



agenda

Academic Board Standing Committee
Electronic Meeting 12-17 April 2018

1. Reinstatement of Postgraduate Research and Scholarships Committee

2. Approval for submission of programme developments to NZQA

- a) Submission to NZQA: NZ Diploma in Information Systems (Level 5, 120 credits)*
- b) PeopleSoft programme and course codes for NZ Diploma in Information Systems (Level 5)*

3. Approval to graduate:

- a) Award of Qualifications*
- b) Amendment to Approval to Graduate for National Certificate in Electrical Engineering (Level 3)*
- c) Amendment to graduation list*



memo

To	Academic Board	From	Marcus Williams Dean Research and Enterprise Tuapapa Rangahau
Title	Reinstatement of Postgraduate Research and Scholarships Committee	Date	04-04-18

Purpose

This memo proposes to reinstate the Postgraduate Research and Scholarships Committee

Recommendation

That the Academic Board approve the reinstatement of the Postgraduate Research and Scholarships Committee with immediate effect.

Justification

The changes in Academic Committees and Academic Leadership roles brought about by the Sector Alignment Transformation resulted in a significant change to the way that decisions were made and how academic quality actions were both implemented and tracked at all levels. The Postgraduate Research and Scholarships Committee (PGRSC) was suspended in May 2016 pending further work around redevelopment of committee structures. Formal responsibilities of the PGRSC were redistributed among the Te Miro Postgraduate Ako Ahimura Committee, the HoPP of Te Miro Post Graduate with the Dean Research and Enterprise Tuapapa Rangahau, with interim processes put in place to manage Postgraduate Academic Quality issues.

A relook at Academic Committees did not find a better solution for managing Postgraduate Quality matters, and with the recent departure of the Chair of the Te Miro Postgraduate Ako Ahimura, and a shift in alignment for that Practice Pathway, it is necessary to reinstate the PGRSC as a pan-institutional committee with specific focus on Postgraduate quality matters. The following explains the primary functions and Kaupapa of the reinstated committee.

Postgraduate Research and Scholarships Committee (PGRSC)

Purpose: PGRSC monitors academic quality and maintains institutional policies, protocols and associated processes for Postgraduate Research through interdisciplinary collaboration.

Kaupapa: The committee is framed within the values of Rangatiratanga and Kaitiakitanga. The Committee employs the values of Mahi Kotahitanga and Ngākau Māhaki in its working processes.

The PGRSC performs as a high-performance team with advanced skills in partnering for success and collaborative problem solving.

PGRSC is accountable to Poari Mātauranga Academic Board for its actions.

Membership:

Dean Research & Enterprise Tuapapa Rangahau (Chair);
Academic Quality Administration (Secretary);
Dean Teaching & Learning Mātauranga Māori;
Academic Leaders and/or key Teaching Staff with responsibility for postgraduate programmes;
Representative of the Library;
Unitec Student President or their delegate;
Representative of TKK;
Representative of Student Learning and Achievement (postgraduate specialist);
Additional members co-opted as necessary for a defined period or specific purpose.

The Chair will be the Dean of Research and Enterprise.

A Deputy Chair will be appointed from among the Membership by the Chair PGRSC. Membership is confirmed annually.

Non-quorate members:

Deans Innovation and Development (with responsibility for postgraduate programmes);
Heads of Practice Pathways (with responsibility for postgraduate programmes);

Priority Focus: To monitor academic quality and maintain institutional policies, protocols and associated processes for Postgraduate Research including:

- a) implementation of statutes, policies, codes of practice, protocols and associated processes of Unitec;
- b) approve proposals for level 10 theses and oversee the processes of the approval of proposals for level 9 research projects, Dissertations and theses and confirmation of supervisory arrangements (including replacement supervisors);
- c) approve the registration of supervisors;
- d) appoint examiners, conveners and adjudicators for level 9 and 10 research, on the recommendation of the appropriate Committee;
- e) consider the reports of examiners and declare and approve the final grade for level 9 or 10 thesis, Dissertation or research project;
- f) award and oversee the administration of postgraduate scholarships; and
- g) advise the QAB on changes to regulations affecting postgraduate Programmes.



memo

To	Academic Board Chair	Date	29/03/2018
From	Ciarin Smith - Programme Development Coordinator	Phone No.	ext. 8456
Subject	Approval for submission of programme developments to NZQA		

Recommendation(s):

1) That the Academic Board approves the following programme effective from Semester 2 2018 for submission to NZQA:

- ***NZ Diploma in Information Systems (Level 5, 120 credits)***

2) That the Academic Board approves new PeopleSoft programme and course codes for the following programme, due to proposed academic development.

- ***NZ Diploma in Information Systems (Level 5)***

Rationale

The NZ Diploma in Information Systems (Level 5) is a new programme that sits in the High Technology network/Computer Science pathway. The qualification this programme leads towards was listed on the NZQA framework following the NZQA's Mandatory Review of Qualifications (MRoQ), however it will not be replacing any existing programmes as Unitec does not currently deliver any related programmes at this level.

The programme document has been reviewed by a panel of readers to ensure it meets Unitec and NZQA regulatory and compliance requirements. Their recommendations have been addressed as appropriate and I, on behalf of the readers, recommend that the Academic Board approve this programme for submission to NZQA.

PeopleSoft Programme and Course Code proposals

New programme code	New course code
NZDI5	HTCS5601
	HTCS5602
	HTCS5603
	HTCS5604
	HTCS5605
	HTCS5606
	HTCS5607

Ciarin Smith
Programme Development Coordinator



Unitec Institute of Technology Programme Factual Summary

Programme Details

Title of programme:	New Zealand Diploma in Information Systems (Level 5)
With Majors / Endorsements / Specialisations / Pathways / Strands in (if applicable):	Not applicable
Programme Abbreviation:	NZDipIS
Level:	5
Total credits:	120
DAS (unit or achievement standards) credits:	0
Unitec credits:	120
Programme Number:	
Programme Owner:	Unitec
Qualification:	New Zealand Qualification
Qualification award category:	32
NZSCED subject classification:	020399
Nature of approval sought:	Programme approval and accreditation Approval for SAC funding
Proposed Start date:	24/7/2018
New programme or existing programme amended:	New Programme <input checked="" type="checkbox"/>
Brief Summary of changes made (if appropriate):	Not applicable

Qualification Details

Qualification Number:	2597
Qualification Title:	<i>New Zealand Diploma in Information Systems (Level 5)</i>
With Strands in (if applicable):	Not Applicable
Version:	1

Qualification Type:	New Zealand Diploma
Level:	5
Credits:	120
Qualification developer:	NZQA National Qualification Services and Institute of IT Professionals New Zealand
Next Review:	December 2019
Approval Date:	April 2015

Outcome Statements:

Strategic Purpose Statement: [Aims]	<p>The purpose of this qualification is to provide Aotearoa New Zealand with graduates who have attained sufficient Information Systems (IS) skills to proceed to further study or be employed in an entry level IS role.</p> <p>The qualification is designed for people who need a broad, generalist understanding of IS, equipping learners with the soft skills and technical skills and knowledge to meet the needs of a range of IS roles.</p> <p>Graduates will be capable of operating within applicable professional standards and practice, both independently and as part of a team under broad supervision.</p> <p>Businesses, organisations and communities will benefit by having qualified IS professionals who are able to contribute to Information Systems development in Aotearoa New Zealand using skills and knowledge that will be internationally relevant.</p>
Graduate Profile:	<p>Graduates of this programme will be able to:</p> <p>Technical skills</p> <ul style="list-style-type: none"> ▪ Apply core project management skills to contribute to an information technology (IT) related project. ▪ Apply core business modelling skills to information systems development. ▪ Apply core skills in user experience, human computer interaction and user interface design to information systems design. ▪ Apply core skills in data modelling, database concepts and database management as part of a team to create systems that meet organisational requirements. ▪ Produce technical documentation for a variety of applications and audiences using different media to enhance system development, usage and maintenance. ▪ Support the building and deployment of software systems to meet organisational requirements.

Graduate Profile (cont):	<p>Core IT skills</p> <ul style="list-style-type: none"> ▪ Apply the fundamentals of IT technical support concepts and practice to manage hardware and software resources to meet organisational requirements. ▪ Apply the fundamentals of interaction design concepts and practice to enhance interface design. ▪ Apply the principles of software development to create simple working applications. ▪ Apply professional, legal, and ethical principles and practices in a socially responsible manner as an emerging IT professional. ▪ Apply communication, personal and interpersonal skills to enhance effectiveness in an IT role. ▪ Use problem-solving and decision-making techniques to provide innovative and timely Information Technology outcomes.
Education Pathway:	<p>The qualification provides a pathway to a specialist Information Systems qualification. This may include:</p> <ul style="list-style-type: none"> ▪ <i>New Zealand Diploma in Information Systems</i> (Level 6) with strands in Business Analysis, User Experience, IT Project Management, Information Systems Innovation [Ref: 2603] ▪ <i>New Zealand Diploma in Database Administration</i> (Level 6) [Ref: 2602] <p>Other possible pathways include under-graduate degree qualifications. This qualification may also equip learners to attempt optional industry certifications at the appropriate level and area of specialty.</p> <p>Learners enrolling are recommended to hold one of the following qualifications, or equivalent knowledge, skills and experience.</p> <ul style="list-style-type: none"> ▪ NCEA Level 2 or 3 ▪ <i>New Zealand Certificate in Computing (Intermediate User)</i> (Level 3) [Ref: 2592] ▪ <i>New Zealand Certificate in Computing (Advanced User)</i> (Level 4) [Ref: 2593] ▪ <i>New Zealand Certificate in Information Technology Essentials</i> (Level 4) [Ref: 2594] ▪ <i>New Zealand Certificate in Information Technology</i> (Level 5) [Ref: 2595] ▪ other relevant Level 4 qualifications e.g. <i>New Zealand Certificate in Business (Administration and Technology)</i> [Ref: 2461] <p>Graduates of Ref: 2595 may be granted credit recognition toward this qualification. Please see credit transfer arrangements, below.</p>
Employment and/or Community Pathway:	<p>Graduates of this diploma will have the skills and knowledge to gain employment in roles such as process mapping, project administration, records management, entry level application administration, and other entry level IS roles.</p>

Content:	<p>The programme introduces students to:</p> <ul style="list-style-type: none"> ▪ core business modelling skills needed for information systems development. ▪ IT technical support concepts and practices needed to manage hardware and software resources. ▪ core user interface design skills needed for information systems development. ▪ skills needed to manage testing and quality assurance, deployment, user training, and associated change management in agile and structured team development contexts. ▪ core concepts, techniques, principles and skills needed for database design, development and management, and web development <p>It will also enable students to apply information systems development skills and knowledge to an integrated project in an unfamiliar context.</p>
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Programme Specifications:

Network(s):	High Technology
Practice Pathway(s):	Computer Science
Delivery mode:	Blended
Delivery methods:	<p>In addition to classroom time the delivery will include:</p> <ul style="list-style-type: none"> • flipped classroom; • laboratories (equipment-based learning); • mobile learning (m-learning); • online learning via learning management systems (e.g. Moodle); • project-based learning; • studio-based learning; • team-based learning.
Delivery sites:	Unitec's Mt Albert Campus
Assessment Methods:	<p>Assessment methods will include:</p> <ul style="list-style-type: none"> • Case Study • Peer Evaluation • Portfolio • Presentation • Project • Prototype design • Reflection and Self-assessment • Report • Screencasts
Assessment standards included: (if any)	NA

Entry Requirements for KIS:	Minimum 48 NCEA credits in best four subjects at Level 2 (with at least 14 credits in ICT related subjects) or equivalent skills or knowledge. A minimum of 12 credits at NCEA Level 1 English. International students must have a minimum of IELTS 5.5 with no band score lower than 5; or equivalent.
Student Profile:	Domestic <input checked="" type="checkbox"/> International <input checked="" type="checkbox"/>
Student Destination:	Designed to lead directly to the labour market <input checked="" type="checkbox"/>
Eligibility for student loans and allowances:	Access to loans <input checked="" type="checkbox"/> Access to allowances <input checked="" type="checkbox"/>
Nature of Funding sought:	SAC <input checked="" type="checkbox"/> Entrepreneurial <input type="checkbox"/> Contract for Service <input type="checkbox"/> Other <input type="checkbox"/>
Expected student intake:	28
EFTS	28
Duration of the Programme Full-time:	1 year
Duration of the Programme Part-time:	2 years
Maximum duration of the Programme:	4 years
Total weeks of the programme (including holiday weeks):	34
Total teaching weeks of the programme (excluding holiday weeks):	32
Average Directed hours per week:	16
Average Work Experience hours per week:	NA
Average Self-directed study hours per week:	21.5 hours
Total study hours per week:	37.5 hours
Total Study Hours for the programme:	1200 hours

Contact details

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	Contact 2 Manpreet Kaur Malhotra Team Leader – Academic Service Centre Unitec Institute of Technology Private Bag 92025 Victoria St West Auckland Phone: (09) 849 4321 Ext 8771 Email: mmalhotra@unitec.ac.nz

Date: 23/03/2018

Award of Qualifications

That Academic Board confers or awards qualifications to the students as listed at the following Unitec H: Drive location: [H:\4. Non-Academic Services\Business and Marketing\Graduation Office\Reference Lists\Lists for Academic Board\2018\2018-04-10 ABMtg 10 Apr 2018](#)



memo

To	Academic Board	Date	27/03/2018
From	Melanie Ooi/Suresh Palapati HOPP's Delegate/Academic Leader		
Subject	Amendment to Approval to Graduate for National Certificate in Electrical Engineering (Level 3)		

Recommendation:

That the Academic Board approves the following correction to the graduand list approved at the Academic Board meeting of 20th February 2018:

- ***The change of student ID number from 1388921 to 1399821***
- ***The student ID 1463098 is enrolled under the NCEE3 academic Programme***

Rationale:

- The student ID number was incorrectly entered in the graduand list which need to be corrected. Student name and ID number now matched.
- The Student ID 1463098 was enrolled to the ETEC 3400-SA course in Sem 1, 2017 and ETEC 3400-SB course in Sem 2, 2017 under the incorrect Programme NCEE2. The student's enrolment shall be corrected that ETEC 3400-SA and ETEC 3400-SB courses are enrolled under the correct Academic Programme, which is NCEE3.

Mitigation Action:

- Check student IDs against student names in the graduand list to ensure all names and IDs are correctly presented for Academic Board.
- Liaise and work closely with Student Enrolment Manager team to ensure student enrolments are processed under the correct academic Programme. This type of error shall be identified prior to the graduation procedure.



memo

To	Academic Board	Date	9 April 2018
CC	Te Korowai Kahurangi		
From	Vanessa Byrnes HoPP, Creative Industries	Phone No.	8726
Subject	Amendment to graduation list		

Recommendation:

That the Academic Board approves the following corrections to the Bachelor of Performing and Screen Arts graduand list approved by Academic Board dated 20 February 2018:

Change of completion term from 1174 to 1176 for student 1423609 (Screen Arts) and 1446786 (Acting for Screen and Theatre)

Rationale:

Student 1423609 and 1446786 were enrolled in one course in summer school 2017. Completion term in The Completions Approval / Certificate Request was typed in error.

Prevention measures:

- The Academic Administration workgroup has reviewed this occurrence and identified some areas where clarity of process was required.
- From this, the Academic Administration workgroup commits to:
 - Ensuring that the initial check of the potential graduate list is cross referenced with the eligibility to graduate list; and
 - Support processes are put in place for training in this area

Dr. Vanessa Byrnes
Head of Creative Industries
Performing & Screen Arts + Design & Contemporary Arts