoa history.

- **Commerce**
 - The Bachelor of Commerce – Accounting has received five years of reaccreditation from CPA/CA ANZ, the professional accounting bodies in Australia and New Zealand.
 - The Fijian Minister of Education, Aseri Radrodro, visited the Business School in October for a *veivosaki* (social gathering) to conclude Fijian Language Week celebrations.
 - Te Rito Bicultural Training Programme: since early August, weekly wānanga for all Otago Business School (OBS) staff have provided an informal space for staff to be supported to progress through the programme. Intensive wānanga have been held in October and November moving through each of the remaining Courses 5-7. The goal is to have 80% of Commerce staff engaged in and completing at least Courses 1-4 by the end of the year, and 50% of staff to be working through to completion.
 - OBS hosted KUMA (Te Kupeka Umaka Māori ki Āraiteuru), the southern Māori business network, for a breakfast in November. OBS is a longstanding partner of KUMA.

- **External Engagement**
 - The Deputy Vice-Chancellor, External Engagement, and the Director, International visited China last month, meeting with several of our key university partners – Peking University (ranked 14), Fudan University (ranked 39), Wuhan University (ranked 194); and attending sister-city event in Shanghai with a DCC delegation.
 - A Dunedin business leaders' dinner with the Chancellor, Vice-Chancellor and Deputy Vice-Chancellor, External Engagement was held on 2 December.
 - The NZ CATE conference was hosted by the Careers Development Centre at the Dunedin Campus from 20 – 22 November, with over 600 Careers Advisers and education transition staff.
 - The Schools' Liaison Office has relaunched a refreshed Student Ambassador Programme for 2025. This initiative will feature current students and alumni visiting schools alongside Schools' Liaison staff to share their Otago experiences and inspire prospective students.
 - Functions were held recently by Development & Alumni Relations in Beijing and Shanghai in conjunction with the International Office and hosted at the New Zealand Embassy and Consulate. An end-of-year alumni function was also held in Auckland on 3 December.
 - The Exchange Office and the Otago Global Student Exchange Programme are now reimagined as Otago Global, bringing diverse outbound opportunities and transformative international experiences to students and staff.

- **Academic Division:**
 - The Academic Quality Agency report of the 2024 Academic Audit of the University of Otago - Ōtākou Whakaihu Waka was released on 18 November. A draft implementation plan has been completed and is currently being consulted on.
 - Te Huka Mātauraka has had a busy month, providing hearty breakfasts to around 400 students during the exam period and hosting fifty taura at a 3-day study retreat at Ōtākou marae.
 - In partnership with the Pacific Development Office and the Pacific Islands Centre the Library has launched Koloa Ola Mei Moana. Through the Library's "Diversify the Library" initiative, Pacific PhD graduates each select a book for inclusion in the library collection in honour of their accomplishments and the vital connection they share with their families and communities.
 - The Disability Action Plan Implementation Advisory Group had its first meeting. Recruitment is underway to include a strong student voice. The 10 multifaceted actions of Te Kokeka Whakamua Disability Action Plan have been broken down into sub-actions to support alignment with the Te Ara Akitu Learner Success Plan and to identify appropriate Leads.
 - The vision of a connected learning and teaching community that is accessible anywhere, anytime has become a reality with the launch of Kōkiri ki Tua's digital platform. The digital platform supports the activity of Kōkiri ki Tua, Otago's Educational Network, in becoming a collaborative, inclusive community of passionate staff dedicated to the learning success of our students.
 - Organised by OMISA, the Otago Melanesian Island Students' Association, a new flag has been flying recently above University College in honour of the first Papua New Guinea Tok Pisin Language Week.

People and Culture

The University would like to acknowledge the passing of Nikki Kaye, former Deputy Leader of the New Zealand National Party and Deputy Leader of the Opposition. Nikki was parliamentary colleague

of mine and Hon David Clark, Registrar & Secretary to the Council. Nikki was a University of Otago graduate (BSC Genetics), and a former resident of Knox College.

Recent senior staff appointments:

He kupu whakamihi to Associate Professor Justine Camp (Kai Tahu, Kāti Mamoe, Waitaha) appointed inaugural Associate Pro-Vice-Chancellor Māori for the Division of Health Sciences.

Celebrating Excellence – awards and recognition

This is not an exhaustive list of the achievements of our staff, students and alumni. We recognise that our staff are working hard every day, producing outstanding results and achievements at all levels. This represents a sample of some of their recent achievements.

- **Associate Professor Dianne Sika-Paotonu**, from the University of Otago, Wellington – Ōtākou Whakaihū Waka, Pōneke and Associate Dean (Pacific) Division of Health Sciences, received the Royal Society Te Apārangi's 2024 Callaghan Medal for science communication. Dianne is the first Pacific Scientist to receive the medal and was presented with this at the Royal Society Awards held in Dunedin on 18 November in recognition of her evidence-based science communication and her engagement efforts in Aotearoa New Zealand and the Pacific region.
- Physics alumnus **Dr Ehsan Arabahmadi** has received the 2024 Royal Society Te Apārangi's Hatherton Award for a paper from his PhD in Computational Physics that was published as a Letter in the prestigious journal, *Physical Review Research* published by the American Physical Society.
- **Dr Jim Smith** (Te Ātiawa) has been awarded the 2024 Roche Translational Cancer Research Fellowship. Dr Smith is a surgical registrar at Dunedin Hospital, and an Honorary Research Fellow in the Chatterjee Laboratory in the Department of Pathology, Dunedin School of Medicine.
- **Associate Professor Marg Currie** and **Dr Christoph Goebel**, senior researchers in the Department of Pathology and Biomedical Science, University of Otago, Christchurch, have been selected as the inaugural recipients of the James Smedley Trust Fellowship.
- Otago School of Biomedical Sciences Postdoctoral Fellow **Dr Nils Birkholz** has been awarded the Asia-Pacific Protein Association Young Scientist Award for 2024. The Asia-Pacific Protein Association (APPA) brings together researchers studying protein science in countries in the Asia/Pacific region.
- An initiative led by the **Otago Sustainability Office** to tackle climate change through a world-first nationwide collaboration of all publicly funded tertiary education institutions has won the Powerful Partnerships category of the 2024 Australasian Green Gown awards. All New Zealand's universities, Wānanga, and Te Pūkenga (Institute of Skills and Technology) worked together to assess how global warming could affect their sector to 2100, setting a global standard for education climate planning.
- **Dr Leah Smith**, a Research Fellow in Microbiology and Immunology, has been awarded the 2024 L'Oréal-UNESCO For Women in Science Fellowship in recognition of her research into phage therapy, a field that was last year recognised by the World Economic Forum as one of the top 10 emerging technologies set to positively impact society within the next three to five years. The For Women in Science program recognises the achievements of exceptional female scientists at the early stages of their careers and awards them with a \$25,000 fellowship to help further their research.
- **Associate Professor of English Thomas McLean** has received the 2024 Frances Browne Award, awarded annually for exceptional contribution to re-animating interest in the nineteenth-century Irish poet and novelist's work.
- Two academic staff from the Wellington campus's WellSleep Centre, **Professor Alister Neill** and **Associate Professor Angela Campbell**, have had their work recognised at the Australasian Sleep Association conference held on the Gold Coast in October. Professor Neill, the Clinical Director of the Centre, was presented with the Australasian Sleep Association's Distinguished Achievement Award, while Associate Professor Campbell received the Australia and New Zealand Sleep Science Association's President's Award.

- A combination of innovation and teamwork has earned the **Department of Microbiology and Immunology Phage-host Interactions (Phi) laboratory** (led by Professor Peter Fineran) the 2024 Otago Research Group Award.
- **Professor Mark Hampton** from the University of Otago, Christchurch, has won this year's Otago Innovation Ltd (OIL) Proof of Concept award, to advance his team's research into improving the efficacy of cancer drugs. Now in its 18th year, the highly competitive OIL competition - which comes with \$100,000 to support the winner's research - is an opportunity for academics, post-docs and PhD candidates to test their commercially prospective ideas in front of an expert panel of mainly external judges.
- **Dr Jeff Foote**, Department of Management, won the Otago University Students' Association Overall Supervisor of the Year Award for 2024.
- Colleagues of distinguished child health researcher, **Professor Barry Taylor**, recently held a festschrift presentation to celebrate his decades of service to the University of Otago, and his leading-edge research into children's health.
- The **Pacific Opportunities Programme at Otago (POPO)** was jointly awarded the Pacific Service Excellence Award at this year's Sunpix Pacific Peoples Awards in Auckland. Nominees are usually government, and not-for-profit organisations that offer outstanding programmes that benefit Pacific communities. This year, the award has highlighted the significant contribution of the University of Otago in growing the Pacific health workforce.
- **Marco Davis**, a student in the Department of Food Science was awarded first prize in the Food Tech Solutions NZIFST Undergraduate Writing Competition 2024. The annual competition is open to undergraduate food science and food technology students who are invited to write on any technical subject or latest development in the food science and technology field that may be important to the consumer.
- Nine Division of Health Sciences taura received Māori & Pacific Health Summer Studentship Career Development Awards. This funding comes from the Health Research Council and intends to build Māori and Pacific research capacity and leadership.

Recent Stakeholder Engagement Activities as Vice-Chancellor

- Rowheath and Carl Smith Research Medal lecture by Associate Professor Anna High, Faculty of Law: 18/11/24
- Whakamana I Te Tiriti o Waitangi Domain Plan staff forum: 20/11/24
- Speech to Association of Boys Schools Conference: 20/11/24
- Inaugural Professorial Lecture, Professor Beulah Leitch, Anatomy: 21/11/24
- University of Otago Staff Awards (Research, Teaching and Professional): 25/11/24
- Sciences Divisional Awards: 26/11/24
- Under Secretary Jenny Marcroft meeting: 27/11/24
- Inaugural U3A lecture: 27/11/24
- Research Domain Plan staff forum: 28/11/24
- Leading Thinkers 21st Anniversary/Court of Benefactors Event: 28/11/24
- Disability Information & Support Appreciation Awards: 29/11/24
- Meeting with Dunedin Mayor: 02/12/24
- Sciences HODs Meeting: 2/12/24
- Business Leaders Vice-Chancellor's dinner: 2/12/24
- Vice-Chancellor's all-staff forum: 3/12/24
- Memorial for former Chancellor, Judith Medicott: 3/12/24
- Māori and Pacific December pre-graduation ceremonies
- Universities New Zealand meeting: 5/12/24
- Humanities Divisional Forum: 9/12/24

[Sustainability](#)

- **Sustainable Practice Awards**

The **UniFlats team** received a University of Otago Staff Excellence Award for their Sustainability Neighbourhood initiatives and broader sustainability efforts. **Amanda Hutchinson**, Subject Librarian, was also recognised for establishing a seed library at Robertson Library for vegetables and native plant seeds, providing a practical example of sustainability by addressing food security and cost-of-living issues, while educating students and staff on environmental awareness and offering resources on how to start, grow, and save seeds.

- **Pūhau ana tēra Scholarships**

The Tailwinds summer scholarships for 2024/25, using the campus as a living lab, are now underway.

10. Exclusion of the Public

The Chancellor moves that the public be excluded from the whole of the proceeding of this meeting/the following parts of the proceedings of this meeting, namely, —

Item 11	Pt 2 of the Minutes of the meeting of the University Council held on 12 November 2024
Item 12	University Council Work Plan 2024 and Action Follow-Register
Item 13	Vice-Chancellor's Business
Item 14	Finance and Budget
Item 15	Audit and Risk
Item 16	Health, Safety and Wellbeing
Item 17	Capital Development
Item 18	University of Otago Foundation Trust
Item 19	Council Information Pack
Item 20	Meeting Reflections
Item 21	Council Only Business

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	Reason for passing this resolution	Ground under Section 48(1)(a) for the passing of this resolution
Items 11-20 Confidential Minutes and Reports	Good reason for withholding information under the Official Information Act	Section 48(1)(a)(ii)

This resolution is made in reliance on Section 48(1)(a)(ii) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Sections 6,7 and/or 9 of the Official Information Act 1982 (except Section 9(2)(g)(i)) as the case may require. The interests which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows (all references are to Section 9 of the Official Information Act):

Item 11	Pt 2 of the Minutes of the meeting of the University Council held on 12 November 2024	ss 9(2)(a), (i), and (k)
Item 12	University Council Work Plan and Action Follow-Register	ss 9(2)(i), and (k)
Item 13	Vice-Chancellor's Business	ss 9(2)(i) and (k)
Item 14	Finance and Budget	ss 9(2)(i) and (k)
Item 15	Audit and Risk	ss 9(2)(i) and (k)
Item 16	Health, Safety and Wellbeing	ss 9(2)(a), (ba) and (c)
Item 17	Capital Development	ss 9(2)(i) and (k)
Item 18	University of Otago Foundation Trust	ss 9(2)(i) and (k)
Item 19	Council Information Pack	ss 9(2)(a), (i), and (k)
Item 20	Meeting Reflections	ss 9(2)(i), and (k)
Item 21	Council Only Business	ss 9(2)(a), (i), (j) and (k)

AND THAT for Items 11-20 Professors S Brock, R Blaikie, J Palmer, J Ruru, Mr S Willis, Mr D Thomson, Mr B Trott, Ms M McPherson, be permitted to remain at this meeting after the public has been excluded because of their knowledge of the matters to be discussed. This knowledge, which will be of assistance in relation to the matters to be discussed, is relevant to those matters because it relates to aspects of the administration and/or knowledge of specific capital projects of the University of Otago for which these people are responsible. The Registrar and Secretary to the Council and the Deputy Secretary to the Council are also permitted to remain at the meeting to provide secretarial support and advice.