

Special Meeting AGENDA

Date: Friday 23 January 2026

Time: 1.00pm-4.30pm

Venue: Ōtara Campus ND317 and MS Teams

1. Whakatuwheratanga | Opening

Me īnoi tātou

Kia tūturu tātou (*Let's be real*)

Kia manaaki tātou (*Let's be caring*)

Kia whai hiranga tātou (*Let's pursue excellence*)

Kia tūhonohono tātou (*Let's connect*)

Whano! Whano!

Haramai te toki!

Haumi ē!

Hui ē!

Taiki ē!

1.1 Apologies

Simon Nash

Chris King

Annette Pitovao

Luka Crosbie

RECOMMENDATION:

That the Academic Committee receives the apologies.

1.2 Academic Committee Terms of Reference

[MITU Academic Committee ToR draft 2025-12-03.pdf](#)

RECOMMENDATION:

That the Academic Committee notes the Academic Committee Terms of Reference.

1.3 Academic Committee Membership

[Academic Committee Membership 20260123.pdf](#)

RECOMMENDATION:

That the Academic Committee notes the *ex-officio* members as listed in the membership list and approves the Student Council Nominees (Thao Nguyen and Teina Haimona).

1.4 Standing Orders

[Interim Standing Orders](#)

RECOMMENDATION:

That the Academic Committee receives the Standing Orders.

1.5 Academic Committee Sub-Committees: Terms of Reference

- (a) [Updated Subcommittee Schema](#)
- (b) [Academic Committee Executive Committee](#)
- (c) [Academic Approvals Committee](#)
- (d) [Academic Quality Committee](#)
- (e) [Learning and Teaching Committee](#)
- (f) [Research Committee](#)
- (g) [Programme Committees](#)
- (h) [Programme Advisory Committees](#)
- (i) [Programme Advisory Oversight Committee](#)

RECOMMENDATION:

That the Academic Committee approves the Academic Committee Subcommittee Terms of Reference.

Draft Academic Subcommittee Terms of Reference – Discussion

- (j) [Disability Academic Advisory Committee ToR Draft](#)
- (k) [International Academic Advisory Committee ToR draft](#)
- (l) [Māori Academic Advisory Committee ToR draft](#)
- (m) [Pacific Academic Advisory Committee ToR draft](#)

1.6 Academic Committee Meeting Schedule 2026

[Academic Committee Meeting Schedule 2026](#)

RECOMMENDATION:

That the Academic Committee approves the Academic Committee meeting schedule 2026.

Whakamutunga | Closing

Ka wehe atu tātou
I raro i te rangimārie
Te harikoa
Me te manawanui
Haumi ē! Hui ē! Taiki ē!

We are departing
Peacefully
Joyfully
And resolute
We are united, progressing forward!



Manukau Institute of Technology and Unitec

Academic Committee

(a subcommittee of Council)

Terms of Reference

Approval details

Version number	1.0
Issue date	
Approval authority	Council
Date of approval	
Policy owner	Deputy Chief Executive Academic
Contact person	Deputy Chief Executive Academic
Date of next review	October 2026

Version control

Version	Summary of changes	Approved by	Date of Approval
v1.0	New document	Council	

1 Background

Academic Committee was established January 2026 pursuant to Education and Training Act 2020 (as at 22 October 2025). Schedule 11, Clause 18(2) of the Act provides that the Council... “must establish an academic committee consisting of its chief executive and members of the staff and students of the institution to – (a) advise it on matters relating to courses of study or training, awards, and other academic matters; and (b) exercise powers delegated to it by the council”.

2 Responsibilities

Academic Committee is delegated by the Council of Manukau Institute of Technology and Unitec (the Council) to:

- Approve the establishment, amendment and disestablishment of academic programmes, including programmes leading to the awarding of qualifications, and recommending approved programmes to Industry Skills Boards, NZQA, TEC and other regulatory bodies as appropriate.
- Approve the conferral of awards by Council to graduands who have satisfied the requirements for conferral.



- Approve the establishment, amendment and disestablishment of such subcommittees as may be necessary for exercising the Academic Committee's responsibilities.
- Consider and report to the Council on any other academic matters, which are referred to it by the Council or the Chief Executive, or which the Academic Committee believes are of significance, including commissioning reviews and research.
- Approve, monitor and review policies and standards for the good governance of the Institute's academic activities.
- Establish a framework for overseeing the quality of the Institute's academic activities.
- Provide guidance to the Council and Chief Executive on the academic strategic direction and priorities of the Institute.

For clarity "Academic" is deemed to be inclusive of programmes of study, learning and teaching, research and scholarship in all its forms.

3 Membership

3.1 Members

Appointments will comprise the following:

- Deputy Chief Executive, Academic, *ex officio* (Prof Martin Carroll)
- Chief Executive, *ex officio* (TBD)
- Deputy Chief Executive, Learner Experience and Success, *ex officio* (Dr Simon Nash)
- Pou Whakarewa Mātauranga Māori - Director, Māori Education, *ex officio* (Dr Wiremu Manaia)
- Taharangi – Director, Māori Success, *ex officio* (Viv Merito)
- Director, Schools and Performance, *ex officio* (Chris King)
- General Manager, Schools, *ex officio* (Pip Schollum-Manase)
- Two (2) enrolled learners from Manukau Institute of Technology and Unitec, nominated by the Student Council, for a period of one (1) year with the possibility of renewal for a second one (1) year term only (TBD)
- Two (2) members nominated by, and from among, the Heads of School and approved by the Academic Committee, for a period of two (2) years with the possibility of renewal for a second two (2) year term only (TBD)
- Two (2) members nominated by, and from among, the Professoriate and Principal Lecturers, and approved by the Academic Committee, for a period of two (2) years with the possibility of renewal for a second two (2) year term only (TBD)
- Chairs or delegates *ex officio* of all Standing Committees (except Programme Committees), Advisory Committees and (for their duration) Ad Hoc Committees:
 - Ethics Committee (Eric Boamah)
 - Research Committee (Dr Rosanne Ellis)
 - Postgraduate Research Committee (TBD)
 - Programme Advisory Group Oversight Committee (Julie Prentice)



- Academic Approvals Committee (Chris Park)
- Academic Quality Committee (Simon Tries)
- Learning & Teaching Committee (Dr Simon Nash)
- Māori Academic Advisory Committee (Dr Wiremu Manaia and Viv Merito co-chair)
- Pacific Academic Advisory Committee (Luka Crosbie)
- International Academic Advisory Committee (Jeff Howe)
- Disability Academic Advisory Committee (Annette Pitovao)

A Member shall only have one vote, even though they may occupy more than one Membership position on the Academic Committee.

3.2 Chair and Deputy Chair

The Chair will be the Deputy Chief Executive Academic.

The Chair may appoint a Deputy Chair, who will deputise in the Chair's absence.

3.3 Co-opted members

At the discretion of the Academic Committee, and with the approval of Council, further members may be co-opted or seconded to the Academic Committee.

3.4 Observers

Non-voting observers from Manukau Institute of Technology and Unitec may attend hui unless otherwise stipulated. The Chair retains the right to determine whether this is with or without speaking rights.

3.5 Terminating membership

Members of the Academic Committee, other than those *ex officio*, may revoke their membership at any time by giving four weeks' written notice in writing.

All Members of the Academic Committee may have their Membership revoked by resolution of the Manukau Institute of Technology and Unitec Council.

3.6 Members' characteristic, skills and experiences

Membership should reflect a broad set of applicable characteristic, skills and experiences, including:

- commitment to educational quality and learner achievement;
- ability to apply both a local and global view to academic issues;
- commitment to the success of learners who are under-served by the education system (with a specific focus on Māori learners, Pacific learners, learners with disabilities);
- demonstrated knowledge and experience, and a commitment to, Mātauranga Māori;
- demonstrated leadership relating to teaching and learning across multiple modalities, research and rangahau, scholarship, programme development and delivery and academic quality;



- preparedness to commit to the reading and depth of analysis, thought and contribution required for the task; and
- ability to work collegially and in accordance with Institutional values.

4 Subcommittees of the Academic Committee

4.1 Standing Subcommittees

Academic Committee will establish standing subcommittees of the Academic Committee to undertake specified on-going tasks under delegated authority. Academic Committee will subdelegate specified authorities to Standing Subcommittees through their Terms of Reference, in accordance with section 286(5 & 6) of the Act.

The Standing Subcommittees of Academic Committee are:

- Academic Committee Standing Committee
- Appeals Committee
- Academic Approvals Committee
- Academic Quality Committee
- Programme Committees
- Learning and Teaching Committee
- Research Ethics Committee
- Research Committee
- Postgraduate Research Committee
- External Advisory Group Oversight Committee

4.2 Advisory Subcommittees

Academic Committee will establish Advisory Subcommittees of the Academic Committee, with a broad remit to provide advice to the Academic Committee and its Standing Subcommittees

Advisory Subcommittees do not have authority to make decisions under delegation from the Academic Committee.

The Advisory Subcommittees of Academic Committee are:

- Māori Academic Advisory Committee
- Pacific Academic Advisory Committee
- International Academic Advisory Committee
- Disability Academic Advisory Committee

4.3 Ad Hoc Subcommittees

From time to time, it may be necessary for Academic Committee, with the approval of Council, to appoint Ad Hoc Subcommittees to undertake short-term mahi of significance.



Where the Chair of the Ad Hoc Subcommittee was not already a Member of the Academic Committee, they shall be a member of the Academic Committee for the duration of the Ad Hoc Subcommittee.

4.4 Subcommittee Members *ex officio*

The Chair, Deputy Chair and Chief Executive are *ex officio* members of all Subcommittees of the Academic Committee, but their membership shall not count for the purpose of calculating a quorum for those subcommittees.

5 Delegations

The establishment of all academic policies requires the approval of Academic Committee.

The establishment, amendment, and disestablishment of subcommittees, their Term of Reference and Membership, require the approval of Academic Committee. The Terms of Reference are the only means by which the Academic Committee may delegate its authority to the subcommittee.

Academic Committee may delegate to Subcommittees the authority to establish procedures for giving effect to approved policies. These procedures must be reported in full to the next meeting to the Academic Committee. If the procedures have significant risk, resourcing or structural implications then the Deputy Chief Executive Academic may require that the procedure is referred to the Institute's Executive for final approval prior to the Procedure taking effect.

Subdelegated authorities will, as soon as practicable after being approved, be registered on the Manukau Institute of Technology and Unitec Delegations Register.

6 Modus Operandi

6.1 Kōrama | Quorum

Half the current membership plus one member of Academic Committee constitutes a quorum.

If the requirement for a quorum is not met, the hui can proceed, with any recommended actions/motions requiring endorsement by a quorum before they become binding.

6.2 Hui | Meetings

Academic Committee will determine the frequency with which it meets, with no fewer than six hui per academic year.

Hui will be open to the public unless there is a need to protect the rights of persons or organisations. In such circumstances, the hui will 'go into committee' and the public will be excluded.

Each subcommittee will meet according to the schedule agreed on by Academic Committee, appropriate to its tasks and delegations.



6.3 Standing Orders

The Academic Committee is bound by the Standing Orders of Manukau Institute of Technology and Unitec.

6.4 Reporting

The Academic Committee will submit its written Minutes to Council. These may be submitted in draft form upon the approval of the Chair. If amendments are made at a subsequent hui of Academic Committee then the amended Minutes will also be reported to the Council.



**Manukau Institute of Technology and Unitec
Academic Committee Membership**

As of 23 January 2026,

Position	Member	Commenced	Terminates	Membership
Deputy Chief Executive Academic	Prof Martin Carroll (Chair)			Ex-officio
Chief Executive – Executive Director	Peseta Sam Lotu-liga			Ex-officio
Deputy Chief Executive, Learner Experience and Success	Dr Simon Nash			Ex-officio
Director, Māori Education	Dr Wiremu Manaia			Ex-officio
Director, Pacific Success	Luka Crosbie			Ex-officio
Director, Māori Success	Viv Merito			Ex-officio
Director, Research and Enterprise	Dr Rosanne Ellis			Ex-officio
Director, Schools and Performance	Chris King			Ex-officio
General Manager, Schools	Pip Schollum-Manase		-	Ex-officio
Two members nominated by, and from among, the Heads of School and approved By the Academic Committee	TBD			Two years
	TBD			Two years
Two members nominated by, and from among, the Professoriate and Principal Lecturers, and approved by the Academic Committee	TBD			Two years
	TBD			Two years
Two enrolled learners (<i>nominated by the Student Council</i>)	Thao (Tiffany) Nguyen - Unitec	Feb 2026	Dec 2026	One year
	Terina Haimona - MIT	Feb 2026	Dec 2026	One year
Chair, Ethics Committee	Eric Boamah			Ex-officio
Chair, Research Committee	Dr Rosanne Ellis*			Ex-officio
Chair, Postgraduate Research Committee	TBD			Ex-officio
Chair, Programme Advisory Group Oversight Committee	Julie Prentice			Ex-officio
Chair, Academic Approvals Committee	Chris Park			Ex-officio
Chair, Academic Quality Committee	Simon Tries			Ex-officio
Chair, Learning & Teaching Committee	Dr Simon Nash*			Ex-officio
Chair, Māori Academic Advisory Committee	TBD			Ex-officio
Chair, Pacific Academic Advisory Committee	Luka Crosbie*			Ex-officio
Chair, International Academic Advisory Committee	Jeff Howe			Ex-officio
Chair, Disability Academic Advisory Committee	Annette Pitovao			Ex-officio
Co-opted members	TBD			
Standing Observers	Prof. Sharon Brownie, Ward Kamo.			

Manukau Institute of Technology and Unitec

INTERIM STANDING ORDERS

Approval details

Version number	1
Issue date	8 December 2025
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Policy owner	Chair of Council
Contact person	Legal Director
Date of next review	During 2026

Version control

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0.1 (2025-10-28)	New version	Council	8 December 2025

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PART A: GENERAL

1 Application of Standing Orders and Other Legislative Provisions

- 1.1 The Manukau Institute of Technology and Unitec Council (Council) has adopted these Standing Orders in accordance with clause 16 of Schedule 11 of the Education and Training Act 2020, which provides that: "Subject to this clause, a council may determine its own procedures".
- 1.2 The requirements of Part 7 of the Local Government Official Information and Meetings Act 1987 (LGOIMA) apply to meetings of the Council and its committees.
- 1.3 In these Standing Orders, references to "Council" shall be deemed inclusive of the Council and each of its committees and subcommittees, except for clauses 5 and 6, which refer to the Council singularly, and clause 11, which refers to the Council and Academic Board only.
- 1.4 These Standing Orders are mandatory for the Manukau Institute of Technology and Unitec Council and the Academic Board, which is a committee of the Council.
- 1.5 These Standing Orders are not mandatory for any other convened group of people (be it a committee, subcommittee, steering group, advisory board, working group, task force etc.) within the Institute, except where directed in their Terms of Reference, however they may be followed as general guidance by such groups at the discretion of the Chair of that group.

2 Purpose of Standing Orders

- 2.1 The purpose of these Standing Orders is to provide a clear and consistent framework for the governance and operation of the Council and the committees and subcommittees thereof. They set out the procedures for meetings, decision-making, and conduct to ensure transparency, accountability, and effective governance. These Standing Orders support the Council in fulfilling its responsibilities to govern in the best interests of the institution, its learners, staff, and communities.

3 Chair's Ruling Final

- 3.1 The Chairperson (Chair) shall decide all questions of interpretation of these Standing Orders, or questions where these Standing Orders make no provision, or insufficient provision.

4 Suspension of Standing Orders

- 4.1 These Standing Orders may be suspended by a majority of the members present at a meeting, including the Chair. If this occurs, the decision to suspend, including the rationale, must be recorded in the minutes of the meeting.

5 Alteration of Standing Orders

5.1 These Standing Orders may only be amended by the Manukau Institute of Technology and Unitec Council. The adoption or amendment of these Standing Orders shall in each case require a vote of no less than 75% of the members present and voting.

6 Officers of The Council

6.1 An officer of the Council means a person who holds the position of:

- (a) Chief Executive of Manukau Institute of Technology and Unitec;
- (b) Council Secretary (Secretary); or
- (c) any other person who is appointed by resolution of the Council to serve the Council as an officer.

6.2 Officers of the Council may speak at meetings but not vote. Officers of the Council may remain at meetings after the public has been excluded.

7 Proceedings Not Invalidated by Vacancies or Irregularities

7.1 Any act or proceeding of:

- (a) the Council; or
- (b) any committee, sub-committee, working party or other subordinate decision-making body of the Council; or
- (c) any person acting as a member of the Council,

is not invalidated by:

- (i) a vacancy in the membership of the Council, committee, sub-committee, working party or other subordinate decision-making body; or
- (ii) the subsequent discovery of some defect in the election or appointment of the person acting as a member of the Council.

8 Committee Membership and Termination of Membership

8.1 The Membership of a Committee shall be as specified in its Terms of Reference.

8.2 A Member, other than those *ex officio*, may leave a Committee upon submitting their resignation in writing providing no less than four weeks' notice.

8.3 An appointed or elected Member may be removed from the Committee's membership by the Chair if they have been Absent without Apology for three or more meetings.

8.4 An *ex officio* Member who has been Absent without Apology for three or more meetings shall be referred to the Chief Executive.

8.5 A Member may be removed from a committee or subcommittee by the parent Council or committee if there is cause to do so for the maintenance of good governance.

PART B: MEETINGS

9 General Provisions

9.1 The Council must hold the meetings that are necessary for the good governance of Manukau Institute of Technology and Unitec and the efficient performance of the functions of Council.

9.2 Meetings of the Council, committees or sub-committees must be called and conducted in accordance with these Standing Orders.

9.3 The Council and its committees and subcommittees must have a designated Chairperson, Deputy Chairperson and Secretary. In the case of Subcommittees, the role of Secretary may be incorporated into the role of the Chairperson or Deputy Chairperson.

10 Types of Meetings

10.1 Ordinary Meetings: Meetings held in accordance with the schedule adopted by Council.

10.2 Special Meetings: A meeting held by resolution of the Council, at the request of the Chair, or on application in writing from no fewer than three (3) members of the Council.

10.3 Emergency Meetings: A meeting called by the Chair or, if the Chair is unavailable, by the Chief Executive to address matters that require the urgent attention of the Council sooner than the next ordinary meeting.

11 Notice of Meetings

11.1 All formal meetings of the Council and Academic Board are publicly notified in accordance with section 46 of the LGOIMA.

11.2 The notice period for Council and Academic Board meetings is as follows:

- (a) Ordinary Meetings: No less than five (5) working days.
- (b) Special Meetings: No less than five (5) working days.
- (c) Emergency Meetings: No less than 24 hours.

11.3 A member may waive any requirement regarding the giving of notice of a meeting to that member.

11.4 A meeting is still valid even if notice of that meeting was not received or was not received in due time by a member unless it is proved that the person responsible for giving notice of the meeting acted in bad faith or without reasonable care, and the member concerned did not attend the meeting.

12 Chair to Preside at Meetings

- 12.1 The Chair of the Council, committee or subcommittee (as applicable) must preside at each meeting of the Council, committee or subcommittee at which they are present, unless the Chair vacates the chair for a particular meeting or part of a meeting.
- 12.2 If the Chair is not present at a meeting, but the Deputy Chair (if any) is present, the Deputy Chair shall preside.
- 12.3 If neither the Chair nor the Deputy Chair (if any) are present at a meeting, and the Chair has not designated a member to be the Acting Chair for that meeting, the members present shall appoint one of their number to preside.

13 Order of Business

- 13.1 The Council, committees and subcommittees shall adopt an agreed order of business, which shall normally apply at ordinary meetings, and may vary it from time to time.

14 Agenda

- 14.1 The Secretary in consultation with the Chair shall prepare for each meeting an agenda setting forth the known items of business to be brought before the meeting.
- 14.2 The Secretary shall indicate on every agenda the items that they reasonably expect will be discussed with the public excluded.
- 14.3 At the meeting, the business shall be dealt with in the order listed on the agenda, unless the Chair as a matter of urgency, or the Council on a motion duly passed without debate, decides to accord precedence to any business set down on the agenda.

15 Chair's Direction

- 15.1 The Chair may direct the attention of the Council to any matter or subject within the role or function of the Council.

16 Extraordinary Business at Ordinary Meetings

- 16.1 Only business on the agenda shall be transacted at any meeting unless the Chair determines additional business to be extraordinary or urgent (section 46(a)(7) LGOIMA). The Chair's ruling in this regard shall be final and not open to debate.

17 Quorum at Meetings

- 17.1 The quorum at a meeting of the Council is the majority of the current members.

- 17.2 A meeting is duly constituted if a quorum is present, whether or not all of the members are voting or entitled to vote.
- 17.3 Business may not be transacted at any meeting unless at least a quorum of members is present during the whole of the time at which the business is transacted. Business includes passing motions, making decisions and taking official actions.
- 17.4 If a meeting is short of a quorum at its commencement or falls short of a quorum during the meeting, the business shall stand suspended and, if no quorum is present within ten minutes (or such longer timeframe agreed by all members present), the Chair shall vacate the chair and the meeting shall lapse. Any business remaining following the lapsing of the meeting shall be adjourned until the next meeting.

18 Proxies at Meetings

- 18.1 Clause 18 applies to committees and subcommittees. Manukau Institute of Technology and Unitec Council members may not appoint proxies to attend meetings and vote on their behalf.
- 18.2 Where a member of a Committee or Sub-Committee is unable to attend a meeting, they may appoint a proxy to attend and vote on their behalf, provided the:
 - (a) appointment is made in writing and received by the Chair and Secretary before the meeting;
 - (b) proxy is not a current member; and
 - (c) proxy is a person eligible to represent the same role or constituency as the member being replaced.
- 18.3 A proxy may speak and vote on behalf of the member they represent and be counted for the purposes of quorum in place of the appointed member.
- 18.4 A proxy may not represent more than one member.
- 18.5 All proxy appointments must be noted in the meeting minutes, including the name of the member appointing the proxy and the name and role or constituency of the proxy holder.
- 18.6 The use of proxies should be limited to exceptional circumstances and not as a routine substitute for attendance.

19 Closed Sessions of Meetings

- 19.1 A closed session of a Council meeting is open only to the Members and other persons as the Members may resolve.
- 19.2 A matter may be dealt with in closed session if the Council passes a motion identifying in broad terms the topic and the reason why it is being discussed in closed session, having regard for the *Local Government Official Information and Meetings Act 1987* and other applicable legislation

19.3 Separate Minutes will be kept of the closed session.

19.4 The Chair of the parent Council or Committee shall have access to the closed session minutes and any further disclosure of closed session minutes outside the individuals noted in section 19.1 will be at their discretion.

20 Leave of Absence and Apologies

20.1 Wherever possible, members are requested to advise the Chair or Secretary at least 24 hours in advance of the meeting if they are unable to attend. This will be recorded as an Absence with Apology in the minutes.

20.2 If no Apology is received an Absence will be recorded as an Absence without Apology in the Minutes.

21 Minutes of Proceedings

21.1 The Secretary shall keep the minutes of meetings. The minutes shall record the following:

- (a) the names of the members and secretary attending each meeting;
- (b) the names of any members absent with or without apology;
- (c) the names of observers and invited guests, each identified as such;
- (d) the arrival and departure times of any members not present at the beginning or ending of the meeting, or during the course of the meeting;
- (e) the date, time and location;
- (f) the proceedings of the meeting; and
- (g) every resolution, including its mover and seconder. A member may also request that the outcome of the vote be recorded (e.g. unanimous or by majority) and individual members may choose to have their vote recorded if they abstained or voted against the resolution.

21.2 The Secretary drafts the minutes following the meetings and circulates the draft minutes to the Chair for checking within five (5) working days of the meeting.

21.3 The minutes from the previous meeting are confirmed by resolution of the Council at the following meeting. At that meeting, no discussion shall arise about the minutes except as to their correctness.

21.4 Confirmed minutes are signed by the Chair and filed electronically as the definitive record of the Council's proceedings. In accordance with the Public Records Act 2005, minutes of meetings of the Council are retained in perpetuity.

22 Subcommittee Reporting

22.1 Subcommittees are accountable to their parent Committee or Council.

- 22.2 Within five (5) working days of a subcommittee meeting being held, a copy of draft minutes with cover report will be available to the parent Committee or Council. Subcommittee reports will be tabled at the next meeting of the parent Committee or Council.
- 22.3 The Chair of each subcommittee will ordinarily be member of the parent Committee. Where this is not the case a subcommittee must contain in its membership at least one member of the parent Committee.

PART C: CONDUCT OF MEETINGS

23 Rules of Speaking

- 23.1 The Chair shall decide all points of order and any member who refuses to obey any order or ruling of the Chair shall be held guilty of contempt.
- 23.2 Whenever a member is speaking during a debate, members shall be silent so that the speaker may be heard without interruption. When two or more members wish to speak, the Chair shall name the member who has the right to speak first.
- 23.3 All members shall, at any meeting, be respectful in speech and not use offensive or malicious language. No member will impute improper motives, or make offensive remarks about, other Council members or Manukau Institute of Technology and Unitec staff members.
- 23.4 In the event a member is called to order by the Chair, the member shall stop speaking. Should the member refuse to obey, that member may be directed by the Chair to withdraw from the meeting.

24 Notices of Motion

- 24.1 Any member may bring a matter before the Council by delivering a notice of motion to the Secretary at least fourteen (14) calendar days before the meeting at which it is proposed that the notice of motion be considered.
- 24.2 The Chair may direct the Secretary to refuse to accept any notice of motion which is:
 - (a) disrespectful or contains offensive language or statement made with malice;
 - (b) not within the scope of the role or functions of the Council; or
 - (c) contains an error or ambiguity, and where the mover has declined to comply with such corrections as required by the Secretary.
- 24.3 At the meeting, the notice of motion will lapse if it is not moved when the Chair calls for the motion.
- 24.4 Every motion before the Council must have a mover and seconder, both of whom are present at the meeting. Until a motion has been seconded, only the mover may speak to it. A motion which is not seconded will lapse.

- 24.5 Once a motion has been seconded, it may be debated in accordance with these Standing Orders and cannot be withdrawn except with the consent of a majority of the members present and voting.
- 24.6 The Chair may, immediately prior to any division being taken, request the Secretary to restate the motion upon which the division is to be taken.
- 24.7 Any notice of motion referring to any matter ordinarily dealt with by a committee or sub-committee of the Council may be referred by the Chair to that committee or sub-committee.
- 24.8 When a motion is considered and rejected by Council, no substantially similar notice of motion shall be accepted within the next six months unless signed by a majority of Council members.

25 Amendments

- 25.1 Any motion that has been moved and seconded may be the subject of an amendment moved by any member. The Chair may require the mover of any amendment to submit it in writing.
- 25.2 Every amendment must be seconded. An amendment which is not seconded will lapse.
- 25.3 Once an amendment has been seconded, it may be debated in accordance with these Standing Orders and cannot be withdrawn except with the consent of:
 - (a) the mover and the seconder of the amendment; or
 - (b) a majority of the members present and voting.
- 25.4 Where an amendment is lost, another amendment may be moved and seconded.
- 25.5 No further amendments shall be allowed until the first amendment is disposed of, although members may give notice to the Chair of their intention to move further amendments and the general content of any such amendments.
- 25.6 Where an amendment is carried, the motion as amended becomes the carried motion and any members (other than previous movers or seconders in the debate) may then propose a further amendment.
- 25.7 Every proposed amendment must be relevant to the motion under discussion and not be substantially similar in terms to an amendment which has been lost.
- 25.8 Any amendment that would have the effect of negating the motion shall not be allowed.

26 Rules of Debate

- 26.1 Manukau Institute of Technology and Unitec is committed to open and respectful debate and will create a meeting atmosphere that encourages participation by all members.

27 Procedural Motions to Terminate or Adjourn Debate

- 27.1 Any member may move any of the following procedural motions to termination or adjourn debate, but not so as to interrupt a member speaking:
 - (a) that the meeting be adjourned to the next ordinary meeting, unless an alternative time and place is stated;
 - (b) that the item of business being discussed be adjourned to a time and place to be stated;
 - (c) that the meeting move directly to the next business;
 - (d) that the item of business being discussed lie on the table and not be further discussed at the meeting;
 - (e) that the item of business being discussed be referred to the relevant committee or sub-committee of the Council; or
 - (f) that the motion under debate be now put to the vote. The Chair may accept this motion if there has been at least one speaker for and one speaker against the motion or if, in the Chair's opinion, it is reasonable to do so.
- 27.2 Procedural motions to termination or adjourn debate shall take precedence over other business (other than points of order) and shall, if seconded, be put to the vote immediately without discussion or debate.
- 27.3 The debate on adjourned items of business shall be resumed with the mover of the item of business being entitled to speak first in the debate.
- 27.4 Adjourned items of business shall be taken first at the next meeting in the class of business to which they belong.
- 27.5 Any business remaining to be disposed of when a meeting is adjourned shall be considered at the next meeting.
- 27.6 Business referred to a specified committee or sub-committee shall be considered at the next meeting of that committee or sub-committee.

28 Points of Order

- 28.1 A point of order is a procedural matter raised by a member to draw the Chair's attention to a possible breach of these Standing Orders or to ensure that the meeting is conducted in a fair and orderly manner.
- 28.2 Points of order may relate only to:
 - (a) a breach of these Standing Orders;
 - (b) a request to move an item into closed session;
 - (c) a departure from the prescribed order of business;
 - (d) the use of disrespectful, offensive, or malicious language;
 - (e) irrelevance or repetition in debate; or

(f) any other matter directly affecting the procedure of the meeting.

28.3 When a point of order is raised:

- (a) it shall take precedence over all other business;
- (b) the member speaking shall immediately cease until the point is determined;
- (c) the member raising the point shall state it briefly and without debate; and
- (d) the Chair shall rule on the point promptly.

28.4 The ruling of the Chair on any point of order is final and not open to debate.

28.5 Points of order shall not be used to interrupt a speaker for the purpose of rebuttal or argument on the substance of the matter under discussion.

29 Voting

29.1 Acts of the Council must be done, and questions before the Council must be decided, at a meeting by open vote of the majority of members that are present. Each member has one vote and, in the case of an equality of votes, the Chair has a casting vote.

29.2 The method of voting at meetings of the Council shall be as follows:

- (a) The Chair in putting the motion shall call for an expression of opinion on the voices or take a show of hands, the result of which, as announced by the Chair, shall be conclusive, unless such announcement is questioned immediately, in which event the Chair shall call for a division.
- (b) The Chair may call for a division instead of, or after, receiving opinion on the voices or taking a show of hands.
- (c) When a division is called for, the Secretary shall take down the names of the members voting "aye" and "no" respectively, and shall hand the list to the Chair, who shall declare the result.

29.3 Any member may abstain from voting and, at that member's request, shall have their abstention recorded in the minutes.

30 Use of Recording Devices

30.1 No member may use, or be associated with the use of, a recording device without the knowledge of the meeting and the consent of the Chair. The only recordings of the meeting that will be allowed are for the purpose of personal recollection. Any such recording shall be retained for no longer than 30 days, after which it must be securely deleted.

30.2 The use of AI-generated recordings or transcription services is not permitted.

31 Participation by Electronic Means

- 31.1 Subject to clause 16(5) of Schedule 16 of the *Education and Training Act 2020*, members may participate in a meeting by means of electronically-facilitated communication (such as telephone, audiovisual tools or computer-enabled means) if:
 - (a) the Chair approves those means in advance of the meeting; and
 - (b) the member complies with any conditions imposed by the Chair in relation to the use of those means (including, for example, conditions relating to the identity of the member, that person's approval or authentication of the information communicated by electronic means, and the security of the means in the event that the Council conducts business in Closed session).
- 31.2 Subject to the requirements set out in clause 31.1 being met, meetings of the Manukau Institute of Technology and Unitec Council and committees may be conducted either by way of a:
 - (a) full electronically-enabled meeting (where all members join the meeting electronically)
 - (b) mixed meeting (where some members join the meeting electronically).
- 31.3 Members who participate in a meeting by means of electronic communication are deemed for all purposes to be present at the meeting (including, but not limited to quorum and voting).
- 31.4 For the avoidance of doubt, participation in a meeting includes participation in any manner specified in these Standing Orders or permitted under legislation.

32 Written Resolutions

- 32.1 A resolution that has been considered at a duly convened and held meeting may be signed or otherwise assented to in writing (whether by post, personal delivery or electronic communication) by all members of the Council who are entitled to vote on the matter. Such a resolution is as valid and effectual as if it had been passed at a meeting of the Council. No motion may be passed without first being discussed at a properly convened meeting.
- 32.2 For the purposes of section 32.1, a member may confirm their assent to a proposed resolution by electronic signature applied using any software or other electronic means approved by the Chair.

33 Other Proceedings

- 33.1 Except as provided in these Standing Orders, and subject to relevant legislation and Council statutes, a meeting of the Council may regulate its own procedure.

PART D: MISCELLANEOUS PROVISIONS

34 Conflicts of Interest

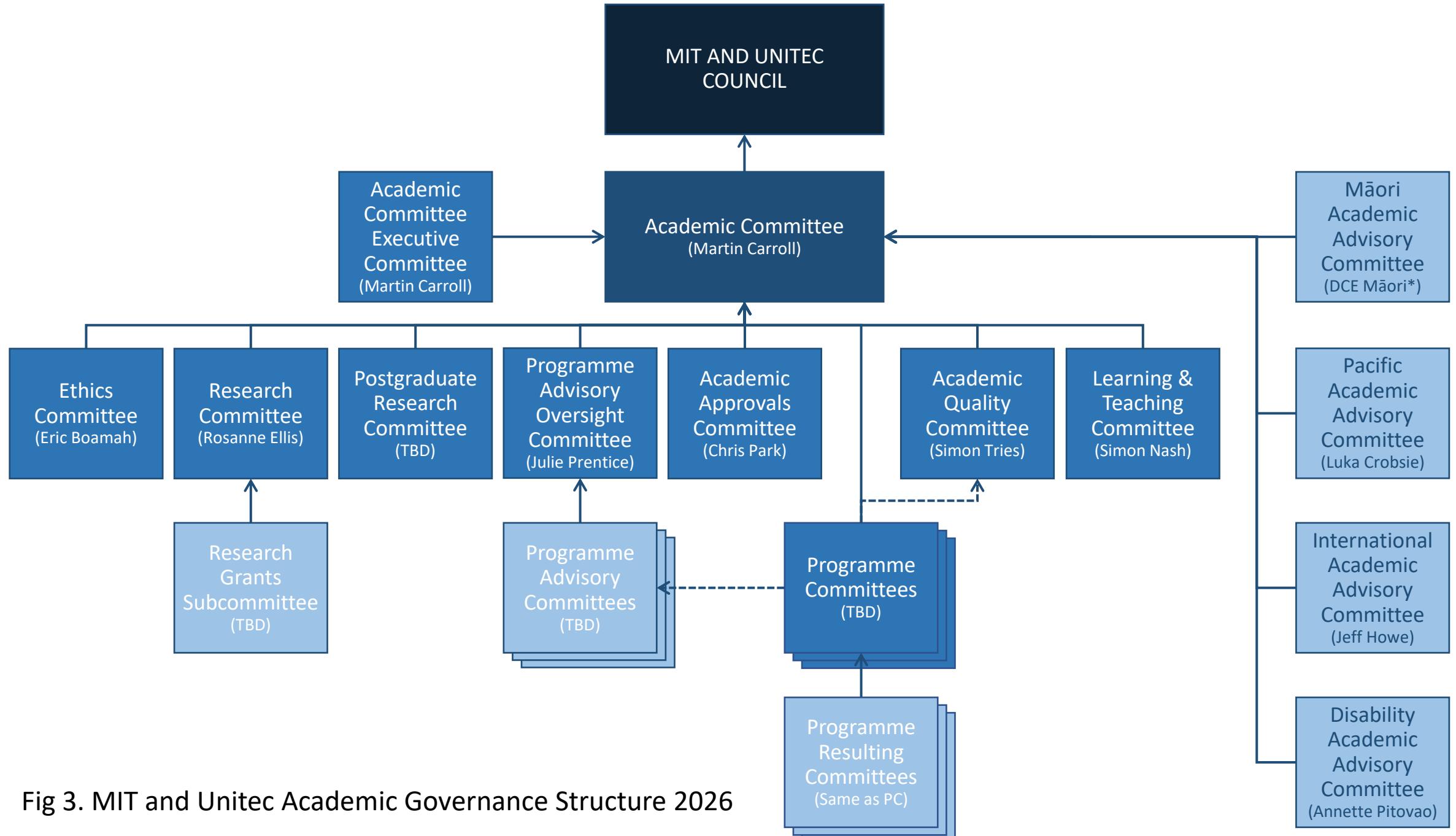
- 34.1 In accordance with clause 8 of Schedule 11 of the Education and Training Act 2020, every member present when any matter is raised must as soon as possible declare to the meeting any direct or indirect pecuniary or other special interest in the matter at hand.
- 34.2 No member shall vote or take part in the discussion of any matter at any meeting where they, directly or indirectly, have any pecuniary or other special interest in the matter under consideration other than an interest in common with the public.
- 34.3 Where there is doubt as to whether a pecuniary or special interest exists that would warrant abstention as in clause 34.2, the Chair shall decide.
- 34.4 The disclosure and the subsequent abstention of such member from both discussion and voting on the item shall be recorded in the minutes.

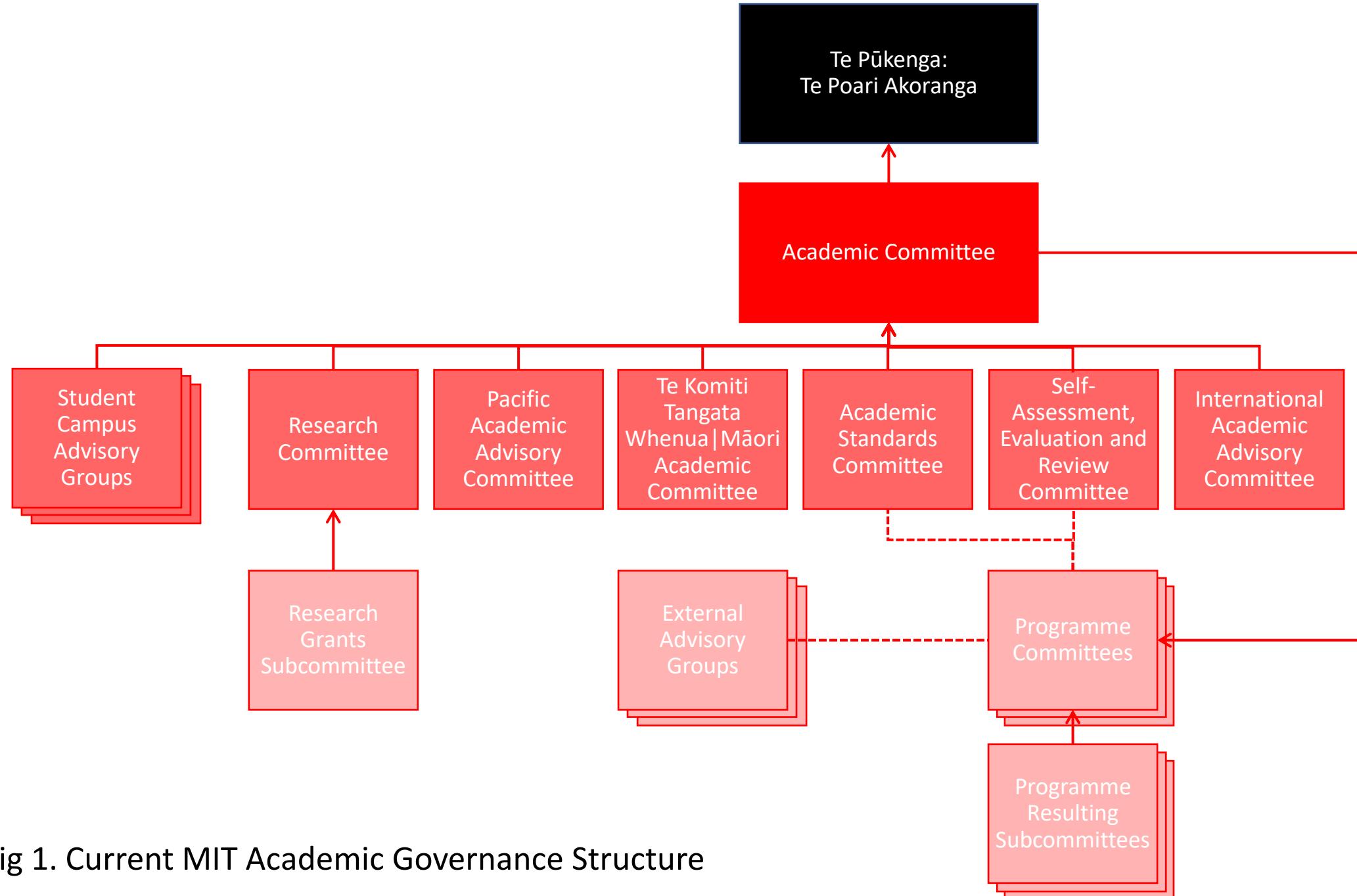
35 Provision of Information and Proper Use of Information

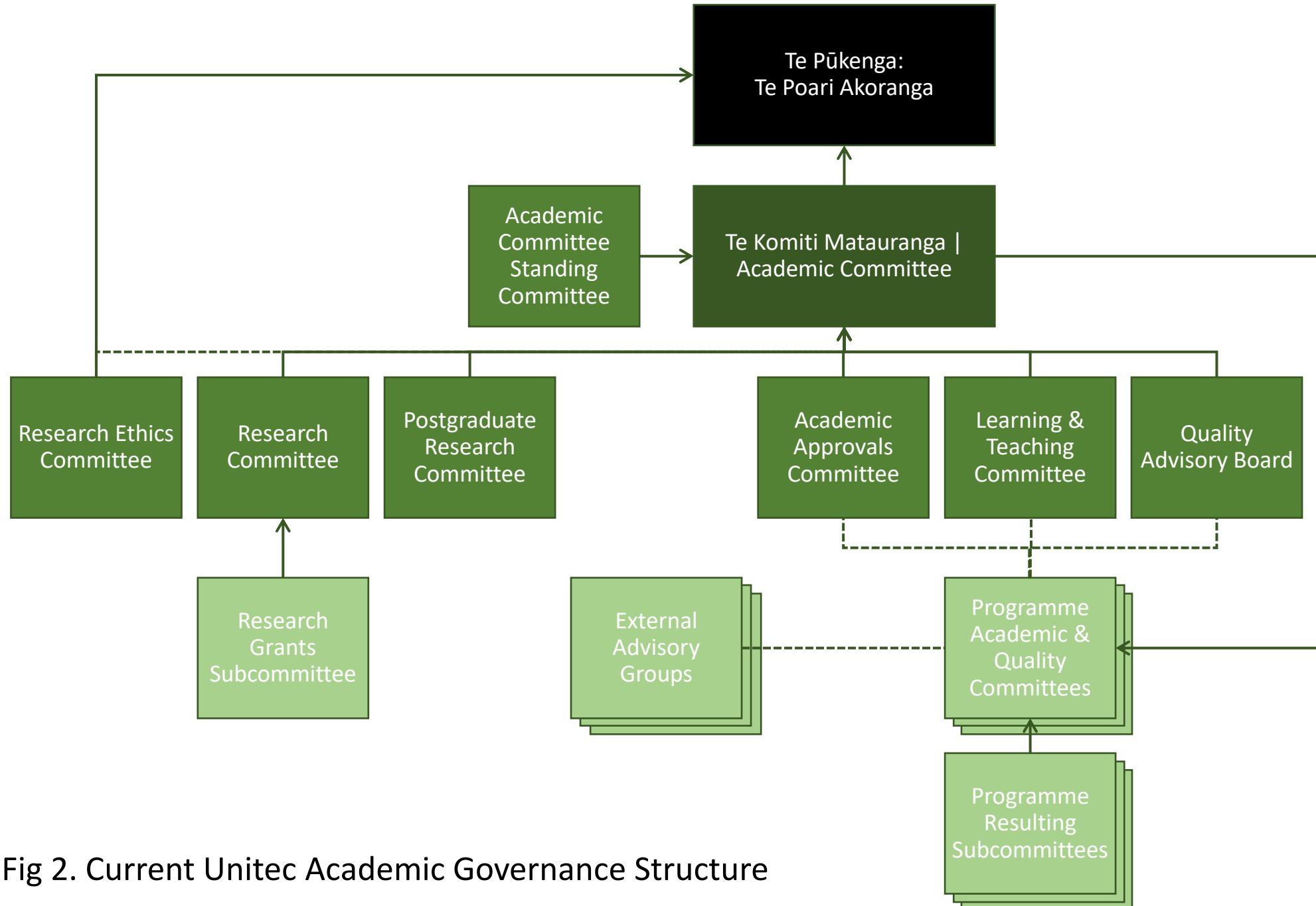
- 35.1 Information required by members in the performance of their duties as members of the Council or any committees or sub-committees shall be supplied to them by the Chief Executive or Secretary.
- 35.2 Where the Chief Executive or Secretary is uncertain whether the information should be supplied in any particular case, the matter shall be referred to the Chair for direction.
- 35.3 All information obtained by any member, whether from the Chief Executive or Secretary, or at any meeting of the Council or any committee or sub-committee, shall only be used for the proper discharge of that member's duties as a member of the Council or any committee or sub-committee, and shall not be used or disclosed for any other purpose.

36 Questions

- 36.1 Any member of the Council may, at any ordinary meeting of the Council at the appointed time, put a question to the Chair or, through the Chair, to the Chair of any committee or sub-committee or to the Chief Executive concerning any matter relevant to the role or functions of the Council.
- 36.2 Wherever possible, such questions shall be in writing and handed to the Chair prior to the commencement of the meeting at which the question is to be asked.
- 36.3 If an answer to the question cannot be given at that meeting, it shall, at the Chair's discretion, be placed on the agenda for the next Council meeting.









Manukau Institute of Technology and Unitec

Academic Committee Executive Committee

(a subcommittee of Academic Committee)

Terms of Reference

Approval details

Version number	
Issue date	
Approval authority	Academic Committee
Date of approval	
Document owner	Deputy Chief Executive Academic
Contact person	Deputy Chief Executive Academic
Date of next review	September 2026

Version control

Version	Summary of changes	Approved by	Date of Approval
0.1	New draft version (last updated 2026-01-16)	DCEA	

1 Background

The Academic Committee Executive Committee is established by the Academic Committee as a Standing Subcommittee of the Academic Committee.

The primary reason for the Academic Committee Executive Committee is to act for and on behalf of the Academic Committee in relation to any matters that are considered to be extraordinary or that require urgent attention and that cannot reasonably be deferred to the next scheduled meeting of the Academic Board.

Whether a matter should be considered by the Academic Committee Executive Committee will be at the discretion of the Chair, or upon request from the Council, Chief Executive or Academic Committee.



2 Responsibilities and Delegations

The Academic Committee Executive Committee is charged by the Academic Committee to:

- Exercise all powers and functions of the Academic Committee in relation to any matters that are considered extraordinary or that require urgent attention and that cannot reasonably be deferred to the next scheduled meeting of the Academic Committee; all decisions or actions of the Academic Committee Executive Committee will be deemed to be decisions or actions of the Academic Committee;
- Meet when and as required to ensure that the responsibilities and delegations of the Academic Committee are exercised in a timely fashion;
- Report to the Academic Committee at its next scheduled meeting;
- Undertake an annual self-review (using a process prepared by the Institute) of its effectiveness.

3 Membership

3.1 Members

Members will be approved by the Academic Committee and will comprise the following:

- Deputy Chief Executive, Academic, *ex officio*
- Deputy Chief Executive, Learner Experience & Success, *ex officio*
- Director, Te Korowai Kahurangi (formerly of Unitec Division), *ex officio*
- General Manager, Academic Services (formerly of MIT Division), *ex officio*
- Director, Schools and Performance, *ex officio*
- General Manager, Schools, *ex officio*

3.2 Chair and Deputy Chair

The Chair will be the Deputy Chief Executive Academic.

The Chair may appoint a Deputy Chair, who will deputise in the Chair's absence.

3.3 Co-opted members

There is no power to co-opt Members to the Academic Committee Executive Committee.

3.4 Observers

Non-voting observers from Manukau Institute of Technology and Unitec may attend meetings, with or without speaking rights, at the discretion of the Chair.

3.5 Terminating membership

Any Member of the Academic Committee Executive Committee may have their Membership revoked by resolution of the Manukau Institute of Technology and Unitec Council.



4 Modus Operandi

4.1 Standing Orders

The Academic Committee Executive Committee is bound by the *Standing Orders* of Manukau Institute of Technology and Unitec, with the exception of Clause 17.1, which is replaced with the following:

The purpose of this Committee is to be able to make decisions under urgency. As such, a Quorum shall be two Members, one of whom must be the Chair or Deputy Chair.

4.2 Secretarial Support

The Academic Committee Executive Committee shall be supported by a designated, trained staff member appointed by the Chair to act as the Secretary to the Committee.

The Committee Secretary is not a member of the Academic Committee Executive Committee, and shall not act as a proxy in the absence of an appointed member.

4.3 Meetings

Academic Committee Executive Committee will meet when and as required.

The Open Session of each meeting will be open to the public; non-Members may be excluded from any Closed Session, which is for items where there is a need to protect the rights of persons or organisations.

4.4 Reporting

The Academic Committee Executive Committee will submit its written Minutes to the next scheduled meeting of the Academic Committee. These may be submitted in draft form upon the approval of the Chair. If amendments are made at a subsequent meeting of Academic Committee Executive Committee then the amended Minutes will also be reported to the Academic Committee.

Decisions of the Academic Committee Executive Committee made under delegated authority will be included in the Minutes of the Academic Committee for subsequent reporting to Council.

The Chair will accompany the written Minutes with a summary memo, including recommendations from the Academic Committee Executive Committee to the Academic Committee and highlighting any other matters from the Minutes which the Chair considers merit the Academic Committee's attention.



Manukau Institute of Technology and Unitec

Academic Approvals Committee

(a subcommittee of Academic Committee)

Terms of Reference

Approval details

Version number	
Issue date	
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Document owner	Deputy Chief Executive Academic
Contact person	General Manager, Academic Services
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Version control

Version	Summary of changes	Approved by	Date of Approval
0.1	New draft version (last updated 2026-01-16)	DCEA	

1 Background

The Academic Approvals Committee is established by the Academic Committee as a Standing Subcommittee of the Academic Committee.

The primary reason for the Academic Approvals Committee is to approve proposals for new short courses, microcredentials, programmes, and qualifications and changes to existing short courses, microcredentials, programmes, and qualifications, having satisfied itself that all relevant standards and criteria have been met and that the proposals are in compliance with all relevant internal and external regulations and policies.

2 Responsibilities and Delegations

Academic Approvals Committee is charged by the Academic Committee to:

- Approve (subject to relevant external approvals) the establishment, amendment (NZQA Type 1 and Type 2) and disestablishment of credit-bearing academic programmes, including programmes leading to the awarding of microcredentials, qualifications and



Certificates of Proficiency, and recommending approved programmes to Industry Skills Boards, NZQA, TEC and other regulatory bodies as appropriate;

- Approve (subject to relevant external approvals) the establishment, amendment and disestablishment of non-credit-bearing academic offerings, including short courses leading to the awarding of Certificates of Proficiency, Certificates of Attendance and similar outcomes;
- Approve applications to NZQA for Consents to Assess.
- Approve (subject to relevant external approvals) permanent and temporary delivery sites for short courses, programmes and micro-credentials.
- Consider and report to the Academic Committee on any other academic matters, which are referred to it by the Academic Committee, or which the Academic Approvals Committee believes are of significance in relation to its Terms of Reference;
- Draw to the attention of the Academic Committee any identified risks to the quality of short courses, programmes, microcredentials and qualifications, which may be recorded in the Academic Risk Register, and make recommendations for their further analysis and mitigation;
- Provide expert input to the Academic Committee on academic approval policies, standards and procedures for the good governance of the Institute's academic activities; and
- Undertake an annual self-review (using a process prepared by the Institute) of its effectiveness.

3 Membership

3.1 Members

Members will be approved by the Academic Committee and will comprise the following:

- General Manager, Academic Services (formerly of MIT Division), *ex officio*
- Director, Te Korowai Kahurangi (formerly of Unitec Division) or delegate, *ex officio*
- Head, Academic Quality (formerly of MIT Division) or delegate, *ex officio*
- Manager, Te Puna Ako (formerly of Unitec Division) or delegate, *ex officio*
- One (1) Member nominated by the Chair, Māori Academic Advisory Committee, for a period of two (2) years with the possibility of renewal for a second consecutive two (2) year term only.
- One (1) Member nominated by the Chair, Pacific Academic Advisory Committee, for a period of two (2) years with the possibility of renewal for a second consecutive two (2) year term only.
- Two (2) Members from among the Heads of School, nominated by the Deputy Chief Executive Academic on advice from Heads of School, for a period of two (2) years with the possibility of renewal for a second consecutive two (2) year term only.
- Two (2) Members from among the Professoriate and Principal Lecturers, nominated by the Deputy Chief Executive Academic on advice from the Professoriate and Principal Lecturers, for a period of two (2) years with the possibility of renewal for a second two (2) year term only.



- Two (2) Members from among the Programme Committee Chairs, nominated by the Deputy Chief Academic on advice from Director, Schools and Performance and the General Manager Schools, for a period of two (2) years with the possibility of renewal for a second consecutive two (2) year term only.

3.2 Chair and Deputy Chair

The Chair will be the General Manager, Academic Services.

The Chair may appoint a Deputy Chair, who will deputise in the Chair's absence.

3.3 Co-opted members

At the discretion of the Academic Approvals Committee, and with the approval of Academic Committee, up to three further members from among the staff of the Institute may be co-opted or seconded to the Academic Approvals Committee.

3.4 Observers

Non-voting observers from Manukau Institute of Technology and Unitec may attend meetings, with or without speaking rights, at the discretion of the Chair.

3.5 Terminating membership

Members of the Academic Approvals Committee, other than those *ex officio*, may revoke their membership at any time by giving four weeks' written notice in writing to the Chair.

Any and all Members of the Academic Approvals Committee may have their Membership revoked by resolution of the Academic Committee.

3.6 Members' characteristic, skills and experiences

Membership should reflect a broad set of applicable characteristic, skills and experiences, including:

- demonstrated depth of understanding relating to the New Zealand Qualifications and Credentials Framework and related NZQA Rules, in particular for programme approvals and accreditation, qualification listing, microcredentials and consent to assess;
- demonstrated depth of understanding relating to programme design;
- demonstrated knowledge and experience, and a commitment to, Mātauranga Māori;
- preparedness to commit to the reading and depth of analysis, thought and contribution required for the task;
- a broad range of disciplinary and industry perspectives (Academic Committee may decline a nomination in order to achieve this balance across the committee); and
- a commitment to actively participate in the work of the Academic Approvals Committee, and work collegially and in accordance with Institutional values.



4 Modus Operandi

4.1 Standing Orders

The Academic Approvals Committee is bound by the *Standing Orders* of Manukau Institute of Technology and Unitec.

4.2 Secretarial Support

The Academic Approvals Committee shall be supported by a designated, trained staff member appointed by the Chair to act as the Secretary to the Committee.

The Committee Secretary is not a member of the Academic Approvals Committee, and shall not act as a proxy in the absence of an appointed member.

4.3 Meetings

Academic Approvals Committee will recommend for approval to the Academic Committee the schedule of meetings for the following year, with no fewer than six meetings per academic year.

4.4 Reporting

The Academic Approvals Committee will submit its written Minutes to Academic Committee. These may be submitted in draft form upon the approval of the Chair. If amendments are made at a subsequent meeting of the Academic Approvals Committee then the amended Minutes will also be reported to the Academic Committee.

The Chair will accompany the written Minutes with a summary memo, including recommendations from the Academic Approvals Committee to the Academic Committee and highlighting any other matters from the Minutes which the Chair considers merit the Academic Committee's attention.



Manukau Institute of Technology and Unitec

Academic Quality Committee

(a subcommittee of Academic Committee)

Terms of Reference

Approval details

Version number	
Issue date	
Approval authority	Academic Committee
Date of approval	
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Contact person	Director, Te Korowai Kahurangi
Date of next review	September 2026

Version control

Version	Summary of changes	Approved by	Date of Approval
0.1	New draft version (last updated 2025-01-16)	DCEA	

1 Background

The Academic Quality Committee is established by the Academic Committee as a Standing Subcommittee of the Academic Committee.

The primary reason for the Academic Quality Committee is to ensure that the academic activities of the Institute are designed, delivered and reviewed in accordance with best practice policies and procedures for risk-based quality assurance and continuous improvement.

2 Responsibilities and Delegations

Academic Quality Committee is charged by the Academic Committee to:

- Recommend to the Academic Committee the establishment, maintenance and continuous improvement of an Academic Quality Management Framework, including but not limited to relevant policies, procedures, practices, monitoring systems, reporting, and associated training;



(For clarity, under current arrangements this is inclusive of moderation in all its forms, course and programme evaluation, monitoring and review)

- Ensure that the Academic Quality Management Framework is fully compatible with the requirements of NZQA, TEC, Industry Skills Boards, Professional Regulatory Bodies and relevant international regulators;
- Oversee and monitor the application and effectiveness of the Institute's Academic Quality Management Framework, including the provision of advice on the policies and operating procedures that support it;
- Provide oversight of Programme Committees and report to Academic Committee accordingly, including recommendations for changes to Programme Committees where appropriate;
- Draw to the attention of the Academic Committee any identified risks to the quality of academic activities, which may be recorded in the Academic Risk Register, and make recommendations for their further analysis and mitigation;
- Consider and report to the Academic Committee on any other academic matters, which are referred to it by the Academic Committee, or which the Academic Quality Committee believes are of significance in relation to its Terms of Reference;
- Undertake an annual self-review (using a process prepared by the Institute) of its effectiveness.

3 Membership

3.1 Members

Members will be approved by the Academic Committee and will comprise the following:

- Director, Te Korowai Kahurangi (formerly of Unitec Division), *ex officio*
- General Manager, Academic Services (formerly of MIT Division) or delegate, *ex officio*
- Head, Academic Quality (formerly of MIT Division) or delegate, *ex officio*
- Manager, Digital Learning (formerly of Unitec Division) or delegate, *ex officio*
- One (1) Member nominated by the Chair, Māori Academic Advisory Committee, for a period of two (2) years with the possibility of renewal for a second consecutive two (2) year term only.
- Two (2) Members from among the Heads of School, nominated by the Deputy Chief Executive Academic on advice from Heads of School, for a period of two (2) years with the possibility of renewal for a second consecutive two (2) year term only.
- Two (2) Members from among the Professoriate and Principal Lecturers, nominated by the Deputy Chief Executive Academic on advice from the Professoriate and Principal Lecturers, for a period of two (2) years with the possibility of renewal for a second two (2) year term only.
- Two (2) Members from among the Programme Committee Chairs, nominated by the Deputy Chief Academic on advice from Director, Schools and Performance and the General Manager Schools, for a period of two (2) years with the possibility of renewal for a second consecutive two (2) year term only.



3.2 Chair and Deputy Chair

The Chair will be the Director, Te Korowai Kahurangi.

The Chair may appoint a Deputy Chair, who will deputise in the Chair's absence.

3.3 Co-opted members

At the discretion of the Academic Quality Committee, and with the approval of Academic Committee, up to three (3) further members from among the staff and students of the Institute may be co-opted or seconded to the Academic Quality Committee.

3.4 Observers

Non-voting observers from Manukau Institute of Technology and Unitec may attend meetings, with or without speaking rights, at the discretion of the Chair.

3.5 Terminating membership

Members of the Academic Quality Committee, other than those *ex officio*, may revoke their membership at any time by giving four weeks' written notice in writing to the Chair.

Any and all Members of the Academic Quality Committee may have their Membership revoked by resolution of the Academic Committee.

3.6 Members' characteristic, skills and experiences

Membership should reflect a broad set of applicable characteristic, skills and experiences, including:

- experience in the review or delivery of quality assurance of tertiary academic activities;
- demonstrated knowledge and experience, and a commitment to, Mātauranga Māori;
- preparedness to commit to the reading and depth of analysis, thought and contribution required for the task;
- a broad range of disciplinary and industry perspectives (Academic Committee may decline a nomination in order to achieve this balance across the committee); and
- ability to work collegially and in accordance with Institutional values.

4 Modus Operandi

4.1 Standing Orders

The Academic Quality Committee is bound by the *Standing Orders* of Manukau Institute of Technology and Unitec.

4.2 Secretarial Support

The Academic Quality Committee shall be supported by a designated, trained staff member appointed by the Chair to act as the Secretary to the Committee.



The Committee Secretary is not a member of the Academic Quality Committee, and shall not act as a proxy in the absence of an appointed member.

4.3 Meetings

Academic Quality Committee will recommend for approval to the Academic Committee the schedule of meetings for the following year, with no fewer than six meetings per academic year.

4.4 Reporting

The Academic Quality Committee will submit its written Minutes to Academic Committee. These may be submitted in draft form upon the approval of the Chair. If amendments are made at a subsequent meeting of the Academic Quality Committee then the amended Minutes will also be reported to the Academic Committee.

The Chair will accompany the written Minutes with a summary memo, including recommendations from the Academic Quality Committee to the Academic Committee and highlighting any other matters from the Minutes which the Chair considers merit the Academic Committee's attention.



Manukau Institute of Technology and Unitec

Learning and Teaching Committee

(a subcommittee of Academic Committee)

Terms of Reference

Approval details

Version number	
Issue date	
Approval authority	Academic Committee
Date of approval	
Document owner	Deputy Chief Executive Academic
Contact person	Deputy Chief Executive, Learner Experience & Success
Date of next review	September 2026

Version control

Version	Summary of changes	Approved by	Date of Approval
0.1	New draft version (last updated 2025-01-16)	DCEA	

1 Background

The Learning and Teaching Committee is established by the Academic Committee as a Standing Subcommittee of the Academic Committee.

The primary reason for the Learning and Teaching Committee is to develop a culture of excellence at the Institute in which all aspects of teaching, across all modalities, are designed to optimise learning and outcomes for learners.

2 Responsibilities

The Learning and Teaching Committee is charged by the Academic Committee to:

- Plan, advise and report on the strategic direction of learning and teaching at the Institute including recommendations to Academic Committee;
- Monitor the application of learning and teaching activities, to inform strategic directions, plans, policies, processes, modalities and systems;



- Promote and support the application of good learning and teaching practice within the Institute including but not limited to curriculum, programme and course design;
- Promote and support the embedding of Mātauranga Māori within all aspects of Unitec curricula;
- Recommend to Academic Committee a set of Teaching Excellence Standards, and how they may be embedded within the policies and processes of the Institute (such as, but not limited to, academic recruitment, promotion, performance planning, management and review, curriculum design, digital ecosystem development, and student evaluation of teaching);
- Monitor and periodically report to Academic Committee on the impact of the Teaching Excellence Standards, and raise matters of concern or commendation when and as necessary;
- Recommend to Academic Committee priorities and approaches to teacher professional development aligned to Teaching Excellence Standards;
- Advise on the establishment and review of appropriate student feedback mechanisms pertaining to offerings, learning, teaching, including ensuring that student feedback is acted upon constructively at course and teacher level through to institutional levels;
- Draw to the attention of the Academic Committee any significant risks to learning and teaching, which may be recorded in the Academic Risk Register, and make recommendations for their further analysis and mitigation;
- Consider and report to the Academic Committee on any other academic matters, which are referred to it by the Academic Committee, or which the Learning and Teaching Committee believes are of significance in relation to its Terms of Reference;
- Provide expert input to the Academic Committee on learning and teaching policies and standards for the good governance of the Institute's academic activities;
- Undertake an annual self-review (using a process prepared by the Institute) of its effectiveness.

3 Delegations

The Learning and Teaching Committee holds no standing delegations.

4 Membership

4.1 Members

Members will be approved by the Academic Committee and will comprise the following:

- Deputy Chief Executive, Learner Experience & Success, *ex officio*
- Manager, Te Puna Ako (formerly Unitec Division), *ex officio*
- Manager, Digital Learning (formerly Unitec Division) or delegate, *ex officio*
- Head, Academic Quality (formerly MIT Division) or delegate, *ex officio*
- One (1) Member nominated by the Chair, Māori Academic Advisory Committee, for a period of two (2) years with the possibility of renewal for a second consecutive two (2) year term only.



- One (1) Member nominated by the Chair, Pacific Academic Advisory Committee, for a period of two (2) years with the possibility of renewal for a second consecutive two (2) year term only.
- One (1) Member from each School, nominated by the relevant Head of School from among the academic staff of the School at Senior Lecturer or above, for a period of two (2) years with the possibility of renewal for a second two (2) year term only.
- Two (2) enrolled learners from Manukau Institute of Technology and Unitec, nominated by the Student Council, for a period of one (1) year with the possibility of renewal for a second one (1) year term only.

4.2 Chair and Deputy Chair

The Chair will be the Deputy Chief Executive Learner Experience & Success.

The Chair may appoint a Deputy Chair, who will deputise in the Chair's absence.

4.3 Co-opted members

At the discretion of the Learning and Teaching Committee, and with the approval of Academic Committee, up to three (3) further members from among the staff and students of the Institute may be co-opted or seconded to the Learning and Teaching Committee.

4.4 Observers

Non-voting observers from Manukau Institute of Technology and Unitec may attend meetings, with or without speaking rights, at the discretion of the Chair.

4.5 Terminating membership

Members of the Learning and Teaching Committee, other than those *ex officio*, may revoke their membership at any time by giving four weeks' written notice in writing to the Chair.

Any and all Members of the Learning and Teaching may have their Membership revoked by resolution of the Academic Committee.

4.6 Members' characteristic, skills and experiences

Membership should reflect a broad set of applicable characteristic, skills and experiences, including:

- a commitment to educational quality and learner achievement;
- an ability to apply both a local and global view to academic issues;
- a commitment to the success of learners who are under-served by the education system (with a specific focus on Māori learners, Pacific learners, learners with disabilities);
- demonstrated leadership relating to teaching and learning across multiple modalities, research and rangahau, scholarship, programme development and delivery and academic quality;
- demonstrated knowledge and experience, and a commitment to, Mātauranga Māori;
- a preparedness to commit to the reading and depth of analysis, thought and contribution required for the task; and



- an ability to work collegially and in accordance with Institutional values.

5 Modus Operandi

5.1 Standing Orders

The Learning and Teaching Committee is bound by the *Standing Orders* of Manukau Institute of Technology and Unitec.

5.2 Secretarial Support

The Learning and Teaching Committee shall be supported by a designated, trained staff member appointed by the Chair to act as the Secretary to the Committee.

The Committee Secretary is not a member of the Learning and Teaching Committee, and shall not act as a proxy in the absence of an appointed member.

5.3 Meetings

Learning and Teaching Committee will recommend for approval to the Academic Committee the schedule of meetings for the following year, with no fewer than six meetings per academic year.

5.4 Reporting

The Learning and Teaching Committee will submit its written Minutes to Academic Committee. These may be submitted in draft form upon the approval of the Chair. If amendments are made at a subsequent meeting of the Learning and Teaching Committee then the amended Minutes will also be reported to the Academic Committee.

The Chair will accompany the written Minutes with a summary memo, including recommendations from the Learning and Teaching Committee to the Academic Committee and highlighting any other matters from the Minutes which the Chair considers merit the Academic Committee's attention.



Manukau Institute of Technology and Unitec

Research Committee

(a subcommittee of Academic Committee)

Terms of Reference

Approval details

Version number	
Issue date	
Approval authority	Academic Committee
Date of approval	
Document owner	Deputy Chief Executive Academic
Contact person	Director, Research and Enterprise
Date of next review	September 2026

Version control

Version	Summary of changes	Approved by	Date of Approval
0.1	New draft version (last updated 2026-01-16)	DCEA	

1 Background

The Research Committee is established by the Academic Committee as a Standing Subcommittee of the Academic Committee.

The primary reason for the Research Committee is to develop a culture of excellence at the Institute in which research is fostered within a vocational education and training context, is of the highest standard, contributes to student learning and is in partnership with the communities we serve.

2 Responsibilities and Delegations

Research Committee is charged by the Academic Committee to:

- Foster the conduct of research, and support the achievement of the Institution's strategic research, enterprise and innovation priorities;
- Propose and advise on strategic directions and priorities for research, enterprise and innovation generally, and review the Institute's Research Plan in particular;



- Recommend to the Academic Committee the approval, amendment or rescinding of policies pertaining to research, enterprise and innovation;
- Develop procedures and guidelines and make recommendations in relation to the conduct of research, enterprise and innovation;
- Encourage and enhance the development of a culture of research, enterprise and innovation including student and staff research capability, with an emphasis on the development of Māori and Pacific research capability;
- Oversee the monitoring of research outputs and research reporting (including funded projects);
- Approve the awarding of internal Research Grants;
- Foster multidisciplinary, interdisciplinary and transdisciplinary, applied research, enterprise and innovation;
- Draw to the attention of the Academic Committee any identified risks to the quality and integrity of research, which may be recorded in the Academic Risk Register, and make recommendations for their further analysis and mitigation;
- Consider and report to the Academic Committee on any other research matters, which are referred to it by the Academic Committee, or which the Research Committee believes are of significance in relation to its Terms of Reference; and
- Undertake an annual self-review (using a process prepared by the Institute) of its effectiveness.

3 Membership

3.1 Members

Members will be approved by the Academic Committee and will comprise the following:

- Director, Research and Enterprise, *ex officio*
- One (1) member nominated by the Chair, Māori Academic Advisory Committee, for a period of two (2) years with the possibility of renewal for a second consecutive two (2) year term only.
- One (1) member nominated by the Chair, Pacific Academic Advisory Committee, for a period of two (2) years with the possibility of renewal for a second consecutive two (2) year term only.
- One (1) Member, nominated by the Deputy Chief Executive Academic on advice from, and from among, Heads of School, for a period of two (2) years with the possibility of renewal for a second consecutive two (2) year term only.
- One (1) Member, nominated by the Deputy Chief Executive Academic on the advice of, and from among, Research Group Leaders, for a period of two (2) years with the possibility of renewal for a second consecutive two (2) year term only.
- One (1) Member nominated by the Deputy Chief Executive Academic on the advice of, and from among, the Professoriate and Principal Lecturers, for a period of two (2) years with the possibility of renewal for a second two (2) year term only.
- One (1) Member nominated by the Deputy Chief Executive Academic, on the advice of the Director, Research and Enterprise, from among the Institute's early career researcher



staff, for a period of two (2) years with the possibility of renewal for a second two (2) year term only.

- One (1) Member, nominated by the Deputy Chief Executive Academic from among the Institute's research support staff, for a period of two (2) years with the possibility of renewal for a second two (2) year term only.

3.2 Chair and Deputy Chair

The Chair will be the Director, Research and Enterprise.

The Chair may appoint a Deputy Chair, who will deputise in the Chair's absence.

3.3 Co-opted members

At the discretion of the Research Committee, and with the approval of Academic Committee, up to three further members from among the staff and students of the Institute may be co-opted or seconded to the Research Committee.

3.4 Observers

Non-voting observers from Manukau Institute of Technology and Unitec may attend meetings, with or without speaking rights, at the discretion of the Chair.

3.5 Terminating membership

Members of the Research Committee, other than those *ex officio*, may revoke their membership at any time by giving four weeks' written notice in writing to the Chair.

Any and all Members of the Research Committee may have their Membership revoked by resolution of the Academic Committee.

3.6 Members' characteristic, skills and experiences

Membership should reflect a broad set of applicable characteristic, skills and experiences, including:

- demonstrated depth of understanding and substantial practice relating to research (with particular emphasis on applied research), enterprise and innovation;
- demonstrated depth of understanding and substantial practice relating to relating to the nexus of research and programmes of study;
- demonstrated knowledge and experience, and a commitment to, Mātauranga Māori;
- preparedness to commit to the reading and depth of analysis, thought and contribution required for the task;
- a broad range of disciplinary and industry perspectives (Academic Committee may decline a nomination in order to achieve this balance across the committee); and
- ability to work collegially and in accordance with Institutional values.



4 Modus Operandi

4.1 Standing Orders

The Research Committee is bound by the *Standing Orders* of Manukau Institute of Technology and Unitec.

4.2 Secretarial Support

The Research Committee shall be supported by a designated, trained staff member appointed by the Chair to act as the Secretary to the Committee.

The Committee Secretary is not a member of the Research Committee, and shall not act as a proxy in the absence of an appointed member.

4.3 Meetings

Research Committee will recommend for approval to the Academic Committee the schedule of meetings for the following year, with no fewer than six meetings per academic year.

4.4 Reporting

The Research Committee will submit its written Minutes to Academic Committee. These may be submitted in draft form upon the approval of the Chair. If amendments are made at a subsequent meeting of the Research Committee then the amended Minutes will also be reported to the Academic Committee.

The Chair will accompany the written Minutes with a summary memo, including recommendations from the Research Committee to the Academic Committee and highlighting any other matters from the Minutes which the Chair considers merit the Academic Committee's attention.



Manukau Institute of Technology and Unitec

Programme Committee

(a subcommittee of Academic Committee)

Terms of Reference

Approval details

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Version control

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1 Background

Programme Committees are established by the Academic Committee as Standing Subcommittees of the Academic Committee.

Every credit-bearing programme of study leading to the awarding of a qualification, including microcredentials, will be overseen by a designated Programme Committee as decided by the Academic Committee.

Every non-credit-bearing programme of study leading to the awarding of Certificates of Attendance and similar outcomes will be overseen by a designated Programme Committee as decided by the Academic Committee, unless determined otherwise by the Academic Committee.

Programme Committees are responsible to the Academic Committee for the academic quality and standards of all academic offerings within their designated remit.



2 Responsibilities

Programme Committees are charged by the Academic Committee to:

- Ensure the maintenance of high standards, academic quality, and continuous improvement, in accordance with the Institute's policies and procedures. This includes, but is not limited to:
 - programme design (including improvements) and approval;
 - programme delivery, learning and teaching (in accordance with the Teaching Excellence Standards);
 - assessment and moderation (including ensuring issues raised in pre-moderation and post-moderation are addressed appropriately);
 - academic integrity;
 - programme evaluation and review;
 - collecting and responding to feedback from students;
 - programme monitoring;
 - consistency of graduate outcomes; and
 - literacy and numeracy assessment.
- Actively encourage innovation in curriculum, assessment, learning and teaching within the Programme teams;
- Engage fulsomely and constructively with the relevant Programme Advisory Committee;
- Ensure that programmes maintain relevance through effective engagement with students as the customer of the programme, and with industry, graduates and other relevant stakeholders in accordance with the Institute's policies and procedures;
- Ensure that Te Ao Māori, Ako (Māori Pedagogy) and Tikanga are appropriately embedded into programme development, design, delivery and evaluation;
- Ensure that programmes are designed having regard for the needs of disabled learners;
- Ensure that Pasifika pedagogies are appropriately embedded into programme development, design, delivery and evaluation;
- Monitor the progress and academic performance of students enrolled in each programme, giving particular regard to the support for, and achievement of, priority groups;
- Safeguard the fair treatment of students and the academic integrity of the Institute in the granting of credits and qualifications;
- Recommend to the Academic Committee the granting of awards of the Institute where students have met the requirements for the award as set out in approved programme regulations;
- Ensure the recording and safe custody of records containing details of assessments, credits and qualifications for students in accordance with Institute policies.
- Evaluate outcomes of academic provision, and promote and monitor actions to improve teaching, assessment and the outcomes for students;
- Identify and recommend additional resource requirements for programmes as required;
- Draw to the attention of the Academic Committee any identified risks to the quality of courses, programmes and qualifications, which may be recorded in the Academic Risk Register, and make recommendations for their further analysis and mitigation;



- Undertake an annual self-review (using a process prepared by the Institute) of its effectiveness.

3 Delegations

The Programme Committees are delegated by the Academic Committee to:

- recognise credit (including recognition of prior knowledge and skills);
- formally approve student course results and their release; and
- formally approve student programme completion and recommend the conferral of qualifications and other awards.

4 Membership

4.1 Members

Members will be approved by the Academic Committee and will comprise the following:

- Head of School, *ex officio*;
- Where applicable, the relevant Academic Lead (Curriculum, Quality and Students), *ex officio*;
- Where applicable, the relevant Academic Programme Manager, *ex officio*;
- For each programme suite within the Programme Committee's remit, two (2) members of the teaching team who have a significant teaching involvement, for a period of two (2) years with the possibility of renewal for a second consecutive two (2) year term only;
- For each programme within the Programme Committee's remit, one (1) member from each other School that makes a significant contribution to teaching, for a period of two (2) years with the possibility of renewal for a second consecutive two (2) year term only;
- For programmes at NZQCF Level 7 and above, the person in the School with primary research leadership responsibility.

4.2 Chair and Deputy Chair

The Chair will be appointed by the Deputy Chief Executive Academic on the recommendation of the Programme Committee. Appointments to the Chair will be for a period of two years and may be renewed by mutual agreement of the Chair and the DCE Academic.

The Chair may appoint a Deputy Chair, who will deputise in the Chair's absence.

4.3 Co-opted members

At the discretion of the Programme Committee, and with the approval of Academic Committee, up to two (2) further members from among the staff of the Institute may be co-opted or seconded to the Programme Committee.

4.4 Observers

Non-voting observers from Manukau Institute of Technology and Unitec may attend meetings, with or without speaking rights, at the discretion of the Chair.



4.5 Terminating membership

Members of the Programme Committee, other than those *ex officio*, may revoke their membership at any time by giving four weeks' written notice in writing to the Chair.

Any and all Members of the Programme Committee may have their Membership revoked by resolution of the Academic Committee.

4.6 Members' characteristic, skills and experiences

Membership should reflect a broad set of applicable characteristic, skills and experiences, including:

- demonstrated depth of understanding relating to the New Zealand Qualifications and Credentials Framework and related NZQA Rules, in particular for programme approvals and accreditation;
- demonstrated depth of understanding relating to programme design;
- demonstrated knowledge and experience, and a commitment to, Mātauranga Māori;
- preparedness to commit to the reading and depth of analysis, thought and contribution required for the task;
- a broad range of disciplinary and industry perspectives (Academic Committee may decline a nomination in order to achieve this balance across the committee); and
- ability to work collegially and in accordance with Institutional values.

5 Modus Operandi

5.1 Standing Orders

The Programme Committee is bound by the Standing Orders of Manukau Institute of Technology and Unitec.

5.2 Secretarial Support

Each Programme Committee shall be supported by a designated, trained staff member appointed by the School to act as the Secretary to the Committee.

The Committee Secretary is not a member of the Programme Committee, and shall not act as a proxy in the absence of an appointed member.

5.3 Meetings

The Programme Committee will recommend for approval to the Academic Committee the schedule of meetings for the following year, with no fewer than six meetings per academic year.



5.4 Reporting

The Programme Committee will submit its written Minutes to the Academic Quality Committee. These may be submitted in draft form upon the approval of the Chair. If amendments are made at a subsequent meeting of the Programme Committee then the amended Minutes will also be reported to the Academic Committee.

The Chair will accompany the written Minutes with a summary memo, including recommendations from the Programme Committee to the Academic Committee and highlighting any other matters from the Minutes which the Chair considers merit the Academic Committee's attention.



Manukau Institute of Technology and Unitec

Programme Advisory Committee

(a subcommittee of Academic Committee)

Terms of Reference

Approval details

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Version control

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1 Background

Programme Advisory Committees are established by the Academic Committee as Standing Subcommittees of the Academic Committee.

The primary reason for the Programme Advisory Committee is to provide expert industry, profession, hapū and community guidance and insights to ensure that the Institute's academic offerings align with current needs and future strategic directions.

2 Responsibilities

The Programme Advisory Committee is charged by the Academic Committee to:

- Ensure that proposed and current academic offerings meet the needs of employers and industry by equipping graduates with workplace-relevant skills, knowledge and experience at entry level and throughout relevant career paths;
- Endorse academic programme redesign and applications for new programmes to be developed;



- Participate in various programme review processes;
- Facilitate partnerships between the Institution and relevant industry, professional and community contacts;
- Provide advice to the relevant School/s on emerging industry trends, challenges, and opportunities to inform programme development;
- Draw to the attention of the Programme Committee any identified risks to the quality of courses, programmes and qualifications from an industry perspective, which may be recorded in the Academic Risk Register, and make recommendations for their further analysis and mitigation;
- Undertake an annual self-review (using a process prepared by the Institute) of its effectiveness.

While not a responsibility *per se*, Programme Advisory Committee Members may also be invited to undertake important activities including but not limited to:

- Attend and participate in Programme events such as Careers Days, prizewinnings and special events;
- Provide guest lectures;
- Serve as judges for competitions;
- Host student placements.

The Head of School is charged by the Academic Committee to:

- Induct the Programme Advisory Committee members into the Institute, the School and the relevant programmes.
- Provide to the Programme Advisory Committee copies of submissions made to external regulatory bodies (including, but not limited to, Industry Skills Boards, NZQA, Professional Bodies and External Monitors), and resulting reports from those entities, for their consideration and input.
- Present information on graduate outcomes and academic programme performance as applicable (ākonga retention and success, priority group performance, performance against professional standards).
- Present to the Programme Advisory Committee any other information that it may reasonably request to assist in exercising its responsibilities.
- Present to each meeting a report indicating how advice raised previously by the Programme Advisory Committee has been addressed.

3 Delegations

The Programme Advisory Committee holds no standing delegations.

4 Membership

4.1 Members

Members will be approved by the Academic Committee and will comprise the following:



- Head of the School that delivers the relevant programme/s, *ex officio*
- Chair of the relevant Programme Committee/s, *ex officio*
- At least four (4) and no more than six (6) Members drawn from industries, professions and communities relevant to the programmes, nominated by the Head of School on advice from the Programme Advisory Committee.
- At least two (2) and no more than four (4) Members drawn from graduates of the relevant programmes within the past five years, nominated by the Head of School on advice from the Programme Advisory Committee.

4.2 Chair and Deputy Chair

The Chair will be appointed by the Deputy Chief Executive Academic on the recommendation of the Committee from among the industry, profession and community Members. Appointments to the Chair will be for a period of two years and may be renewed by mutual agreement of the Chair and the DCE Academic.

The Chair may appoint a Deputy Chair, who will deputise in the Chair's absence.

4.3 Co-opted members

At the discretion of the Programme Advisory Committee, and with the approval of Academic Committee, up to three further members may be co-opted or seconded to the Programme Advisory Committee.

4.4 Confidentiality and Conflicts of Interest

Members must maintain confidentiality regarding sensitive discussions and information.

Members will declare conflicts of interest before engaging in discussions or decision-making.

Members will act professionally, respectfully, and collaboratively to achieve the group's objectives.

4.5 Observers

All Members of the relevant Programme Committee/s are expected to attend Programme Advisory Committee meetings as non-voting observers.

All Members of the Programme Teaching Teams are encouraged to attend Programme Advisory Committee meetings as non-voting observers.

Members of the Institute's Senior Leadership may attend and present to the Programme Advisory Committee.

Other non-voting observers from Manukau Institute of Technology and Unitec may attend meetings, with or without speaking rights, at the discretion of the Chair.

4.6 Terminating membership

Members of the Programme Advisory Committee, other than those *ex officio*, may revoke their membership at any time by giving four weeks' written notice in writing to the Chair.



Any and all Members of the Programme Advisory Committee may have their Membership revoked by resolution of the Academic Committee.

4.7 Members' characteristic, skills and experiences

Membership should reflect a broad set of applicable characteristic, skills and experiences, including:

- demonstrated expertise in the relevant industry, profession or community;
- a deep commitment to supporting education and workforce development;
- the ability to provide strategic insights based on expertise and understanding of industry needs;
- willingness to contribute to annual monitor visits/consistency reviews to give feedback on the programme as a key stakeholder; and
- the ability to work collegially and in accordance with Institutional values.

5 Modus Operandi

5.1 Standing Orders

The Programme Advisory Committee is not bound by the *Standing Orders* of Manukau Institute of Technology and Unitec. However, it is encouraged to use these *Standing Orders* as a guide.

5.2 Quorum

Half the current membership plus one member of Programme Advisory Committee constitutes a quorum.

If the requirement for a quorum is not met, the meeting can proceed, with any recommended actions/motions requiring endorsement by a quorum before they become binding.

5.3 Secretarial Support

Each Programme Advisory Committee shall be supported by a designated, trained staff member appointed by the School to act as the Secretary to the Committee.

The Committee Secretary is not a member of the Programme Advisory Committee, and shall not act as a proxy in the absence of an appointed member.

5.4 Meetings

The Head of the relevant School will recommend for approval to the Academic Committee the schedule of Programme Advisory Committee meetings for the following year, with no fewer than two meetings per academic year.

The Open Session of each meeting will be open to the public; non-Members may be excluded from any Closed Session, which is for items where there is a need to protect the rights of persons or organisations.



5.5 Reporting

A Programme Advisory Committee will submit its written Minutes to the relevant Programme Committee. These may be submitted in draft form upon the approval of the Chair. If amendments are made at a subsequent meeting of the Programme Advisory Committee then the amended Minutes will also be reported to the Programme Committee.

The Chair will accompany the written Minutes with a Cover Memo, including recommendations from the Programme Advisory Committee to the Programme Committee and highlighting any other matters from the Minutes which the Chair considers merit the Programme Committee's attention.

Copies of all Programme Advisory Committee Minutes and Cover Memos will also be provided by the Head of School to the Programme Advisory Oversight Committee prior to its next scheduled meeting.



Manukau Institute of Technology and Unitec

Programme Advisory Oversight Committee

(a subcommittee of Academic Committee)

Terms of Reference

Approval details

Version number	
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Version control

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0.1	New draft version (last updated 2026-01-16)	DCEA	

1 Background

The Programme Advisory Oversight Committee is established by the Academic Committee as a Standing Subcommittee of the Academic Committee.

The primary reason for the Programme Advisory Oversight Committee is to ensure that the Programme Advisory Committees are working effectively to optimise the Institute's engagement with external professions, industries, hapū and communities, in order to ensure that the Institute is providing relevant and excellent quality vocational education and training.

2 Responsibilities

The Programme Advisory Oversight Committee is charged by the Academic Committee to:

- Provide oversight of the effectiveness Programme Advisory Committees and report to Academic Committee accordingly;



- Draw to the attention of the Academic Committee any identified risks to the quality of courses, programmes and qualifications from an industry perspective, which may be recorded in the Academic Risk Register, and make recommendations for their further analysis and mitigation;
- Recommend to the Academic Committee amendments to the Terms of Reference and Membership of the Institute's Programme Advisory Committees;
- Provide advice generally to the Academic Committee and Executive of the Institute on its engagement with professions, industries, hapū and communities in relation to its academic activities;
- Provide expert advice to the Academic Committee on external engagement policies for the good governance of the Institute's academic activities; and
- Undertake an annual self-review (using a process prepared by the Institute) of its effectiveness.

3 Delegations

The Programme Advisory Oversight Committee holds no standing delegations.

4 Membership

4.1 Members

Members will be approved by the Academic Committee and will comprise the following:

- Director, Pathways and External Engagement, *ex officio*
- Director, Schools and Performance, *ex officio*
- General Manager, Schools, *ex officio*
- Five (5) Programme Advisory Committee Chairs, nominated by the Deputy Chief Executive Academic on advice from the Director, Pathways and External Engagement, for a period of two (2) years with the possibility of renewal for a second consecutive two (2) year term only.
- One (1) Head of School, nominated by the Deputy Chief Executive Academic on advice from Heads of School, for a period of two (2) years with the possibility of renewal for a second consecutive two (2) year term only.
- One (1) Programme Committee Chair, nominated by the DCE Academic on advice from Directors and General Managers Schools, for a period of two (2) years with the possibility of renewal for a second consecutive two (2) year term only.

4.2 Chair and Deputy Chair

The Chair will be the Director, Pathways and External Engagement.

The Chair may appoint a Deputy Chair, who will deputise in the Chair's absence.



4.3 Co-opted members

At the discretion of the Programme Advisory Oversight Committee, and with the approval of Academic Committee, up to three further members may be co-opted or seconded to the Programme Advisory Oversight Committee.

4.4 Observers

Non-voting observers from Manukau Institute of Technology and Unitec may attend meetings, with or without speaking rights, at the discretion of the Chair.

4.5 Terminating membership

Members of the Programme Advisory Oversight Committee, other than those *ex officio*, may revoke their membership at any time by giving four weeks' written notice in writing to the Chair.

Any and all Members of the Programme Advisory Oversight Committee may have their Membership revoked by resolution of the Academic Committee.

4.6 Members' characteristic, skills and experiences

Membership should reflect a broad set of applicable characteristic, skills and experiences, including:

- a deep commitment to connecting the Institute meaningfully with the professionals, industries, employers and communities it serves in order to improve the relevance and quality of that service;
- demonstrated knowledge and experience, and a commitment to, Mātauranga Māori;
- preparedness to commit to the depth of honesty, transparency, analysis, thought and contribution required for the task; and
- ability to work collegially and in accordance with Institutional values.

5 Modus Operandi

5.1 Standing Orders

The Programme Advisory Oversight Committee is not bound by the *Standing Orders* of Manukau Institute of Technology and Unitec. However, it is encouraged to use these *Standing Orders* as a guide.

5.2 Quorum

Half the current membership plus one member of Programme Advisory Oversight Committee constitutes a quorum.

If the requirement for a quorum is not met, the meeting can proceed, with any recommended actions/motions requiring endorsement by a quorum before they become binding.



5.3 Secretarial Support

The Programme Advisory Oversight Committee shall be supported by a designated, trained staff member appointed by the Chair to act as the Secretary to the Committee.

The Committee Secretary is not a member of the Programme Advisory Oversight Committee, and shall not act as a proxy in the absence of an appointed member.

5.4 Meetings

The Programme Advisory Oversight Committee will recommend for approval to the Academic Committee the schedule of meetings for the following year, with no fewer than four (4) meetings per academic year.

These meetings are not open to the public, unless determined otherwise at the discretion of the Chair, in order to provide opportunity for the Committee to provide free and frank advice to the Institute.

5.5 Reporting

The Programme Advisory Oversight Committee will submit its written Minutes to Academic Committee. These may be submitted in draft form upon the approval of the Chair. If amendments are made at a subsequent meeting of the Programme Advisory Oversight Committee then the amended Minutes will also be reported to the Academic Committee.

The Chair will accompany the written Minutes with a summary memo, including recommendations from the Programme Advisory Oversight Committee to the Academic Committee and highlighting any other matters from the Minutes which the Chair considers merit the Academic Committee's attention.



Manukau Institute of Technology and Unitec

Disability Academic Advisory Committee

(a subcommittee of Academic Committee)

Terms of Reference

Approval details

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Contact person	Director, Student Success
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Version control

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0.1	New draft version (last updated 2026-01-16)	DCEA	

1 Background

The Disability Academic Advisory Committee is established by the Academic Committee as an Advisory Subcommittee of the Academic Committee.

Advisory Committees do not hold formal delegations, but the Academic Committee and subcommittees that do hold formal delegations are expected to make good use of Advisory Committees' expertise. Advisory Committees are expected to contribute through the policies and procedures established by the Academic Committee rather than establish additional policies and procedures. Where an Advisory Committee considers the policies and procedures of the Institute to be inadequate for this purpose, then it is expected to make recommendations to the Academic Committee on the amendment to those policies and procedures.

The primary reason for the Disability Academic Advisory Committee is to provide expert Disability leadership and guidance to the academic activities of the Institute in fulfilment of its commitments to the access, participation and learner outcomes of Disabled people.



2 Responsibilities

Disability Academic Advisory Committee is charged by the Academic Committee to:

- Provide advice to the Academic Committee ensuring that academic policies and procedures are fit for the needs and aspirations of disabled people;
- Provide advice to Programme Committees and the Academic Approvals Committee on the need, design, content, delivery and evaluation of programme proposals in relation to the needs and aspirations of disabled people;
- Provide advice to the Learning and Teaching Committee on specific pedagogies and learner-centred success strategies for disabled people;
- Provide advice to the Academic Committee on trends and risks in relation to the performance of disabled students;
- Draw to the attention of the Academic Committee any identified risks to the attainment of the Institute's commitments to the access, participation and success of disabled learners; and
- Undertake an annual self-review (using a process prepared by the Institute) of its effectiveness.

3 Membership

3.1 Members

Members will be approved by the Academic Committee and will comprise the following:

- Director, Student Success, *ex officio*;
- Director, Learner Experience and Success, or delegate, *ex officio*;
- One (1) Member nominated by the Chair, Māori Academic Advisory Committee, for a period of two (2) years with the possibility of renewal for a second consecutive two (2) year term only;
- At least two (2) but no more than four (4) Members from among the academic staff and leaders, nominated by the Deputy Chief Executive Academic on advice from Heads of School, for a period of two (2) years with the possibility of renewal for a second consecutive two (2) year term only;
- At least two (2) but no more than four (4) Members from among the support staff and leaders, nominated by the Deputy Chief Executive Academic on advice from the Director, Student Success, for a period of two (2) years with the possibility of renewal for a second consecutive two (2) year term only; and
- Two (2) enrolled learners from Manukau Institute of Technology and Unitec, nominated by the Student Council, for a period of one (1) year with the possibility of renewal for a second one (1) year term only.

3.2 Chair and Deputy Chair

The Chair will be the Director, Student Success.

The Chair may appoint a Deputy Chair, who will deputise in the Chair's absence.



3.3 Co-opted members

At the discretion of the Disability Academic Advisory Committee, and with the approval of Academic Committee, up to three (3) further members from among the staff of the Institute may be co-opted or seconded to the Disability Academic Advisory Committee.

3.4 Observers

Non-voting observers from Manukau Institute of Technology and Unitec may attend meetings, with or without speaking rights, at the discretion of the Chair.

3.5 Terminating membership

Members of the Disability Academic Advisory Committee, other than those *ex officio*, may revoke their membership at any time by giving four weeks' written notice in writing to the Chair.

Any and all Members of the Disability Academic Advisory Committee may have their Membership revoked by resolution of the Academic Committee.

3.6 Members' characteristic, skills and experiences

Membership should reflect a broad set of applicable characteristic, skills and experiences, including:

- Demonstrated expertise in supporting people with disabilities;
- Preparedness to commit to the reading and depth of analysis, thought and contribution required for the task;
- A broad range of disciplinary and industry perspectives (Academic Committee may decline a nomination in order to achieve this balance across the committee); and
- A commitment to actively participate in the work of the Disability Academic Advisory Committee, and work collegially and in accordance with Institutional values.

4 Modus Operandi

4.1 Standing Orders

The Disability Academic Advisory Committee is bound by the *Standing Orders* of Manukau Institute of Technology and Unitec.

4.2 Secretarial Support

The Disability Academic Advisory Committee shall be supported by a designated, trained staff member appointed by the Chair to act as the Secretary to the Committee.

The Committee Secretary is not a member of the Academic Approvals Committee, and shall not act as a proxy in the absence of an appointed member.



4.3 Meetings

Disability Academic Advisory Committee will recommend for approval to the Academic Committee the schedule of meetings for the following year, with an expectation of four meetings per academic year and additional meetings if required.

4.4 Reporting

The Disability Academic Advisory Committee will submit its written Minutes to Academic Committee. These may be submitted in draft form upon the approval of the Chair. If amendments are made at a subsequent meeting of the Disability Academic Advisory Committee then the amended Minutes will also be reported to the Academic Committee.

The Chair will accompany the written Minutes with a summary memo, including recommendations from the Disability Academic Advisory Committee to the Academic Committee and highlighting any other matters from the Minutes which the Chair considers merit the Academic Committee's attention.



Manukau Institute of Technology and Unitec

International Academic Advisory Committee

(a subcommittee of Academic Committee)

Terms of Reference

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Document owner	Deputy Chief Executive Academic
Contact person	Director, International
Date of next review	September 2026

Version control

Version	Summary of changes	Approved by	Date of Approval
0.1	New draft version (last updated 2026-01-16)	DCEA	

1 Background

The International Academic Advisory Committee is established by the Academic Committee as an Advisory Subcommittee of the Academic Committee.

Advisory Committees do not hold formal delegations, but the Academic Committee and subcommittees that do hold formal delegations are expected to make good use of Advisory Committees' expertise. Advisory Committees are expected to contribute through the policies and procedures established by the Academic Committee rather than establish additional policies and procedures. Where an Advisory Committee considers the policies and procedures of the Institute to be inadequate for this purpose, then it is expected to make recommendations to the Academic Committee on the amendment to those policies and procedures.



The primary reason for the International Academic Advisory Committee is to provide expert leadership and guidance to the Academic Committee regarding all international aspects of the academic portfolio, with a view to helping position the Institute as the leader in vocational education and training in the Asia-Pacific Region.

2 Responsibilities

International Academic Advisory Committee is charged by the Academic Committee to:

- Provide advice to the Academic Committee ensuring that academic policies and procedures are fit for the Institute's international strategy;
- Provide advice to Programme Committees and the Academic Approvals Committee on the need, design, content, delivery and evaluation of programme proposals in relation to onshore international students and offshore delivery;
- Provide advice to the Academic Committee on trends and risks in relation to the performance of international students;
- Recommend to the Academic Committee on entry criteria and standards for international students,
- Recommend to the Academic Committee on the equivalency of international credit and qualifications;
- Provide advice to the Academic Committee on compliance with domestic and international academic regulations
- Provide advice to the Academic Committee on the optimal balance of international to domestic students across the academic portfolio, having regard for such matters as the learner experience, risks to programme continuity, impact on reputation and learner success.
- Draw to the attention of the Academic Committee any identified academic risks to the attainment of the Institute's International strategy; and
- Undertake an annual self-review (using a process prepared by the Institute) of its effectiveness.

3 Membership

3.1 Members

Members will be approved by the Academic Committee and will comprise the following:

- Director, International, *ex officio*;
- At least two (2) but no more than four (4) Members from among the academic staff and leaders, nominated by the Deputy Chief Executive Academic on advice from Heads of School, for a period of two (2) years with the possibility of renewal for a second consecutive two (2) year term only;
- At least two (2) but no more than four (4) Members from among the support staff and leaders, nominated by the Deputy Chief Executive Academic on advice from the Director, International, for a period of two (2) years with the possibility of renewal for a second consecutive two (2) year term only; and



- Two (2) enrolled learners from Manukau Institute of Technology and Unitec, nominated by the Student Council, for a period of one (1) year with the possibility of renewal for a second one (1) year term only.

3.2 Chair and Deputy Chair

The Chair will be the Director, International.

The Chair may appoint a Deputy Chair, who will deputise in the Chair's absence.

3.3 Co-opted members

At the discretion of the International Academic Advisory Committee, and with the approval of Academic Committee, up to three (3) further members from among the staff of the Institute may be co-opted or seconded to the International Academic Advisory Committee.

3.4 Observers

Non-voting observers from Manukau Institute of Technology and Unitec may attend meetings, with or without speaking rights, at the discretion of the Chair.

3.5 Terminating membership

Members of the International Academic Advisory Committee, other than those *ex officio*, may revoke their membership at any time by giving four weeks' written notice in writing to the Chair.

Any and all Members of the International Academic Advisory Committee may have their Membership revoked by resolution of the Academic Committee.

3.6 Members' characteristic, skills and experiences

Membership should reflect a broad set of applicable characteristic, skills and experiences, including:

- Demonstrated expertise in international education;
- Preparedness to commit to the reading and depth of analysis, thought and contribution required for the task;
- A broad range of disciplinary and industry perspectives (Academic Committee may decline a nomination in order to achieve this balance across the committee); and
- A commitment to actively participate in the work of the International Academic Advisory Committee, and work collegially and in accordance with Institutional values.

4 Modus Operandi

4.1 Standing Orders

The International Academic Advisory Committee is bound by the *Standing Orders* of Manukau Institute of Technology and Unitec.



4.2 Secretarial Support

The International Academic Advisory Committee shall be supported by a designated, trained staff member appointed by the Chair to act as the Secretary to the Committee.

The Committee Secretary is not a member of the Academic Approvals Committee, and shall not act as a proxy in the absence of an appointed member.

4.3 Meetings

International Academic Advisory Committee will recommend for approval to the Academic Committee the schedule of meetings for the following year, with an expectation of four meetings per academic year and additional meetings if required.

4.4 Reporting

The International Academic Advisory Committee will submit its written Minutes to Academic Committee. These may be submitted in draft form upon the approval of the Chair. If amendments are made at a subsequent meeting of the International Academic Advisory Committee then the amended Minutes will also be reported to the Academic Committee.

The Chair will accompany the written Minutes with a summary memo, including recommendations from the International Academic Advisory Committee to the Academic Committee and highlighting any other matters from the Minutes which the Chair considers merit the Academic Committee's attention.



Manukau Institute of Technology and Unitec

Māori Academic Advisory Committee

(a subcommittee of Academic Committee)

Terms of Reference

Approval details

Version number	
Issue date	
Approval authority	Academic Committee
Date of approval	
Document owner	Deputy Chief Executive Academic
Contact person	Deputy Chief Executive Academic
Date of next review	September 2026

Version control

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0.1	New draft version (last updated 2026-01-16)	DCEA	

1 Background

The Māori Academic Advisory Committee is established by the Academic Committee as an Advisory Subcommittee of the Academic Committee.

Advisory Committees do not hold formal delegations, but the Academic Committee and subcommittees that do hold formal delegations are expected to make good use of Advisory Committees' expertise. Advisory Committees are expected to contribute through the policies and procedures established by the Academic Committee rather than establish additional policies and procedures. Where an Advisory Committee considers the policies and procedures of the Institute to be inadequate for this purpose, then it is expected to make recommendations to the Academic Committee on the amendment to those policies and procedures.

The primary reason for the Māori Academic Advisory Committee is to provide expert Māori leadership and guidance to the academic activities of the Institute in fulfilment of its commitments to the access, participation and learner outcomes of Māori people and to Te Tiriti o Waitangi.



2 Responsibilities

Māori Academic Advisory Committee is charged by the Academic Committee to:

- Provide advice to the Academic Committee ensuring that academic policies and procedures are fit for Māori needs and aspirations;
- Provide advice to Programme Committees and the Academic Approvals Committee on the need, design, content, delivery and evaluation of programme proposals in relation to the needs and aspirations of Māori people;
- Provide advice to the Learning and Teaching Committee on *ako* (Māori pedagogy) and Māori-centred learner success strategies;
- Provide advice to the Academic Committee on trends and risks in relation to the performance of Māori students;
- Provide advice to the Research Committee and the Postgraduate Research Committee on *rangahau*;
- Draw to the attention of the Academic Committee any identified risks to the attainment of the Institute's commitments to the access, participation and success of Māori learners; and
- Undertake an annual self-review (using a process prepared by the Institute) of its effectiveness.

3 Membership

3.1 Members

Members will be approved by the Academic Committee and will comprise the following:

- Pou Whakarewa Mātauranga Māori - Director, Māori Education, *ex officio*;
- Taharangi – Director, Māori Success, *ex officio*;
- Kaumatua, MIT, *ex officio*;
- Kaumatua, Unitec, *ex officio*;
- One (1) Member nominated by the Chair, Pacific Academic Advisory Committee, for a period of two (2) years with the possibility of renewal for a second consecutive two (2) year term only;
- At least two (2) but no more than four (4) Members from among the academic staff and leaders, nominated by the Deputy Chief Executive Academic on advice from Heads of School, for a period of two (2) years with the possibility of renewal for a second consecutive two (2) year term only;
- At least two (2) but no more than four (4) Members from among the support staff and leaders, nominated by the Deputy Chief Executive Academic on advice from Pou Whakarewa Mātauranga Māori and Taharangi, for a period of two (2) years with the possibility of renewal for a second consecutive two (2) year term only; and
- Two (2) enrolled learners from Manukau Institute of Technology and Unitec, nominated by the Student Council, for a period of one (1) year with the possibility of renewal for a second one (1) year term only.



3.2 Chair and Deputy Chair

The Chair will be the Pou Whakarewa Mātauranga Māori.

The Chair may appoint a Deputy Chair, who will deputise in the Chair's absence.

3.3 Co-opted members

At the discretion of the Māori Academic Advisory Committee, and with the approval of Academic Committee, up to three (3) further members from among the staff of the Institute may be co-opted or seconded to the Māori Academic Advisory Committee.

3.4 Observers

Non-voting observers from Manukau Institute of Technology and Unitec may attend meetings, with or without speaking rights, at the discretion of the Chair.

3.5 Terminating membership

Members of the Māori Academic Advisory Committee, other than those *ex officio*, may revoke their membership at any time by giving four weeks' written notice in writing to the Chair.

Any and all Members of the Māori Academic Advisory Committee may have their Membership revoked by resolution of the Academic Committee.

3.6 Members' characteristic, skills and experiences

Membership should reflect a broad set of applicable characteristic, skills and experiences, including:

- Demonstrated expertise in tikanga (Māori culture) and te Reo Māori (the Māori language);
- Demonstrated expertise in Mātauranga Māori (Māori knowledges) and ako (Māori pedagogies);
- preparedness to commit to the reading and depth of analysis, thought and contribution required for the task;
- a broad range of disciplinary and industry perspectives (Academic Committee may decline a nomination in order to achieve this balance across the committee); and
- a commitment to actively participate in the work of the Māori Academic Advisory Committee, and work collegially and in accordance with Institutional values.

4 Modus Operandi

4.1 Standing Orders

The Māori Academic Advisory Committee is bound by the *Standing Orders* of Manukau Institute of Technology and Unitec.

4.2 Secretarial Support

The Māori Academic Advisory Committee shall be supported by a designated, trained staff member appointed by the Chair to act as the Secretary to the Committee.



The Committee Secretary is not a member of the Academic Approvals Committee, and shall not act as a proxy in the absence of an appointed member.

4.3 Meetings

Māori Academic Advisory Committee will recommend for approval to the Academic Committee the schedule of meetings for the following year, with an expectation of four meetings per academic year and additional meetings if required.

4.4 Reporting

The Māori Academic Advisory Committee will submit its written Minutes to Academic Committee. These may be submitted in draft form upon the approval of the Chair. If amendments are made at a subsequent meeting of the Māori Academic Advisory Committee then the amended Minutes will also be reported to the Academic Committee.

The Chair will accompany the written Minutes with a summary memo, including recommendations from the Māori Academic Advisory Committee to the Academic Committee and highlighting any other matters from the Minutes which the Chair considers merit the Academic Committee's attention.



Manukau Institute of Technology and Unitec

Pacific Academic Advisory Committee

(a subcommittee of Academic Committee)

Terms of Reference

Approval details

Version number	
Issue date	
Approval authority	Academic Committee
Date of approval	
Document owner	Deputy Chief Executive Academic
Contact person	Deputy Chief Executive Academic
Date of next review	September 2026

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1 Background

The Pacific Academic Advisory Committee is established by the Academic Committee as an Advisory Subcommittee of the Academic Committee.

Advisory Committees do not hold formal delegations, but the Academic Committee and subcommittees that do hold formal delegations are expected to make good use of Advisory Committees' expertise. Advisory Committees are expected to contribute through the policies and procedures established by the Academic Committee rather than establish additional policies and procedures. Where an Advisory Committee considers the policies and procedures of the Institute to be inadequate for this purpose, then it is expected to make recommendations to the Academic Committee on the amendment to those policies and procedures.

The primary reason for the Pacific Academic Advisory Committee is to provide expert Pacific leadership and guidance to the academic activities of the Institute in fulfilment of its commitments to the access, participation and learner outcomes of Pacific people.



2 Responsibilities

Pacific Academic Advisory Committee is charged by the Academic Committee to:

- Provide advice to the Academic Committee ensuring that academic policies and procedures are fit for Pacific needs and aspirations;
- Provide advice to Programme Committees and the Academic Approvals Committee on the need, design, content, delivery and evaluation of programme proposals in relation to the needs and aspirations of Pacific people;
- Provide advice to the Learning and Teaching Committee on Pacific pedagogies and Pacific-centred learner success strategies;
- Provide advice to the Academic Committee on trends and risks in relation to the performance of Pacific students;
- Provide advice to the Research Committee and the Postgraduate Research Committee on Pacific research;
- Draw to the attention of the Academic Committee any identified risks to the attainment of the Institute's commitments to the access, participation and success of Pacific learners; and
- Undertake an annual self-review (using a process prepared by the Institute) of its effectiveness.

3 Membership

3.1 Members

Members will be approved by the Academic Committee and will comprise the following:

- Director, Pacific Success, *ex officio*;
- One (1) Member nominated by the Chair, Māori Academic Advisory Committee, for a period of two (2) years with the possibility of renewal for a second consecutive two (2) year term only;
- At least two (2) but no more than four (4) Members from among the academic staff and leaders, nominated by the Deputy Chief Executive Academic on advice from Heads of School, for a period of two (2) years with the possibility of renewal for a second consecutive two (2) year term only;
- At least two (2) but no more than four (4) Members from among the support staff and leaders, nominated by the Deputy Chief Executive Academic on advice from the Director, Pacific Success, for a period of two (2) years with the possibility of renewal for a second consecutive two (2) year term only; and
- Two (2) enrolled learners from Manukau Institute of Technology and Unitec, nominated by the Student Council, for a period of one (1) year with the possibility of renewal for a second one (1) year term only.

3.2 Chair and Deputy Chair

The Chair will be the Director, Pacific Success.

The Chair may appoint a Deputy Chair, who will deputise in the Chair's absence.



3.3 Co-opted members

At the discretion of the Pacific Academic Advisory Committee, and with the approval of Academic Committee, up to three (3) further members from among the staff of the Institute may be co-opted or seconded to the Pacific Academic Advisory Committee.

3.4 Observers

Non-voting observers from Manukau Institute of Technology and Unitec may attend meetings, with or without speaking rights, at the discretion of the Chair.

3.5 Terminating membership

Members of the Pacific Academic Advisory Committee, other than those *ex officio*, may revoke their membership at any time by giving four weeks' written notice in writing to the Chair.

Any and all Members of the Pacific Academic Advisory Committee may have their Membership revoked by resolution of the Academic Committee.

3.6 Members' characteristic, skills and experiences

Membership should reflect a broad set of applicable characteristic, skills and experiences, including:

- Demonstrated expertise in Pacific cultures and languages;
- Demonstrated expertise in Pacific knowledges and pedagogies;
- Preparedness to commit to the reading and depth of analysis, thought and contribution required for the task;
- A broad range of disciplinary and industry perspectives (Academic Committee may decline a nomination in order to achieve this balance across the committee); and
- A commitment to actively participate in the work of the Pacific Academic Advisory Committee, and work collegially and in accordance with Institutional values.

4 Modus Operandi

4.1 Standing Orders

The Pacific Academic Advisory Committee is bound by the *Standing Orders* of Manukau Institute of Technology and Unitec.

4.2 Secretarial Support

The Pacific Academic Advisory Committee shall be supported by a designated, trained staff member appointed by the Chair to act as the Secretary to the Committee.

The Committee Secretary is not a member of the Academic Approvals Committee, and shall not act as a proxy in the absence of an appointed member.



4.3 Meetings

Pacific Academic Advisory Committee will recommend for approval to the Academic Committee the schedule of meetings for the following year, with an expectation of four meetings per academic year and additional meetings if required.

4.4 Reporting

The Pacific Academic Advisory Committee will submit its written Minutes to Academic Committee. These may be submitted in draft form upon the approval of the Chair. If amendments are made at a subsequent meeting of the Pacific Academic Advisory Committee then the amended Minutes will also be reported to the Academic Committee.

The Chair will accompany the written Minutes with a summary memo, including recommendations from the Pacific Academic Advisory Committee to the Academic Committee and highlighting any other matters from the Minutes which the Chair considers merit the Academic Committee's attention.

Academic Committee Meeting Schedule for 2026

Meetings are scheduled on the first Wednesday of each month from February to December 2026, from 1.00pm to 5.00pm.

Meeting Date	Papers Due (Thu)	Venue
23 Jan 2026 (Special Meeting)	16 Jan	Ōtara Campus ND317 and Teams
3 Feb 2026 (Tuesday)	28 Jan	Ōtara Campus ND317 and Teams
4 Mar 2026 (Wednesday)	19 Feb	Ōtara Campus ND317 and Teams
2 Apr 2026 (Thursday)	19 Mar	Ōtara Campus ND317 and Teams
6 May 2026 (Wednesday)	23 Apr	Ōtara Campus ND317 and Teams
3 Jun 2026 (Wednesday)	21 May	Ōtara Campus ND317 and Teams
1 Jul 2026 (Wednesday)	18 Jun	Ōtara Campus ND317 and Teams
5 Aug 2026 (Wednesday)	23 Jul	Ōtara Campus ND317 and Teams
2 Sep 2026 (Wednesday)	20 Aug	Ōtara Campus ND317 and Teams
6 Oct 2026 (Tuesday)	24 Sep	Ōtara Campus ND317 and Teams
4 Nov 2026 (Wednesday)	22 Oct	Ōtara Campus ND317 and Teams
2 Dec 2026 (Wednesday)	19 Nov	Ōtara Campus ND317 and Teams