

Establishment of PAQC Sub-Committee for Grade Approvals

Each Te Komiti o ngā Hotaka | Programme Academic Quality Committee (PAQC) is responsible for the approval of grades for the courses within the programmes for which they are responsible. A Rōpū Whakaaetanga Aromatawai | Grade Approval Sub-committee (GAC) may be formally established with a wider membership than the PAQC, to ensure that appropriate knowledge informs and adds value to decision-making for grades approval. Each GAC will be granted authority to approve grades for a defined range of courses on behalf of the PAQC and the decisions of the sub-committee will be deemed to be the final decision on the approval of grades. GAC decisions will be advised to, and noted in the minutes of the relevant PAQC committee.

Rōpū Whakaaetanga Aromatawai | Grade Approval Subcommittee Terms of Reference

The <Name> Rōpū Whakaaetanga Aromatawai | Grade Approvals Committee (GAC) is a subcommittee of the <Name> Te Komiti o ngā Hotaka | Programme Academic Quality Committee (PAQC).

Hoaketanga | Purpose of the GAC has been established under the PAQC responsibilities:

Student support and achievement

- To monitor and safeguard the fair treatment and wellbeing of students, including their progress through their programmes;

Academic quality outcomes

- To ensure quality assurance for all academic provision is undertaken in accordance with relevant institute policies and procedures;

Kaupapa | Values of the GAC are framed within Kaitiakitanga, Mahi Kotahitanga and Ngākau Māhaki.

Rangatiratanga | Authority and Responsibilities of the GAC are:

- To approve Grades for assigned courses in accordance with the Unitec Assessment, Moderation and Grades Policy; Assessment and Grades Procedures and Regulations; and the relevant programme regulations;
- To ensure there are no missing grades;
- To consider any recommended actions for students as provided by teaching staff including resubmission, reassessment, extension, etc.;
- To oversee the allocation of administrative grades including Did Not Complete (DNC), Estimated (#), Restricted Pass (R) and Deferred (DEF) grades in accordance with Regulation;
- To approve any outstanding grades (incl. DEF) from previous semesters;
- To confirm any communication required regarding decisions of the committee to specified students;
- Report to the PAQC on matters arising from the grade ratification process, including escalating any cases that cannot be resolved by the sub-committee.

Whakauru | Membership of the GAC shall comprise:

- The Academic Programme Manager for each programme for which the sub-committee is

responsible;

- PAQC Chair and/or PAQC Deputy Chair (or their delegate);
- Academic staff responsible for grade input for courses allocated to the sub-committee (voting members as determined by the need of each sub-committee);
- Administrator, Academic Quality for the Programmes (non-voting member);
- Additional members co-opted as necessary for a defined period or specific purpose.

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

Kaiwhakahaere | Management of the GAC will be the responsibility of a PAQC appointed 'Convener'. A Convener will act as the chair of the committee. A Convener will usually be a Senior Academic Staff member who is familiar with quality systems, policy and regulation as it relates to grade approvals.

The Convener of the GAC will have the authority to communicate the outcomes of meeting to Te Korowai Kahurangi who will then post the results.

Any ad-hoc or out of sequence grade/result approvals that are unable to be considered and approved in a GAC meeting will be considered Convener, who will make recommendations to the PAQC Chair who may approve the actions via 'Chairs Actions'. In this case the PAQC Chair will communicate the outcomes of the Grade Approvals to Te Korowai Kahurangi who will then post the results.