Academic Statute (Transition)

Introduction

(i) This document is to be read in conjunction with:
- Te Pūkenga Operational Directive for ITP Business Divisions (Effective date 01/10/2022)
- Kaupapa-here/Interim Delegations Policy
- Transitioning (Grandparenting) Former Subsidiary Policies

(ii) Reference to "the Board" means the predecessors to and the current Te Pūkenga Poari Akoranga /Academic Board.

(iii) Reference to "NorthTec" means Pūkenga/New Zealand Institute of Skills and Technology Trading as NorthTec.

(iv) Reference to Pūkenga means Pūkenga/New Zealand Institute of Skills and Technology.

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ACADEMIC STATUTE

1   TITLE

1.1   This statute is the Academic Statute NorthTec (Transition) and is made by the Board pursuant to the Education and Training Act 2020 ("The Act"). These Statutes are in place until replaced by the Board.

1.2   This statute applies to all programmes of study or training provided by NorthTec and all students enrolled at NorthTec.

1.3   Where a programme of study leads to an award by an external body, in addition to meeting the requirements established by that body, a programme of study shall satisfy the requirements of this Academic Statute.

1.4   Where a programme of study leads to an award from another authority, and there is conflict between the regulations of that authority and the regulations of NorthTec, then the regulations of that other authority shall apply in respect of that programme of study.

2   ACADEMIC COMMITTEES

2.1   Local Academic Committees shall continue to operate under local terms of reference.

2.2   The Academic Committee shall establish and monitor sub-committees to assist in carrying out the business of the Academic Committee. These include:
- Academic Quality Assurance Committee
- Research and Ethics Committee

2.3   Pathway Managers shall establish an Advisory Committee or Process for each programme area or group of programmes of study they manage.

Membership of Committees

2.4   Terms of Reference and membership for the Academic Committee, are set by the Committee and any material changes are approved by the Te Pūkenga Poari Akoranga /Academic Board.

2.5 Terms of Reference for Academic Committee sub-committees are set by each sub-committee and approved by Academic Committee.

2.6 The requirements for advisory processes are included in the policy *Advisory Processes (02.004)*.

2.7 Membership of committees referred to in this statute, if not by virtue of staff office or position, shall be for a term of three (3) years unless determined earlier by resolution of the Board or committee to which the board or committee is responsible.

Conduct of Meetings

2.8 At all meetings of committees referred to in this statute:
- A quorum shall consist of a majority of members, unless otherwise stated in the terms of reference for that committee.
- If no person is authorised by this statute to chair the meeting, then those present shall elect one of their number to take the chair for that meeting.
- If the elected chairperson is absent, they shall nominate a member to chair that meeting.
- All resolutions shall be proposed by one member and seconded by another, and any such resolution shall be passed or rejected by a simple majority of members voting.
- The person in the chair at the meeting shall have a deliberative vote, and, in the case of an equality of votes, shall also have a casting vote; and
- The proceedings and resolutions of every meeting shall be recorded and kept for a minimum of seven years.

2.9 Subject to this section and any other statute of the Board in this regard, or directive of the Board or committee which established it, each committee or sub-committee shall regulate its own procedure.

2.10 Academic Committee members and its sub-committees shall have a nominee as proxy to attend meetings in their absence.

3 PROGRAMMES OF STUDY

Programme of Study Approval

3.1 All courses and programmes of study must be approved by the Academic Committee (for current local business unit programmes and courses) and notified to Pūkenga Academic and Delivery Team via the Matters for Central Decision Making process.

3.2 Programme of study changes and documentation for all local business unit programmes and courses shall in all respects comply with the policies and procedures detailed in the local business unit's Quality Management System where applicable or Pūkenga where the National Quality Management System applies.

3.3 The local Business Unit's Academic Quality Assurance Committee shall report to its Academic Committee on each application and provide recommendations relating to approval.

3.4 The Academic Committee shall decide whether to approve changes to programmes of study having regard to the recommendation(s) and information available.

3.5 For unified programmes all curriculum development and change is undertaken and approved by Poari Akoranga /Academic Board subcommittee for programme approvals.

3.6 All academic change management (including engagement with external bodies) will be carried out centrally by or with the approval of the Academic and Delivery team at Te Pūkenga.

Programme of Study Offering

3.7 A list of current programmes of study to be offered annually will be approved by the Local Business Unit's Leadership Team and shall be published annually.

3.8 The Academic Committee may seek additional programmes of study to be offered in the current year following the process determined by the Matters for Central Decision Making.

3.9 The content and configuration of programmes of study and courses are subject to change from time to time (including during the academic year).

Annual Programme Review

3.10 Each Pathway Manager shall prepare annually a self-assessment report for each programme containing details as specified by the Academic Committee. Refer to policy Quality Assurance (01.006) Section 2.

Programme Regulations

3.11 For local Business Unit programmes, Programme Regulations, consistent with the programme approval document, shall be developed for each programme of study and approved by the Academic Committee, and notified to Academic and Delivery via the Matters for Central Decision Making process

3.12 For local Business Unit programmes, Programme Regulations shall be reviewed at least annually, and any changes shall be endorsed by resolution of the relevant Programme Committee and approved by the Academic Committee and notified to Academic and Delivery via the Matters for Central Decision Making process

3.13 Programme Regulations, for local and unified programmes, shall be made available to students enrolled in the programme of study.

Programme of Study Information

3.14 Every programme of study offered at NorthTec shall be supported by written information in which the formal requirements of the programme of study and its courses are set out for students. This information to be made available to students prior to, or at the start of programme commencement.

3.15 Where any changes in programme information occurs, the Pathway Manager of the programme of study shall be responsible for advising students of the changes.

4 AWARD(S)

Types of Award(s)

4.1 NorthTec may confer the following types of awards – degrees (undergraduate and masters), postgraduate diplomas, postgraduate certificates, graduate diplomas, graduate certificates, diplomas, and certificates. In addition, records of attainment and records of attendance may be issued

4.2 Specifications of awards are contained in the policy *Academic Records and Awards (10.001).*

Conferment of Award(s)

4.3 The Academic Registrar is responsible for advising Academic Committee that students have met the requirements for a qualification to be awarded.

4.4 Degrees and diplomas shall be awarded by resolution of the Academic Committee under a delegation from the Board.

4.5 Certificates shall be awarded by resolution of the Academic Committee.

4.6 Record of attainment and Record of attendance shall be approved by the Pathway Manager.

4.7 Awards and results may be withheld if the student has an outstanding debt NorthTec.

4.8 Conferring of qualifications at graduation capping ceremonies – refer Te Pūkenga Operational Directive for ITP Business Divisions section 3.1

5 PARTICIPATION IN PROGRAMMES OF STUDY

This section has been replaced/annexed by Te Kawa Maiorooro/Educational Regulatory Framework Part 2 Section 2 from o1 January 2023.

5 DELEGATIONS

5.1 The Board delegates to the Academic Committee authority to:
- Delegate to sub-committees of the Academic Committee.
- Monitor the quality assurance processes through self-assessment and evaluation.
- Receive and consider academic quality assurance reports.

5.2 The Board delegates to the Academic Committee the authority to award qualifications.

5.3 The Board delegates, individually, to the Chair of Academic Committee and Academic Registrar the authority to approve the award of qualifications in circumstances where the normal process would unnecessarily delay the approval. Decisions made under this delegation must be ratified by the Academic Committee.

5.4 The Board delegates to the Executive Director the authority to select and admit students to courses and programmes of study. The Executive Director may delegate this authority.

5.5 The Academic Committee delegates to the following sub-committees the authority and duties contained in their terms of reference:

- Academic Quality Assurance Committee
- Research and Ethics Committee

5.6 The Academic Committee delegates to Pathway Managers or other delegate the authority to appoint moderators, approve results and grant credit.