



**POARI MĀTAURANGA
ACADEMIC BOARD
Agenda Papers**

23 October, 2018



agenda

Academic Board

Tuesday 23 October 2018 at **9.00am**

Building 112-4001

Karakia

Ngā Kupu Arataki / Preliminaries

Ngā Whakapāha/Apologies

	<u>Pages</u>
1. Pitopito Kōrero o Ngā Hui/Minutes of the Previous Meeting: Academic Board Meeting 25 September 2018	1-14
2. Academic Board Membership	15
3. Mahia Atu/Matters Arising	16
4. Actions	17-18

Whakaritenga o Tirohanga Whānui / Overview Reporting

5. Whakawhiwhinga i ngā Tohu Mātauranga/Award of Qualifications	20
6. Academic Quality & External Evaluation & Review 2018 (Verbal Update)	21
7. Academic Board: Ngā hē me te Āpiti whai Ara Pūrongo/ Oversight, Reporting and Tracking:	22
(i) New Zealand Qualifications Authority (NZQA) and Institutes of Technology and Polytechnics (ITP) Sector Update	23
(ii) Programme Development Report	24-27
(iii) Monitoring of Degrees at Unitec (Verbal Update at Meeting)	
(iv) Moderation Audit Project Report (Verbal Update at Meeting)	

Whakawhiti Kōrero / Discussion Papers

8. Changes to the Conduct of Student Research Policy and Master Generic Regulations	29-56
9. Academic Policy Review	57-58
10. Graduating and 5 Year Programme Review Schedule	59-63
11. Reflecting on the Purpose of Academic Board (Discussion at Meeting)	64
12. Renewal Plan (Update at Meeting)	64

Ngā Rōpū Tuarua Pūrongo / Subcommittee Reports

Subcommittee Chair's Reports have been submitted for the Postgraduate Research and Scholarships Committee, the Research Committee, the Ako Ahimura Learning and Teaching Committee and the Academic Approvals Committee.

- | | |
|---|--|
| 13. Academic Approvals Committee
<i>Minutes of the meeting(s) of 20-24 and 26 September, 2018</i> | |
| 14. Academic Board Standing Committee
<i>Minutes of the meeting(s) of 3-5 October, 2018</i> | |
| 15. Ako Ahimura Learning and Teaching Committee
<i>Minutes of the meeting(s) of 27 September, 2018</i> | |

16. Postgraduate Research and Scholarships Committee
Minutes of the meeting(s) of 2 October, 2018
17. Research Ethics Committee
Minutes of the meeting(s) of 15 August, 2018

Ētahi Kaupapa Anō / Other Business

NGĀ KUPU ARATAKI / PRELIMINARIES

AGENDA ITEM 1

**PITOPITO KŌRERO O NGĀ HUI/MINUTES OF
THE PREVIOUS MEETING**

RECOMMENDATION:

**That Academic Board approves the Minutes of the meeting of
23 October, 2018.**



minutes

Academic Board

Tuesday 25 September 2018 at 9.00am

Building 183-1104

MEMA POĀRI TAE Ā–TINANA/BOARD MEMBERS IN ATTENDANCE

Simon Tries (Acting Chair)	Marcus Williams	Mark McNeill
Annette Pitovao	Vanessa Byrnes	Nick Sheppard
David Glover	Chris King	Falaniko Tominiko
Rosie Stanton	Teorongonui Josie Keelan	

HUNGA MAHI/IN ATTENDANCE

Anna Wheeler (Manager Resources Library and Learning Commons) Proxy for Annette Pitovao

KARAKIA

NGĀ KUPU ARATAKI/ PRELIMINARIES

NGĀ WHAKAPĀHA/ APOLOGIES

Moved: Mark McNeill
Seconded: Falaniko Tominiko

That Academic Board notes the apologies for the meeting.

Merran Davis	Simon Nash	Matalena O'Mara
Debra Robertson-Welsh	Murray Bain	Craig Hilton
Annette Pitovao (for early departure)		

MOTION CARRIED

1. PITOPITO KŌRERO O NGĀ HUI/ MINUTES OF PREVIOUS MEETING

Moved: Nick Sheppard
Seconded: Teorongonui Josie Keelan

That Academic Board approves the Minutes of the meeting of 28 August, 2018.

MOTION CARRIED

2. ACADEMIC BOARD MEMBERSHIP
3. MAHIA ATU/MATTERS ARISING
4. ACTIONS

Date of Meeting where Action Item was raised	Action	Responsibility	Status	Action Item #
5 June 2018; 3 July 2018; 31 July 2018	To bring the finalised work plans to the Board.	Dean, Health & Community and Environmental & Animal Sciences	Yet to be completed	1
3 July 2018; 31 July 2018; 28 August 2018	To provide an update on the response from each area and the Category 1 Rōpū to the Internal Evaluation Review report sent to them.	Dean, Health & Community and Environmental & Animal Sciences	Yet to be completed	2
3 July 2018; 31 July 2018; 28 August 2018	To submit a final report detailing the format and content of the Academic Board Risk Register.	Manager, Te Korowai Kahurangi	Yet to be completed	3
3 July 2018; 31 July 2018; 28 August 2018	To provide an update of outcomes from the Moderation Audit Project Report when the full audit of post-moderation activity that will commence following the end of Semester 1 is completed.	Manager, Te Korowai Kahurangi	Yet to be completed	4
31 July 2018; 28 August 2018	For Deans to arrange a meeting with the Chair to discuss a narrative for considering the data from the Student Journey Feedback for Programme Evaluation Plans (PEP).	Deans: H&C and E&AS; CIE; B&E and HT.	Yet to be completed	5
31 July 2018; 28 August 2018	To provide a formal response on progress with PEPs	Deans	Yet to be completed	6
31 July 2018; 28 August 2018	To advise the Board of the Māori name for the Student Charter document.	Director, Student Success	Yet to be completed	7
28 August 2018	To provide an update about the meeting convened to prioritise the work required for EFTS reporting, changes to the Dashboard to ensure close alignment with the Tertiary Education Commission (TEC) methodology around course completion and retention calculations and student progression into higher qualifications.	Manager, Te Korowai Kahurangi, Chief Financial Officer and Kay Bramley	Completed	8
28 August 2018	To submit amended membership and terms of reference for the Postgraduate Research and Scholarships Committee.	Dean, Research and Enterprise	Completed	9
28 August 2018	To submit amended membership and terms of reference for the Academic Board.	Manager, Te Korowai Kahurangi	Completed	10
28 August 2018	To take the issue around bi-annual reporting to the Quality Alignment Board (QAB) for further discussion.	Manager, Te Korowai Kahurangi	Completed	11
28 August 2018	To submit a paper that will provide clarity around reporting lines and committee functions.	Manager, Te Korowai Kahurangi, Director, Ako	Completed	12

28 August 2018	To provide regular progress reports about the Review of Semesterised Delivery.	Director, Ako	Yet to be completed	13
28 August 2018	To provide a paper outlining the rationale for the Renewal Plan and detailing the responses from consultation with various areas.	Chair, Academic Board	Yet to be completed	14
25 September 2018	To discuss with the Chair about whether an extra Academic Board meeting should be convened to specifically discuss impact statements.	Manager, Te Korowai Kahurangi	Yet to be completed	15
25 September 2018	To discuss the timeframe clash on the week beginning 15 October for the mock panels for the EER and the expressions of interest from staff for the new roles created by the Renewal Plan with the Chief Executive and Mary Johnston (Executive Director, People and Safety) and report back accordingly.	Chief Financial Officer	Yet to be completed	16
25 September 2018	To send the Internal Evaluation and Review Action Tracker to Academic Board members.	Head of Academic Quality Enhancement	Yet to be completed	17
25 September 2018	To investigate and determine which committees should deal with what level of student issue or complaint	Anna Wheeler (Manager Resources Library and Learning Commons) for Director, Student Success and Manager, Te Korowai Kahurangi	Yet to be completed	18
25 September 2018	To send a request to all Heads of Practice Pathway (HOPP) and associated Academic Quality Administrators for those areas that do <u>not</u> have an existing student disciplinary register to provide one after the EER and those that <u>do</u> to send it through as soon as possible.	Anna Wheeler (Manager Resources Library and Learning Commons) for Director, Student Success	Yet to be completed	19
25 September 2018	To create an International Improvement and Action Plan in response to the recommendations from the Unitec Internal Evaluation Review of International Student Achievement and Support and the Review of International Function by Arahanga Associates Limited.	Acting Director, International	Yet to be completed	20

Action 8

Simon Tries advised that he had met with Kay Bramley and David Glover and the priority for the Business Intelligence (BI) team would be the set up for 2019 applications, Equivalent Full-Time Student (EFTS) and Enrolments, including the 2019 budget split. It was decided

that the EFTS reporting should be the first priority because Unitec's Educational Performance Indicators (EPI) won't change between now and the year's end.

Action 11

Simon Tries advised that the issue of bi-annual reporting was discussed at QAB and concern was raised that the bi-annual reporting cycle was not frequent enough and quarterly reporting was valuable for evaluation, for sharing with peers and to gain alignment between and across pathways. It was noted that the reports were a useful management tool for HoPPs and were used as a basis for cross pathway conversations. It was suggested that a mechanism was needed to ensure that information was still reported regularly within the bi-annual cycle. Simon Tries noted that the revised reports were intended to be actively maintained and available at any time to alleviate this concern.

Action 14

David Glover gave the Board an update about the Renewal Plan and the three focus areas: Finance, Change and Impact on teaching and students.

(1) Finance

He said that approximately \$20 million had been identified, but not yet realised in both service and academic areas towards the financial savings of \$25 million required by 2020. He noted that teaching out disestablished programmes is complex and costs will carry into next year. A rigorous reporting regime to TEC is in place and next month we will move to a quarterly reporting cycle. Good progress is being made on planning and identifying required actions.

(2) Change

There are many change proposals going on currently and the goal is to finalise a timeline as soon as possible to provide certainty before the Christmas break for those staff affected by the changes. He said genuine processes have been put in place to achieve solutions and a number of better options have been identified and implemented.

(3) Impact on Teaching and Students

Impact statements are being developed by Network Deans and they will provide a high level of clarity around the impact on teaching and students. He suggested that these impact statements be submitted to the Board so Members have a better understanding of the situation. The impact statements will go first to the Executive Leadership Team for approval, then to the Director Ako, Simon Nash and Manager, Te Korowai Kahurangi, Simon Tries, before coming to the Board. During discussion, it was suggested that the Board meet again specifically to discuss the impact statements and Simon Tries will discuss the issue with the Chair upon her return.

WHAKARITENGA O TIROHANGA WHĀNUI/ OVERVIEW REPORTING

5. WHAKAWHIWHINGA I NGĀ TOHU MĀTAURANGA/ AWARD OF QUALIFICATIONS

Moved: Teorongonui Josie Keelan
Seconded: Mark McNeill

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\2018-09-25 ABMtq 25 Sep 2018.

MOTION CARRIED

6. ACADEMIC QUALITY AND EXTERNAL EVALUATION AND REVIEW 2018

Chris King gave an update to the Board and advised that Simon Tries had had a conversation with the Lead NZQA Evaluator, Will Workman about the focus areas for the upcoming External Evaluation and Review (EER). The focus areas will be governance and management,

delivery and outcomes to support International students, delivery and outcomes for Māori learners, Pacific learners, research and Level 9/10 provision. The programme focus areas will tend to look at progression from lower through to higher programmes within different disciplines.

The focus in the Construction, Infrastructure and Engineering Network is likely to be on Level 3 and 4 qualifications in building, plumbing and automotive. This is a very wide scope and it was suggested that one area be chosen if the review is to take place in just one day. Planning for the next five weeks includes two weeks of workshops to address the range of needs for each area and in the week beginning 15 October, tertiary education project specialists, Arahanga Associates Limited will run mock panels with some focus areas.

Simon Tries has a follow up meeting tomorrow with Will Workman to finalise focus areas, bearing in mind that they may be subject to change, and then Mr Workman will meet with Academic Board on Tuesday 2 October.

During discussion, the following feedback was given:

- One week was an intense timeline and has Mr Workman conducted a review in this short timeframe before? Simon Tries advised that he had queried the short timeframe and Mr Workman was confident that it could be completed. However, the schedule is still draft and subject to NZQA approval. A final outcome should be known by Wednesday 3 October.
- Chris King advised that he hoped to provide the working plan in the week beginning 15 October and that will allow for three weeks to collect the required documentation.
- Some areas had not been through the Internal Evaluation Review process and would therefore require extra tuition and support, however, the two weeks of workshops should solve this issue.
- The week beginning 15 October was also the week assigned for expressions of interest from staff for the new roles created by the Renewal Plan and a number of Heads of Practice Pathway and Deans will no longer have a role and this was a big risk for Unitec. Chris King advised that this issue will be discussed as a potential risk by the Category 1 Rōpu. David Glover advised that he will raise this timeframe clash with the Chief Executive and Mary Johnston (Executive Director, People and Safety) and report back accordingly. It was noted that the evaluators are very experienced and will have experienced this sort of situation and will take into account for the evaluation by the panel.
- The EER project team will discuss roles and responsibilities for supporting the EER and identify the extent of involvement of Business Administrators and Academic Quality Administrators and co-ordinate and provide assistance where required.

7. ACADEMIC BOARD: NGĀ HĒ ME TO ĀPITI WHAI ARA PŪRONGO/ OVERSIGHT, REPORTING AND TRACKING AND ACADEMIC QUALITY COMPLIANCE RISK REGISTER

(i) New Zealand Qualifications Authority (NZQA) and Institutes of Technology and Polytechnics (ITP) Sector Update

Simon Tries advised that the review of the New Zealand Diploma in Engineering (Level 6) where a strand in Fire Engineering was added will have no impact for Unitec. Chris King referred to the review of the English language group of qualifications and suggested that it would be good for Unitec to collaborate with other institutions to provide a united response to NZQA. Teorongonui Josie Keelan suggested that the embedding of mātauranga Māori should be included into the framework for qualifications from the beginning.

(ii) Programme Development Report

Simon Tries gave a brief update and advised that the Bachelor of Policing and the Postgraduate Diploma in Applied Practice (Detective) programme proposals were being resubmitted to the Academic Approvals Committee this week. A request was made for the programmes being put on hold to also be included in the report and he confirmed that Programme Development Report was owned by Te Korowai Kahurangi and the

connection to marketing for programmes listed in the report was at an individual programme level.

(iii) Monitoring of Degrees at Unitec

Simon Tries advised that monitoring of degrees was progressing as planned.

(iv) Moderation Audit Project Report

Simon Tries said he would provide an update of outcomes from the Moderation Audit Project Report when the full audit of post-moderation activity that will commence following the end of Semester 1 was completed.

NGĀ PŪRONGO/INFORMATION PAPERS

8. REVIEW OF INTERNATIONAL

Moved: Nick Sheppard
Seconded: Marcus Williams

That Academic Board receives the two reviews of International, the Unitec Internal Evaluation Review of International Student Achievement and Support and the Review of International Function by Arahanga Associates Limited, and notes that an International Improvement and Action Plan will be created in response to the recommendations of these two reports.

MOTION CARRIED

Nick Sheppard advised that as Interim International Director, he had asked that all actions from the reviews be pulled together into one central improvement and action plan tracker that links the IER, the EER and code of compliance. The tracker will clearly show what action plans have been completed and what plans have yet to be done.

9. NETWORK RESPONSE TO THE EXTERNAL REVIEW OF PLUMBING, DRAINLAYING AND GASFITTING

Moved: Mark McNeill
Seconded: Nick Sheppard

That Academic Board receives the Network Response to the external review of Plumbing, Drainlaying and Gasfitting.

MOTION CARRIED

Mark McNeill noted that Unitec had received a letter from NZQA, Government and industry expressing concern about Unitec's plumbing, drainlaying and gasfitting programmes. NZQA requested that an investigation be conducted and Arahanga Associates Limited were contracted and they provided a robust report with 14 recommendations. A project team has been formed to consider and implement the actions, working with the plumbing, drainlaying and gasfitting team.

Plumbing, drainlaying and gasfitting is likely to be a focus area and although this is one of the biggest risk areas for Unitec, he has high confidence in the skill set of the project team. He said he didn't intend to provide the report to the EER panel at this stage, however, it is referenced in the Self-Assessment Report and can be discussed with the evaluation panel during the panel visit, if required.

He said he had requested a further self-assessment report on an area of tension with Māori and Pacific Trades Training (MPTT) Auckland around Industry Training Organisation (ITO) apprenticeships versus Unitec's managed apprenticeships. This area was a priority focus because we need to get good conversion into ITO apprenticeships and ensure student and industry needs were being met.

Members raised the following points during discussion:

- Will the self-assessment report requested be framed around Tertiary Education Institutions (TEI) and the six Key Evaluative Questions (KEQ)? The MPPT Co-Chair has been asked to provide an honest and open review using the KEQs as a framework.
- Has the new Māori leader in that space been contacted? No, not yet as contact to date has been with Sam Sefuiva, Co-Chair of MPPT Auckland.
- Should the MPPT review go to the EER? It was agreed that the plan go to the EER as evidence of total transparency.
- Improvement to success and retention statistics for Māori and Pacific students in the trades space is critical.

10. INTERNAL EVALUATION AND REVIEW UPDATE

Moved: Teorongonui Josie Keelan

Seconded: Annette Pitovao

That Academic Board receives the update of recommendations following the Internal Evaluation and Review activity carried out in June 2018.

MOTION CARRIED

Chris King noted that this paper was a summary of the work done with Arahanga Associates Limited and all recommendations were themed at a high level. Individual focus area reports and recommendations will be addressed at PAQCs and those with institutional level themes will be addressed through the Category 1 Rōpu. A tracking document has been created and he will send it to Board members for their information.

11. ACADEMIC BOARD MEMBERSHIP ROLES FOR 2018

Moved: Marcus Williams

Seconded: Mark McNeill

That Academic Board approves the updated Academic Board membership roles for 2018:

- ***Chief Executive;***
- ***Representatives of Executive Leadership Team;***
- ***Network Deans;***
- ***Dean, Research and Enterprise;***
- ***Dean, Learning and Teaching (Mātauranga Māori);***
- ***Representatives of Heads of Practice Pathways as nominated by the Quality Alignment Board;***
- ***Director, Student Success;***
- ***Director, Ako;***
- ***Director, Pacific Success;***
- ***Unitec Student President;***
- ***A Student nominated by the Student Council;***
- ***Manager, Te Korowai Kahurangi;***
- ***The Mind Lab by Unitec Representative;***
- ***Head of Academic Quality Enhancement;***
- ***Additional members co-opted as necessary for a defined period or specific purpose.***

MOTION CARRIED

12. DATA CONSISTENCY PROJECT

Moved: Simon Tries

Seconded: Chris King

That Academic Board notes that Te Korowai Kahurangi will shortly commence a Data Consistency Project aimed at ensuring that data/information held in various

Unitec systems continues to align with that which has been approved by the New Zealand Qualifications Authority (NZQA) and the Tertiary Education Commission (TEC) as detailed in definitive programme documentation.

MOTION CARRIED

Simon Tries advised that scoping of this project is expected to be completed by mid to late October 2018, with the project initiated upon completion of the scope. Members of the project had not been identified to date and an update on progress will be provided to the Board at its November meeting. Members suggested that a financial element be included in the scope and a specific location created for academic leader information for students to access easily.

13. ACADEMIC BOARD SUBCOMMITTEES – REPORTING LINES AND FUNCTIONS

Moved: Simon Tries

Seconded: Marcus Williams

That Academic Board notes the reporting lines and functions of each Academic Board subcommittee within the new Unitec committee structure.

MOTION CARRIED

Simon Tries advised that this paper was submitted in response to a request at the previous Board meeting to provide clarity around subcommittee reporting lines and functions.

During discussion, the following points were raised:

- Formal student complaints and summaries of complaint themes should go to the monthly QAB meetings who report back to PAQCs. Where do programme specific complaints go? Simon Tries advised that they should go to Steve Marshall in Te Korowai Kahurangi who will ensure they are distributed to the appropriate PAQC.
- Teorongonui Josie Keelan said that the Ako Ahimura Learning and Teaching Committee should still receive student issues and complaints. It was suggested that going to numerous committees may potentially create confusion and variation around how student issues and complaints are dealt with.
- It was determined that student issues and complaints would be provided to both the Ako Ahimura Learning and Teaching Committee and the QAB via a single report with recommendations within the report about which committee should consider relevant aspects.

After discussion, it was agreed that this process needed to be clarified and Anna Wheeler (Manager Resources Library and Learning Commons) and Simon Tries were tasked to investigate to determine an appropriate approach and report back to the Board.

14. PROGRAMME EVALUATION PLAN (PEP) 2018 UPDATE

Moved: Falaniko Tominiko

Seconded: Mark McNeill

That Academic Board receives the Programme Evaluation Plan 2018 Update.

MOTION CARRIED

Simon Tries advised that all PEPs are due to go to QAB by 14 October.

WHAKAWHITI KŌRERO/DISCUSSION PAPERS

15. RESEARCH PRODUCTIVITY TRAFFIC LIGHT

Moved: Marcus Williams

Seconded: David Glover

That the Academic Board approves the following changes to terms of reference for the Research Productivity Traffic Light:

Part-time staff with a Full-time Equivalent (FTE) of less than 0.5 are expected to produce one research output per two years to achieve research active status.

MOTION CARRIED

Marcus Williams advised that feedback from staff had prompted the change to make research activity more equitable for part-time staff and after robust discussion the change proposal was agreed upon. He said that although the change would impact longitudinal data, analysis indicated that the change would be minimal.

16. POSTGRADUATE RESEARCH AND SCHOLARSHIPS COMMITTEE MEMBERSHIP AND TERMS OF REFERENCE

Moved: Marcus Williams
Seconded: Falaniko Tominiko

That Academic Board approves the Postgraduate Research and Scholarships Committee (PGRSC) Membership and Terms of Reference.

MOTION CARRIED

Marcus Williams noted that this committee had met three times since its reinstatement and support from their Academic Quality Administrator, Hamza Qazi, has been excellent. He said that the purpose of the committee will need to be reviewed once the scale of changes from the programme ratification is known.

17. STUDENT DISCIPLINARY STATUTE

Moved: Anna Wheeler (Proxy for Annette Pitovao)
Seconded: Marcus Williams

That Academic Board approves the following changes to the Student Disciplinary Statute and the Student Disciplinary Investigation Record to take effect immediately:

- 1. Amend section 4.11 of the Student Disciplinary Statute as set out in Appendix A****
- 2. Amend associated parts of the 'Student Disciplinary Investigation Record' form as set out in Appendix B*.***
- 3. Replace all mentions of the 'Director of Pou Aroha' with the 'Director of Student Success'.***
- 4. Replace the mention of the 'Doc Owner: Chief Operating Officer' in the footer of the document with the Executive Director Student Experience***
- 5. Replace the 'Document owner: Executive Dean responsible for Academic Development' under the 'document details' section with the 'Executive Director Student Experience.***

MOTION CARRIED

* Appendices are held at H Drive location: <H:\2. Academic Development\E-Academic Library\2.0 Committees\ACADEMIC BOARD COMMITTEE\Agenda Papers - Individual\2018 Meetings\2018-09-25>

Anna Wheeler noted that the main change was the creation of a central register (currently student disciplinary registers are held separately by practice pathways) of student disciplinary actions that will provide a better overview across Unitec of common areas of misconduct which can then be targeted so communication to students about conduct expectations can be improved. She requested that the Board provide an action date for practice pathways to submit their individual registers for inclusion in the central register.

During discussion, the following points were raised:

- Data from years prior to 2018 may be useful.
- Concern was expressed that more work was expected to be done at an extremely busy time.
- Some practice pathways do not have a register and creating one could be difficult.

After discussion, it was agreed that those areas that do not have an existing register can provide one after the EER and those that do can send it through as soon as possible. Anna Wheeler will send a request to all Heads of Practice Pathway and associated Academic Quality Administrators to this end.

18. ACADEMIC RISK MANAGEMENT

That Academic Board considers the proposed approach to managing Academic Risk at Unitec and, if agreed:

- o ***adopts the approach outlined***
- o ***determines the owner of each Academic Risk Category***
- o ***agrees a time frame for completion of the Academic Risk Register***
- o ***agrees a timeframe for the completion of the current Issues management approach.***

MOTION WITHDRAWN

Simon Tries noted that establishing a risk register that was a useful tool for the Academic Board was challenging and he suggested that a pragmatic approach be taken where eight risk categories are identified and the owner of each risk category is responsible for providing updates on progress. He suggested that the Board look at one area in depth at each meeting while maintaining an overall view. The Board doesn't necessarily need to know the details of the risk as it only needs assurance that the risk is being addressed. Members gave the following feedback:

- Past issues occurred because risks were not elevated through relevant committees to the Board and although we raise risks and issues through the QAB and PAQCs, a clear process outlining what committee each risk category should go to is required.
- A key message from the Audit and Risk Team was to ensure clear accountability for the management of risks.
- The risk of failing to meet parity for priority groups needs to have its own category in the risk register. This was important for these students. It was also noted that failure to meet TECs requirements in this space would also involve loss of funding.
- The key component for Academic Board was management and oversight and those risks involving management aspects must be clearly identified in the risk categories.
- Ownership of this work was yet to be determined but once it was, the work needs to be included in job descriptions to ensure accountability.
- Many risks were not elevated as Unitec doesn't have a high level of trust and staff need to be encouraged to report risks.
- The Health and Safety reporting model could be used as this model has helped with getting staff to report risks.

After discussion, it was agreed that Simon Tries refine the proposal further using feedback from Members and submit a final report at the next Board meeting. The motion was withdrawn.

19. CHANGE OF NAME FOR THE PROGRAMME ACTIONS AND QUALITY COMMITTEE

Moved: Vanessa Byrnes
Seconded: Falaniko Tominiko

That the Academic Board approves the name change for the 'Programme Actions and Quality Committee' to become 'Programme Academic Quality Committee'.

MOTION CARRIED

The proposal was discussed by the Board and it was agreed that as committees are stewards of academic quality and the PAQCs report to the Ako Ahimura Learning and Teaching Committee and the QAB, which are academic committees, then the academic reference in the

committee name was more appropriate. Rosie Stanton, the student representative, commented that students prefer simple names for committees that identify clearly what the purpose of the committee is.

20. EFFECTIVE SUSPENSION DATES FOR PROGRAMMES UNDER THE UNITEC RENEWAL PLAN

Moved: Simon Tries
Seconded: Marcus Williams

That the Academic Board approves:

- 1. Initiating the 'Exclude from New Admissions' function in the Peoplesoft Student Administration System for programmes or parts of programmes (i.e. Majors/Specialisations) determined by the Unitec Renewal Plan for closure (see list below).***
- 2. Initiating the withdrawal of programmes based on their 'discontinue' date as determined by the Renewal Plan.***
- 3. Publish advance warning of programme closure dates on all affected programme web pages with indications of the arrangements for student transition and completion of their qualifications.***
- 4. Change 'Main Programme' for any courses that are currently located in any expiring programme and that will continue to be utilised in another programme.***

The motion was moved subject to confirmation of the programmes by the Network Deans.

Programme Code	Programme Name	Closure actions
BA [EAL]	Bachelor of Arts (EAL)	Whole Programme, All Majors
BIC	Bachelor of Communications	Whole Programme, All Majors, Honours and Double Degree
GDEC	Graduate Diploma in Event Communication	Whole Programme
MIC	Master of International Communications	Whole Programme
PGDIC	Postgraduate Diploma in International Communications	Whole Programme
GLANG	Short courses in Languages	All
GCEAL	Grad Cert English as an Additional Language	Whole Programme
NZCEL2	NZ Certificate in English Language L2	Whole Programme
NZCEL3	NZ Certificate in English Language L3	General & Workplace Majors
NZCEL4	NZ Certificate in English Language L4	General & Workplace Majors
DCOMP	Doctor of Computing	Whole Programme
NZCSP	NZ Certificate in Study and Career Preparation L4	Music Pathway
DCMUS	Diploma in Contemporary Music	Whole Programme MROQ. Expires 30/09/21.
MDESN	Master of Design	Whole Programme

BASHB	Bachelor of Applied Science (Human Biology)	Whole Programme
BHSD	Bachelor of Health and Social Development	Whole Programme
MAP	Master of Applied Practice	'Without Specialisation' only
PGDAP	Postgraduate Diploma in Applied Practice	'Without Specialisation' only
PGCAP	Postgraduate Certificate in Applied Practice	'Without Specialisation' only
BSPT	Bachelor of Sport	Whole Programme
MED	Master of Education	Whole Programme
PGDED	Postgraduate Diploma in Education	Whole Programme
MEDM	Master of Educational Leadership and Management	Whole Programme
PGDSM	Postgraduate Diploma in Educational Leadership and Management	Whole Programme
PGCEL	Postgraduate Certificate in Educational Leadership and Management	Whole Programme
PHD	Doctor of Philosophy (Education)	Whole Programme
BAT	Bachelor of Applied Technology	Specialisations: Building Electrotechnology Furniture Making Joinery Marine Plumbing and Gasfitting

MOTION CARRIED

It was confirmed that communication to affected students included an assurance that their qualification would still be valid and have value even though Unitec would cease to offer it. A request was made for him to send the list to Network Deans to verify that details for their programmes were correct.

Rosie Stanton advised that students were concerned about teaching quality and they needed reassurance that teaching quality would not be compromised. It was agreed that she follow this issue up with Matalena O'Mara and Simon Nash.

21. REFLECTING ON THE PURPOSE OF ACADEMIC BOARD (DISCUSSION AT MEETING)

Discussion was deferred for this agenda item due to time constraints.

22. RENEWAL PLAN (UPDATE AT MEETING)

Discussion was deferred for this agenda item due to time constraints.

NGĀ RŌPŪ TUARUA PŪRONGO/SUBCOMMITTEE REPORTS

A Subcommittee Chair's Report was submitted for the Postgraduate Research and Scholarships Committee and the Quality Alignment Board.

Moved: Falaniko Tominiko

Seconded: Marcus Williams

23. ACADEMIC APPROVALS COMMITTEE

That Academic Board receives the Minutes of the meeting(s) of 27 August and 5 September, 2018.

24. ACADEMIC BOARD STANDING COMMITTEE

That Academic Board receives the Minutes of the meeting(s) of 29-31 August and 12-14 September, 2018.

25. AKO AHIMURA LEARNING AND TEACHING COMMITTEE

That Academic Board receives the Minutes of the meeting(s) of 23 August, 2018.

26. POSTGRADUATE RESEARCH AND SCHOLARSHIPS COMMITTEE

That Academic Board receives the Minutes of the meeting(s) of 4 September, 2018.

27. QUALITY ALIGNMENT BOARD

That Academic Board receives the Minutes of the meeting(s) of 11 September, 2018.

28. RESEARCH COMMITTEE

That Academic Board receives the Minutes of the meeting(s) of 13 September, 2018.

MOTIONS CARRIED

It was noted that the Chair of the Ako Ahimura Learning and Teaching Committee had changed from Teorongonui Josie Keelan to Simon Nash.

ĒTAHI KAUPAPA ANŌ/ OTHER BUSINESS

There being no further business the meeting closed at 11.00am.

All agenda papers are held at H Drive location: <H:\2. Academic Development\E-Academic Library\2.0 Committees\ACADEMIC BOARD COMMITTEE\Agenda Papers - Individual\2018 Meetings>

NEXT MEETING DATE

Tuesday 23 October, 2018 at 9.00a.m. Building 112-4001

Agenda deadline for the next meeting is 5pm Friday 12 October, 2018.

Simon Tries (Acting Chair)

Academic Board Membership 2018

CHAIR	
Interim Chief Executive and Executive Dean (Academic)	Merran Davis
DEANS	
Bridgepoint Network	Nick Sheppard
Business, Enterprise and Technology Network	Murray Bain
Construction, Infrastructure and Engineering Network	Mark McNeill
Health & Community and Environmental & Animal Sciences Network	Debra Robertson-Welsh
Research and Enterprise	Marcus Williams
Teaching and Learning (Mātauranga Māori)	Teorongonui Josie Keelan
OTHER MEMBERS	
Member of the Executive Leadership Team	Glenn McKay
Member of the Executive Leadership Team	David Glover
Head of Academic Quality Enhancement	Chris King
Head of Practice Pathway as nominated by the Quality Alignment Board	Vanessa Byrnes (Creative Industries)
Head of Practice Pathway as nominated by the Quality Alignment Board	Daniel Fuemana (Construction and Infrastructure)
Manager, Te Korowai Kahurangi	Simon Tries
Director, Student Success	Annette Pitovao
Student nominated by the Student Council	Rosie Stanton
Unitec Student President	Matalena O'Mara
Director, Pacific Success	Falaniko Tominiko
The Mind Lab by Unitec Representative	Craig Hilton
Director, Ako	Simon Nash

STAFF IN ATTENDANCE	
Head of Business Intelligence Capability Centre	Kay Bramley
Programme Development Partner	Steve Marshall

AGENDA ITEM 3

MAHIA ATU/MATTERS ARISING

ACTIONS TABLE

Date of Meeting where Action Item was raised	Action	Responsibility	Status	Action Item #
5 June 2018; 3 July 2018; 31 July 2018	To bring the finalised work plans to the Board.	Dean, Health & Community and Environmental & Animal Sciences	Yet to be completed	1
3 July 2018; 31 July 2018; 28 August 2018	To provide an update on the response from each area and the Category 1 Rōpū to the Internal Evaluation Review report sent to them.	Dean, Health & Community and Environmental & Animal Sciences	Yet to be completed	2
3 July 2018; 31 July 2018; 28 August 2018	To submit a final report detailing the format and content of the Academic Board Risk Register.	Manager, Te Korowai Kahurangi	Yet to be completed	3
3 July 2018; 31 July 2018; 28 August 2018	To provide an update of outcomes from the Moderation Audit Project Report when the full audit of post-moderation activity that will commence following the end of Semester 1 is completed.	Manager, Te Korowai Kahurangi	Yet to be completed	4
31 July 2018; 28 August 2018	For Deans to arrange a meeting with the Chair to discuss a narrative for considering the data from the Student Journey Feedback for Programme Evaluation Plans (PEP).	Deans: H&C and E&AS; CIE; B&E and HT.	Yet to be completed	5
31 July 2018; 28 August 2018	To provide a formal response on progress with PEPs	Deans	Yet to be completed	6
31 July 2018; 28 August 2018	To advise the Board of the Māori name for the Student Charter document.	Director, Student Success	Yet to be completed	7
28 August 2018	To provide regular progress reports about the Review of Semesterised Delivery.	Director, Ako	Yet to be completed	8
28 August 2018	To provide a paper outlining the rationale for the Renewal Plan and detailing the responses from consultation with various areas.	Chair, Academic Board	Yet to be completed	9
25 September 2018	To discuss with the Chair about whether an extra Academic Board meeting should be convened to specifically discuss impact statements.	Manager, Te Korowai Kahurangi	Yet to be completed	10
25 September 2018	To discuss the timeframe clash on the week beginning 15 October for the mock panels for the EER and the expressions of interest from staff for the new roles created by the Renewal	Chief Financial Officer	Yet to be completed	11

	Plan with the Chief Executive and Mary Johnston (Executive Director, People and Safety) and report back accordingly.			
25 September 2018	To send the Internal Evaluation and Review Action Tracker to Academic Board members.	Head of Academic Quality Enhancement	Yet to be completed	12
25 September 2018	To investigate and determine which committees should deal with what level of student issue or complaint	Anna Wheeler (Manager Resources Library and Learning Commons) for Director, Student Success and Manager, Te Korowai Kahurangi	Yet to be completed	13
25 September 2018	To send a request to all Heads of Practice Pathway (HOPP) and associated Academic Quality Administrators for those areas that do <u>not</u> have an existing student disciplinary register to provide one after the EER and those that <u>do</u> to send it through as soon as possible.	Anna Wheeler (Manager Resources Library and Learning Commons) for Director, Student Success	Yet to be completed	14
25 September 2018	To create an International Improvement and Action Plan in response to the recommendations from the Unitec Internal Evaluation Review of International Student Achievement and Support and the Review of International Function by Arahanga Associates Limited.	Acting Director, International	Yet to be completed	15

WHAKARITENGA O TIROHANGA WHĀNUI / OVERVIEW REPORTING

AGENDA ITEM 5

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\2018-10-23 ABMtg 23 Oct 2018](#)

AGENDA ITEM 6

**Academic Quality and External Evaluation and
Review 2018 (Verbal Update)**

AGENDA ITEM 7

**Academic Board: Ngā hē me te Āpiti whai Ara Pūrongo/
Oversight, Reporting and Tracking**

- (i) New Zealand Qualifications Authority and Institutes of Technology and Polytechnics Sector Update
- (ii) Programme Development Report
- (iii) Monitoring of Degrees at Unitec (Verbal Update at Meeting)
- (iv) Moderation Audit Project Report (Verbal Update at Meeting)

NZQA and ITP Sector Notes – Academic Board October 2018

Scholarship Subject List Review complete

Every two years NZQA consults with the education sector and other interested groups about the subjects assessed in Scholarship to ensure that the list is relevant and meets the sector's expectation. In May this year, NZQA announced its regular review of the Scholarship subject list. NZQA received over 200 submissions on the proposals; the consultation and review is now completed, and all those who expressed an interest during the consultation have been notified.

As part of this process, NZQA consulted on proposals to remove Latin and Sculpture and to include Religious Studies on the Scholarship subject list. After assessment against the subject list criteria, it was decided that Religious Studies would be added to the list of Scholarship subjects from 2020 and that Latin and Sculpture would continue to be on the Scholarship list through 2019 and 2020. Also considered for inclusion were:

- Social Studies and Digital Technologies, which do not have sufficient support to meet the list criteria and will not be included on the list at this stage. Digital Technologies is offered through the Technology performance standard.
- Health, which currently does not have sufficient support to be included on the list as a separate subject.

NZQA will continue to monitor the Scholarship performance of candidates entered in both Health and Physical Education at Level 3. Health is offered through the Health and Physical Education performance standard. More information on the outcome of the biennial Scholarship review is available [here](#).

EER of Te Wānanga o Aotearoa

NZQA has released the EER of Te Wānanga o Aotearoa. This EER was conducted in accordance with the NZQA Te Hono o Te Kahurangi evaluative framework. The latest EER of Te Wānanga o Aotearoa has resulted in a confidence statement of He Pounamu Hukihuki in educational performance and He Pounamu Hukihuki in self-reflective practice. This is a category 3 outcome. The recommendations made to Te Wānanga o Aotearoa are:

- Progress developments that enable consistent collation and analysis of graduate outcomes across the organisation and across programmes to inform performance
- Progress assessment and moderation strategies to provide assurance to key stakeholders, including tauira, that assessor's judgements are valid and robust
- Consider including in internal programme reviews a check of programme delivery against programme approvals and evaluating to what extent Te Kaupapa Matua are being expressed in programme delivery
- Develop improved internal quality checks, such as audit or other methodology, to ensure that Statutory Conditions are well understood and met
- Improve processes for the management of sub-contracted provision.

NZQA will closely monitor Te Wānanga o Aotearoa progress against the recommendations and the improvement plan it must prepare as a result of the category 3 EER rating. A copy of the EER report can be found [here](#) on the NZQA website.

PROGRAMME DEVELOPMENT REPORT**Sem 2 2018 Commencement**

Programme	Practice Pathway	% Completion	Previous RAG	Current RAG	Programme Comment
Master of Educational Leadership and Management	Postgraduate	100%			Open for enrollments
Postgraduate Certificate in Educational leadership and Management	Postgraduate	100%			Open for enrollments
Postgraduate Diploma in Educational leadership and Management	Postgraduate	100%			Open for enrollments
NZ Certificate in Language Teaching	Language Studies	100%			Open for enrollments
NZ Certificate in Drainlaying	Building Construction and	100%			Open for enrollments
NZ Certificate in Gasfitting	Building Construction and	100%			Open for enrollments
NZ Certificate in Plumbing	Building Construction and	100%			Open for enrollments
Master of Contemporary Education	Postgraduate	100%			Open for enrollments
NZ Diploma in Information Systems L5	Computer Science	100%			Open for enrollments
NZ Certificate in Exercise	Community Development	100%			Open for enrollments
NZ Certificate in Sport and Recreation	Community Development	100%			Open for enrollments
NZ Certificate in Sport Coaching	Community Development	100%			Open for enrollments
NZ Diploma in Sport, Recreation and Exercise (Multi-Sector)	Community Development	100%			Open for enrollments
NZ Certificate in Health and Wellbeing (Social and Community Services) (Mental Health and Addiction Support	Social Practice	100%			Open for enrollments

Sem 1 2019 Commencement

Programme	Practice Pathway	% Completion	Previous RAG	Current RAG	Programme Comment
Bachelor of Applied Science (Veterinary Nursing)	Environmental and Animal Sciences	54%			Changed to Bachelor of Veterinary Nursing - programme approved at AAC and Sent to NZQA on Friday 5th October
NZ Certificate in Animal Welfare Investigations	Environmental and Animal Sciences	42%			Sent to NZQA for approval on Friday 5th
Bachelor of Geospatial Science	Engineering	50%			Sent to NZQA for

Master of Applied Practice (Police)	Police Studies	23%		Programme Document on hold while Bachelor issues sorted
Postgraduate Certificate in Applied Practice (Police)	Police Studies	23%		Programme Document on hold while Bachelor issues sorted
Postgraduate Diploma in Applied Practice (Detective)	Police Studies	35%		Declined at AAC
Bachelor of Policing	Police Studies	50%		Sent to NZQA for approval on Friday 5th

Expiring Qualifications

Programme	Practice Pathway	Last date for new	Last Unitec Semester	Last date for graduation	Last Semester to Graduate
Cert in Home Garden Design	Architecture	30/06/2017	1172	30/06/2019	1192
Dip in Applied Interior Design	Architecture	31/05/2019	1192	31/05/2021	1206
Dip in Landscape Design	Architecture	30/06/2017	1172	30/06/2019	1192
Cert in Applied Technology	Bldg. Const and Services	31/12/2017	1174	1/07/2019	1192
Cert in Carpentry	Bldg. Const and Services	31/05/2017	1172	31/05/2019	1186
Cert in Construction Site Safety	Bldg. Const and Services	30/11/2018	1184	30/11/2020	1202
Cert in Multiskill Building Construction	Bldg. Const and Services	31/12/2016	1164	30/08/2018	1182
Cert in Plumbing and Gasfitting	Bldg. Const and Services	31/07/2017	1172	31/07/2019	1192
Dip in applied technology	Bldg. Const and Services	30/08/2016	1164	30/08/2020	1202
Dip in Applied Technology (Building)	Bldg. Const and Services	30/06/2017	1172	28/02/2019	1186
Nat Cert in Carpentry	Bldg. Const and Services	31/12/2017	1174	31/12/2020	1204
Nat Cert in Gasfitting and Drainlaying	Bldg. Const and Services	31/12/2017	1174	31/12/2022	1224
Nat Cert in Plumbing	Bldg. Const and Services	31/12/2017	1174	31/12/2022	1224
Cert in Employment and Community Skills	Bridgepoint	30/08/2017	1174	30/08/2019	1192
Cert in Employment Skills	Bridgepoint	30/08/2017	1174	30/08/2019	1192
Cert in Found. Studies (Level 3): Whitinga	Bridgepoint	31/01/2018	1174	31/01/2020	1194
Cert in Business	Business Practice	31/01/2017	1164	31/01/2019	1184
Cert in Business (Introductory)	Business Practice	31/01/2017	1164	31/01/2019	1184

Cert in Business Admin and Computing L3	Business Practice	31/01/2017	1164	31/01/2019	1184
Cert in Business Admin and Computing L4	Business Practice	31/01/2017	1164	31/01/2019	1184
Cert in Management	Business Practice	31/01/2017	1164	31/01/2019	1184
Dip in Accounting	Business Practice	30/06/2017	1172	30/01/2019	1184
Dip in Business Studies	Business Practice	31/01/2017	1164	31/01/2019	1184
Dip in Professional Accountancy	Business Practice	31/01/2017	1164	31/01/2019	1184
NZ Dip in Business (2yr)	Business Practice	31/12/2017	1174	31/12/2020	1204
Cert in Community Skills	Community Development	31/12/2017	1174	31/12/2019	1194
Dip in Sport and Fitness Education	Community Development	31/01/2019	1184	31/01/2021	1204
Cert in Computing Systems	Computer Science	31/05/2017	1172	31/05/2019	1186
Cert in Information Technology	Computer Science	31/12/2017	1174	31/05/2019	1186
Dip in Applied Computer Sys Engineering	Computer Science	31/12/2017	1174	31/05/2019	1186
Dip in Computing Systems	Computer Science	31/05/2017	1172	31/05/2019	1186
Dip in Information Technology Support	Computer Science	31/12/2017	1174	31/05/2019	1186
Cert in Communication and Media Arts	Creative Enterprise	31/07/2018	1182	31/07/2020	1202
Cert in Design and Visual Arts	Creative Enterprise	31/12/2017	1174	31/07/2019	1192
Cert in Music (Introductory)	Creative Enterprise	30/09/2019	1194	30/09/2021	1212
Cert in Trad and Contemp. Maori Weaving	Creative Enterprise	31/07/2017	1172	31/07/2019	1192
Dip in Contemp. Photography	Creative Enterprise	31/07/2017	1172	31/07/2019	1192
Dip in Contemporary Craft	Creative Enterprise	31/07/2017	1172	31/07/2019	1192
Dip in Contemporary Music	Creative Enterprise	30/09/2019	1192	30/09/2021	1212
Dip in Design Media	Creative Enterprise	31/07/2017	1172	31/07/2019	1192
Dip in Graphic Design & Animation	Creative Enterprise	31/07/2017	1172	31/07/2019	1192
Dip in Performance Technology	Creative Enterprise	30/09/2019	1194	30/09/2021	1212
Dip in Product Design Studies	Creative Enterprise	31/07/2017	1172	31/07/2019	1192
Dip in Visual Arts	Creative Enterprise	31/07/2017	1172	31/07/2019	1192
Cert in Electrical and Electronic Engineering	Engineering	30/06/2017	1172	30/06/2019	1192
Cert in Animal Care	Environmental and Animal Sci.	28/02/2017	1164	28/02/2019	1184
Cert in Animal Management	Environmental and Animal Sci.	28/02/2017	1164	28/02/2019	1184

Cert in Animal Welfare Investigations (L4)	Environmental and Animal Sci.	31/12/2018	1184	31/12/2020	1204
Dip in Applied Science	Environmental and Animal Sci.	28/02/2017	1164	28/02/2019	1184
Dip in Veterinary Nursing	Environmental and Animal Sci.	28/02/2017	1164	28/02/2019	1184
Dip in Enrolled Nursing	Health Care	30/09/2017	1174	30/09/2019	1192
Cert in Language Teaching	Language Studies	28/02/2018	1174	28/02/2020	1194
Cert in Liaison Interpreting	Language Studies	31/12/2019	1194	31/12/2020	1194
Dip in Chinese Studies	Language Studies	not yet listed		not yet listed	
Dip in German	Language Studies	not yet listed		not yet listed	
Dip in Japanese Studies	Language Studies	not yet listed		not yet listed	
Dip in Spanish	Language Studies	not yet listed		not yet listed	
Dip in Community and Social Work	Social Practice	31/05/2018	1182	31/05/2020	1196
Nat Cert Mental Health and Addict. Support	Social Practice	31/12/2017	1174	31/12/2019	1194
Cert in Higher Education	Te Miro	28/02/2018	1174	28/02/2020	1194
Cert in Auto and Mechanical Engineering	Vehicle Sys and Materials	31/12/2017	1174	31/12/2019	1194

WHAKAWHITI KŌRERO/DISCUSSION PAPERS



memo

To	Academic Board	Date	12 th Oct 2018
CC	Merran Davis		
From	Marcus Williams, Chair, Postgraduate Research and Scholarship Committee (PGRSC)	Phone No	021 401 965
Subject	Changes to the Conduct of Student Research Policy and Master Generic Regulations		

Context

The Conduct of Student Research Policy and Master Generic Regulations are fundamental to the operation of Level 9 & 10 postgraduate programmes at Unitec. They define the responsibilities and regulatory expectations of the devolved model which, initiated in 2008, divided responsibilities between the programmes and the research office, now Tūāpapa Rangahau.

These documents were reviewed by the PGRSC for discrepancies which may have arisen as a result of recent restructuring at Unitec. The summary of changes with recommendations were endorsed by the PGRSC on 4th of September 2018.

Recommendation; that Academic Board approve these changes to the Conduct of Student Research Policy and Master Generic Regulations summarised below and marked as track changes in the attached documents.

Conduct of Student Research Policy				
Sr No	Anomaly	Page No	Item No	Recommendation
1	The Dean: Research and Enterprise	1	4	The Dean Research and Enterprise
2	Supervision of Student Research Guidelines	2	4.1.1>4	Supervision "and Advisement" of Student research Guidelines
3	The Supervision of Postgraduate Students Undertaking Research Guidelines governs the relationship between students and supervisors.	2	4.1.2>1	Supervision and Advisement of Student Research Guidelines govern the relationship between the students undertaking postgraduate research and supervisors.
4	The Supervision of Undergraduate Students Undertaking Research Guidelines governs the relationship between students and supervisors.	2	4.1.2>2	Supervision Advisement of Student Research Guidelines governs the relationship between the students undertaking Undergraduate research and supervisors.

Masters Generic Regulation				
Sr No	Anomaly	Page No	Item No	Recommendation
1	<p>The maximum period for completion of a postgraduate diploma will normally be 60 months from the date of commencement of study.</p> <p>In exceptional circumstances, the relevant Academic Authority may agree to an extension of enrolment of no more than 12 months.</p>	3	Enrolment periods > a	<p>The maximum period for completion of a master's degree will be as specified in the Programme Schedule or Programme Regulations and will not normally be exceeding 60 months from the date of commencement of study.</p> <p>In exceptional circumstances, the relevant Academic Authority may agree to an extension of enrolment for a specified period as specified in the Programme Schedule or Programme Regulations and normally not exceeding 12 months.</p>
2	Dean: Research and Enterprise/Tuapapa Rangahau	3	Enrolment periods > f	Dean Research and Enterprise/Tuapapa Rangahau
3	Such approval shall be noted in the approvals register of the committee responsible for that programme.	4	Approval of Courses of Study > b	Such approval shall be noted in the approvals register of the relevant Academic Authority.
4	A proposal for a thesis, dissertation, or research project topic must meet the requirements of the Te Miro Ako Ahimura Learning and Teaching Committee	4	Supervision of Theses, Dissertations, and Research Projects > a	A proposal for a thesis, dissertation, or research project topic must meet the requirements of the relevant Academic Authority
5	Prior to commencement of a thesis, dissertation, or research project, the relevant Academic Authority shall oversee the appointment of supervisors on the recommendation of the relevant Academic Authority.	4	Supervision of Theses, Dissertations, and Research Projects > b	Prior to commencement of a thesis, dissertation, or research project, the relevant Academic Authority shall oversee the appointment of supervisors.
6	The Dean: Research and Enterprise	7	Thesis, Dissertation, and Research Project Examination Regulations > a	The Dean Research and Enterprise/Tuapapa Rangahau (Dean R&E)
7	The Dean Research and Enterprise	multiple	multiple	Dean R&E
8	the Postgraduate Office	7	Thesis, Dissertation, and Research Project Examination > c	Tūāpapa Rangahau
9examiners in order for the thesis to be accepted.....	7	Thesis, Dissertation, and Research Project Examination > dexaminers in order for it to be accepted.....
10	the Research Office and Postgraduate Centre	7	Thesis, Dissertation, and Research Project Examination > d	Tūāpapa Rangahau



CONDUCT OF STUDENT RESEARCH POLICY

1 Purpose

This document sets out policy for the conduct of student research and responsibilities for each of the stages of the postgraduate student research 'lifecycle'.

2 Scope

This policy and its guidelines apply to all Unitec students and staff involved in student research activities.

3 Policy statements

Students will be supported, through robust academic processes and a collegial academic environment, to achieve high standards in their research. To this end:

- staff will be active in guiding development of research proposals;
- the research proposal approval process will be rigorous and supportive;
- students will, via supervision, have access to the methodological expertise, discipline-specific expertise, and the practical wisdom necessary to facilitate completion of research;
- completed research will be presented in keeping with Unitec's and the academic discipline's standards;
- the research examination process will be independent and robust; and
- students will be encouraged to publish their work, and will be supported in publishing quality-assured research outputs.

4 Process

This policy will be implemented in a way that honours the principles of *Te Noho Kotahitanga*, Unitec's declaration of its commitment to the *Treaty of Waitangi/te Tiriti o Waitangi*.

The Dean of Research and Enterprise may allow variations to the procedures set out in this document if those variations will lead to the same outcomes as those intended by this policy.

4.1 Supervising student research

4.1.1 Supervisor/Advisor appointment

1. Supervisors are appointed to a student conducting postgraduate research according to:
 - a. the needs of the student;
 - b. the requirements of the research; and
 - c. supervisors' expertise, experience, and other commitments.

2. In some programmes, a supervisor and/or an advisor may be appointed to help guide the student's research.
3. Throughout this document, the term "supervisor" refers to both academic supervisors **and** advisors, and should be considered to refer to both.
4. Postgraduate research supervisors are appointed from Unitec's *Register of Supervisors*.
 - a. Criteria for inclusion on the register are set out in the *Supervision and Advisement of Student Research Guidelines*.
5. The Postgraduate Research and Scholarships Committee (PRSC) approve inclusion on the supervisor register and the processes for supervisor appointment. This includes delegating responsibility for supervisor appointment as appropriate.

4.1.2 Supervision of students undertaking research

1. *Supervision and Advisement of Student Research Guidelines govern the relationship between the students undertaking postgraduate research and supervisors.*~~The *Supervision of Postgraduate Students Undertaking Research Guidelines* governs the relationship between students and supervisors.~~
2. *Supervision Advisement of Student Research Guidelines governs the relationship between the students undertaking Undergraduate research and supervisors.*~~The *Supervision of Undergraduate Students Undertaking Research Guidelines* governs the relationship between students and supervisors.~~

4.2 Research proposal development and approval

1. Student research proposals are developed with guidance from academic staff and supervisor(s) in accordance with the *Proposal Approval of Student Research Guidelines*.
 - a. Academic Leaders and/or HoPPs may apply for programme-specific requirements.
2. The PRSC oversees the approval of research proposals.
 - a. This includes delegating responsibility for the approval of Level 9 research proposals to other committees as appropriate.
 - b. The PRSC retains responsibility for the approval of Level 10 research proposals.
 - c. Where required, appropriate software for checking for plagiarism may be employed to ensure originality of research proposals.

4.3 Presenting and publishing postgraduate student research

1. Tuapapa Rangahau: Research and Enterprise Office (REO) are responsible for the *Presentation and Publication of Student Research Guidelines* and provide support and guidance around these processes.
 - a. Practice Pathways may have additional programme-specific requirements and, if so, will make them available to students.
 - b. Guidelines will include information on the extent of third-party editorial assistance students may seek.

4.4 Examining postgraduate student research

1. The REO administers the examination process on behalf of the PRSC. This includes liaising with examiners and providing examiners with relevant information and guidance.
2. The PRSC appoints examiners on the recommendation of the PAQC and award a grade based on examiners' recommendations.
3. Mandatory procedures for the conduct of examination processes are provided in the *Generic Regulations* and in the *Programme Regulations* for the respective programme.

5 Responsibilities/Delegations

Role	Responsibilities
Postgraduate Research and Scholarships Committee (PRSC)	<ul style="list-style-type: none"> • Oversees this policy and associated procedures and guidelines, including devolving responsibility to accredited committees, and for approving amendments (or delegating such approval) to those procedures and guidelines. • Approve individuals' inclusion on the <i>Register of Supervisors</i>. • Delegate responsibility for the appointment of supervisors. • Oversees approval of research approvals. • Appoints examiners.
Tuapapa Rangahau: Research and Enterprise Office (REO)	<ul style="list-style-type: none"> • Maintain and publish the <i>Presentation and Publication of Student Research Guidelines</i>. • Administers the examination process for student research.
Teaching staff involved in student research	<ul style="list-style-type: none"> • Actively guide the development of research proposals. • Provide access to expertise needed to facilitate research-completion.
Dean: Research and Enterprise	<ul style="list-style-type: none"> • Approves variations to the processes and procedures set out in this policy.
Supervisors	<ul style="list-style-type: none"> • Support and guide students through the research process, in accordance with this policy and associated guidelines and procedures.

6 DEFINITIONS

Unless otherwise specified the definitions in the *Policy Framework Glossary* (to be completed) apply. If a definition is not listed in that resource, ask the Policy Framework Manager to consider adding it.

7 Reference documents

- *Supervision of Student Research Guidelines*;
- *Proposal Approval of Student Research Guidelines*;
- *Presentation and Publication of Student Research Guidelines*;
- *Generic Regulations*; and
- specific *Programme Regulations*.

8 DOCUMENT DETAILS

Version Number	3.2	
Version Issue Date	August 2018	
Version History	Amendment Date	Amendment/s
	October 2009	First edition
	November 2012	Formal review
	June 2015	Formal review
	May 2016	Updated to reflect changes to organisational structures
	August 2018	Copy-edited as part of policy review project
Consultation Scope		
Approval Authority	Academic Board	
Original Date of Approval	October 2009	
Document Sponsor	Academic Board	
Document Owner	Dean: Research and Enterprise	
Contact Person		
Date of Next Review	December 2019	



CONDUCT OF STUDENT RESEARCH POLICY

1 Purpose

This document sets out policy for the conduct of student research and responsibilities for each of the stages of the postgraduate student research 'lifecycle'.

2 Scope

This policy and its guidelines apply to all Unitec students and staff involved in student research activities.

3 Policy statements

Students will be supported, through robust academic processes and a collegial academic environment, to achieve high standards in their research. To this end:

- staff will be active in guiding development of research proposals;
- the research proposal approval process will be rigorous and supportive;
- students will, via supervision, have access to the methodological expertise, discipline-specific expertise, and the practical wisdom necessary to facilitate completion of research;
- completed research will be presented in keeping with Unitec's and the academic discipline's standards;
- the research examination process will be independent and robust; and
- students will be encouraged to publish their work, and will be supported in publishing quality-assured research outputs.

4 Process

This policy will be implemented in a way that honours the principles of *Te Noho Kotahitanga*, Unitec's declaration of its commitment to the *Treaty of Waitangi/te Tiriti o Waitangi*.

The Dean Research and Enterprise may allow variations to the procedures set out in this document if those variations will lead to the same outcomes as those intended by this policy.

4.1 Supervising student research

4.1.1 Supervisor/Advisor appointment

1. Supervisors are appointed to a student conducting postgraduate research according to:
 - a. the needs of the student;
 - b. the requirements of the research; and
 - c. supervisors' expertise, experience, and other commitments.

2. In some programmes, a supervisor and/or an advisor may be appointed to help guide the student's research.
3. Throughout this document, the term "supervisor" refers to both academic supervisors **and** advisors, and should be considered to refer to both.
4. Postgraduate research supervisors are appointed from Unitec's *Register of Supervisors*.
 - a. Criteria for inclusion on the register are set out in the *Supervision and Advisement of Student Research Guidelines*.
5. The Postgraduate Research and Scholarships Committee (PRSC) approve inclusion on the supervisor register and the processes for supervisor appointment. This includes delegating responsibility for supervisor appointment as appropriate.

4.1.2 Supervision of students undertaking research

1. *Supervision and Advisement of Student Research Guidelines* govern the relationship between the students undertaking postgraduate research and supervisors.
2. *Supervision Advisement of Student Research Guidelines* governs the relationship between the students undertaking Undergraduate research and supervisors.

4.2 Research proposal development and approval

1. Student research proposals are developed with guidance from academic staff and supervisor(s) in accordance with the *Proposal Approval of Student Research Guidelines*.
 - a. Academic Leaders and/or HoPPs may apply for programme-specific requirements.
2. The PRSC oversees the approval of research proposals.
 - a. This includes delegating responsibility for the approval of Level 9 research proposals to other committees as appropriate.
 - b. The PRSC retains responsibility for the approval of Level 10 research proposals.
 - c. Where required, appropriate software for checking for plagiarism may be employed to ensure originality of research proposals.

4.3 Presenting and publishing postgraduate student research

1. Tuapapa Rangahau: Research and Enterprise Office (REO) are responsible for the *Presentation and Publication of Student Research Guidelines* and provide support and guidance around these processes.
 - a. Practice Pathways may have additional programme-specific requirements and, if so, will make them available to students.
 - b. Guidelines will include information on the extent of third-party editorial assistance students may seek.

4.4 Examining postgraduate student research

1. The REO administers the examination process on behalf of the PRSC. This includes liaising with examiners and providing examiners with relevant information and guidance.

2. The PRSC appoints examiners on the recommendation of the PAQC and award a grade based on examiners' recommendations.
3. Mandatory procedures for the conduct of examination processes are provided in the *Generic Regulations* and in the *Programme Regulations* for the respective programme.

5 Responsibilities/Delegations

Role	Responsibilities
Postgraduate Research and Scholarships Committee (PRSC)	<ul style="list-style-type: none"> Oversees this policy and associated procedures and guidelines, including devolving responsibility to accredited committees, and for approving amendments (or delegating such approval) to those procedures and guidelines. Approve individuals' inclusion on the <i>Register of Supervisors</i>. Delegate responsibility for the appointment of supervisors. Oversees approval of research approvals. Appoints examiners.
Tuapapa Rangahau: Research and Enterprise Office (REO)	<ul style="list-style-type: none"> Maintain and publish the <i>Presentation and Publication of Student Research Guidelines</i>. Administers the examination process for student research.
Teaching staff involved in student research	<ul style="list-style-type: none"> Actively guide the development of research proposals. Provide access to expertise needed to facilitate research-completion.
Dean: Research and Enterprise	<ul style="list-style-type: none"> Approves variations to the processes and procedures set out in this policy.
Supervisors	<ul style="list-style-type: none"> Support and guide students through the research process, in accordance with this policy and associated guidelines and procedures.

6 DEFINITIONS

Unless otherwise specified the definitions in the *Policy Framework Glossary* (to be completed) apply. If a definition is not listed in that resource, ask the Policy Framework Manager to consider adding it.

7 Reference documents

- Supervision of Student Research Guidelines*;
- Proposal Approval of Student Research Guidelines*;
- Presentation and Publication of Student Research Guidelines*;
- Generic Regulations*; and
- specific *Programme Regulations*.

8 DOCUMENT DETAILS

Version Number	3.2	
Version Issue Date	August 2018	
Version History	Amendment Date	Amendment/s
	October 2009	First edition
	November 2012	Formal review
	June 2015	Formal review
	May 2016	Updated to reflect changes to organisational structures
	August 2018	Copy-edited as part of policy review project
Consultation Scope		
Approval Authority	Academic Board	
Original Date of Approval	October 2009	
Document Sponsor	Academic Board	
Document Owner	Dean: Research and Enterprise	
Contact Person		
Date of Next Review	December 2019	



WAETURE TUKIPŪ | GENERIC REGULATIONS

MASTER'S REGULATIONS

To be read in conjunction with: Unitec's *Academic Statute*; the *Academic and Programme Management Policy* and other relevant policies; and the relevant *Programme Regulations*.

These regulations apply to all Master's degrees at Unitec.

In these regulations, the term "Programme Regulations" means the schedule to these *Generic Regulations* for each Master's degree containing the supplementary and specific regulations relating to that ~~postgraduate diploma degree~~.

These regulations come into effect from Semester 1, 2018.

Ngā Ture Hei Whakaurunga | Admission Requirements

To be admitted to the qualification of ~~postgraduate diploma~~ masters degree applicants must meet:

- a. Unitec's English-language entry requirements.
AND
- b. Admission requirements under one of the following provisions:
 - i. general admission;
OR
 - ii. special admission;
 AND
- c. Any programme-specific admission requirements set out in the respective *Programme Regulations*.
AND
- d. Any programme-specific selection criteria.

Whakaurunga Whānui | General Admission

Applicants must:

- a. have a recognised Bachelor's degree in the same or similar discipline, with merit achievement deemed to be an average grade of B- or higher in all Level 7 courses;
OR
- b. have a professional qualification in a relevant discipline, recognised as being equivalent to merit achievement in a Bachelor's degree.
AND
- c. meet any programme-specific admission requirements set out in the respective *Programme Regulations*.

Whakaurunga Motuhake | Special Admission

Applicants may be eligible for admission if they meet the special admission requirements outlined in the *Programme Regulations* for the Master's degree.

Whakaurunga Reo Pākehā | English Language Admission Requirements

- a. Applicants must have achieved a minimum standard of English as demonstrated by a minimum of eight credits at NCEA Level 2 in English (four in reading; four in writing).
- b. For English-language entry requirements for international students, please refer to Unitec's *Admission Requirement Policy*.

Paearu Kōwhiri Tukanga | Selection Criteria and Process

Any selection criteria will be specified in the *Programme Regulations*.

Ngā Ture Hei Whakawhiwhi Tohu Mātauranga | Requirements for the Award of the Qualification

Whakaemi Tūtukitanga | Credit Accumulation

- a. To be awarded a Master's degree a student must have:
 - i. successfully completed the required total of credits and courses specified in the *Programme Regulations* for the degree, including the completion of all compulsory courses and any specified pre- and co-requisite requirements, and which shall include:
 - a) a Level 9 thesis, normally of 90 credits or more and a 30-credit, Level 8 research methods course; or
 - b) a Level 9 dissertation of 60 credits and a 30-credit, Level 8 research methods course; or
 - c) a Level 9 research project of 45 or 60 credits; or
 - d) an approved combination of a Level 9 thesis and course-work as stated in the degree's *Programme Regulations*; or
 - e) a Level 9 thesis of 120 credits for a candidate who holds a Level 8 Bachelor's degree with honours in a subject relevant to the proposed discipline; or
 - f) A Level 9 Research Project of 240 credits as stated in the degree's *Programme Regulations*.
 - b. To be awarded a Master's degree with honours a student must have successfully completed Master's study of no less than 180 credits that includes completion of a thesis, dissertation, or research project of at least 45 credits at Level 9.
 - i. To be awarded a Master's degree with first-class honours, a student must:
 - a) have achieved a cumulative grade-point average (GPA) of 7.0 or better in all required courses, with no less than a B+ in any one course, and with no less than an A- for the thesis, dissertation, or research project; and
 - b) have completed the requirements within the time limits set out in these regulations.
 - ii. To be awarded a Master's degree with second-class honours, a student must:
 - a) have achieved a cumulative GPA of 5.0 or better in all required courses, with no less than a B- in any one course and with no less than a B for the thesis, dissertation, or research project; and
 - b) have completed the requirements within the time limits set out in these regulations.

- iii. The Master's degree shall be awarded if all courses and the thesis, dissertation or research project achieve a passing grade, and all requirements are completed within the time limits.
- iv. A student may repeat a course they have successfully completed in order to achieve a higher grade to be used in the calculation of honours.
- v. A candidate who has failed any course shall not be eligible for honours.
- c. The overall award of the degree with or without honours shall be determined and approved by the relevant Academic Authority

Whakaurunga Takiwā | Enrolment periods

- a. The maximum period for completion of a ~~postgraduate diploma-master's degree will be as specified in the Programme Schedule or Programme Regulations and will not normally be exceeding will normally be~~ 60 months from the date of commencement of study.
In exceptional circumstances, the relevant Academic Authority may agree to an extension of enrolment for a specified period as specified in the Programme Schedule or Programme Regulations and normally not exceeding of no more than 12 months.
- b. Where a candidate is enrolled full-time throughout the period of their registration, the maximum period of registration for the award of the degree with honours is 36 months.
- c. Where a candidate is undertaking the degree by part-time study, the maximum period of registration for the award of the degree with honours is 60 months; this period being reduced to account for periods of full-time study.
- d. The maximum period of registration to be eligible for the award of the degree with honours, as outlined herein, shall be reduced in proportion to the number of cross-credits gained.
- e. Enrolment for a Master's degree will normally be continuous. The relevant Academic Authority may, on the receipt of an application from a candidate, approve a suspension of enrolment for up to a maximum of 12 months.
In such cases the period of suspension will not count towards the registration period of the degree.
- f. On the recommendation of the relevant Academic Authority, and with the approval of the Dean: Research and Enterprise/Tuapapa Rangahau, a student may be permitted to enrol for 15 credits in dissertation, thesis, or research project.
This approval will apply in cases where the student already has paid for the full number of research credits required for their degree, and the supervisors state the dissertation, thesis or research project will be submitted no later than two months after the semester begins. Should that deadline not be met, the student will be required to enrol for a further 15 credits.

Tūkukitanga Whakamihi | Credit Recognition

- a. Subject to the provisions of the *Programme Regulations* for the degree, the relevant Academic Authority may award a student cross-credits in recognition of successful equivalent study, at the same or a higher level in the context of another programme.
- b. Credit recognition is achieved by the award of cross-credits. Credit recognition may be recognised by the granting of:
 - i. **specified credits**, where there is direct equivalence of the learning outcomes of a successfully-completed course and a course in the programme; or
 - ii. **unspecified credits**, where the previous study has taken place in a programme with a similar philosophy but there is no exact match in the programme's courses. Unspecified

credits will be awarded at the discretion of, and at a level decided by, the relevant Academic Authority.

- c. Credits gained from Level 7 courses in a postgraduate diploma cannot be cross-credited to a Master's programme.
- d. Cross-credits will not be given for a research project, dissertation, or thesis in a postgraduate programme.

Aromatawai Tōmua | Assessment of Prior Learning (APL)

Unless otherwise specified in the *Programme Regulations*, prior learning can be assessed and recognised for all courses and graduate outcomes according to Unitec's *Assessment of Prior Learning Policy*.

Assessment of prior learning is not available for Master's dissertations, theses, or research projects.

Whakaaetanga o nga akoranga ako | Approval of Courses of Study

- a. A student shall obtain approval from the relevant Academic Authority for the selection of courses to be undertaken.
- b. In exceptional circumstances, the relevant Academic Authority may recommend a personal programme of study that does not conform to that set out in the *Programme Regulations*. Such approval shall be noted in the approvals register of the relevant Academic Authority~~committee responsible for that programme~~.

Supervision of Theses, Dissertations, and Research Projects

- a. A proposal for a thesis, dissertation, or research project topic must meet the requirements of the ~~Te Miro Ako Ahimura Learning and Teaching Committee~~ relevant Academic Authority. Supervisors should be appointed no later than six weeks from the commencement of the thesis, dissertation, or research project.
- b. Prior to commencement of a thesis, dissertation, or research project, the relevant Academic Authority shall oversee the appointment of supervisors ~~on the recommendation of the relevant Academic Authority~~.
- c. A candidate undertaking a thesis, dissertation, or research project shall have a minimum of two supervisors, except as in clause c(iv) below.
 - i. At least one supervisor shall have experience of supervising candidates to the successful completion of the research component of a Master's or Doctoral degree;
 - ii. One supervisor shall be the principal supervisor with responsibility to supervise the candidate on a regular and frequent basis;
 - iii. With the exception of external supervisors or advisers, all supervisors shall be registered on Unitec's *Register of Supervisors*;
 - iv. A candidate undertaking a research project worth fewer than 60 credits may have one supervisor, provided that supervisor is on the *Principal Supervisors Register*.
- d. If the absence or unavailability of a supervisor would be likely to unreasonably disadvantage student progress, a substitute supervisor will be appointed. Any change of supervisor will be approved by the relevant Academic Authority.
- e. In the case of candidates whose work is not proceeding satisfactorily due to an ineffective working relationship with their supervisor(s), the relevant Academic Authority may, where necessary, arrange for a suitably-qualified replacement to be appointed.

Waeture Aromatawai | Assessment Regulations

Students will be notified of the due dates for all summative assessment work at the start of each course.

Paparahi Aromatawai | Assessment basis

All assessment is standards-based, and may be achievement- or competency-based as specified in the *Programme Regulations* for the ~~postgraduate diploma~~ masters programme.

Ākoranga Taumata | Course grades

All students' summative assessment work will be graded as specified in the *Programme Regulations* for the ~~postgraduate diploma~~ masters programme.

Course grades are calculated by the mathematical aggregation of weighted summative assessment grades on the basis set out in Table 1 below.

Table 1: Course grades

Grade	Percentage	Result
A+	90 – 100	Pass
A	85 – 89	Pass
A-	80 – 84	Pass
B+	75 – 79	Pass
B	70 – 74	Pass
B-	65 – 69	Pass
C+	60 – 64	Pass
C	55 – 59	Pass
C-	50 – 54	Pass
D	40 – 49	Fail
E	0 – 39	Fail

Paearu taumata | Grade criteria

Students may be awarded one of the following grades for a course as per the criteria described below.

Table 2: Grade criteria

Grade	Meaning	Criteria
CR	Credit Recognition	The student has applied for and been awarded a credit recognition from another qualification
CTG	Continuing	The course runs for more than one semester and the final summative assessment has not yet occurred. No credits earned.
DEF	Deferred	The student has approval to complete a course assessment beyond the schedule date. Unless an exception has been approved, any deferred grade remaining on a student's record beyond a duration equal to that of the original course will be changed to the grade to which the student would otherwise be entitled. No credits earned.
DNC	Did Not Complete	A student has either withdrawn after 75% of the scheduled course duration; or has not attempted a compulsory item of assessment within a course. No credits earned.
ES	Student Exchange	The student has completed an approved inter-institutional exchange and it is not appropriate for another grade to be awarded. No credits earned.
NGA	No Grade Associated	Course assessment and reporting of results is carried out by an external agency. No credits earned.
R	Restricted Pass	The student has been awarded a restricted pass subject to the relevant clause in this schedule. Credits earned.

W	Withdrawn	A student withdraws from a course after 10% of the course is completed and up to or at the 75% date of the course. No credits earned.
#	Estimated Grade	If any portion of summative assessment has been estimated, the final grade will be an estimated grade and recorded as such on the student's <i>Academic Record</i> .

Tāpaetanga Tōmuri | Submission and late submission of work

Unless an extension has been granted by the relevant Academic Authority and except in exceptional circumstances beyond the control of the candidate, no late work will be accepted for marking.

Whakamātautau Anō | Re-submission or Re-assessment

- a. A piece of assessment that has been awarded a 'fail' grade may be re-submitted:
 - EITHER
 - i. only one failed assessment per course may be re-submitted;
 - OR
 - ii. no more than 30 per cent of the course value of assessment may be submitted for re-assessment.
- b. The maximum grade allowable for a re-assessed failed assessment is C-.
- c. An assignment may not be re-submitted more than once.
- d. If a 'fail' grade is awarded, the candidate shall receive a copy of the assessed work and the original shall be held.
- e. The candidate shall make a request for a re-submission to the relevant Academic Authority, in writing, within seven working days of the return of the assignment, and negotiate a re-submission date with the lecturer responsible for the assignment.
- f. Any candidate who is required to re-submit or significantly revise a Master's research thesis, dissertation, or research project must do so within three months from the date of notification of the result.
 - i. In exceptional circumstances, this period may be extended by the relevant Academic Authority.
 - ii. If submission is not completed by the end of the period for which fees have been paid, the student must re-enrol and pay for 15 credits.

Āhuatanga aromatawai motuhake | Special assessment circumstances

Students whose performance in a summative assessment is being affected by reasons/factors beyond their control may apply for Special Assessment Circumstances under the following conditions:

- a. the student was unable to complete the summative assessment item;
- OR
- b. the student's ability to complete the summative assessment, including preparation and/or performance, was impaired;
- OR
- c. the student needs to request additional time to complete the summative assessment.

Pāhi Rāhui | Restricted Passes

No restricted passes shall be awarded for courses in a Master's degree.

Tono Pira | Appeals

Students may appeal the decisions made under these regulations in accordance with the relevant section of the *Academic and Programme Management Policy*.

Thesis, Dissertation, and Research Project Examination Regulations

- a. The Dean: Research and Enterprise/Tuapapa Rangahau (Dean R&E) shall appoint examiners on the basis of recommendations made by the relevant Academic Authority.
- b. Theses, dissertations, and research projects will not be accepted for examination unless the student is enrolled on the relevant course at the time they submit the work and unless a signed *Declaration Form* is provided at the time of submission.
- c. All theses, dissertations, and research projects over 60 credits shall be assessed by a minimum of two examiners, at least one of whom shall be an independent external examiner who is not a member of the academic staff of Unitec. Persons who have acted as a candidate's supervisor or adviser normally will not be appointed as examiners of that candidate's research.
- d. Research components of 60 credits or less must be assessed by a person who has not acted as a candidate's supervisor or adviser and must be moderated by a person other than the assessor, the candidate's supervisor, or adviser.
- e. When a thesis, dissertation, or research project has been submitted by a candidate who is also a Unitec staff member, all examiners appointed to assess the work normally would be external to Unitec.
- f. The examiners shall be appointed on the basis of postgraduate qualifications, experience in research, or independent scholarship and practice in the general area of the candidate's study, and at least one examiner must have experience as a specialist in the area to be examined.
- g. At least one examiner for a thesis, dissertation, or research project shall have substantial experience of examining postgraduate degree candidates.
- h. Each examiner for a thesis, dissertation, or research project shall read and examine the submitted work, and present an independent report to the Dean R&E~~Dean: Research and Enterprise/Tuapapa Rangahau~~.

In completing the report, each examiner shall consider whether the work satisfies the requirements of the degree and shall make an appropriate recommendation in accordance with guidelines to examiners.

Thesis, Dissertation, and Research Project Examination

- a. The Dean R&E: Research and Enterprise shall appoint examiners on the basis of recommendations made by the relevant Academic Authority. The implementation of a recognised procedure for checking the authenticity of the research report is mandatory, prior to research projects being submitted to examiners.
- b. Each examiner for a thesis, dissertation, or research project shall read and examine the submitted work, and present an independent report to the Dean R&E: Research and Enterprise. In completing the report, each examiner shall consider whether the work satisfies the requirements of the degree and shall make an appropriate recommendation in accordance with guidelines to examiners.
- c. In the event of any reference to plagiarism in an examiner's report, the Tūāpapa Rangahau Postgraduate Office may review the circumstances around such a claim before the report is referred to the Dean R&E: Research and Enterprise for approval of the final grade. If there is cause for concern about the claim, the Dean R&E: Research and Enterprise will enter into dialogue with the examiner to facilitate clarification.

- d. Where changes to the thesis, dissertation, or research project have been required by the examiners in order for ~~the thesis~~ to be accepted and a grade awarded, these changes have to be made to the satisfaction of the student's primary supervisor. Confirmation the changes have been satisfactorily made needs to be sent to ~~the Tūāpapa Rangahau Research Office and Postgraduate Centre~~ before the student submits their ~~hard-bound electronic~~ copies for completion.
- e. Where there are two examiners and the recommended grades of those examiners are not identical, the Dean ~~R&E: Research and Enterprise~~, having read the examiners' reports, shall apply the following steps in sequence until a result is reached:
 - i. Provided one of the recommended grades is not a failing grade:
 - a) If the range of recommended grades is two grade levels, the Dean ~~R&E~~ shall award the higher of the two recommended grades;
 - b) If the range of recommended grades is three grade levels, the Dean ~~R&E~~ shall award the intermediate grade between the two recommended grades;
 - c) If the range between two recommended grades is more than three grade levels, the Dean ~~R&E~~ shall apply the process in clause e(iii) below.
 - ii. If one of the recommended grades is a failing grade, the Dean ~~R&E~~ shall apply the process in clause e(iii) below.
 - iii. The Dean ~~R&E~~ shall initiate a process of consultation with the examiners and endeavour to determine whether a closer agreement may be reached between the examiners.
If, following that consultation, any of the conditions in this clause are satisfied, the Dean ~~R&E~~ shall award the grade applicable under the relevant provision of clause e(i) above. However, if none of the conditions in clause e are satisfied, the Dean ~~R&E~~ shall apply the process in clause e(iv).
 - iv. On the basis of a recommendation by the relevant Academic Authority and after due consideration and approval by the Dean ~~R&E: Research and Enterprise~~, the Dean ~~R&E~~ shall appoint an independent adjudicator (being an experienced academic in a relevant field and, normally, external to Unitec).
The adjudicator will determine a final grade, within the range of grades originally assigned by the examiners, based on an assessment of the student's research work and anonymous copies of the previous examiners' reports and recommended grades (copies of which will be provided to the adjudicator).
- f. In cases where more than two examiners have been appointed, the Dean ~~R&E~~ may accept a majority recommendation, provided the majority recommendation includes at least one examiner who is external to Unitec.
- g. The examination procedures for Master's degrees by Project and Master of Architecture (Professional) contain additional requirements and these are dealt with in those programme-specific regulations.

Appeals against Decisions for Thesis, Dissertation, or Research Project

- a. Candidates may appeal against a decision of the Dean ~~R&E: Research and Enterprise~~ in accordance with Section 13 of the *Academic and Programme Management Policy*.
- b. Applications for appeal must be received by the Chair of the Academic Board within 15 working days of the mailing of the decision of the Dean ~~R&E: Research and Enterprise~~. In exceptional circumstances, the Chair of the Academic Board may extend the time for receipt of the application for appeal.
- c. The only allowable grounds for appeal are that:

- i. Except as allowed for in Section 5.4.1 of the *Academic and Programme Management Policy*, there shall be two grounds of appeal only. These grounds are that:
 - a) additional information has become available that was not available and could not reasonably have been made available at the time the original decision was made; or
 - b) there was a material irregularity in the conduct of summative assessment on the course or in the procedures of the relevant Academic Authority or the Dean ~~R&E: Research and Enterprise~~.
- d. If, in the opinion of the Chair of the Academic Board, the grounds for appeal have not been satisfied, the Chair of the Academic Board shall notify the student within 10 working days that the appeal will not be heard.
Otherwise the Chair of the Academic Board shall arrange for the Appeals Committee to be convened.

Āhutatanga Tauwhirowhiro Ritenga | Transitional Arrangements

Where transitional arrangements or modified programmes of study apply these will be set out in the *Programme Regulations* for the ~~postgraduate diploma~~masters programme.

Whakaritenga Whānui | General Provisions

Whakamāramatanga ā-kaupapa | Definition of Terms

In these regulations, unless the context otherwise requires, the following definitions shall apply:

- **‘Affected’** means influenced in some way. For time-constrained items such as tests, examinations, and presentations, this may include the inability to attend any or all of the assessment events, or diminished performance. For other items it may be the inability to meet deadlines, or diminished performance within deadlines.
- **‘Factors beyond the control of the Student’** means any circumstance or situation, which the student could not have reasonably prevented, including, but not limited to, sickness or injury to the student, or bereavement.
- **‘Relevant Academic Authority’** refers to an individual or role-holder, or in some cases a committee, who have been delegated the authority to decide within a specific circumstance. A schedule of the various relevant academic authority delegations is maintained by the Programme Action and Quality Committee.
- **‘Dissertation’** means a record of a course of study in which a candidate undertakes an independent scholarly investigation of an appropriate topic, and/or a small-scale research project deemed equivalent to 60 credits at Level 9.
- **‘External Examiner’** means a person external to Unitec appointed to assess student work.
- **‘Research Project’** means a record of a course of study in which a candidate undertakes a practice-based, applied scholarly investigation of an appropriate topic, deemed equivalent to at least 45 credits at Level 9.
- **‘Supervisor’** means a person who fulfils the role of adviser, mentor, and motivator, thereby guiding the academic progress of the candidate to reach their research potential.



WAETURE TUKIPŪ | GENERIC REGULATIONS

MASTER'S REGULATIONS

To be read in conjunction with: Unitec's *Academic Statute*; the *Academic and Programme Management Policy* and other relevant policies; and the relevant *Programme Regulations*.

These regulations apply to all Master's degrees at Unitec.

In these regulations, the term "Programme Regulations" means the schedule to these *Generic Regulations* for each Master's degree containing the supplementary and specific regulations relating to that degree.

These regulations come into effect from Semester 1, 2018.

Ngā Ture Hei Whakaurunga | Admission Requirements

To be admitted to the qualification of masters degree applicants must meet:

- a. Unitec's English-language entry requirements.
AND
- b. Admission requirements under one of the following provisions:
 - i. general admission;
OR
 - ii. special admission;
 AND
- c. Any programme-specific admission requirements set out in the respective *Programme Regulations*.
AND
- d. Any programme-specific selection criteria.

Whakaurunga Whānui | General Admission

Applicants must:

- a. have a recognised Bachelor's degree in the same or similar discipline, with merit achievement deemed to be an average grade of B- or higher in all Level 7 courses;
OR
- b. have a professional qualification in a relevant discipline, recognised as being equivalent to merit achievement in a Bachelor's degree.
AND
- c. meet any programme-specific admission requirements set out in the respective *Programme Regulations*.

Whakaurunga Motuhake | Special Admission

Applicants may be eligible for admission if they meet the special admission requirements outlined in the *Programme Regulations* for the Master's degree.

Whakaurunga Reo Pākehā | English Language Admission Requirements

- a. Applicants must have achieved a minimum standard of English as demonstrated by a minimum of eight credits at NCEA Level 2 in English (four in reading; four in writing).
- b. For English-language entry requirements for international students, please refer to Unitec's *Admission Requirement Policy*.

Paearu Kōwhiri Tukanga | Selection Criteria and Process

Any selection criteria will be specified in the *Programme Regulations*.

Ngā Ture Hei Whakawhiwhi Tohu Mātauranga | Requirements for the Award of the Qualification

Whakaemi Tūtukitanga | Credit Accumulation

- a. To be awarded a Master's degree a student must have:
 - i. successfully completed the required total of credits and courses specified in the *Programme Regulations* for the degree, including the completion of all compulsory courses and any specified pre- and co-requisite requirements, and which shall include:
 - a) a Level 9 thesis, normally of 90 credits or more and a 30-credit, Level 8 research methods course; or
 - b) a Level 9 dissertation of 60 credits and a 30-credit, Level 8 research methods course; or
 - c) a Level 9 research project of 45 or 60 credits; or
 - d) an approved combination of a Level 9 thesis and course-work as stated in the degree's *Programme Regulations*; or
 - e) a Level 9 thesis of 120 credits for a candidate who holds a Level 8 Bachelor's degree with honours in a subject relevant to the proposed discipline; or
 - f) A Level 9 Research Project of 240 credits as stated in the degree's *Programme Regulations*.
 - b. To be awarded a Master's degree with honours a student must have successfully completed Master's study of no less than 180 credits that includes completion of a thesis, dissertation, or research project of at least 45 credits at Level 9.
 - i. To be awarded a Master's degree with first-class honours, a student must:
 - a) have achieved a cumulative grade-point average (GPA) of 7.0 or better in all required courses, with no less than a B+ in any one course, and with no less than an A- for the thesis, dissertation, or research project; and
 - b) have completed the requirements within the time limits set out in these regulations.
 - ii. To be awarded a Master's degree with second-class honours, a student must:
 - a) have achieved a cumulative GPA of 5.0 or better in all required courses, with no less than a B- in any one course and with no less than a B for the thesis, dissertation, or research project; and
 - b) have completed the requirements within the time limits set out in these regulations.

- iii. The Master's degree shall be awarded if all courses and the thesis, dissertation or research project achieve a passing grade, and all requirements are completed within the time limits.
- iv. A student may repeat a course they have successfully completed in order to achieve a higher grade to be used in the calculation of honours.
- v. A candidate who has failed any course shall not be eligible for honours.
- c. The overall award of the degree with or without honours shall be determined and approved by the relevant Academic Authority

Whakaurunga Takiwā | Enrolment periods

- a. The maximum period for completion of a master's degree will be as specified in the Programme Schedule or Programme Regulations and will not normally be exceeding 60 months from the date of commencement of study.
In exceptional circumstances, the relevant Academic Authority may agree to an extension of enrolment for a specified period as specified in the Programme Schedule or Programme Regulations and normally not exceeding 12 months.
- b. Where a candidate is enrolled full-time throughout the period of their registration, the maximum period of registration for the award of the degree with honours is 36 months.
- c. Where a candidate is undertaking the degree by part-time study, the maximum period of registration for the award of the degree with honours is 60 months; this period being reduced to account for periods of full-time study.
- d. The maximum period of registration to be eligible for the award of the degree with honours, as outlined herein, shall be reduced in proportion to the number of cross-credits gained.
- e. Enrolment for a Master's degree will normally be continuous. The relevant Academic Authority may, on the receipt of an application from a candidate, approve a suspension of enrolment for up to a maximum of 12 months.
In such cases the period of suspension will not count towards the registration period of the degree.
- f. On the recommendation of the relevant Academic Authority, and with the approval of the Dean Research and Enterprise/Tuapapa Rangahau, a student may be permitted to enrol for 15 credits in dissertation, thesis, or research project.
This approval will apply in cases where the student already has paid for the full number of research credits required for their degree, and the supervisors state the dissertation, thesis or research project will be submitted no later than two months after the semester begins. Should that deadline not be met, the student will be required to enrol for a further 15 credits.

Tūkukitanga Whakamihi | Credit Recognition

- a. Subject to the provisions of the *Programme Regulations* for the degree, the relevant Academic Authority may award a student cross-credits in recognition of successful equivalent study, at the same or a higher level in the context of another programme.
- b. Credit recognition is achieved by the award of cross-credits. Credit recognition may be recognised by the granting of:
 - i. **specified credits**, where there is direct equivalence of the learning outcomes of a successfully-completed course and a course in the programme; or
 - ii. **unspecified credits**, where the previous study has taken place in a programme with a similar philosophy but there is no exact match in the programme's courses. Unspecified

credits will be awarded at the discretion of, and at a level decided by, the relevant Academic Authority.

- c. Credits gained from Level 7 courses in a postgraduate diploma cannot be cross-credited to a Master's programme.
- d. Cross-credits will not be given for a research project, dissertation, or thesis in a postgraduate programme.

Aromatawai Tōmua | Assessment of Prior Learning (APL)

Unless otherwise specified in the *Programme Regulations*, prior learning can be assessed and recognised for all courses and graduate outcomes according to Unitec's *Assessment of Prior Learning Policy*.

Assessment of prior learning is not available for Master's dissertations, theses, or research projects.

Whakaaetanga o nga akoranga ako | Approval of Courses of Study

- a. A student shall obtain approval from the relevant Academic Authority for the selection of courses to be undertaken.
- b. In exceptional circumstances, the relevant Academic Authority may recommend a personal programme of study that does not conform to that set out in the *Programme Regulations*. Such approval shall be noted in the approvals register of the relevant Academic Authority.

Supervision of Theses, Dissertations, and Research Projects

- a. A proposal for a thesis, dissertation, or research project topic must meet the requirements of the relevant Academic Authority. Supervisors should be appointed no later than six weeks from the commencement of the thesis, dissertation, or research project.
- b. Prior to commencement of a thesis, dissertation, or research project, the relevant Academic Authority shall oversee the appointment of supervisors.
- c. A candidate undertaking a thesis, dissertation, or research project shall have a minimum of two supervisors, except as in clause c(iv) below.
 - i. At least one supervisor shall have experience of supervising candidates to the successful completion of the research component of a Master's or Doctoral degree;
 - ii. One supervisor shall be the principal supervisor with responsibility to supervise the candidate on a regular and frequent basis;
 - iii. With the exception of external supervisors or advisers, all supervisors shall be registered on Unitec's *Register of Supervisors*;
 - iv. A candidate undertaking a research project worth fewer than 60 credits may have one supervisor, provided that supervisor is on the *Principal Supervisors Register*.
- d. If the absence or unavailability of a supervisor would be likely to unreasonably disadvantage student progress, a substitute supervisor will be appointed. Any change of supervisor will be approved by the relevant Academic Authority.
- e. In the case of candidates whose work is not proceeding satisfactorily due to an ineffective working relationship with their supervisor(s), the relevant Academic Authority may, where necessary, arrange for a suitably-qualified replacement to be appointed.

Waeture Aromatawai | Assessment Regulations

Students will be notified of the due dates for all summative assessment work at the start of each course.

Paparahi Aromatawai | Assessment basis

All assessment is standards-based, and may be achievement- or competency-based as specified in the *Programme Regulations* for the masters programme.

Ākoranga Taumata | Course grades

All students' summative assessment work will be graded as specified in the *Programme Regulations* for the masters programme.

Course grades are calculated by the mathematical aggregation of weighted summative assessment grades on the basis set out in Table 1 below.

Table 1: Course grades

Grade	Percentage	Result
A+	90 – 100	Pass
A	85 – 89	Pass
A-	80 – 84	Pass
B+	75 – 79	Pass
B	70 – 74	Pass
B-	65 – 69	Pass
C+	60 – 64	Pass
C	55 – 59	Pass
C-	50 – 54	Pass
D	40 – 49	Fail
E	0 – 39	Fail

Paearu taumata | Grade criteria

Students may be awarded one of the following grades for a course as per the criteria described below.

Table 2: Grade criteria

Grade	Meaning	Criteria
CR	Credit Recognition	The student has applied for and been awarded a credit recognition from another qualification
CTG	Continuing	The course runs for more than one semester and the final summative assessment has not yet occurred. No credits earned.
DEF	Deferred	The student has approval to complete a course assessment beyond the schedule date. Unless an exception has been approved, any deferred grade remaining on a student's record beyond a duration equal to that of the original course will be changed to the grade to which the student would otherwise be entitled. No credits earned.
DNC	Did Not Complete	A student has either withdrawn after 75% of the scheduled course duration; or has not attempted a compulsory item of assessment within a course. No credits earned.
ES	Student Exchange	The student has completed an approved inter-institutional exchange and it is not appropriate for another grade to be awarded. No credits earned.
NGA	No Grade Associated	Course assessment and reporting of results is carried out by an external agency. No credits earned.
R	Restricted Pass	The student has been awarded a restricted pass subject to the relevant clause in this schedule. Credits earned.
W	Withdrawn	A student withdraws from a course after 10% of the course is completed and up to or at the 75% date of the course. No credits earned.

#	Estimated Grade	If any portion of summative assessment has been estimated, the final grade will be an estimated grade and recorded as such on the student's <i>Academic Record</i> .
---	-----------------	--

Tāpaetanga Tōmuri | Submission and late submission of work

Unless an extension has been granted by the relevant Academic Authority and except in exceptional circumstances beyond the control of the candidate, no late work will be accepted for marking.

Whakamātautau Anō | Re-submission or Re-assessment

- a. A piece of assessment that has been awarded a 'fail' grade may be re-submitted:
 - EITHER
 - i. only one failed assessment per course may be re-submitted;
 - OR
 - ii. no more than 30 per cent of the course value of assessment may be submitted for re-assessment.
- b. The maximum grade allowable for a re-assessed failed assessment is C-.
- c. An assignment may not be re-submitted more than once.
- d. If a 'fail' grade is awarded, the candidate shall receive a copy of the assessed work and the original shall be held.
- e. The candidate shall make a request for a re-submission to the relevant Academic Authority, in writing, within seven working days of the return of the assignment, and negotiate a re-submission date with the lecturer responsible for the assignment.
- f. Any candidate who is required to re-submit or significantly revise a Master's research thesis, dissertation, or research project must do so within three months from the date of notification of the result.
 - i. In exceptional circumstances, this period may be extended by the relevant Academic Authority.
 - ii. If submission is not completed by the end of the period for which fees have been paid, the student must re-enrol and pay for 15 credits.

Āhuatanga aromatawai motuhake | Special assessment circumstances

Students whose performance in a summative assessment is being affected by reasons/factors beyond their control may apply for Special Assessment Circumstances under the following conditions:

- a. the student was unable to complete the summative assessment item;
- OR
- b. the student's ability to complete the summative assessment, including preparation and/or performance, was impaired;
- OR
- c. the student needs to request additional time to complete the summative assessment.

Pāhi Rāhui | Restricted Passes

No restricted passes shall be awarded for courses in a Master's degree.

Tono Pira | Appeals

Students may appeal the decisions made under these regulations in accordance with the relevant section of the *Academic and Programme Management Policy*.

Thesis, Dissertation, and Research Project Examination Regulations

- a. The Dean Research and Enterprise/Tuapapa Rangahau (Dean R&E) shall appoint examiners on the basis of recommendations made by the relevant Academic Authority.
- b. Theses, dissertations, and research projects will not be accepted for examination unless the student is enrolled on the relevant course at the time they submit the work and unless a signed *Declaration Form* is provided at the time of submission.
- c. All theses, dissertations, and research projects over 60 credits shall be assessed by a minimum of two examiners, at least one of whom shall be an independent external examiner who is not a member of the academic staff of Unitec. Persons who have acted as a candidate's supervisor or adviser normally will not be appointed as examiners of that candidate's research.
- d. Research components of 60 credits or less must be assessed by a person who has not acted as a candidate's supervisor or adviser and must be moderated by a person other than the assessor, the candidate's supervisor, or adviser.
- e. When a thesis, dissertation, or research project has been submitted by a candidate who is also a Unitec staff member, all examiners appointed to assess the work normally would be external to Unitec.
- f. The examiners shall be appointed on the basis of postgraduate qualifications, experience in research, or independent scholarship and practice in the general area of the candidate's study, and at least one examiner must have experience as a specialist in the area to be examined.
- g. At least one examiner for a thesis, dissertation, or research project shall have substantial experience of examining postgraduate degree candidates.
- h. Each examiner for a thesis, dissertation, or research project shall read and examine the submitted work, and present an independent report to the Dean R&E.

In completing the report, each examiner shall consider whether the work satisfies the requirements of the degree and shall make an appropriate recommendation in accordance with guidelines to examiners.

Thesis, Dissertation, and Research Project Examination

- a. The Dean R&E shall appoint examiners on the basis of recommendations made by the relevant Academic Authority. The implementation of a recognised procedure for checking the authenticity of the research report is mandatory, prior to research projects being submitted to examiners.
- b. Each examiner for a thesis, dissertation, or research project shall read and examine the submitted work, and present an independent report to the Dean R&E. In completing the report, each examiner shall consider whether the work satisfies the requirements of the degree and shall make an appropriate recommendation in accordance with guidelines to examiners.
- c. In the event of any reference to plagiarism in an examiner's report, Tūāpapa Rangahau may review the circumstances around such a claim before the report is referred to the Dean R&E for approval of the final grade. If there is cause for concern about the claim, the Dean R&E will enter into dialogue with the examiner to facilitate clarification.
- d. Where changes to the thesis, dissertation, or research project have been required by the examiners in order for it to be accepted and a grade awarded, these changes have to be made to the satisfaction of the student's primary supervisor. Confirmation the changes have been satisfactorily made needs to be sent to Tūāpapa Rangahau before the student submits their electronic copies for completion.

- e. Where there are two examiners and the recommended grades of those examiners are not identical, the Dean R&E, having read the examiners' reports, shall apply the following steps in sequence until a result is reached:
 - i. Provided one of the recommended grades is not a failing grade:
 - a) If the range of recommended grades is two grade levels, the Dean R&E shall award the higher of the two recommended grades;
 - b) If the range of recommended grades is three grade levels, the Dean R&E shall award the intermediate grade between the two recommended grades;
 - c) If the range between two recommended grades is more than three grade levels, the Dean R&E shall apply the process in clause e(iii) below.
 - ii. If one of the recommended grades is a failing grade, the Dean R&E shall apply the process in clause e(iii) below.
 - iii. The Dean R&E shall initiate a process of consultation with the examiners and endeavour to determine whether a closer agreement may be reached between the examiners.
If, following that consultation, any of the conditions in this clause are satisfied, the Dean R&E shall award the grade applicable under the relevant provision of clause e(i) above. However, if none of the conditions in clause e are satisfied, the Dean R&E shall apply the process in clause e(iv).
 - iv. On the basis of a recommendation by the relevant Academic Authority and after due consideration and approval by the Dean R&E, the Dean R&E shall appoint an independent adjudicator (being an experienced academic in a relevant field and, normally, external to Unitec).
The adjudicator will determine a final grade, within the range of grades originally assigned by the examiners, based on an assessment of the student's research work and anonymous copies of the previous examiners' reports and recommended grades (copies of which will be provided to the adjudicator).
- f. In cases where more than two examiners have been appointed, the Dean R&E may accept a majority recommendation, provided the majority recommendation includes at least one examiner who is external to Unitec.
- g. The examination procedures for Master's degrees by Project and Master of Architecture (Professional) contain additional requirements and these are dealt with in those programme-specific regulations.

Appeals against Decisions for Thesis, Dissertation, or Research Project

- a. Candidates may appeal against a decision of the Dean R&E in accordance with Section 13 of the *Academic and Programme Management Policy*.
- b. Applications for appeal must be received by the Chair of the Academic Board within 15 working days of the mailing of the decision of the Dean R&E. In exceptional circumstances, the Chair of the Academic Board may extend the time for receipt of the application for appeal.
- c. The only allowable grounds for appeal are that:
 - i. Except as allowed for in Section 5.4.1 of the *Academic and Programme Management Policy*, there shall be two grounds of appeal only. These grounds are that:
 - a) additional information has become available that was not available and could not reasonably have been made available at the time the original decision was made; or

- b) there was a material irregularity in the conduct of summative assessment on the course or in the procedures of the relevant Academic Authority or the Dean R&E.
- d. If, in the opinion of the Chair of the Academic Board, the grounds for appeal have not been satisfied, the Chair of the Academic Board shall notify the student within 10 working days that the appeal will not be heard.

Otherwise the Chair of the Academic Board shall arrange for the Appeals Committee to be convened.

Āhutatanga Tauwhirowhiro Ritenga | Transitional Arrangements

Where transitional arrangements or modified programmes of study apply these will be set out in the *Programme Regulations* for the masters programme.

Whakaritenga Whānui | General Provisions

Whakamāramatanga ā-kaupapa | Definition of Terms

In these regulations, unless the context otherwise requires, the following definitions shall apply:

- **‘Affected’** means influenced in some way. For time-constrained items such as tests, examinations, and presentations, this may include the inability to attend any or all of the assessment events, or diminished performance. For other items it may be the inability to meet deadlines, or diminished performance within deadlines.
- **‘Factors beyond the control of the Student’** means any circumstance or situation, which the student could not have reasonably prevented, including, but not limited to, sickness or injury to the student, or bereavement.
- **‘Relevant Academic Authority’** refers to an individual or role-holder, or in some cases a committee, who have been delegated the authority to decide within a specific circumstance. A schedule of the various relevant academic authority delegations is maintained by the Programme Action and Quality Committee.
- **‘Dissertation’** means a record of a course of study in which a candidate undertakes an independent scholarly investigation of an appropriate topic, and/or a small-scale research project deemed equivalent to 60 credits at Level 9.
- **‘External Examiner’** means a person external to Unitec appointed to assess student work.
- **‘Research Project’** means a record of a course of study in which a candidate undertakes a practice-based, applied scholarly investigation of an appropriate topic, deemed equivalent to at least 45 credits at Level 9.
- **‘Supervisor’** means a person who fulfils the role of adviser, mentor, and motivator, thereby guiding the academic progress of the candidate to reach their research potential.



To	Academic Board	From	Simon Tries, Manager, Te Korowai Kahurangi
Title	Academic Policy Review	Date	17 October 2018

Purpose

Stage 1 of the revised academic quality framework was formally approved by Academic Board on 5 June 2018 which realigned and updated the format for Unitec Academic Policies and associated Procedures. These policies are now available on the Nest. It was proposed at that time that further work (Stage 2) be undertaken to continue to improve policies and associated procedures to ensure that they are more robust, useable and student centred and that they meet Unitec's ongoing requirements.

Recommendation

That Academic Board:

Approve:

- the commencement of a systematic review of policies and associated procedures along with relevant consultation to ensure they meet Unitec's ongoing requirements; and

Note:

- that the review of policies and procedures may result in amendments/changes to those previously approved;
- that the review may suggest changes to the QMF structure as policy and procedure are refined and potentially collapsed into more effective structures;
- that any proposed changes to structure or content of Policy and Procedure will be approved by Academic Board; and
- that the initial schedule of policy reviews (see below) will be undertaken as a priority for the start of Semester 1, 2019 with a full schedule of the remainder collated and forwarded to the next Academic Board.

Background and Justification

Stage 1 of the QMF project, which was based on the work initially undertaken by Arahanga Associates, focused on simplifying the academic quality framework and addressing critical gaps in previous policy. Actual changes to policies (as opposed to structure and format) were kept to an absolute minimum as no consultation on the changes was undertaken. Stage 1's primary purpose was to achieve a solid framework for progressing to Stage 2 (this paper) of the reviews. Most previous academic policies were conflated and previous policies turned into procedures. Where policies became procedures, key policy statements from the previous policy were moved into the procedure's parent policy.

Stage 2 involves a systematic review of policies and associated procedures along with relevant consultation to ensure they meet Unitec's ongoing requirements. The revised academic quality framework achieved through stage 1 of this process has set the foundation for the systematic review of these policies.

As forecast in the stage 1 approval, this formal review of policy and associated procedure is intended to include the development of a set of Student Regulations. The proposed Student Regulations are intended to be a single set of rules which students are required to abide by during (and leading up to) their



enrolment. It is envisaged that the Student Regulations will encompass all student facing requirements associated with: admission, enrolment, fees, grade schedules, the award of qualifications, assessment and moderation, misconduct, health and safety, intellectual property, etc. A single set of Student Regulations will provide clarity for staff and students, reduce the opportunity for inconsistency in policy and practice and align the institute with accepted good practice. It should be noted that the Student Regulations and the Academic and other policies will support each other; there will be an ongoing need to maintain both.

Initial Policy Review Priorities

The following policies and procedures have been identified as needing immediate review with any changes approved and in place for Semester 1, 2019:

- Academic Statute (General update)
- Admission Requirements (to be brought into the new structure and include elements of Admission, Enrolment and Fees Policy and other International Enrolment policy)
- Special Assessment Circumstances (revised evidence criteria and clearer guidelines for students and staff)
- Grade Appeals (establishment of firm procedures)
- Research Ethics Policy (to remove the Unitec Research Ethics Committee terms of reference from the policy)
- Examination Process of Postgraduate Research Components of 60 Credits or Less (general update)
- Review of Academic Provision Procedure (to support the programme review process)

General Priorities

The following policies and their related procedures have been identified for review during 2019:

- Academic Development and Approval Policy
- Academic Evaluation, Review and Improvements Policy

Related work

Other work currently underway:

- Development of a set of Student Regulations as outlined above.
- Development of guidelines and processes to support existing policy and procedure.
- Consolidation of Programme Specific and Generic Regulations into a single set of Regulations for each programme (this will result in Generic Regulations being disestablished at a future date)

To	Academic Board	From	Quality Alignment Board
Title	Graduating and 5 Year Programme Review Schedule	Date	15 October, 2018

Purpose

The renewed schedule for Graduating and 5-Year Programme Reviews was approved by the Qualification Alignment Board on Tuesday 9th October and is now forwarded to Academic Board for confirmation. This paper outlines the different approaches to be taken for Programmes at Level 7 – 10 and those at Levels 1 – 6.

Recommendation

That the Academic Board:

1. Confirms the proposed schedule for Graduating and 5 Year Programme Reviews for Degree (and related) Programmes (Level 7 – 10);
2. Notes the arrangements for Programme Review of NZ Certificates and Diplomas (Levels 1 – 6);

Background

Programme review is an important component of the Quality Management Framework and is mandated by policy to support the wider self-assessment, evaluation, and improvement process. Programme Review has, like many other quality processes at Unitec, been inconsistent in its coverage of programmes since the beginning of the transformation in 2016. This review schedule renews our commitment to ensuring that all programmes at Unitec that lead to qualifications listed on the New Zealand Qualifications Framework are consistently reviewed.

The aim of programme review is to identify important and significant opportunities for improvement/development to ensure programmes best meet the needs of students, employers, industry, professional bodies, and the communities we serve. Programme reviews:

- explore the extent to which programmes and the qualifications they lead to are:
 - achieving their intended purposes; and
 - meeting stakeholders' needs
- identify areas for development and improvement
- use the NZQA evaluative approach to reach judgements on a transparent, robust and credible basis, underpinned by the following principles:
 - strategic and needs-based
 - focused on outcomes
 - quality as a dynamic concept – including ongoing improvement

- flexibility
- trust and accountability.

There are two types of programme review; the first is a review held following the first full graduation of students (graduation review); and the second is a continuous review process that occurs, generally, on a five-year cycle (5-year review), unless:

- exempted by the Academic Board; or
- the review of the qualification to which a programme leads requires an earlier review.

Both graduating and five-yearly reviews are an in-depth, externally informed, evaluation and review mechanism used to provide greater insight than the standard programme evaluation process.

Degree programmes (and any related qualifications) at Level 7 - 10 are required to undertake both a comprehensive graduating review and thereafter a programme review at least once every five years to ensure that the approved programme remains relevant and current. This evaluation includes input from the relevant professional and academic communities. The methodology used in determining the attached schedule was based on an immediate scheduling for programmes that have not been reviewed for 5 or more years, and then a standard cycle for those programmes with evidence of review within the last 5 years.

New Zealand Certificates and Diploma programmes Level 1 – 6 which lead to the award of New Zealand Qualifications are quality assured by NZQA through an externally facilitated review meeting to assure the consistency of graduate outcomes. These 'consistency reviews' occur soon after the first graduating cohorts from a NZ Qualification have completed their studies. Thereafter a 'consistency review' is regularly scheduled to align with the qualification review cycle which occurs approximately every 5 years. A schedule of qualifications for review is developed and published annually by NZQA in conjunction with the relevant qualification developers. All organisations accredited to deliver an approved programme are required to participate in the scheduled review.

As a result of this it is important to consider the frequency and purpose of any Unitec Review of Programmes at Levels 1 – 6. We do not want to 'over review' programmes, nor do we want to simply rely on the consistency review processes to give us the assurances that our programmes are meeting the needs of 'our' learners and 'our' communities. Therefore, specific goals for programme review should be set and a schedule of targeted review of Programmes at Level 1 – 6 will be developed around the NZQA externally mandated schedule.

Arrangements for review of Programmes at Level 1 – 6

The following arrangements will be employed for determining review of Programmes at Level 1 – 6:

- Reviews should align with NZQA National Consistency Reviews to provide independent localised understanding as preparation for external consistency review;

or

- Reviews may be aligned with Degree Level Programme Review where
 - there is significant synergy, including any shared teaching or course resources
 - a shared Stakeholder Engagement Event may contribute to more localised feedback on how the programme is meeting the needs of ‘our’ learners and ‘our’ communities;

or

- A review may be scheduled at any time if there is significant concern;

Attachments

Approved Programme Review Schedule 2019 – 2023.

Approved Programme Review schedule 2019 - 2022

Acad Prog	Programme Title	Prospectus Code	Last Known Programme Review Date	Proposed Programme Review Date
BBS	Bachelor of Business	CA2109		
GCPA	Graduate Certificate in Professional Accountancy	CA2387		
GDBUS	Graduate Diploma in Business	CA2383	2011, 2013 scheduled but no report	Semester 1, 2019
GDPA	Graduate Diploma in Professional Accountancy	CA2386		
BPSA	Bachelor of Performing and Screen Arts	CA2222	2016	Semester 1, 2019
GDDCS	Graduate Diploma in Creative Practice	CA2333		
BCS	Bachelor of Computing Systems	CA2209	2014	Semester 1, 2019
GDCMP	Graduate Diploma in Computing	CA2297		
MAP(TF)	Master of Applied Practice (Tech Future)	CA2397	New programme with Mindlab, due for Graduating Review	Semester 1, 2019
PGCAP(DCL)	Postgraduate Certificate in Applied Practice (Digital Collaborative Learning)	CA2396	No Info of 5-year review, part of MAP but standalone	Semester 1, 2019
MAP	Master of Applied Practice (Social Practice)	CA2397	No Info of 5-year review, part of MAP	Semester 1, 2019
MAP(PA)	Master of Applied Practice (Professional Accounting)	CA2397	No Info of 5-year review, part of MAP, suggest reviewing with MBUS	Semester 2, 2019
MBUS	Master of Business	CA2318		
PGDBS	Postgraduate Diploma in Business	CA2319	2013 scheduled but no report is evident	
MCOMP	Master of Computing	CA2270		
PGDCG	Postgraduate Diploma in Computing	CA2271	2014 scheduled but no report is evident	Semester 2, 2019
BCE	Bachelor of Creative Enterprise	CA2403		
GDCE	Graduate Diploma in Creative Enterprise	CA2405	2012 scheduled but no report is evident GDCE not currently offered	Semester 2, 2019
MCP	Master of Creative Practice	CA2400		
PGCCP	Postgraduate Certificate in Creative Practice	CA2402		
PGDCP	Postgraduate Diploma in Creative Practice	CA2401	No Info of 5-year review	Semester 2, 2019

BASCI	Bachelor of Applied Science	CA2359	2016 scheduled but no report is evident	Semester 2, 2019
BHSMI	Bachelor of Health Science (Medical Imaging)	CA2054	2014	Semester 2, 2019
BAT	Bachelor of Applied Technology	CA2320	2014	Semester 2, 2019
GDHE	Graduate Diploma in Higher Education	CA2188	2016 scheduled but no report is evident	Semester 2, 2019
BLA	Bachelor of Landscape Architecture	CA2190	2012 scheduled but no report evident, 2017 accreditation report is available	Semester 1, 2020
MARCH	Master of Architecture	CA2302		
MLA	Master of Landscape Architecture	CA2304	2015	Semester 1, 2020
BETMG	Bachelor of Engineering Technology (Electrical)	CA2382		
BETMG	Bachelor of Engineering Technology(Civil)	CA2381	No Info of 5-year review, 2015 IPENZ accreditation for Civil	Semester 1, 2020
BNURS	Bachelor of Nursing	CA2412	New programme	Semester 1, 2020
BAS	Bachelor of Architectural Studies	CA2357		
MARCP	Master of Architecture (Professional)	CA2358	2015 scheduled but no report is evident, 2017 external examiners report is available	Semester 2, 2020
BSOCP	Bachelor of Social Practice	CA2224	New programme	Semester 2, 2020
MTEL	Master of Teaching and Education Leadership	CA2411	New programme with Mindlab	Semester 1, 2021
MCE	Master of Contemporary Education	123200	New programme with Mindlab	Semester 1, 2021
BTECE	Bachelor of Teaching (Early Childhood Education)	CA2335	2016 scheduled but no report is evident	Semester 1, 2022
BCONS	Bachelor of Construction	CA2253		
GDPCM	Graduate Diploma in Construction Project Management	CA2380	2017	Semester 1, 2022

AGENDA ITEM 11

**Reflecting on the Purpose of Academic Board
(Discussion at Meeting)**

AGENDA ITEM 12

**Renewal Plan
(Verbal Update at Meeting)**

SUBCOMMITTEE REPORTS

RECOMMENDATIONS

- ❖ **Academic Approvals Committee**
That Academic Board receives the Minutes of the meeting(s) of 20-24 and 26 September, 2018.
Simon Tries (Chair)
- ❖ **Academic Board Standing Committee**
That Academic Board receives the Minutes of the meeting(s) of 3-5 October, 2018.
Merran Davis (Chair)
- ❖ **Ako Ahimura Learning and Teaching Committee**
That Academic Board receives the Minutes of the meeting(s) of 27 September, 2018.
Simon Nash (Chair)
- ❖ **Postgraduate Research and Scholarships Committee**
That Academic Board receives the Minutes of the meeting(s) of 2 October, 2018.
Marcus Williams (Chair)
- ❖ **Quality Alignment Board**
That Academic Board receives the Minutes of the meeting(s) of 9 October, 2018.
Debra Robertson-Welsh (Chair)
- ❖ **Research Ethics Committee**
That Academic Board receives the Minutes of the meeting(s) of 15 August, 2018.
Marcus Williams (Chair)



For Information

To	Academic Board	Date	16 October 2018
From	Simon Tries, Chair, Academic Approvals Committee		
Subject	Academic Approvals Committee report		

Recommendation

That the Academic Board notes the work of the Academic Approvals Committee from the meetings of the 20th September and 26th September.

Summary

Bachelor of Policing (Level 7)

The programme document was submitted for review at the AAC electronic meeting of 20-24 September. It was agreed that there were significant enough issues that could not be addressed via a conditional approval. The motion was deferred for the next meeting on 26th September. At the meeting of 26 September the AAC determined that the documentation provided did not sufficiently address the approval and accreditation criteria and subsequently declined the application. It was noted that an updated programme document was received shortly before the meeting took place. However, the AAC were not able to review this version of the programme against the criteria.

Commented [ST1]: Luan, deleted the last AB statement as that is not part of the AAC.

Postgraduate Diploma in Police Practice (Detective) (Level 8)

The document was submitted for the second time for review at the AAC of 26th September. The Committee determined that the application did not meet the relevant criteria and did not endorse the application for approval.

New Zealand Certificate in Plumbing and Drainlaying (Level 4)

Initially submitted to the AAC electronic meeting of 20-24 September where the motion was not carried due to insufficient votes. The programme was submitted to the AAC meeting of 26th September where it was endorsed subject to some additional conditions.

New Zealand Diploma in Interior Design (Levels 5 and 6)

The document was submitted to the AAC on 26th September. The Committee endorsed the programme for submission to Academic Board for approval subject to conditions being met. The programme team met these conditions and the programme was sent to Academic Board Standing Committee on the 3rd October.

New Zealand Certificate in Animal Welfare Investigations (Level 5)

The document was submitted to the AAC on 26th September. The Committee endorsed the programme to be submitted for approval to Academic Board subject to a list of conditions. The programme team met these conditions and the programme was sent Academic Board Standing Committee on the 3rd October.

Commented [ST2]: ditto



memo

To	Unitec Academic Board	Date	27 September 2018
From	Teorongonui Josie Keelan Co-Chair Unitec Ako Ahimura	Phone No.	Ext 8165
Subject	Sub-Committee Chair Report – Unitec Ako Ahimura Learning & Teaching Committee		

The Unitec Ako Ahimura Sub-Committee has the current main items in its programme of work:

- Consulting with Unitec staff on the use of micro-credentials ('badges') to establish a Unitec-wide position on their introduction, use and governance.
- A Working Party is reviewing the existing Unitec Learning & Teaching Strategy, comprising the Living Curriculum, the Poutama, a digital learning strategy, and Learning & Teaching Models.
- Discussing how to operationalise a long-standing decision to make compulsory a module on Academic Integrity for all students new to Unitec.
- Beginning work on a new Programme and Course Development Framework to guide academic quality in the design of courses and programmes.



memo

To	Unitec Academic Board	Date	4 October 2018
From	Marcus Williams Dean Research and Enterprise	Phone No.	021 401 965
Subject	Sub Committee Chair Report – Postgraduate Research and Scholarship Committee (PGRSC)		

The substantive piece of business for the meeting September 2nd 2018 was a review and agreement on a proposal to disburse 2019 Level 9 scholarships. This will now go to SALT for discussion.

Significant work has been done on reviewing process templates and forms in relation to research ethics applications and review in the wake of last month's workshop with Unitec Research Ethics Committee leadership.

A review of the postgraduate supervision professional development offerings was led by the Tūāpapa Rangahau Research Professional Development Liaison, Associate Professor Helen Gremillion. An action plan is now in play.



memo

To	Unitec Academic Board	Date	4 October 2018
From	Marcus Williams Dean Research and Enterprise	Phone No.	021 401 965
Subject	Sub Committee Chair Report – Unitec Research Committee		

The October meeting has been cancelled due to clashes with the EER.