POARI MĀTAURANGA | ACADEMIC BOARD
Standing Committee
Online Meeting
Start: 0600h, 2019/04/08
End: 0600h, 2019/04/10

Item 1   CANWI – Amendment to completion approval

Refer to attachment/s:

- A_1a Correction BSP 1443099 _memo
- A_1b Correction BSP 1443099 _request

Recommendation

That the Committee approves the following correction to the graduand list approved at the Academic Board meeting of 19 February, 2019:

Addition of Student ID# 1443099 to Completion Term of Semester 2, 2018 (1184).

** End of Agenda **

To	Academic Board	Date	26/03/2019
CC			
From	Linda Aumua HOS- Healthcare and Social Practice	Phone No.	
Subject	Correction to Award of Qualifications – [Bachelor of Social Practice]		

Recommendation:

That Academic Board approves the following correction to the graduand list approved at the Academic Board meeting of 19 February 2019:

> ➢ *Addition of Student ID# 1443099 to Completion Term of Semester 2 2018 (1184)*

Rationale:

The student 1443099 was dropped from HSDV5145 – class #2470 as part of 1182 no show process. She attended classes and completed assessments. She has passed the course upon resubmitting an assignment. However, she was not enrolled into the course due to a Unitec system that was at fault of tracking the results of this student.

Mitigation Action:

- *Consultation has occurred with Academic Leader from HSDV who identified where the error occurred (systems error)*
- *Liaised with Edgar Rowland (Team Leader Academic Administration) who advised approval from Executive Dean (Merran Davis)*
- *Liaison with Barbara Jacomb (Manager Graduation Registry) in regards to graduation once approval from Executive Dean*

Prevention measures:

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

Linda Aumua

Head of School, Health Care & Social Practice

Completions Approval / Certificate Request Template

Full Parent Programme Title (including level):	Batchelor of Social Practice (Level 7)	NZQA Ref Code:	CA2404		Office Use Only:
Programme Abbreviation (as in p/soft):	BSP	Completion Term:	1184		**Academic Board / Academic Standing Board Committee Meeting Date**
HOS/Delegate Name:		HOS/Delegate Approval Date:	HOS/Delegate Signature:		
Linda Aumua		28.3.19	*(signature)* Christine Ardern-Roumagere		
Milestone Award:		Exit Qualification:	Milestone/Exit Qualification Title:		
Yes / No		Yes / No			
Academic Records Checked and Complete: (Programme Administrator to sign - all grades & cross credits entered)					
Other Information to be included on the Certificate (partnership logo etc):					

Complete these boxes for Non-Graduation Programmes

Duration (where applicable - hours, days etc):	
Modules etc Included (where applicable):	
Journal Code:	Model Type:
Other Information to be included on the Certificate (partnership logo etc):	

Student ID	NSN required for New Zealand Certs and Diplomas	First & Middle Names (Legal Names Only)	Surname (Legal Name Only)	Endorsement / Major (where applicable)	Distinction, Merit or Honours Pass (where applicable)
1443099		Tapita Kendyll Jan'i	Maui Areai		