

Te Komiti Matua o te Whakamana Hotaka Hou |
Academic Approvals Committee Standing Committee

Terms of Reference

Definitions

Unless specified otherwise, the following definitions apply.

1. “Te Komiti Matua” refers to Te Komiti Matua o te Komiti Whakamana Hotaka Hou | Academic Approvals Committee Standing Committee.
2. “Te Poari Mātauranga” refers to Te Poari Mātauranga | Academic Board; the internal Academic Board of Unitec Institute of Technology Limited.
3. “Te Komiti Whakamana Hotaka Hou” refers to Te Komiti Whakamana Hotaka Hou | Academic Approvals Committee, the parent committee of Te Komiti Matua.

1. HOAKETANGA | PURPOSE

- 1.1. To ensure that any matters considered by the committee align with all 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 Matua 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 and Te Komiti Whakamana Hotaka Hou.
- 2.2. Te Komiti Matua is accountable to Te Komiti Whakamana Hotaka Hou.

3. RANGATIRATANGA | AUTHORITY AND RESPONSIBILITIES

Te Komiti Matua shall operate so as to:

- 3.1. Review, consider and approve applications for, or relating to, academic provision which do not require external approval.
- 3.2. Undertake any actions determined as urgent by the Chair of Te Komiti Whakamana Hotaka Hou which are within the mandate of Te Komiti Whakamana Hotaka Hou.

4. ACCOUNTABILITY AND REPORTING

- 4.1. Te Komiti Matua is accountable to Te Komiti Whakamana Hotaka Hou for its actions.
- 4.2. Te Komiti Matua shall report to Te Komiti Whakamana Hotaka Hou following each meeting.

5. MEMBERSHIP AND APPOINTMENTS

5.1.Appointment *ex officio* shall comprise:

- Chair, Te Komiti Whakamana Hotaka Hou
- Manager, Te Korowai Kahurangi (or delegate)
- Manager, Te Puna Ako (or delegate)
- Lead – Programme Development and Management, Te Korowai Kahurangi

5.2.Appointment via nomination shall comprise:

- One Senior Academic member of Te Komiti Whakamana Hotaka Hou appointed by Te Komiti Whakamana Hotaka Hou.

5.3.Additional members may be co-opted by Te Komiti Matua as necessary for a defined period or specific purpose.

5.4.The term of office of appointed members shall be one years.

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

5.6.Appointments shall be reviewed at or following the February meeting of Te Komiti Whakamana Hotaka Hou each year.

6. REVIEW GUIDELINES

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

7. MEETING QUOROM AND CONDUCT

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

7.2.In exceptional circumstances, appointed members may nominate a staff member proxy to represent them with full voting rights.

Approval Details

Version: 1.0

Key changes:

- New Terms of Reference

Last updated: xx

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Approved by: Te Komiti Whakamana Hotaka Hou | Academic Approvals Committee