To	Programme Academic Quality Committees	**From**	Simon Tries, Chair,
	Heads of School		Te Poari Whai Kounga |
	Academic Programme Managers		Quality Alignment Board
	Cc: Te Korowai Kahurangi		
Title	Managing Academic Risk	**Date**	30 June 2020

Purpose

To clarify the purpose, process and requirements relating to the management of Academic Risk at Unitec.

Recommendations

That the recipients of this memorandum note that:

- Academic Programme Managers are required to assess the risks and their mitigation for each programme for which they are responsible on a regular basis, including updating each Programme Risk Register within the first five working days of each month.
- Programme Academic Quality Committees are required to consider how effectively risks are being managed and to report this to the Quality Alignment Board quarterly (or more frequently if required).
- Academic Board requires, and receives, monthly reports on engagement with, and the outcomes from, academic risk management processes.

Background

Unitec is committed to ensuring that Academic Risk is effectively managed. One way we are improving our line of sight around institutional risk is by using the programme risk register. The programme risk register is designed to capture risks at programme level, which then feed into institutional reporting of risks at various academic committees.

Academic risk is managed at two key levels within Unitec. At the programme level, Academic Programme Managers ensure that risks are identified and appropriate actions are put in place. The consideration and rating of risks at a programme level are captured in a risk register, unique to each programme, but which takes a consistent approach across all programmes. Where required, Academic Programme Managers should discuss the management of risks with Heads of School and others.

The PAQC is responsible for ensuring that Academic Programme Managers are effectively managing risk. PAQC Chairs report directly to QAB each quarter on this, and other PAQC matters.

At an institute level, programme level academic risks are "rolled up" and analysed for trends/themes. This work is undertaken by the Academic Risk Working Group (appointed by Academic Board) and reports to the Quality Alignment Board (QAB). The Quality Alignment Board reports through to Academic Board.

A process flow chart which outlines how this system works, and integrates with the various committees and other information sources, is appended. Further information is also available on the Nest: https://thenest.unitec.ac.nz/TheNestWP/teaching-and-research/te-korowai-kahurangi/governance-2/academic-risk/

The management of Academic Risk across the institute has provided some assurance that academic Risk is being effectively managed. There is now an alignment of reporting direct from the risk registers to relevant committees, as well as the reporting of insights from PAQC Chairs.

Current challenges – APMs and PAQCs

There are a number of impediments to more effectively managing academic risk at Unitec. These are outlined in brief below, and do not apply to all APMs/PAQCs.

Impediment	Action to be/being taken to resolve
Understanding of academic risk in general Understanding how to use the programme risk registers as a tool for managing risk Understanding the programme risk areas	1. A set of Nest pages have been developed which provide both an overview of academic risk at Unitec and details/definitions relevant to academic risk and the risk registers. 2. A training package is being developed (date tbc). 3. Training is (and has been) available on request. Email stries@unitec.ac.nz to arrange.
Timeliness of risk assessments impacting on the ability to use the programme risk assessments at an institutional level	Academic Programme Managers are accountable for ensuring that academic risk registers are required to be updated within the first five working days of each month

Current challenges - PAQCs

Impediment	Action to be/being taken to resolve
Understanding of academic risk in general Understanding the programme risk areas	1. A set of Nest pages have been developed which provide both an overview of academic risk at Unitec and details/definitions relevant to academic risk and the risk registers. 2. A training package is being developed (timing tbc) 3. Training is (and has been) available on request. Email stries@unitec.ac.nz to arrange.
Understanding how to gain assurance that risk is being effectively managed	Appended to this memorandum is a sample "APM to PAQC *Management of Academic Programme Risks"* memorandum which provides a simple mechanism for PAQCs to gain assurance from APMs.