



# ACADEMIC STATUTE

## 1 Introduction

### The Treaty

“The [Treaty of Waitangi](#) is the founding document of New Zealand. Unitec acknowledges the great importance of this living, dynamic document, and will continue to respect and promote the equal standing which it confers on Māori and Pākehā.” (Source: [Te Noho Kotahitanga – Our partnership](#), 2020-12-10)

### The Legislation

With effect from 1 April 2020, Te Whare Wānanga o Wairaka | Unitec Institute of Technology ([Unitec](#)) is a subsidiary company of Te Pūkenga – New Zealand Institute of Skills and Technology ([Te Pūkenga](#)). Under the governing legislation (Education and Training Act 2020 ([Act](#))), Unitec will continue to exist as a company until 31 December 2022, or such later date as directed by Order in Council (Transition Phase).

During the Transition Phase, certain references to a Council in the Act must be read as references to the Board of the relevant Te Pūkenga subsidiary. Accordingly, for the Transition Period, the Board of Unitec is entitled to appoint a Chief Executive and an Academic Committee and delegate a range of authorities and functions to them.

As of 2020-04-01, the (former) Academic Board of Unitec was replaced by [Te Komiti Mātauranga | Academic Committee](#). Instead of reporting to the (former) Council / Commissioner, Te Komiti Mātauranga now reports up to the joint Board of Directors that oversees the Unitec and MIT subsidiaries of Te Pūkenga.

### 1.1 Interpretation

In this statute:

- a) Defined terms are set out in Section 10 to this statute;
- b) Section headings and other headings are for ease of reference only and will be ignored in interpreting the statute;
- c) Any reference to any gender includes all genders and a reference to the singular includes the plural and vice versa;
- d) Any reference to specific organisational units and/or roles is superseded by organisational changes that result in changed structures/titles, where the functions remain;
- e) Unless the context otherwise requires, references to sections and schedules are references to sections and schedules of this statute and references to a paragraph in a schedule are

references to a paragraph in that schedule;

- f) Any reference to a statute or regulation will be construed as a reference to that statute or regulation as amended or re-enacted from time to time;
- g) Except where defined in this statute or where it is inconsistent with the context, words used shall bear the meaning set out in Part 4 Subpart 3 of the Education & Training Act 2020.

## 2 Scope

### 2.1 Purpose

The purpose of this statute is to establish formally the principles and systems by which academic quality and processes will be managed at Unitec

### 2.2 Application

- a) The scope of this statute extends to all learning, teaching and research activities delivered by and on behalf of Unitec and applies to all Students, staff, adjunct faculty and contractors of the institute.
- b) This statute shall have ongoing effect, may be reprinted in due course and may be amended at any time by Unitec Board after requesting the advice of Te Komiti Mātauranga | Academic Committee and considering any advice given by Te Komiti Mātauranga | Academic Committee. Any such amendments shall either be incorporated in the published information on Programmes and Courses or be notified in writing to all Students affected by the variation. The latest approved electronic version of this Statute shall be the authoritative version.
- c) If a Programme is subject to an external authority with respect to the award of an academic Qualification, then where this statute is in conflict with the regulations of that authority, and if this statute cannot be amended by Unitec Board in a timely manner to conform to the regulations of that authority, Te Komiti Mātauranga | Academic Committee may choose, but will not be obliged, to direct that the regulations of the external authority shall apply.
- d) If there is a conflict with this statute and/or a Unitec policy in the collaborative development and/or delivery of a Programme, this statute hereby provides for Te Komiti Mātauranga | Academic Committee to exercise discretion, within the bounds of law and with regard to external regulatory standards, to approve exceptions, on a case by case basis.

### 2.3 Principles

Academic quality will be managed in accordance with external regulatory standards and relevant statutory requirements and with regard for the following principles of Te Noho Kotahitanga:

- a) **Rangatiratanga | Authority and Responsibility**  
Academic quality is governed and managed through appropriate delegation of authority and responsibility.
- b) **Whakaritenga | Legitimacy**  
Academic decision-making processes legitimise the contributions of others and

ensure that ethics and integrity inform subsequent actions.

c) **Kaitiakitanga | Guardianship**

Unitec Board delegates responsibility of guardianship over academic quality matters and maintenance of the administrative accuracy of this statute to Te Komiti Mātauranga | Academic Committee.

d) **Mahi Kotahitanga | Co-operation**

Academic quality systems and processes are developed in co-operation with appropriate partners with the understanding that all such partners share accountability for executing these in a way that supports educational performance and related evaluative questioning, development and improvement.

e) **Ngākau Mahaki | Respect**

These operating principles are conducive to a high-trust environment, based on respect, transparency in decision-making and consultative processes of policy development.

## 2.4 Quality Management System

Te Komiti Mātauranga | Academic Committee shall draw up and revise from time to time a Quality Management System to ensure that there are comprehensive and coherent policies and processes that enable effective governance and management of all aspects of operations that impact Student learning, staff and Student research, and academic services, including:

- a) Programme design, development and review
- b) Programme delivery and assessment
- c) Student guidance and support systems
- d) Student achievement
- e) Student and staff research
- f) Professional development
- g) Monitoring and external evaluation.

## 2.5 Requirements of Policies and Processes

All academic policies and processes will:

- a) Apply the principles of Te Noho Kotahitanga
- b) Be developed from meaningful consultation with relevant stakeholders
- c) Provide for regular review

## 3 Governance and Management

There shall be a Te Komiti Mātauranga | Academic Committee responsible to Unitec Board for ensuring appropriate systems are established, implemented and monitored to manage academic quality and processes at Unitec.

### 3.1 Purpose

The purpose of Te Komiti Mātauranga | Academic Committee is to:

- a) Advise Unitec Board on matters relating to Programmes of study or training, Qualifications, and other academic matters
- b) Exercise the powers delegated to it by Unitec Board

### 3.2 Membership and Terms of Reference

The powers, functions and membership of Te Komiti Mātauranga | Academic Committee shall be described in the current Terms of Reference for Te Komiti Mātauranga | Academic Committee as approved by Unitec Board.

### 3.3 Accountability

Te Komiti Mātauranga | Academic Committee is accountable for ensuring appropriate mechanisms exist to facilitate, manage, monitor and evaluate all aspects of the Academic Quality Management System.

### 3.4 The System

Te Komiti Mātauranga | Academic Committee has established a system of Academic Governance Committees (AGCs) which oversee all its programmes, effectively fulfilling the functions of the former Academic Board of Unitec, and refers to the Tertiary Education Commission **Good Governance Guide (2019)**.

The AGCs compose a structured system of *rangatiratanga* and *kaitiakitanga* which ensures good governance and oversight of matters related to academic quality and research at Unitec, especially in terms of overseeing the Quality Management System (QMS).

### 3.5 Responsibility

Responsibilities relating to the implementation of academic policies and processes shall be determined by Te Komiti Mātauranga | Academic Committee annually, or from time to time in response to identified needs and/or at the request of Unitec Board.

## 4 Academic Quality Outcomes

The outcomes intended to be achieved through the establishment of the principles and systems in this statute are:

- 4.1 Students who successfully complete their studies, and achieve Qualifications relevant to their career aspirations
- 4.2 Relevant Qualifications that maintain currency
- 4.3 Programmes that are academically robust and vocationally relevant
- 4.4 Research that adds value to Unitec and/or its Stakeholders
- 4.5 Rigorous evidence-based self-assessment that is used to inform development and improvement.

## 5 Student Achievement

5.1 Student achievement will be supported by policies and processes that:

- a) ensure transparency and accuracy of internal and external reporting
- b) align with organisational commitments in the Investment Plan

- c) include Student participation in decision-making
- d) are cognisant of the diverse needs and circumstances of the Student population.

**5.2** These policies and processes will include, but are not limited to:

- a) student achievement
- b) student progression

**5.3** Te Komiti Mātauranga | Academic Committee is accountable for ensuring appropriate systems are in place and for evaluating the effectiveness of these systems towards increasing educational performance.

**5.4** Responsibility for implementing these systems will be determined annually by Te Komiti Mātauranga | Academic Committee and communicated to relevant organisational units and/or staff with time to negotiate appropriate workload planning

## 6 Stakeholder Engagement

**6.1** All policies and processes within the Academic Quality Management System shall advocate representation and active participation of Stakeholders in decision making, for the purposes of:

- a) determining the degree to which Stakeholder needs are being met
- b) considering the views and interests of all affected Stakeholders
- c) responding to trends and developments in the wider community
- d) applying the principles of Te Noho Kotahitanga.

**6.2** Te Komiti Mātauranga | Academic Committee is accountable for ensuring academic decisions are informed and supported by appropriate Stakeholders, or representatives thereof.

**6.3** In Section 3 the establishment of subcommittees will include appropriate Stakeholders in membership requirements that represent, where possible and practicable, the interests of:

- a) Students and graduates
- b) Employers and industry
- c) Professional associations and regulatory bodies
- d) Māori and iwi
- e) Local and regional community groups.

**6.4** All organisational units and/or staff are responsible for obtaining Stakeholder input, including feedback and/or advice to inform decisions relating to academic developments and experiences.

## 7 Qualifications/Programmes

**7.1** Qualifications/Programmes shall satisfy all legal requirements and meet the needs of relevant Stakeholders.

**7.2** All Qualifications/Programmes shall be informed by self-assessment practice that emphasises:

- a) user-centred development

- b) robust peer review
- c) collective decision-making
- d) responsiveness in that decision-making.

**7.3** Policies and processes that support the management of Qualifications and Programmes will include, but are not limited to:

- a) Qualification/Programme development and approval
- b) Delivery arrangements
- c) Teaching & learning ventures
- d) Assessment and moderation
- e) Credit recognition
- f) Programme review
- g) External monitoring
- h) Programme evaluation.

**7.4** Te Komiti Mātauranga | Academic Committee is accountable for ensuring appropriate delegated authority to manage new and ongoing operations of all Qualifications/Programmes.

**7.5** Responsibilities for academic decision-making relating to the management of Qualifications/Programmes will be delegated pursuant to this statute.

## 8 Teaching and Research

- a) Learning and teaching activities, including those associated with research, shall be designed in accordance with relevant policies and processes to:
  - i. support educational achievement
  - ii. foster Student engagement
  - iii. prepare Students for employment and/or educational pathways.
- b) These policies and processes address, but are not limited to:
  - i. Teaching and learning strategies
  - ii. Teaching and learning evaluation
  - iii. Research projects
  - iv. Research culture and strategy
  - i. Research outputs.
- a) Te Komiti Mātauranga | Academic Committee is accountable for establishing appropriate mechanisms to oversee effective teaching and research practice.
- b) Responsibilities relating to learning, teaching and/or research activities are specified in position descriptions, as appropriate, and managed under Unitec's performance and development system.

### **8.1 Te Komiti Tikanga Matatika | Unitec Research Ethics Committee (UREC)**

There shall be a Te Komiti Tikanga Matatika | Unitec Research Ethics Committee (UREC) which shall be responsible to Unitec Board through Te Komiti Mātauranga | Academic Committee and which shall have power to report directly to Unitec Board.

- a) The powers and functions of the UREC shall be to:
  - i. recommend to Te Komiti Mātauranga | Academic Committee policy and processes for ensuring that Unitec's research complies with ethical standards and international best practice;
  - ii. approve research projects by staff and Students with respect to ensuring compliance with ethical standards and international best practice;
  - iii. approve protocols for ensuring that research complies with ethical standards;
  - iv. provide advice and guidance with regard to ethical standards related to research to anyone undertaking research at Unitec; and
  - v. provide an avenue for handling complaints or queries made in relation to the ethics of research at Unitec.
- b) Membership and practice of the UREC shall be in accordance with the National Standards for Ethics Committees and the Health Research Unitec Board's Guidelines on Ethics in Health Research.
- c) Membership shall also include Student membership.

## **9 Student Support**

**9.1** There shall exist accessible, effective and culturally-appropriate means for Students to obtain academic material and required assistance to support academic achievement.

**9.2** Policies and processes encompass, but are not limited to:

- a) Course information
- b) Academic literacies
- c) Research guidance and supervision
- d) Student complaints
- e) Student appeals.

**9.3** Organisational units and/or staff with responsibility for Student support systems may be required to report to Te Komiti Mātauranga | Academic Committee from time to time, to inform evaluations of effectiveness and/or provide data that contributes to the oversight of educational performance.

**9.4** Student support systems are informed by and responsive to Student needs, operate ethically and consider the overall wellbeing and experience of Students.

## **10 Definitions**

In this statute, unless the context otherwise requires, the following definitions shall apply:

"Te Komiti Mātauranga   Academic Committee"	means the Te Komiti Mātauranga   Academic Committee of Unitec established by Unitec Board pursuant to Part 4 of the Education & Training Act 2020 and its amendments.
"Chief Executive"	means the person appointed by Unitec Board to the office of Chief Executive of Unitec pursuant to Part 4 of the Education & Training Act 2020.
"Unitec Board"	means the governing body of Unitec established under Part 4 of the Education & Training Act 2020.
"Course"	means a self-contained block/component of study for which Credits are granted upon successful completion.
"Credit Recognition"	means the award of Credit to a Student in recognition of successful equivalent study, at the same or a higher level, in the context of another Programme and in accordance with Unitec's policy on Credit Recognition.
"Investment Plan"	means the plan approved by the Tertiary Education Commission that describes Unitec's commitments to achieving Government priorities, our Programme offerings and related activities and the proposed outcomes with relevant performance indicators, over a defined period.
"NZQA"	means the New Zealand Qualifications Authority.
"Programme"	means a self-contained block of study or training or a combination of Courses with which a Student is required to be Credited in order to be awarded a specified Qualification by Unitec.
"Qualification"	means either a certificate, diploma, degree, conjoint degree, graduate certificate, graduate diploma, postgraduate certificate or postgraduate diploma approved by Unitec, ITPNZ or NZQA and awarded by Unitec or NZQA.
"Quality Management System"	or (QMS) means the system of defined organisational structures, processes, responsibilities and resources used to assure quality, as approved by Te Komiti Mātauranga   Academic Committee.
"Research Ethics Committee"	means the committee constituted under section 8.1 of this statute.
"Stakeholder"	means a person, group, or organisation who affects or can be affected by Unitec's actions and/or decisions.
"Student"	means a person enrolled for one or more Courses/Programmes at Unitec.
"Unitec"	means Unitec Institute of Technology.

## 11 Reference Documents

Education & Training Act 2020

### ***Academic Policy and Procedure***

#### ***Academic Development and Approvals***

- AC 1.0 Academic Development and Approval Policy
- AC 1.1 Qualification and Programme Development and Approval Procedure
- AC 1.1.1 Curriculum Development Guidelines



- AC 1.2 Programme Regulations Procedure
- AC 1.2.1 Admission Requirements Guidelines
- AC 1.3 Short Course, Training Scheme and Vocational Pathway Procedure
- AC 1.4 Change and Improvement Procedure
- AC 1.5 Approval of Delivery Sites Procedure
- AC 1.6 Collaborative Arrangements Procedure
- AC 1.7 Consent to Assess Assessment Standards Procedure
- AC 1.8 External Stakeholder Engagement Procedure
- AC 1.9 Academic Timetabling Procedure
- AC 1.10 Suspension and Withdrawal of Academic Provision Procedures

***Assessment Moderation and Grades***

- AC 2.0 Assessment, Moderation and Grades Policy
- AC 2.1 Assessment and Grading Procedures and Regulations
- AC 2.2 Assessment in Te reo Māori Procedure
- AC 2.2.1 Academic Guidelines for Assessing in Te Reo Māori
- AC 2.3 Assessment of Prior Learning Procedure
- AC 2.3.1 Assessment of Prior Learning Guidelines Staff
- AC 2.4 Credit Recognition Procedure
- AC 2.5 Examinations Regulations
- AC 2.5.1 Administration of Examination Procedures
- AC 2.6 Student Appeal Procedure
- AC 2.7 Moderation of Assessment Procedure
- AC 2.8 Academic Integrity Policy

***Programme Completions and Awards***

- AC 3.0 Programme Completion and Awards Policy
- AC 3.1 Senior Scholar Award Procedure
- AC 3.2 Award of Honorary Degrees Procedure

***Conduct of Research***

- AC 4.0 Conduct of Research Policy
- AC 4.1 Research Centre Procedure
- AC 4.2 Conduct of Student Research Policy
- AC 4.3 Research Ethics Policy

***Academic Evaluation, Review and Improvements***

- AC 7.0 Academic Evaluation, Review and Improvements Policy
- AC 7.1 Student Evaluation of Courses and Teaching Procedure
- AC 7.2 Review of Academic Provision Procedure
- AC 7.3 Monitoring of Degrees Procedure

***Student Disciplinary, Complaints and Appeals***

- AC 8.1 Academic Complaints Procedure
- AC 8.2 Student Appeals Procedure
- Student Disciplinary Statute

***Admission, Enrolment and Fees***

- Admission Enrolment and Fees Policy
- Admission and Enrolment Procedures
- Fees and Refunds Procedures

Organisational Chart of Unitec Academic Governance Committees (Attached below)

## 12 Document Details

Version number	5.1	
Issue Date	20 January 2021	
Version History	Amendment Date	Amendment/s:
	19/03/2019	Updated with te reo Māori name of Academic Board.  Formatting corrected and aligned throughout.  Section 3.2 “Membership and Terms of Reference” extracted from Statute and incorporated into revised Terms of Reference for Academic Board so that they are more readily accessible and aligned with the practice of other ITP providers.
		Administrative changes and nomenclature.  Migrate to new Policy Template
	20/01/2021	Update references to the new Education & Training Act 2020.  Replace “Council” with ‘Unitec Board”
Consultation Scope		
Approval authority	Te Komiti Mātauranga   Academic Committee	
Date of Approval	June 9 <sup>th</sup> 2010	
Policy Sponsor	Chief Executive	
Policy Owner	Te Komiti Mātauranga   Academic Committee	
Contact Person	Manager, Te Korowai Kahurangi	
Date of Next Review	April 2022	