

Date

Dear (Student Name)

### **Professional Services (Student Representation, Programme Academic Quality Committee)**

Thank you for your interest in becoming a Student Representative as part of our Programme Academic Quality Committee (PAQC). This is a really exciting opportunity for both you and Unitec.

At Unitec, our Student Representatives, Programme Academic Quality Committee (PAQC), are integral in providing timely and insightful feedback ensuring that quality and reflective practice is at the heart of all our teaching and learning. As a Student Representative, you will abide by the [PAQC Terms of Reference](#) as well as be familiar with the [Student Charter - Ākonga Angitū](#).

The PAQC's purpose is to ensure quality assurance and continuous improvement for course and programme quality and outcomes for students, comply with Unitec-wide policies, processes and procedures.

Unitec, Te Whare Wānanga o Wairaka, is passionate about making students' lives better. We care about our students, their wellbeing, their participation and success in study and beyond. Our commitment is founded on the partnership of Te Noho Kotahitanga, which we live through our organisational values.

### **What your commitment will be as a Student Representative on the PAQC**

- Provide student representation and a critical student centred 'voice' to the work of the committee.
- Demonstrate awareness of and commitment to the PAQC Terms of Reference, the Student Charter and the Confidentiality Agreement.
- Apply the essence of Ako – where everyone teaches and everyone learns.
- Share ideas for improvements by giving feedback through PAQC Committee work or other feedback channels.
- Act respectfully towards other students and staff – in person and in the digital world.
- Be aware of, and comply with, Unitec Policies that outline obligations to act with integrity in academic pursuits and more generally within the Unitec community.

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The time involved in being a Student Representative will consist of attending approximately 8 meetings on Unitec's campus's per year (approx. 2 hours in duration) and related preparation time, as required. Regardless of the number of meetings held by the PAQC in a given year, the term of this arrangement will be for a period of no more than one year, starting 1 January and ending 31 December ("**Term**").

Unitec will compensate you following the end of your Term by way of a payment, up to a maximum of \$530 (including GST) (based on attendance at, and preparation for, at least 8 PAQC meetings per annum). If you attend less than 8 PAQC meetings during the Term, the final amount will be paid on a pro rata basis, dependent on the number of PAQC meetings attended. No additional compensation will be paid if you attend more than 8 PAQC meetings during the Term, nor for any further time you may spend performing tasks for or on behalf of the PAQC, unless advance written approval is given by the DCE – Academic.

You will need to complete and return the following documents prior to attending your first meeting.

- **Professional Services Form** – (a signed copy of this form is required for each Term that you are engaged as a Student Representative for the PAQC).
- **Confidentiality Agreement** – (attached)

In addition, the following documentation will be needed prior to and in order for any payments being made:-

- **IRD Form: [IR330C](#)** (This will enable Unitec to pay Withholding Tax on your behalf – please see the explanation below)
- **Copy of your bank details** (including the account holder's name, account number and bank name (logo))
- **Confirmation of Attendance at Meetings** (Attendance, dates and duration of meetings will need to be confirmed by the PAQC Secretary)

Professional Service (*please list PAQC/Programme*) to be represented:

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Scheduled meeting dates: (*Please list scheduled meeting dates*)

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NB: The dates outlined above may be subject to change at the reasonable discretion of the PAQC Chair and may be cancelled without any expectation of payment.

This arrangement is a contract for services. It is not an employment arrangement, nor are you an agent, partner or joint venturer of Unitec. You will personally attend and prepare for any PAQC meeting.

### **Tax**

Unitec is obliged to apply New Zealand's tax law to all Professional Services/ Contracts for Service with Unitec. These tax obligations will vary, depending on the individual circumstances. Please note that it is your responsibility to finalise your income tax returns at the end of each income tax year (31 March), based on your individual circumstances.

There are a range of occupational groups which legally must be taxed at source, i.e. Unitec may be legally obliged to withhold tax at the prescribed rate. These groups are defined in Schedule 4 of the Income Tax Act 2007. Unitec recommends that you review the IR330C form to determine the most appropriate tax rate for your circumstances. For the purposes of the Withholding Tax Regulations, it is likely that the category of 'honoraria' would be most appropriate for the Student Representative services.

The amount of tax to be withheld is defined in Schedule 4 of the Income Tax Act 2007. An IR330C form is supplied where Unitec believes it may have the obligation to withhold tax on a particular Contract for Service (Tax Code WT). If Unitec is not supplied with your IRD number, it may be obliged to withhold tax at a higher rate.

If you have any questions about this arrangement, please contact the PAQC Chair / Secretary. Please feel free to seek independent advice on the terms of this arrangement prior to signing below.

Yours sincerely



**Prof. Martin Carroll**  
**DCE - Academic**  
(for and on behalf of Unitec New Zealand Limited)

**PAQC Chair**  
(Name & Title)

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.....

Please sign and return a copy of this letter to confirm you have read and understood the details above:

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Student ID: \_\_\_\_\_

Date: \_\_\_\_\_

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## **Confidentiality Agreement for the purposes of Student Representative membership on Unitec Programme Academic Quality Committees**

I understand that as a member of this Programme Academic Quality Committee I will sometimes be part of confidential discussions, including grades, potential new courses, and even some personally sensitive issues. These are kept confidential so that the Programme Academic Quality Committee can carry out its duties in a way that is effective and respectful.

I must not share the details of these Programme Academic Quality Committee discussions, including matters relating to individual students or sensitive issues, with anyone outside the committee. I understand that failure to do so may affect the conditions of my Programme Academic Quality Committee membership.

I also understand that when the Programme Academic Quality Committee discusses matters in which any member has a direct conflict of interest, that member may be asked to leave the room. This also extends to student members of the committee (for example, if my results are being ratified or changed or my SAC applications are being discussed).

Name:

Student ID:

Programme:

Date:

Signature .....