

Nelson Marlborough Institute of Technology

2019 Academic Statute

Te Ture Akoranga

Section 6: Academic Board

Terms of Reference

Section	Academic Statute		
Approval Date	15.11.2018	Approved by	Council
Next Review	12.10.2019	Responsibility	Executive Director – Learning Innovation and Quality
This Review	12.10.2018	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 is available from all Programme Area Administration Offices, the Library Learning Centre and the [NMIT website](#).

All **NMIT policies** listed in this Statute are also available on the [NMIT website](#).

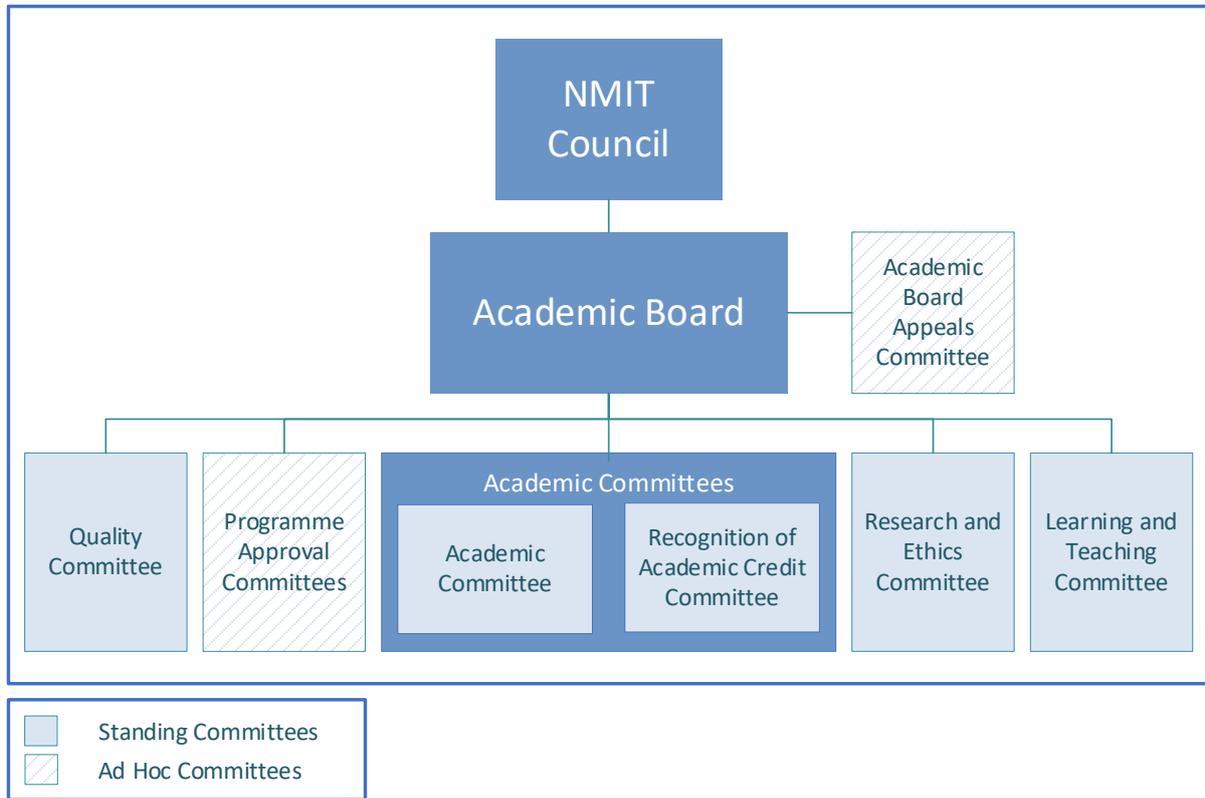
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SECTION 6: ACADEMIC BOARD

6.01 ACADEMIC BOARD COMMITTEE STRUCTURE

The diagram below shows the Academic Board Committee structure:



NMIT COUNCIL	
Approves	<ul style="list-style-type: none"> • 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:

6.02 SUMMARY OF ACADEMIC BOARD DELEGATIONS AND RESPONSIBILITIES

ACADEMIC BOARD RESPONSIBILITIES	
Approves and monitors	<ul style="list-style-type: none"> • Programme regulations and associated policies • Internal and external moderation • Development of academic standards • 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 • Programme Approval and Accreditation applications and associated policies • Self-Assessment activity • Annual Internal Review Plan • Discontinuation of qualifications • Policies and procedures related to a range of learning and teaching, research, and academic quality matters. • Self-Assessment Reports (also known as Annual Programme Evaluation Reports, APERs) for degree level programmes to be sent to NZQA. • Appointment of Degree Monitors where programmes have self-monitoring status • Academic Development Projects • Submission of applications to NZQA for the development of qualifications and listings • Academic Seals
Reports to Council	<ul style="list-style-type: none"> • On significant developments • Recommendations for new policy • Academic matters as requested
Recommends/endorses	<ul style="list-style-type: none"> • Changes to NMIT Academic Statute • Honorary Degrees
Receives and/or reviews	<ul style="list-style-type: none"> • 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 and monitors, as well as related action plans • Outcomes of NZQA moderation • Summary of Internal Review Reports • Education Performance Indicators (EPIs) • Sector updates <p>CONTD.</p>

ACADEMIC BOARD (contd.)	
Oversees	<ul style="list-style-type: none"> • The development and approval of academic standards, including mechanisms that guarantee that programmes and courses are assessed and moderated in a fair, equitable and consistent manner • 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. Grant approval of seals under delegated authority from NMIT Council
Develops, Monitors and Evaluates	<ul style="list-style-type: none"> • Policies and procedures for approving programmes, taking into account the Institute’s strategies and priorities, national tertiary education policies and the proper use of public funds • Policies and procedures to evaluate and review programmes, taking into account external input from the community, Industry Training Organisations and other education providers • Academic quality assurance processes, with particular reference to the requirements for external programme approval and accreditation • 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 as requested by Council, NMIT management, and the standing committees of the board
- Liaise with Tertiary Education Commission (TEC), Ministry of Education (MOE), New Zealand Qualifications Authority (NZQA), Industry Training Organisations (ITOs), and other relevant bodies
- 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. External input should be sought at least every three years.

MEMBERSHIP:

STANDING MEMBERS:

- Chief Executive (Chair)
- Executive Director - Learning Innovation and Delivery (Deputy Chair)
- Curriculum Directors (2)
- Head of Academic and Quality
- Executive Director Māori
- Executive Director - Customer Experience and Excellence
- Academic Registrar
- Curriculum Managers (2)
- Quality Enhancement Manager
- Senior/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 four managers.

All members should complete an induction process prior to commencement of membership to cover the process and operation of the Board and members' responsibilities. The Chair of the Academic Board is responsible for inducting new members.

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.

Staff members who are appointed to the Board will also be appointed to the appropriate Academic Committee, if they were not currently a member. Notwithstanding, 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](#) Appendix Two). From the nominations submitted, SANITI shall arrange the election of two student members.

Student members will normally be appointed for three 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
- Filed centrally in paper format

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:

- A Quality Committee
- A Research and Ethics Committee
- A Learning and Teaching Committee
- Academic Committees

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 Academic Committees, 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 APPEALS COMMITTEE

APPEALS COMMITTEE RESPONSIBILITIES

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

APPEALS COMMITTEE	
Considers	<ul style="list-style-type: none">• Solely on the basis that an appeal was not heard in a fair and unbiased manner, appeals of decisions of Academic Committees of student academic appeals• Appeals of decisions of academic committees of determinations (and any penalty) of academic misconduct• Decisions shall be made by majority vote and shall be deemed to be decisions of Academic Board and as such, are not reported to the Academic Board
Appeal Committee Meetings are held as required. Minutes are confidential and are securely filed by the Secretary of the Academic Board.	

Refer to: [Student Academic Appeals Policy](#)
[Student Misconduct Procedure](#)

APPEALS COMMITTEE MEMBERSHIP

The 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

The Chair of the Appeals Committee may also select one person external to NMIT with educational/academic standing or relevant content expertise. For example, where an Appeals Committee 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*.

6.05 PROGRAMME APPROVAL COMMITTEE (PAC)

PROGRAMME APPROVAL COMMITTEE (PAC) RESPONSIBILITIES	
Receives, reviews and recommends to Academic Board	<ul style="list-style-type: none">• Applications for approval and/or accreditation of new and reviewed programmes including joint venture contracts and teaching sites in New Zealand and overseas; to ensure curricula and educational delivery meet academic standards.• Applications for NZQF 'consent to assess'• Applications for NZ qualification listing and development• Advice to meet approval requirements and verify requirements have been met• New qualifications and/or development; and new and reviewed programmes

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:

- Chief Executive
- Executive Director - Learning Innovation and Delivery
- Executive Director - Māori Education
- Executive Director - Customer Experience and Excellence
- Head of Academic and Quality
- Curriculum Directors or Curriculum Managers
- Academic Registrar
- Academic Committee representatives
- Business Support Team Leader
- Student Representative

Chair: Chief Executive, Executive Director - Learning Innovation and Delivery, or Head of Academic and Quality;

Programme Academic Committee representatives will be selected by the Head of Academic and quality.

A Chair and at least three additional voting members, not including the Head of Department or team leader submitting the application, will be designated for each application. To achieve consistency, the same members should attend all meetings and business relating to that application.

Maximum: Six voting members. Quorum: four voting members.

NON-VOTING MEMBERS

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

OTHER ATTENDEES

The Chair will invite a member of the Programme Area submitting the application, to attend all or part of the meeting, to provide advice to voting members of the Programme Approval Committee.

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.

6.06 QUALITY COMMITTEE

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

QUALITY COMMITTEE RESPONSIBILITIES	
Approves	<ul style="list-style-type: none">• Self-assessment requirements and responsibilities for required actions• Determinations on any appeals in relation to self-assessment and internal review
Recommends/endorses	<ul style="list-style-type: none">• Policies and procedures before approval by Academic Board, the Executive Team, Chief Executive or Council• Academic Development Proposals before seeking approval by Academic Board• Annual Internal Review Plan• Internal Review Reports• Self-Assessment Reports (Degree-level only)
Develops and/or reviews	<ul style="list-style-type: none">• Quality Management System• Quality assurance processes, e.g. programme approvals, degree monitoring, student feedback and self-assessment and internal review• Education Performance Indicators (EPIs)• Sector updates
Monitors	<ul style="list-style-type: none">• Action Plans put in place as a result of issues identified in an external Moderation Report
Quorum	<ul style="list-style-type: none">• Five members

QUALITY COMMITTEE RESPONSIBILITIES

NEW AND DEVELOPED PROGRAMMES

- Review, make recommendations to Directors and Managers and endorse Academic Development Proposals (or equivalent) prior to Academic Board approval.

SELF-ASSESSMENT AND INTERNAL REVIEW

- Ensure appropriate self-assessment processes are implemented
- Receive, evaluate and endorse Degree-level Self-Assessment Reports to be sent to NZQA
- Endorse an annual Internal Review Plan
- Endorse Internal Review Reports
- Review and consider the conclusions from the Internal Review Reports, which may include setting and assigning responsibilities for required actions
- Ensure appropriate corrective actions have been implemented and monitor quality improvement
- Receive and make determinations on any appeals in relation to self-assessment

QUALITY ASSURANCE AND QUALITY IMPROVEMENT

- Monitor and review compliance and effectiveness of quality assurance processes, e.g. programme approvals, Programme Review, Degree Monitoring, student feedback and self-assessment
- Approve annual Self-Assessment Reports for Degree-level programmes to be sent to NZQA

- Ensure that quality monitoring reports are considered and actioned
- Identify areas of risk to NMIT in relation to quality and standards and make recommendations to the CE, Council, Executive Team and Academic Board accordingly
- Monitor outcomes for students and other stakeholders and recommend improvements
- Establish working groups to progress quality improvement initiatives

QUALITY MANAGEMENT SYSTEM

QMS definition: The activities which occur within NMIT to enable agreed student and stakeholder expectations to be met. The documented QMS sets out the policies, structure, processes, responsibilities and resources and describes how these are coordinated to achieve quality.

- Develop and oversee NMIT's QMS. Interpret and maintain an overview of the external legislative requirements that influence the quality of NMIT's services.
- Authorise the development, review or deletion of NMIT's documented policies and procedures and define the consultation and approval process in each case.
- Ensure the Institute's business rules are accurately documented in policies and procedures that are coherent, fit for purpose and integrated into a complete quality system.

QUALITY COMMITTEE MEMBERSHIP

- Executive Director – Customer Experience and Excellence (or delegate) (Chair)
- Chief Executive (ex officio)
- Executive Director - Learning Innovation and Delivery
- Executive Director of Māori Education
- Two (2) Curriculum Directors or Curriculum Managers
- Student Advocate (SANITI) or Student Representative
- Business Support Team Leader
- Academic Advisor
- Quality Enhancement Manager
- Co-opted members as required

QUALITY COMMITTEE MEETINGS

Meetings will be held fortnightly 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.

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

6.07 RESEARCH AND ETHICS COMMITTEE

RESEARCH AND ETHICS COMMITTEE RESPONSIBILITIES	
Receives and reviews	<ul style="list-style-type: none"> • 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/endorsees	<ul style="list-style-type: none"> • Assess and endorse annual Programme 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 <i>NMIT Code of Ethical Conduct for Research</i>)
Recommends and reports to Academic Board	<ul style="list-style-type: none"> • Annual reports on research outputs and activities from Programme Areas • Institute Research Plans • Changes to research strategies and monitoring systems
Quorum	<ul style="list-style-type: none"> • 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.

RESEARCH AND ETHICS COMMITTEE MEMBERSHIP

- Executive Director - Learning Innovation and Delivery (Chair)
- Student Representative
- Research Manager
- Curriculum Director
- 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.

RESEARCH AND ETHICS COMMITTEE 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: [Approval and Publication of Research Policy](#)
[Code of Ethical Conduct – Animal Welfare](#)
[NMIT Code of Ethical Conduct for Research](#)
[NMIT Research Policy](#)

6.08 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

Recommends to Academic Board

- Professional development opportunities for teaching staff and supporting research
- Review and development of policies and procedures relating to learning and teaching
- Adoption of good practices in learning and teaching

OTHER RESPONSIBILITIES

Responsibilities include the following:

- 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

LEARNING AND TEACHING COMMITTEE MEMBERSHIP

- Executive Director of Learning, Innovation and Delivery (Chair)
- Chair of Academic Board (ex officio)
- Executive 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 (Flexible Learning Team, Learner Services, Teaching staff, Academic and Quality, Senior/Academic Advisors etc.)

LEARNING AND TEACHING COMMITTEE 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.

6.09 ACADEMIC COMMITTEES

ACADEMIC COMMITTEE RESPONSIBILITIES	
Approve	<ul style="list-style-type: none"> • All course results and the awarding of qualifications. • Award of qualifications (excluding Special Honour and Recognition Awards) • Award of Records of Achievement • Consideration and determination of academic appeals by students including decisions relating to: <ul style="list-style-type: none"> o Selection o Exclusion o Special assessment results o Passes or grades • Annual Moderation Plans (from Departments and Programme Areas)
Recommend/endorse	<ul style="list-style-type: none"> • New programmes, significant changes to existing courses and programmes, and Training Schemes before consideration by Programme Approval Committee (PAC) • Minor changes to single courses, minor changes to programmes, and new courses before consideration by Head of Academic and Quality
Consider/determine	<ul style="list-style-type: none"> • Course entry, progression and completion requirements have been met. • Academic appeals by students (including decisions related to selection, exclusion, special assessment circumstances, re-enrolment, summative assessment results, passes or grades or award of qualifications) for designated programmes and courses. • Appeals by students of determinations (and any penalty) of academic misconduct.
Receive and monitor	<ul style="list-style-type: none"> • The quality of programmes and supply quality monitoring reports and other information, required by the Academic Board. • Minutes from Programme Area Results Committees and consider their recommendations for results approvals. • External moderation reports and requirements • Internal and external review/audit reports and requirements • Degree monitoring reports and requirements • NZQA requirements • Academic Development Proposals • Changes to other providers' programmes of study • External moderation events as identified in the Annual Moderation Plans
Recommend and report	<ul style="list-style-type: none"> • On matters pertaining to Quality Management System before consideration by the Quality Committee

	<ul style="list-style-type: none"> Scheduled external quality monitoring visits before consideration by Academic Board
Ensure	<ul style="list-style-type: none"> Programme Regulations are correctly and consistently applied Accreditation and moderation requirements are met Quality of programmes, and supply quality monitoring reports and other information required by the Academic Board Course entry, progression and completion requirements are met

PURPOSE AND OTHER RESPONSIBILITIES

Two Academic Committees shall be established each with responsibility to ensure academic standards are consistently met for designated programmes and courses, irrespective of the delivery site:

1. Academic Committee
Membership from all Curriculum Areas and Academic and Quality.

2. Recognition of Academic Credit Committee

With responsibility to consider for approval Recognition of Academic Credit applications for all programmes and courses

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:

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

- Provide advice to the Executive Director - Learning Innovation and Delivery on the application of academic policies and procedures consistent with those of the Institute, the Academic Statute and the NMIT Quality Management System.
- Facilitate communication and provide a forum for debate on academic issues.
- Assess and endorse proposals for new or changed courses and programmes, prior to submission for approval.
- Assist management to ensure academic standards are maintained.
- Assist management to ensure decisions of the Academic Board are implemented.
- Advise the Academic Board of scheduled external quality monitoring visits.
- Receive and discuss quality monitoring reports from regulatory and professional bodies, and monitor actions.
- Receive, approve and monitor moderation plans.
- Receive and discuss external moderation reports, and monitor actions.
- Receive and discuss internal and external review/audit reports, and monitor actions.
- Receive and discuss degree monitoring reports, and monitor actions.
- Receive and discuss NZQA requirements, and monitor actions.

Academic Committee Meetings will be held regularly, either as face-to-face or e-meetings. Recognition of Academic Credit Committee meetings will be held fortnightly. Meeting minutes shall be coordinated by the

relevant Committee Secretary and made available on the intranet for the Secretary of the Academic Board. Minutes shall be included in Academic Board meeting papers.

ACADEMIC COMMITTEE MEMBERSHIP	
Standing Members	All Curriculum Managers or delegates Academic and Quality Administrator, (Secretary; non-voting member) Senior / Academic Advisor
Chair	Executive Director – Customer Experience and Excellence
Appointed Members	At least two staff representatives for the programmes within the committee (representation from Academic Staff Members, Principal Academic Staff Members, and Senior Academic Staff Members, Programme Coordinators.)
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.
Quorum	Seven

RECOGNITION OF ACADEMIC CREDIT COMMITTEE MEMBERSHIP	
Standing Members	Academic Registrar Academic and Quality Administrator (Secretary; non-voting member) Senior / Academic Advisor (x2) Head of Learner Services or delegate Flexible Learning Team member
Chair	Academic Registrar
Appointed Members	Staff representatives for programmes (representation of Academic Staff Members, Principal Academic Staff Members, Senior Academic Staff Members, and staff from other campuses is encouraged.)
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 applications for Recognition of Academic Credit.
Quorum	Five

6.10 ACADEMIC BOARD NOMINATIONS COMMITTEE

ACADEMIC BOARD NOMINATIONS COMMITTEE RESPONSIBILITIES	
Receives, reviews and recommends to Council	<ul style="list-style-type: none">Nominations for Honorary Fellows and Institutional Medals
Receives, reviews and recommends to Academic Board	<ul style="list-style-type: none">Nominations for Honorary Degrees
Maintains records of all activities and decisions of the Committee.	

ACADEMIC BOARD NOMINATIONS COMMITTEE RESPONSIBILITIES

See table above

ACADEMIC BOARD NOMINATIONS COMMITTEE 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 of Learning, Innovation and Delivery
- Student member of the Academic Board (selected as required)
- One member of the Academic Board (selected as required)
- Executive Director of Customer Excellence and Engagement

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

ACADEMIC BOARD NOMINATIONS COMMITTEE MEETINGS

Meetings will be held as required.