

# Nelson Marlborough Institute of Technology Ltd

## 2021 Academic Statute

*Te Ture Akoranga*

### Section 6: Academic Committee Terms of Reference

<b>Section</b>	Academic Statute		
<b>Approval Date</b>	16.02.2021	<b>Approved by</b>	NMIT Board
<b>Next Review</b>	15.11.2021	<b>Responsibility</b>	Executive Director: Programmes and Delivery
<b>This Review</b>	15.06.2021	<b>Key Evaluation Question</b>	6

The **NMIT Academic Statute** applies to all NMIT courses and programmes, whether delivered at NMIT, fully online, or in conjunction with another provider.

The Academic Statute, including all **NMIT policies** referenced in this Statute, is available from the [NMIT website](#).

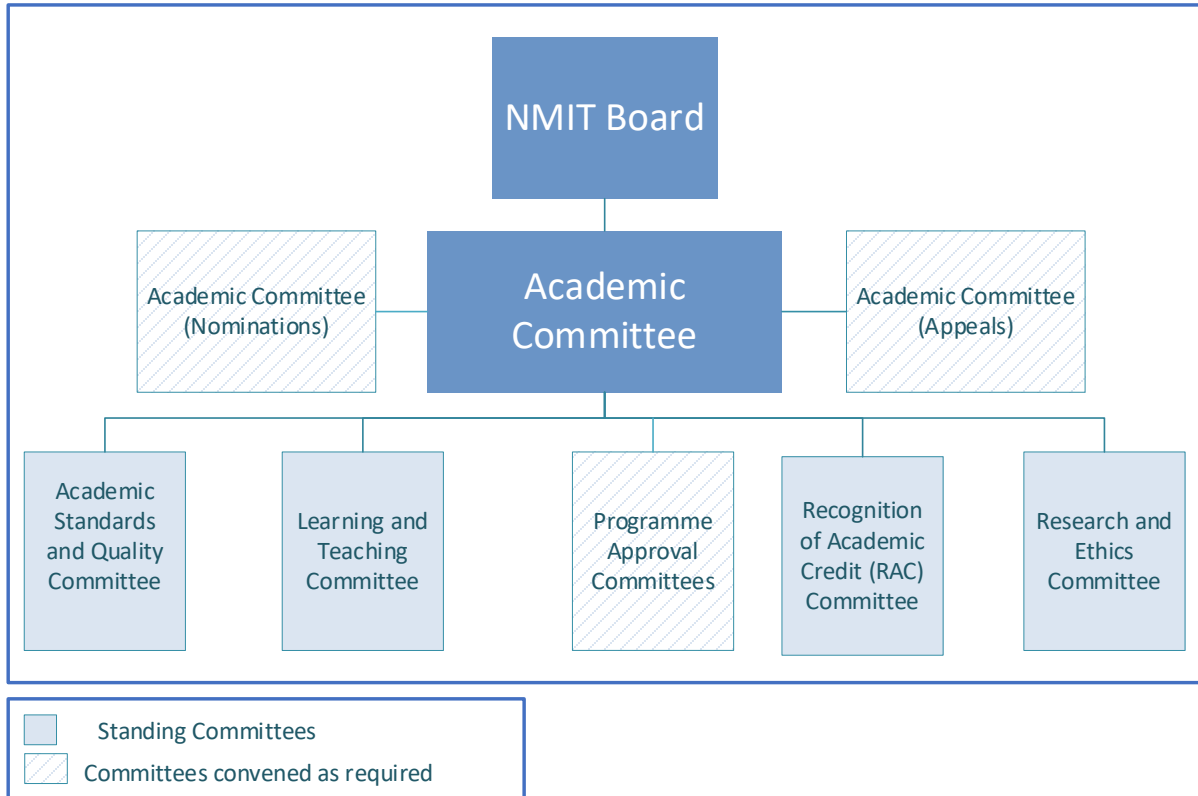
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## SECTION 6: ACADEMIC COMMITTEE

### 6.01 ACADEMIC COMMITTEE AND SUB-COMMITTEE STRUCTURE

The diagram below shows the Academic Committee and Sub-Committee structure:



NMIT BOARD	
<b>Approves</b>	<ul style="list-style-type: none"> <li>• Changes to policy</li> <li>• Academic Statute</li> <li>• Fees</li> <li>• Delegations</li> <li>• Annual Report</li> <li>• Investment Plan</li> <li>• Degree conferral</li> <li>• Honorary Degree, Honorary Fellow, Institutional Medal conferrals</li> </ul>
<b>Receives</b>	Academic Committee Minutes

The NMIT Board may establish an Academic Committee and delegate to the Chief Executive the academic powers and functions under the Education and Training Act 2020 and responsibility for the operation of the Academic Committee.

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

## 6.02 ACADEMIC COMMITTEE DELEGATIONS AND RESPONSIBILITIES

ACADEMIC COMMITTEE RESPONSIBILITIES	
<b>Approves and monitors</b>	<ul style="list-style-type: none"> <li>• Programme regulations and associated policies</li> <li>• New and redeveloped programmes and courses (including changes) to be submitted for external approval as required</li> <li>• New permanent delivery sites</li> <li>• Academic content of Sub-contract for external approval</li> <li>• Annual Internal Review Plan</li> <li>• Policies and procedures related to a range of learning and teaching, research, and academic and quality matters.</li> <li>• Self-assessment activities, including Self-Assessment Reports for degree level programmes to be sent to NZQA.</li> <li>• Academic Development Projects</li> <li>• Submission of applications to NZQA for the development of qualifications and listings</li> <li>• Academic Seals</li> </ul>
<b>Reports to NMIT Board</b>	<ul style="list-style-type: none"> <li>• On significant developments</li> <li>• Recommendations for new policy</li> <li>• Academic quality matters as requested</li> </ul>
<b>Recommends/endorsees</b>	<ul style="list-style-type: none"> <li>• Changes to NMIT Academic Statute</li> <li>• Honorary Degrees</li> </ul>
<b>Receives and/or reviews</b>	<ul style="list-style-type: none"> <li>• Minutes from Academic Standards and Quality Committee</li> <li>• Minutes from Research and Ethics Committee</li> <li>• Minutes from Programme Approval Committee</li> <li>• Minutes from Learning and Teaching Committee</li> <li>• Minutes from Safety, Health and Wellbeing Leadership Group</li> <li>• Reports from accreditation panels, external evaluations and reviews as well as related action plans</li> <li>• Summary of Internal Review Reports</li> <li>• Sector updates</li> </ul>
<b>Oversees</b>	<ul style="list-style-type: none"> <li>• The establishment and review of programme regulations including associated policies and procedures regarding student admission, entry and selection, misconduct relating to academic matters, withdrawal, appeals, pre-requisites, recognition of academic credit, granting of awards, and a range of other academic matters</li> <li>• Procedures for determining course results and awarding qualifications.</li> </ul> <p><b>(CONTD over)</b></p>

ACADEMIC COMMITTEE (contd.)	
<b>Monitors and Evaluates</b>	<ul style="list-style-type: none"> <li>Policies and procedures to evaluate and review programmes, taking into account external input from the community, Transitional Industry Training Organisations and other education providers</li> <li>Procedures for the approval, support and overview of research conducted by staff and students, with particular attention to ethical and ownership considerations</li> </ul>
<b>Quorum</b>	Eight

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#### OTHER RESPONSIBILITIES:

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

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#### MEMBERSHIP

##### **STANDING MEMBERS:**

- Academic Advisors (non-voting)
- Academic Integrity Team Leader
- Curriculum & Academic Registry Team Leader
- Curriculum Directors (2)
- Curriculum Managers (2)
- Director – Marlborough
- Executive Director – People & Culture, Ōritetanga, Learner Services (or delegate)
- Executive Director: Programmes and Delivery (or delegate) (Chair)
- Quality Enhancement Manager
  
- Academic and Quality Administrator (Secretary, non-voting)

##### **APPOINTED MEMBERS:**

- At least two Academic Staff Members
- Two NMIT Students

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

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

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

The Chair, in consultation with the Deputy Chair of the Academic Committee, will select the managers.

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## ACADEMIC STAFF MEMBERS

Each Staff Member applicant for appointment should request the Member profile (Staff) from the Academic Committee Secretary and submit according to the profile together with a signed application letter and nomination from their manager.

From the nominations submitted, the Chair will arrange the election of at least two Academic Staff Members.

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

Academic Committee membership is independent of membership of the Academic Committee sub-committees.

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## STUDENT MEMBERS

SANITI (Student Association of the Nelson Marlborough Institute of Technology Incorporated) shall arrange for students to be nominated for membership. Students seeking nomination should complete a signed letter with information relevant to the position. ). The profile for Student membership is available from the Academic Committee Secretary. From the nominations submitted, SANITI shall arrange the election of two student members.

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

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## ACADEMIC COMMITTEE MEETING PROCEDURE

Academic Committee meetings are public meetings under the Local Government Official Information and Meetings Amendment Act 2015. Normal in-committee procedures apply.

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

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

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

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

Academic Committee minutes shall be:

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

### 6.03 DELEGATIONS AND COMMITTEES

Specific delegations are made by NMIT Board to standing committees of the Academic Committee.

The Academic Committee shall establish standing committees including:

- An Academic Standards and Quality Committee
- A Learning and Teaching Committee
- A Recognition of Academic Credit (RAC) Committee
- A Research and Ethics Committee

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

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

Each standing committee, except the Academic Standards and Quality Committee, shall:

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

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

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

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



## 6.04 ACADEMIC COMMITTEE (APPEALS)

### RESPONSIBILITIES

The Academic Committee (Appeals) holds delegations from the NMIT Board for the following responsibilities and authorities:

ACADEMIC COMMITTEE (APPEALS)	
<b>Considers</b>	Appeals of decisions by the Academic Standards and Quality Committee, solely on the basis of due process not being followed.
Academic Committee (Appeals) meetings are held as required. Minutes are confidential and are securely filed by the Secretary of the Academic Committee. Decisions shall be made by majority vote and shall be deemed to be decisions of Academic Committee and therefore there is no requirement to report to Academic Committee.	

### MEMBERSHIP

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

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

## 6.05 ACADEMIC COMMITTEE (NOMINATIONS)

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

### MEMBERSHIP

Membership of the Nominations Committee is as follows:

- Chief Executive or delegate (who will serve as Chair of the Committee)
- Executive Director: Programmes and Delivery
- Student member of the Academic Committee (selected as required)
- One member of the Academic Committee (selected as required)

Quorum for the Academic Committee (Nominations) will be three members.

### MEETINGS

Meetings will be held as required.

ACADEMIC STANDARDS AND QUALITY COMMITTEE RESPONSIBILITIES	
<b>Approve (or decline)</b>	<ul style="list-style-type: none"> <li>• All course results</li> <li>• Award of qualifications (excluding Special Honour and Recognition Awards)</li> <li>• Award of NMIT Record of Learning</li> <li>• Academic appeals by students relating to:               <ul style="list-style-type: none"> <li>○ Selection</li> <li>○ Exclusion</li> <li>○ Assessment results</li> <li>○ Course results or grades</li> <li>○ Unsatisfactory academic progress</li> </ul> </li> <li>• Appeals by students of determinations (and any penalty) of academic misconduct.</li> <li>• Variations to qualification completion requirements (under exceptional circumstances)</li> </ul>
<b>Recommend/endorse</b>	<ul style="list-style-type: none"> <li>• All significant (and certain minor changes) to existing courses and programmes</li> <li>• Annual Moderation Plans (from Curriculum Areas)</li> <li>• Academic quality assurance processes, with particular reference to the requirements for external programme approval and accreditation</li> <li>• Policies and procedures before seeking approval by Academic Committee, the Executive Team, Chief Executive or NMIT Board</li> <li>• Academic Development Proposals before seeking approval by Academic Committee</li> <li>• Internal Review plans</li> <li>• Internal Review Reports and Action Plans</li> <li>• Determinations on any appeals in relation to internal reviews</li> <li>• Self-Assessment Reports (Degree-level only)</li> <li>• Appointment of Degree Monitors where programmes have self-monitoring status</li> <li>• Actions relating to identified areas of risk in relation to quality to the CE, Board, Executive Team or Academic Committee</li> </ul>
<b>Receive and monitor</b>	<ul style="list-style-type: none"> <li>• External moderation reports and connected Action Plans</li> <li>• External Monitoring Reports (e.g. Nursing NMIT Board, CAA, Maritime NZ, Social Work Registration Board, EER, Telarc, NZQA, TEC)</li> <li>• Degree Monitors' Reports</li> <li>• Compliance and effectiveness of quality assurance processes, e.g. programme approvals, programme review, degree monitoring, consistency reviews, student feedback and self-assessment</li> </ul>
<b>Develop and oversee</b>	NMIT's QMS

<b>Ensure</b>	<ul style="list-style-type: none"> <li>• Programme Regulations are correctly and consistently applied</li> <li>• Accreditation and moderation requirements are met</li> <li>• Appropriate self-assessment processes are implemented</li> <li>• NMIT's business rules are accurately documented in policies and procedures that are coherent, fit for purpose and integrated into a complete quality system.</li> <li>• NMIT's QMS reflects all external requirements that influence the quality of NMIT's services</li> </ul>
<b>Quorum</b>	Eight

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## PURPOSE AND OTHER RESPONSIBILITIES

### RESPONSIBILITIES DELEGATED FROM THE NMIT BOARD:

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

### RESPONSIBILITIES TO THE ACADEMIC COMMITTEE:

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

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

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## MEMBERSHIP

### Standing Members:

- Academic Integrity Team Leader
- Business Support Representative
- Curriculum & Academic Registry Team Leader
- Curriculum Directors (x two), or delegates
- Curriculum Managers (x ten) or designated delegates e.g. PASM, SASM or Programme Coordinator
- Executive Director: Programmes and Delivery, or delegate (Chair)
- Executive Director: People & Culture, Ōritetanga, Learner Services (or delegate)
- Head of Learner Services
- Quality Enhancement Manager
- Student Advocate (SANITI) or Student Representative
- Academic and Quality Administrator (Secretary; non-voting member)

Co-opted members as required

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## STUDENT ACADEMIC APPEALS

Where a student wishes to appeal a decision by the **Academic Standards and Quality Committee**, the Appeal Coordinator (the secretary of the Academic Committee) schedules an **Academic Standards and Quality Committee Appeal Hearing**.

See [Student Academic Appeals Procedure](#)

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

Where a student wishes to appeal a decision (on the basis of process only) made in an **Academic Standards and Quality Committee Appeal Hearing**, they may do so in writing, to the **Chair** of the **Academic Committee**.

## 6.07 LEARNING AND TEACHING COMMITTEE

### PURPOSE

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

### LEARNING AND TEACHING COMMITTEE RESPONSIBILITIES

<b>Ensures</b>	<ul style="list-style-type: none"><li>Professional development opportunities for teaching staff and supporting research</li><li>Review and development of policies and procedures relating to learning and teaching</li><li>Ongoing development of good practice in learning and teaching</li></ul>
<b>Quorum</b>	Six

### OTHER RESPONSIBILITIES

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

### MEMBERSHIP

- Curriculum Director (Chair)
- Chair of Academic Committee (ex officio)
- Executive Director: People & Culture, Ōritetanga, Learner Services (or delegate)  
Head of Learner Services
- Curriculum Directors or Curriculum Managers (2)
- Academic senior staff members (4) (to include one from Marlborough or Woodbourne Campus)
- Student Advocate or Student Representative
- Co-opted members as appropriate (Learning Innovation and Insights Team, Learner Services, Teaching staff, Academic and Quality Team etc.)

### MEETINGS AND REPORTS

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

## 6.08 PROGRAMME APPROVAL COMMITTEE (PAC)

### PROGRAMME APPROVAL COMMITTEE (PAC) RESPONSIBILITIES

<b>Receives, reviews and recommends approval to Academic Committee</b>	<ul style="list-style-type: none"><li>• Applications for approval and/or accreditation of new and reviewed programmes</li><li>• Applications for approval and/or accreditation of new and reviewed Training Schemes and Micro-credentials</li><li>• Applications for sub-contracted delivery and offshore delivery</li><li>• Applications for new permanent delivery sites in New Zealand and overseas.</li><li>• Applications for DAS Consent to Assess</li><li>• Applications for New Zealand qualification development and listing</li><li>• Advice to meet approval requirements and verify requirements have been met</li></ul>
<b>Quorum</b>	<ul style="list-style-type: none"><li>• Four voting members</li><li>• Three voting members for Training Schemes and Micro-credentials</li></ul>

### OTHER RESPONSIBILITIES

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

### MEMBERSHIP

#### VOTING MEMBERS - may be selected from the following:

- Executive Director: Programmes and Delivery (ED: P & D)
- Director - Marlborough
- Executive Director – People & Culture, Ōritetanga, Learner Services (or delegate)
- Curriculum Directors or Curriculum Managers
- Academic Standards and Quality Committee members
- Business Support Team Leaders
- Student Representatives
- Co-opted members, as required

Chair: Executive Director: Programmes and Delivery or delegate;

Programme Approval Committee representatives will be selected by the ED: P & D or delegate.

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

#### NON-VOTING MEMBERS

- The Academic and Quality Administrator, or delegate (as secretary)

- The Academic Advisor presenting the application
- Curriculum Area representatives, including subject matter expert/s
- Learning Innovation and Insights representative

### **OBSERVERS**

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

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### **MEETINGS**

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



## 6.09 RECOGNITION OF ACADEMIC CREDIT (RAC) COMMITTEE

### RECOGNITION OF ACADEMIC CREDIT (RAC) COMMITTEE RESPONSIBILITIES

<b>Approve (or decline)</b>	<ul style="list-style-type: none"><li>All applications for Recognition of Academic Credit</li></ul>
<b>Recommend/endorse</b>	<ul style="list-style-type: none"><li>Significant and minor changes to the Recognition of Academic Credit policy and procedure</li></ul>
<b>Ensure</b>	<ul style="list-style-type: none"><li>Programme Regulations in relation to RAC are correctly and consistently applied</li><li>Provisions in relation to RAC determined in contracts with other providers are adhered to</li></ul>
<b>Quorum</b>	Four

### PURPOSE AND OTHER RESPONSIBILITIES

#### RESPONSIBILITIES DELEGATED FROM THE NMIT BOARD:

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

#### RESPONSIBILITIES TO THE ACADEMIC COMMITTEE:

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

### MEMBERSHIP

**CHAIR:** Curriculum and Academic Registry Team Leader

#### STANDING MEMBERS:

Curriculum and Academic Registry Team Leader  
Curriculum and Academic Registry – Area Administrator (Secretary; non-voting member)  
Academic Advisors (x2)  
Head of Learner Services or delegate  
Learning Innovation and Insights Team member

#### APPOINTED MEMBERS:

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

#### OTHER ATTENDEES

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

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

## 6.10 RESEARCH AND ETHICS COMMITTEE

RESEARCH AND ETHICS COMMITTEE RESPONSIBILITIES	
<b>Receives and reviews</b>	<ul style="list-style-type: none"><li>• Notification of research proposals, which require ethical consideration</li><li>• Ethical considerations in programme delivery</li><li>• Notification of Animal Ethics Committee meetings and a copy of the agenda prior to the meeting. Minutes from Animal Ethics Committee meetings to be available to Research and Ethics Committee members.</li></ul>
<b>Recommends/endorses</b>	<ul style="list-style-type: none"><li>• Submission of research proposals to Animal Ethics Committee</li><li>• Submission of research proposals to NZ Health and Disability Ethics Committee</li><li>• Applications for research project funding and funding approvals</li><li>• Research proposals that meet recognised ethical standards and known safety procedures. (refer to <i>NMIT Code of Ethical Conduct for Research</i>)</li></ul>
<b>Recommends and reports to Academic Committee</b>	<ul style="list-style-type: none"><li>• Annual reports on research outputs and activities from Curriculum Areas</li><li>• Changes to research strategies and monitoring systems</li><li>• Strategic decisions relating to research</li></ul>
<b>Quorum</b>	<ul style="list-style-type: none"><li>• Six</li></ul>
Maintains records of all activities and decisions of the Committee.	

### OTHER RESPONSIBILITIES

- From time to time advise the Chief Executive and other senior managers on resources required to support research at NMIT.

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## MEMBERSHIP

- Māori representative (Executive Director Ōritetanga or their delegate)
- Representative (x 1) from NMIT's Animal Ethics Committee
- Research and Innovation Manager (or delegate = Chair)
- Research Professor Health and Social Science (*ex officio*)
- Research Professor Applied Industries (*ex officio*)
- Student Representative
- At least four and up to six Academic Staff with research/consultancy experience nominated by Managers
- Provision for one external member in situations where a conflict of interest may occur.

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## MEETINGS

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

*Refer to:*

[NMIT Code of Ethical Conduct for Research](#)

[NMIT Research Policy](#)