

Te Komiti Whakamana Hotaka Hou | Academic Approvals Committee

Terms of Reference

Definitions

Unless specified otherwise, the following definitions apply.

1. “Te Komiti Whakamana Hotaka Hou” refers to Te Komiti Whakamana Hotaka Hou | Academic Approvals Committee.
2. “Te Poari Mātauranga” refers to Te Poari Mātauranga | Academic Board; the internal Academic Board of Unitec Institute of Technology Limited.

1. HOAKETANGA | PURPOSE

- 1.1. To ensure that any application for new or amended academic provision meets relevant external requirements and is aligned to Unitec Strategy and meets the internal requirements of Te Whare Wānanga o Wairaka | Unitec Institute of Technology Limited.

2. KAUPAPA | VALUES

- 2.1. Te Komiti Whakamana Hotaka Hou 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. Te Komiti Whakamana Hotaka Hou is accountable to Te Poari Mātauranga.

3. RANGATIRATANGA | AUTHORITY AND RESPONSIBILITIES

Te Komiti Whakamana Hotaka Hou shall operate so as to:

- 3.1. Recommend to Te Poari Mātauranga regulations for the granting of the Institute’s qualifications and awards.
- 3.2. Recommend to Te Poari Mātauranga 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 Te Poari Mātauranga.
- 3.4. Review and approve all applications for academic provision which do not require external.
- 3.5. Establish and oversee Te Komiti Matua | a Standing Committee to consider and approve applications which do not require external approval or any other such actions determined as urgent by the Chair of Te Komiti Whakamana Hotaka Hou.

3.6. Te Komiti Matua | Standing Committee shall operate under such Terms of Reference as determined by Te Komiti Whakamana Hotaka Hou.

4. ACCOUNTABILITY AND REPORTING

4.1. Te Komiti Whakamana Hotaka Hou is accountable to Te Poari Mātauranga for its actions.

4.2. Te Komiti Whakamana Hotaka Hou shall report to Te Poari Mātauranga 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 Te Komiti Whakamana Hotaka Hou as necessary for a defined period or specific purpose.

5.4. The Chair of Te Poari Mātauranga shall appoint the Chair of Te Komiti Whakamana Hotaka Hou.

5.5. The term of office of appointed members shall be two year/s.

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 Te Poari Mātauranga each year.

6. REVIEW GUIDELINES

6.1. Te Komiti Whakamana Hotaka Hou shall review its Terms of Reference annually.

7. MEETING QUORUM AND CONDUCT

7.1 Quorum shall be defined as a majority of the members currently appointed to Te Komiti Whakamana Hotaka Hou.

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

Approval Details

Version: 2.0.

Key changes:

- Approved by Te Poari Mātauranga and re-versioned to 2.0.
- Addition of authority to approve applications which do not require further approval
- Addition of Standing Committee

Last updated: 2020-08-05

Editor:

Daniel Weinholz (Specialist - Committee Support, Te Korowai Kahurangi)

Approval date: 2020-08-05

Approved by: Te Poari Mātauranga | Academic Board