

## **Appendix A**

### **Terms of reference and procedures for the conduct of the review**

# **Official Circular**

**No 50 – 20 December 2000**



**The  
University  
of Waikato**  
*Te Whare Wānanga  
o Waikato*

## **THE KUPKA CASE**

Mr Bill Renwick, a distinguished former CEO of the Ministry of Education, has agreed to undertake a full review of the University's handling of the case of Hans Joachim Kupka. He will have access to the full documentary record and to any further papers he requests. He will receive submissions, both oral and written, from those who wish to make submissions to him. He may also wish to request interviews with and seek information from any of those involved.

He will be free to report on any aspects of the case he chooses. He is invited to pay particular attention to the integrity and efficacy of the University's processes, to the good faith and motivations of all those involved, to the balance of issues which were or should have been taken into consideration, and to the general outcome.

Submissions to Mr Renwick should be sent in the first instance to the Assistant Vice-Chancellor, Mr Jeremy Callaghan, and should reach him by no later than 7 February. Mr Renwick will then be present on campus in the week beginning 12 February for the purpose of conducting interviews. It is hoped that he might be able to make a report to me by the end of March. His report will be published.

**Bryan Gould  
VICE-CHANCELLOR**

# **Official Circular**

**No 2 – 15 January 2001**



**The  
University  
of Waikato**  
*Te Whare Wānanga  
o Waikato*

## **THE KUPKA CASE REVIEW**

Further to the Vice-Chancellor's outline of Mr Renwick's full review (the "Review") of the University's handling of the case of Hans Joachim Kupka (see Official Circular, No. 50 of 20 December 2000), Mr Renwick has advised the following amendments and additional details in relation to the Review:

1. Written submissions should be sent care of the Assistant Vice-Chancellor, Mr Jeremy Callaghan, by 7 February. Such submissions will be received on the basis that they will become the property of the Review, not the University.
2. The submitter should also provide contact details in a separate covering note, and indicate there whether the submitter wishes to make a supplementary oral submission to, or is available to be interviewed by, Mr Renwick. It would be appreciated if submissions were on A4 paper, single sided, clearly legible, with a generous left-hand margin, and avoided single line spacing.
3. Mr Renwick will be present at the University during part of the week commencing 19 February (not 12 February as stated in the earlier outline) to commence hearing oral submissions and conduct interviews in private.
4. It is Mr Renwick's intention to produce his report to the Vice-Chancellor by the end of March, if possible. It is also anticipated that relevant sections of the report will be distributed in draft to affected parties for any comment they may wish to make prior to its completion.
5. Persons making submissions to the review should understand that the views they express are not the subject of the privileges and immunities which apply to evidence in a court of law.
6. Persons considering making submissions to the review should also understand the scope of the review extends to the University's handling of expressions of objection to Mr Kupka and his proposals, as well as to Mr Kupka himself and his proposals.
7. It is the intention of the Review that the written submissions and other records it amasses will be provided to the University after the Review is completed.
8. Paragraphs (1) to (7) above are for information only, and do not restrict the scope, powers or procedures of the Review.

**J J Callaghan**  
**Assistant Vice-Chancellor**