Rōpū Whakaae Mātauranga | Academic Approvals Committee
Terms of Reference

Unless specified otherwise, the word "Committee" in this document refers to Rōpū Whakaae Mātauranga | Academic Approvals Committee.

1. HOAKETANGA | PURPOSE

1.1. To ensure that any application for new or amended academic provision which is required to be approved externally meets relevant external requirements and is aligned to Unitec Strategy and meets Unitec's internal requirements.

2. KAUPAPA | VALUES

2.1. The Committee is framed within the values of Kaitiakitanga for the Academic Portfolio and Academic Quality and Mahi Kotahitanga and Ngākau Māhaki for its support for the work of Heads of School.

2.2. The Committee is accountable to Poari Mātauranga | Academic Board.

3. RANGATIRATANGA | AUTHORITY AND RESPONSIBILITIES

The Committee shall operate so as to:

3.1. Recommend to Poari Mātauranga | Academic Board regulations for the granting of the Institute's qualifications and awards.

3.2. To recommend to Poari Mātauranga | Academic Board criteria and processes to be used for the approval of:

- academic provision, including courses, training schemes, programmes and qualifications
- delivery of partnered programmes
- teaching locations/sites
- sub-contracted delivery

3.3. Review applications for academic provision which require external approval and recommend approval to Poari Mātauranga | Academic Board.

4. ACCOUNTABILITY AND REPORTING

4.1. The Committee is accountable to Poari Mātauranga | Academic Board for its actions.

4.2. The Committee shall report to Poari Mātauranga | Academic Board following each meeting.

5. MEMBERSHIP AND APPOINTMENTS

5.1. Appointment *ex officio* shall comprise:
- Manager, Te Korowai Kahurangi
- Manager, Te Puna Ako
- Director, Māori Success
- Director, International Success
- Lead - Programme Development and Management, Te Korowai Kahurangi
- Business Analyst, Business Support (operational TEC liaison role)

5.2. Appointment via nomination shall comprise:
- One Senior Academic from each School, nominated and appointed by the Head of School

5.3. Additional members may be co-opted by the Committee as necessary for a defined period or specific purpose.

5.4. The Chair of Poari Mātauranga | Academic Board shall appoint the Chair of the Committee.

5.5. The term of office of appointed members shall be two years.

5.6. Members will be appointed with consideration for ensuring appropriate knowledge informs and adds value to decision-making.

5.7. Appointments shall be reviewed at or following the February meeting of Poari Mātauranga | Academic Board each year.

6. REVIEW GUIDELINES

6.1. The Committee shall review its Terms of Reference annually.

7. MEETING QUOROM AND CONDUCT

7.1   Quorum shall be defined as a majority of the members currently appointed to the Committee.

7.2   Appointed members may nominate a staff member proxy to represent them with full voting rights.

Approval Details

Version: 1.0
Key changes:

- Approved by Poari Mātauranga | Academic Board and re-versioned to 1.0

Last updated: 2019-03-13
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Approved by: Poari Mātauranga | Academic Board