![Nelson Marlborough Institute of Technology logo — nmit — Te Whare Wānanga o Te Tau Ihu o Te Waka a Maui]

Nelson Marlborough Institute of Technology

2020 Academic Statute
Te Ture Akoranga

Section 6: Academic Board

Terms of Reference

Section	Academic Statute		
Approval Date	20.02.2020	**Approved by**	Council
Next Review	15.11.2020	**Responsibility**	Executive Director – Customer Experience and Excellence
This Review	15.11.2019	**Key Evaluation Question**	6

The **NMIT Academic Statute** applies to all NMIT programmes, whether delivered at NMIT, in conjunction with another provider or by distance.

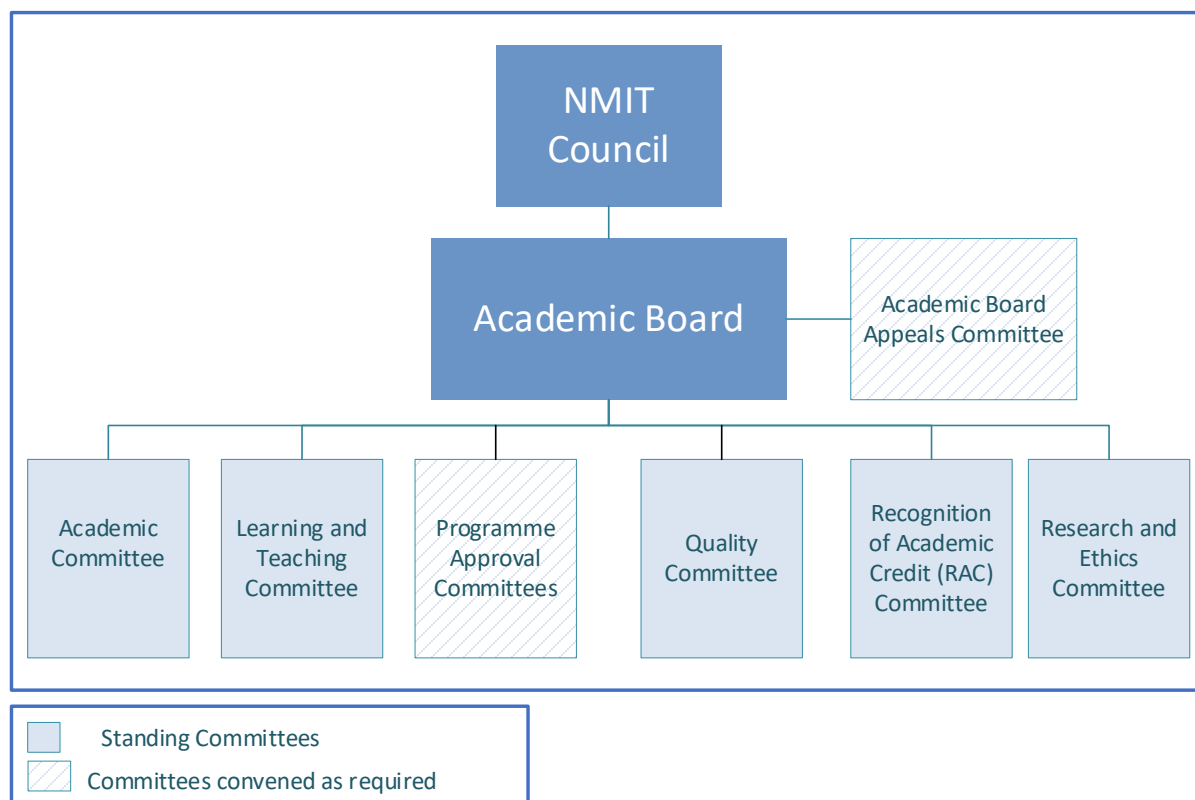The Academic Statute, including all **NMIT policies** referenced in this Statute, is available from the NMIT website.

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6.01 ACADEMIC BOARD COMMITTEE STRUCTURE

The diagram below shows the Academic Board Committee structure:

The Council shall establish an Academic Board and delegate to the Chief Executive the academic powers and functions under the Education Act 1989 (S. 182.2) and responsibility for the operation of the Academic Board.

NMIT COUNCIL	
Approves	• Changes to policy • Academic Statute • Fees • Delegations • Annual Report • Investment Plan • Degree conferral • Honorary Degree, Honorary Fellow, Institutional Medal conferrals
Receives	Academic Board Minutes

The Council shall establish an Academic Board and delegate to the Chief Executive the academic powers and functions under the Education Act 1989 (S. 182.2) and responsibility for the operation of the Academic Board.

In fulfilling that delegation, the Chief Executive will undertake to implement the following responsibilities:

ACADEMIC BOARD RESPONSIBILITIES	
Approves and monitors	- Programme regulations and associated policies - New and redeveloped programmes and courses (including changes) to be submitted for external approval as required - New delivery sites - Academic content of Joint Venture contracts - Annual Internal Review Plan - Policies and procedures related to a range of learning and teaching, research, and academic quality matters. - Self-assessment activities, including Self-Assessment Reports (also known as Annual Programme Evaluation Reports, APERs) for degree level programmes to be sent to NZQA. - Academic Development Projects - Submission of applications to NZQA for the development of qualifications and listings - Academic Seals
Reports to Council	- On significant developments - Recommendations for new policy - Academic matters as requested
Recommends/endorses	- Changes to NMIT Academic Statute - Honorary Degrees
Receives and/or reviews	- Minutes from Academic Committees - Minutes from Quality Committee - Minutes from Research and Ethics Committee - Minutes from Programme Approval Committee - Minutes from Learning and Teaching Committee - Minutes from Safety, Health and Wellbeing Leadership Group - Reports from accreditation panels, external evaluations and reviews as well as related action plans - Summary of Internal Review Reports - Sector updates
Oversees	- The establishment and review of programme regulations including associated policies and procedures regarding student admission, entry and selection, misconduct relating to academic matters, withdrawal, appeals, pre-requisites, recognition of academic credit, granting of awards, and a range of other academic matters - Procedures for determining course results and awarding qualifications. (**CONTD over**)

ACADEMIC BOARD (contd.)	
Monitors and Evaluates	• Policies and procedures to evaluate and review programmes, taking into account external input from the community, Industry Training Organisations and other education providers • Procedures for the approval, support and overview of research conducted by staff and students, with particular attention to ethical and ownership considerations
Quorum	Eight

OTHER RESPONSIBILITIES:

- Disseminate appropriate information relating to academic quality and academic developments to the NMIT Council and NMIT staff
- Contribute to the development of NMIT's Strategic Objectives
- Advise, as requested, on academic matters by Council, NMIT management, and the standing committees of the Board
- Maintain central file of programme approval applications, curriculum documents, programme reviews, accreditation documents, EER reports and other matters related to Academic Board.
- Engage in academic debate and evaluate and/or encourage initiatives within Academic Board, Academic Committees and other institute forums.
- Establish working parties for a set period to undertake specific projects. Terms of reference shall be approved by the Board and minutes of working party meetings shall be provided to the Secretary.
- Review these terms of reference, membership and operation of the Board and its committees at least every two years and recommend to Council for approval.

MEMBERSHIP

STANDING MEMBERS:

- Chief Executive (Chair)
- Executive Director - Customer Experience and Excellence (Deputy Chair)
- Director – Marlborough
- Curriculum Directors (2)
- Director - Māori
- Academic Registrar
- Curriculum Managers (2)
- Quality Enhancement Manager
- Academic Advisors (non-voting)
- Academic and Quality Administrator (Secretary, non-voting)

APPOINTED MEMBERS:

- Three Academic Staff Members
- Two NMIT Students

Individuals with specialist expertise may be co-opted in an advisory (non-voting) capacity, to undertake specific tasks as necessary. Individuals may be an academic from another institution or other external body.

Appointed members will be selected on the basis of the skills and experience demonstrated from the relevant Academic Board Member Profile.

It is intended that each member of the Academic Board will demonstrate some of the skills and experience in the profile and that the Board as a whole will have available through its members an optimum range of skills and experience. The Academic Board will seek to maintain this balanced representation when appointing new members.

The Chief Executive, in consultation with the Deputy Chair of the Academic Board, will select the managers.

ACADEMIC STAFF MEMBERS

Each Staff Member applicant for appointment should provide information as specified in Appendix One of the Academic Board Member Guidelines together with a signed application letter and nomination from their manager.

From the nominations submitted, the Chief Executive will arrange the election of three Academic Staff Members.

Staff members will normally be appointed for two years and can apply for reappointment for consecutive terms or at any time when vacancies occur. To ensure continuity of membership the tenure can be varied.

Academic Board membership is independent of membership of Academic Committees.

STUDENT MEMBERS

SANITI (Student Association of the Nelson Marlborough Institute of Technology Incorporated) shall arrange for students to be nominated for membership. Students seeking nomination should complete a signed letter with information relevant to the position (Refer Academic Board Member Guidelines). From the nominations submitted, SANITI shall arrange the election of two student members.

Student members will normally be appointed for two years with earlier replacement if students are unavailable for that time.

ACADEMIC BOARD MEETING PROCEDURE

Academic Board meetings are public meetings under the Local Government Official Information and Meetings Act as amended in 1991. Normal in-committee procedures apply.

The Academic Board should meet once per month or as required. Agenda items should be forwarded to members at least three working days and preferably one week prior to a meeting.

Absent voting members may nominate proxies in advance to the Board Secretary. Proxies shall have full voting rights provided that proxies do not represent a majority of eligible votes.

Should the Chair and Deputy Chair be absent without a proxy, those present shall elect a voting member to chair the meeting.

The Chair may exercise a casting vote. Proceedings and resolutions of every meeting shall be recorded. Resolutions shall be numbered.

Academic Board minutes shall be:

- Sent to Academic Board members
- Included in the NMIT Council meeting papers
- Stored electronically and available to all staff

6.03   DELEGATIONS AND COMMITTEES

Specific delegations of this Statute are made by Council to standing committees of the Academic Board.

The Academic Board shall establish standing committees including:

- An Academic Committee
- A Learning and Teaching Committee
- A Quality Committee
- A Recognition of Academic Credit Committee
- A Research and Ethics Committee

The Academic Board assigns the specific responsibilities listed below to its standing committees. In doing so, it requires that:

a) any policies related to the responsibilities are formally approved by the Academic Board and,
b) decisions made by the standing committee are reported to, and approved by, the Board, unless specifically excluded through direct delegation from Council to an Academic Board standing committee.

Each standing committee, except the Academic Committee, shall:

a) Comprise a minimum of three members, at least two of whom shall be staff Academic Board voting members
b) Be convened by a staff Academic Board voting member
c) Have authority to co-opt non Academic Board members
d) Maintain written records of its meetings

The Chair of the Academic Board (or delegate) is an ex officio member of the Board's standing committees.

A standing committee shall fulfil its responsibilities as recommendations for approval by the Academic Board unless the standing committee holds formal delegation direct from the NMIT Council.

The Academic Board Appeals Committee, the Programme Approval Committees and the Academic Board Nominations Committee are ad hoc committees of the Academic Board and are convened as required.

> *Refer to:*   *Academic Board Member Guidelines*

6.04 ACADEMIC BOARD APPEALS COMMITTEE

RESPONSIBILITIES

The Committee holds delegations from the NMIT Council for the following responsibilities and authorities:

ACADEMIC BOARD APPEALS COMMITTEE	
Considers	Appeals of decisions by the academic committee, solely on the basis of due process not being followed.
Academic Board Appeals Committee Meetings are held as required. Minutes are confidential and are securely filed by the Secretary of the Academic Board. Decisions shall be made by majority vote and shall be deemed to be decisions of Academic Board. There is no requirement to report to Academic Board.	

MEMBERSHIP

The Academic Board Appeals Committee shall comprise three Academic Board members, who have been independent of the appeal in question to date:

- The Chair of the Academic Board or Chief Executive nominee (Chair)
- One staff member
- One student representative

6.05   ACADEMIC BOARD NOMINATIONS COMMITTEE

ACADEMIC BOARD NOMINATIONS COMMITTEE RESPONSIBILITIES	
Receives, reviews and recommends to Council	Nominations for Honorary Fellows and Institutional Medals
Receives, reviews and recommends to Academic Board	Nominations for Honorary Degrees
Quorum	Three
Maintains records of all activities and decisions of the Committee.	

RESPONSIBILITIES

See table above

MEMBERSHIP

Membership of the Nominations Committee is composed of the following:

- Chief Executive or delegate (who will serve as Chair of the Committee)
- Executive Director - Customer Experience and Excellence
- Student member of the Academic Board (selected as required)
- One member of the Academic Board (selected as required)

Quorum for the Academic Board Nominations Committee will be three members.

MEETINGS

Meetings will be held as required.

ACADEMIC COMMITTEE RESPONSIBILITIES	

Approve (or decline)	• All course results
	• Award of qualifications (excluding Special Honour and Recognition Awards)
	• Award of NMIT Records of Achievement
	• Academic appeals by students relating to:
	   o Selection
	   o Exclusion
	   o Assessment results
	   o Passes or grades
	   o Unsatisfactory academic progress
	• Appeals by students of determinations (and any penalty) of academic misconduct.
	• Variations to qualification completion requirements (under exceptional circumstances)

Recommend/endorse	• Significant and minor changes to existing courses and programmes, and Training Schemes • Annual Moderation Plans (from Curriculum Areas) • Academic quality assurance processes, with particular reference to the requirements for external programme approval and accreditation
Receive and monitor	• External moderation reports and requirements
Ensure	• Programme Regulations are correctly and consistently applied • Accreditation and moderation requirements are met
Quorum	Seven

PURPOSE AND OTHER RESPONSIBILITIES

RESPONSIBILITIES DELEGATED FROM THE NMIT COUNCIL:

Decisions delegated from NMIT Council relating to a Committee's responsibilities shall be made by majority vote and shall be deemed to be decisions of the Academic Board.

RESPONSIBILITIES TO THE ACADEMIC BOARD:

Decisions shall be made by majority vote as recommendations to the Academic Board to consider for approval.

Academic Committee Meetings will be held regularly, either as face-to-face or e-meetings. Meeting minutes shall be coordinated by the Academic Committee Secretary and made available on the intranet for the Secretary of the Academic Board. Minutes shall be included in Academic Board meeting papers.

MEMBERSHIP

Standing Members:

Executive Director – Customer Experience and Excellence (Chair)

Ten (10) Curriculum Managers or designated delegates e.g. PASM, SASM or Programme Coordinator

Two (2) Academic Advisors

Academic and Quality Administrator (Secretary; non-voting member)

Other attendees

The Chair may invite student representative(s) or other staff to attend all or part of the meeting to provide feedback, and contribute to discussions, on proposed Programme Regulations/Course   Descriptor changes and/or programme developments and redevelopments.

STUDENT ACADEMIC APPEALS

Where a student wishes to appeal to the Academic Committee, the Appeal Coordinator (the secretary of the Academic Committee) schedules an Academic Committee Hearing.
See ***Student Academic Appeals Policy***

The Chair of the Academic Committee Hearing may also select one person external to NMIT with educational/academic standing or relevant content expertise. For example, where a Hearing is convened to consider an appeal by a student on the Bachelor of Nursing programme, membership will include an independent registered nurse with a current practising certificate who has an understanding of undergraduate nursing education, as per *Nursing Council of New Zealand Education programme standards for the Registered Nurse Scope of Practice, Criteria 6.4.*

6.07   LEARNING AND TEACHING COMMITTEE

PURPOSE

To foster a culture of educational innovation, creativity and reflection, encouraging good practice in learning and teaching with a focus on learner-centred approaches.

LEARNING AND TEACHING COMMITTEE RESPONSIBILITIES	
Ensures	• Professional development opportunities for teaching staff and supporting research • Review and development of policies and procedures relating to learning and teaching • Ongoing development of good practice in learning and teaching
Quorum	Six

OTHER RESPONSIBILITIES

- Encourage adoption of good practices in learning and teaching at NMIT, aligned with the current Learning and Teaching Policy, by working with groups across NMIT to share good practice and assist in the rollout of new or changed tools/process. Areas of focus will include –
  - Learning Design Framework
  - Te Ara Wai
  - Teaching Excellence Awards
- Regularly discuss, challenge and review the policies and processes related to learning and teaching, to recommend changes to the Academic Board.
- Maintain links with external education research organisations, action groups and common interest communities to identify good practice across the sector and to propose implementation opportunities appropriate for NMIT's learning and teaching development

MEMBERSHIP

- Curriculum Director (Chair)
- Chair of Academic Board (ex officio)
- Director - Māori
- Head of Learner Services
- Curriculum Directors or Curriculum Managers(2)
- Academic Senior Staff members (4) (to include one from the Marlborough Campus)
- Student Advocate or Student Representative
- Co-opted members as appropriate (Learning Innovation and Insights Team, Learner Services, Teaching staff, Academic and Quality, Senior/Academic Advisors etc.)

MEETINGS AND REPORTS

The Learning and Teaching Committee will meet monthly, with minutes of meetings provided to the secretary of the Academic Board and included in Academic Board meeting papers. Copies of meeting minutes, project reports and good practice outcomes will be published to all staff.

6.08   PROGRAMME APPROVAL COMMITTEE (PAC)

PROGRAMME APPROVAL COMMITTEE (PAC) RESPONSIBILITIES	
Receives, reviews and recommends to Academic Board	• Applications for approval and/or accreditation of new and reviewed programmes including sub-contracted delivery and delivery sites in New Zealand and overseas; to ensure curricula and educational delivery meet academic standards. • Applications for and/or accreditation of new and reviewed Training Schemes and Micro-Credentials • Applications for DAS Consent to Assess • Applications for NZ qualification listing and development • Advice to meet approval requirements and verify requirements have been met
Quorum	• Four voting members • Three voting members for Training Schemes and Micro-Credentials

OTHER RESPONSIBILITIES

- Seek additional input, in relation to the application(s), for consideration by the PAC. The opportunity for input may be extended at the discretion of the Chair
- Set requirements to be met prior to recommending programmes for approval

PAC MEMBERSHIP

VOTING MEMBERS - may be selected from the following:

- Chief Executive (*ex officio*)
- Executive Director - Customer Experience and Excellence (ED – CEE)
- Director - Marlborough
- Director - Māori
- Curriculum Directors or Curriculum Managers
- Academic Committee members
- Business Support Team Leaders
- Student Representatives
- Co-opted members, as required

Chair: Executive Director - Customer Experience and Excellence or delegate;

Programme Approval Committee representatives will be selected by the ED – CEE or delegate.

To achieve consistency, the same members should attend all meetings and business relating to each application.

NON-VOTING MEMBERS

- The Academic and Quality Administrator, or delegate (as secretary)
- The Senior / Academic Advisor presenting the application

- Curriculum Area representatives, including subject matter expert/s
- Learning Innovation and Insights representative

OBSERVERS

In order to become familiar with NMIT academic systems and programme design, observers are encouraged. The Chair may invite observers to attend. A request to attend as an observer should be made to the Chair.

PAC MEETINGS

Meetings will be held as often as required. Minutes, in the form of a PAC Report, will be included in the Academic Board papers.

6.09   QUALITY COMMITTEE

The Quality Committee is delegated to initiate, promote and report on the evaluation and improvement of quality throughout NMIT.

QUALITY COMMITTEE RESPONSIBILITIES	
Develops and Oversees	• NMIT's QMS
Endorses	• Policies and procedures before seeking approval by Academic Board, the Executive Team, Chief Executive or Council • Academic Development Proposals before seeking approval by Academic Board • Internal review plans • Internal Review Reports and Action Plans • Self-Assessment Reports (Degree-level only) • Appointment of Degree Monitors where programmes have self-monitoring status
Recommends	• Actions relating to identified areas of risk in relation to quality to the CE, Council, Executive Team or Academic Board • Determinations on any appeals in relation to internal reviews
Ensures	• Appropriate self-assessment processes are implemented • NMIT's business rules are accurately documented in policies and procedures that are coherent, fit for purpose and integrated into a complete quality system. • NMIT's QMS reflects all external requirements that influence the quality of NMIT's services
MonitorsMonitors	• External Monitoring Reports (e.g. Nursing Council, CAA, Maritime NZ, Social Work Registration Board, EER, Telarc, NZQA, TEC) • Compliance and effectiveness of quality assurance processes, e.g. programme approvals, programme review, degree monitoring, student feedback and self-assessment
Quorum	• Five members

MEMBERSHIP

- Executive Director – Customer Experience and Excellence
- Chief Executive (*ex officio*)
- Director Māori, or delegate
- Two (2) Curriculum Directors or Curriculum Managers
- Student Advocate (SANITI) or Student Representative
- Business Support representative
- Academic and Quality Team representative
- Quality Enhancement Manager
- Co-opted members as required

MEETINGS

Meetings will be held monthly or as required. The Quality Committee will keep minutes of its meetings and report as it sees fit to the NMIT Council and Chief Executive. Minutes of meetings shall be provided to the Secretary of the Academic Board and included in Academic Board meeting papers.

Quality Committee may establish working groups to progress quality improvement initiatives.

Refer to:	*Degree Monitoring Policy*
	Degree Monitoring Procedure
	Internal Review Policy
	Quality Management System (QMS) Policy
	Quality Management System (QMS) Procedure
	Self-Assessment Policy
	Self-Assessment Procedure
	Student Surveys – Procedure

6.10 RECOGNITION OF ACADEMIC CREDIT (RAC) COMMITTEE

RECOGNITION OF ACADEMIC CREDIT (RAC) COMMITTEE RESPONSIBILITIES	
Approve (or decline)	• All applications for Recognition of Academic Credit
Recommend/endorse	• Significant and minor changes to the Recognition of Academic Credit policy and procedure
Ensure	• Programme Regulations in relation to RAC are correctly and consistently applied • Provisions in relation to RAC determined in contracts with other providers are adhered to
Quorum	Five

PURPOSE AND OTHER RESPONSIBILITIES

RESPONSIBILITIES DELEGATED FROM THE NMIT COUNCIL:

Decisions relating to a Committee's responsibilities delegated from NMIT Council shall be made by majority vote and shall be deemed to be decisions of the Academic Board.

RESPONSIBILITIES TO THE ACADEMIC BOARD:

Recognition of Academic Credit Committee Meetings will be held regularly, either as face-to-face or e-meetings. Meeting minutes shall be coordinated by the RAC Committee Secretary and made available on the intranet for the Secretary of the Academic Board. Minutes shall be included in Academic Board meeting papers.

MEMBERSHIP

CHAIR: Academic Registrar

STANDING MEMBERS:

> Academic Registrar
> Academic and Quality Administrator (Secretary; non-voting member)
> Academic Advisors (x2)
> Head of Learner Services or delegate
> Learning Innovation and Insights Team member

APPOINTED MEMBERS:

> Staff representatives for programmes (representation of Business Support and Academic Staff Members, and staff from other campuses is encouraged.)

OTHER ATTENDEES

> The Chair may invite other staff to attend all or part of the meeting to provide feedback, and contribute to discussions, on applications for Recognition of Academic Credit.

Face-to-face Recognition of Academic Credit Committee meetings will be held fortnightly.

6.11 RESEARCH AND ETHICS COMMITTEE

RESEARCH AND ETHICS COMMITTEE RESPONSIBILITIES	
Receives and reviews	• NMIT working papers or occasional papers • Annual Programme Area and Institute Research Plans • Notification of research proposals, which require ethical consideration • Ethical considerations in programme delivery • Annual reports on research outputs and activities from Programme Areas • Notification of Animal Ethics Committee meetings and a copy of the agenda prior to the meeting. Minutes from Animal Ethics Committee meetings to be available to Research and Ethics Committee members.
Recommends/endorses	• Assess and endorse annual Curriculum Area or Institute Research Plans via Academic Committee minutes, representation, and through any Programme Area research committees/representatives established within NMIT • Publication of NMIT working papers or occasional papers • Submission of research proposals to Animal Ethics Committee • Submission of research proposals to NZ Health and Disability Ethics Committee • Strategic decisions relating to research • Applications for research project funding and funding approvals • Research proposals that meet recognised ethical standards and known safety procedures. (refer to *NMIT Code of Ethical Conduct for Research)*
Recommends and reports to Academic Board	• Annual reports on research outputs and activities from Curriculum Areas • Institute Research Plans • Changes to research strategies and monitoring systems
Quorum	• Six members
Maintains records of all activities and decisions of the Committee.	

OTHER RESPONSIBILITIES

• Encourage staff to notify relevant research contacts for all research projects.
• From time to time advise the Chief Executive and other senior managers on resources required to support research at NMIT.

MEMBERSHIP

- Curriculum Director (Chair)
- Student Representative
- Research Manager
- Research Professor Health and Social Science (ex officio)
- Research Professor Applied Industries (ex officio)
- Knowledge and Technical Services Manager (or Deputy)
- A representative from NMIT's Animal Ethics Committee
- A representative from Te Toki Pakohe
- At least four and up to six Academic Staff with research/consultancy experience nominated by Managers or staff from Programme Areas delivering degree programmes
- Provision for one external member in situations where a conflict of interest may occur.

MEETINGS

Meetings will be held as required, at least once per term. Minutes of meetings shall be provided to the Secretary of the Academic Board and included in Academic Board meeting papers.

Refer to:	*Code of Ethical Conduct – Animal Welfare*
	NMIT Code of Ethical Conduct for Research
	NMIT Research Policy