

Te Komiti Whakamana Hotaka Hou | Academic Approvals Committee

Terms of Reference

Definitions

Unless specified otherwise, the word “Committee” in this document refers to “Te Komiti Whakamana Hotaka Hou | Academic Approvals Committee”.

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. The work of the Committee is framed within all the values of Te Noho Kotahitanga.

2.2. The Committee is accountable to Te Komiti Mātauranga | Academic Committee.

3. Rangatiratanga | Authority and Responsibilities

The Committee shall operate so as to:

3.1. Recommend to Te Komiti Mātauranga | Academic Committee regulations for the granting of the Institute’s qualifications and awards.

3.2. Recommend to Te Komiti Mātauranga | Academic Committee criteria and processes to be used for the approval of:

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

3.3. Review applications for academic provision which require external approval and recommend approval to Te Komiti Mātauranga | Academic Committee.

3.4. Review and approve all applications for academic provision which do not require external approval.

3.5. Establish and oversee Te Komiti Matua o te Komiti Whakamana Hotaka Hou | Academic Approvals Committee 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 the Committee.

3.6. **Te Komiti Matua o te Komiti Whakamana Hotaka Hou | Academic Approvals Committee Standing Committee** shall operate under such Terms of Reference as determined by **the Committee**.

4. Accountability and Reporting

4.1. **The Committee** is accountable to **Te Komiti Mātauranga | Academic Committee** for its actions.

4.2. **The Committee** shall report to **Te Komiti Mātauranga | Academic Committee** following each meeting.

5. Membership and Appointments

5.1. **Membership** *ex officio* shall comprise:

1. Manager, Te Korowai Kahurangi
2. Manager, Te Puna Ako
3. Director, Māori Success
4. **Director, Pacific Success**
5. Director, International Success
6. **Director, Under-25s Success**
7. Lead – Programme Development and Management, Te Korowai Kahurangi
8. Lead – Quality Partnering, Te Korowai Kahurangi
9. Business Analyst, Business Support (operational TEC liaison role)
10. **Project Manager, Short Courses**

5.2. **Membership** via nomination shall comprise:

1. 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 **Te Komiti Mātauranga | Academic Committee** shall appoint the Chair of **the Committee**.

5.5. The term of office of appointed members shall be two year/s. **This term limit does not apply to *ex officio* members.**

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 Komiti Mātauranga | Academic Committee each year.~~

6. Review Guidelines

6.1. **The Committee** 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 **the Committee**

7.2 **Members** may nominate a staff member proxy to represent them with full voting rights.

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| Version Details |
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Version: 2.1.

Notes:

- Change from “Te Poari Mātauranga | Academic Board” to “Te Komiti Mātauranga | Academic Committee”.
- Change *ex officio* Membership.
- Remove Section 5.7.
- Update formatting.

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Endorsed by: Chair, Te Komiti Whakamana Hotaka Hou |
Academic Approvals Committee

Endorsement date: -

Approved by: Te Komiti Mātauranga | Academic Committee

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