

<b>OTAGO POLYTECHNIC ACADEMIC POLICY</b>		<b>Number: AP0101.12</b>
Title:	<b>Academic Board</b>	
Classification:	<b>Leadership</b>	
Chief Executive Approval:	Effective Date: <b>3 May 2019</b>	Review Date: <b>12 February 2022</b>
Previous Policy No:	<b>AP0102, AP0103, AP0106, AP0107, AP1101</b>	Status: <b>Current</b>
Contact Authority:	<b>Chief Executive</b>	

**Purpose** To set out the constitution, terms of reference, membership and operational procedures of Academic Board and its Standing Committees

**Statutory Compliance** The Education Act 1989 and all subsequent amendments  
*Section 182 of the Education Act 1989, "Determination of Policy", vests Councils of tertiary institutions with a statutory requirement to establish an Academic Board.*

**Policy Role of Academic Board**

1. The main roles and functions of Academic Board are to:
  - 1.1. Provide Otago Polytechnic Council and the Chief Executive with independent advice on academic matters, which shall include but not be limited to any matters pertaining to teaching, learning and research as it affects Otago Polytechnic, for example:
    - The teaching, learning, research and knowledge transfer strategies and activities of the Polytechnic;
    - The Polytechnic's quality systems and processes;
    - Academic, Management, and Council policies
    - The educational performance of the Polytechnic, and of the programmes offered by the Polytechnic
  - 1.2. Approve programmes of study offered by Otago Polytechnic, including changes to such programmes, pursuant to and consistent with the requirements of NZQA and delegations for approval by NZQA to Otago Polytechnic.

**Powers of Academic Board**

2. No powers have been delegated to Academic Board by the Otago Polytechnic Council.
3. The Chief Executive has delegated authority to Academic Board to approve new and revised courses and programmes.

**Membership of Academic Board**

4. Academic Board shall comprise up to 21 members as follows:
  - Chief Executive (CE) (ex officio)
  - Deputy Chief Executive Learner Experience (ex officio)
  - Deputy Chief Executive Learning and Teaching Services (ex officio)
  - Deputy Chief Executive Maori Development/Kaitohutohu (ex officio)
  - Director Learning and Teaching Development (ex officio)
  - OPAIC Executive Director – Academic (ex officio)
  - Te Kaihāpai (ex officio)
  - Director Learner Services (ex officio)
  - Director Global Engagement (ex officio)
  - Director Research and Postgraduate Studies (ex officio)
  - Tumaki: Whakaako (ex officio)
  - Associate Director Quality (ex officio)
  - Chair Research and Postgraduate Committee (ex officio)
  - Chair Programme Approvals Committee (ex officio)
  - Three student representatives:
    - > OPAIC student representative (positional appointment)
    - > the Convenor of the Student Council (positional appointment)
    - > the President of Otago Polytechnic Students Association (OPSA) (positional appointment)
  - Two full professors (elected)
  - Two Heads of School/College (elected)
  - One co-opted member (co-opted)
5. The election process will be managed by the Chair of the respective committee as per standard operating procedure *AP0101a Academic Board\_SOP001*
  - 5.1. Elected members of Academic Board serve a two-year term but may be re-elected for additional terms.
  - 5.2. Elected members filling casual vacancies will continue for the balance of the original term of office.

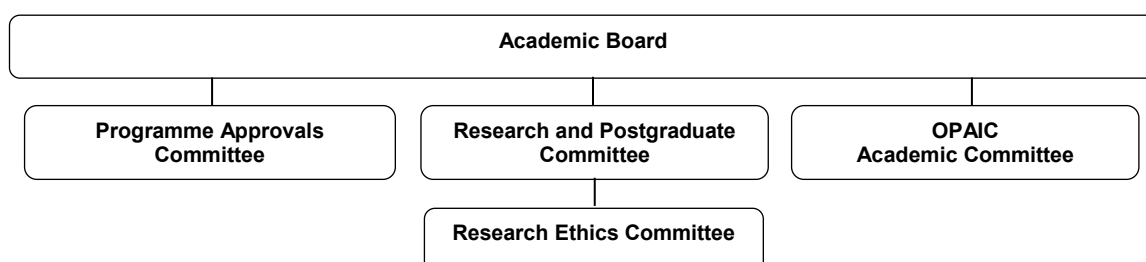
- 5.3. The three (3) learner representative positional appointments will serve annually, for a calendar year.
6. Appropriate staff may be in attendance as necessary and shall have speaking rights only.
  7. Academic Board may establish working parties/ad hoc sub committees of members or other staff for specific purposes.
  8. Members will identify an appropriate alternate who is notified to Academic Board. This alternate will attend when the member is unavailable and will have full speaking and voting rights.
  9. When the appointed Chair of a Standing Committee should be an ex officio member of Academic Board or any of its standing committees because of their role, or the positional appointment for student representative holds multiple positions, they will only be counted in the membership once.
  10. Academic Board may co-opt one additional member from time to time. A co-opted member has the same rights as full members. Any person requested to attend an Academic Board meeting who is neither a Board member nor a co-opted Board member is 'in attendance' and as such has speaking rights, but no voting rights.
  11. Academic Board is an open meeting enabling any person who wishes to attend to do so. They have no speaking or voting rights, but may be granted speaking rights by the Chair.
  12. Members of Academic Board and its standing committees are expected to prioritise meetings and attend regularly. Absence from more than two meetings in succession, or from more than 20% of the meetings in any academic year without due cause may result in forfeiture of membership, at the discretion of the CE.

### Meetings

13. Academic Board will be chaired by the Chief Executive or his/her nominee.
14. The Chair of Academic Board has a deliberative vote, and in the case of an equality of votes, also has a casting vote.
15. Academic Board will conduct up to 26 meetings from February to November each year.
  - 15.1. Face to face discussion meetings will be held every month from February to November with an additional electronic meeting alongside for standard approvals. The option of additional electronic approval meetings as required for urgent approval requests is also retained.
  - 15.2. In addition to the monthly meetings up to six (6) face to face academic issues open forums will be held, with discussion lead by members of the Otago Polytechnic Professoriate.
  - 15.3. Where a member identifies that an electronic meeting item requires discussion the item will be referred to the next face to face meeting, or if urgent, a special meeting will be called.
16. A meeting quorum is defined as one more than half of the total actual membership, inclusive of alternates, and must include the Chair or nominee.
17. An annual work plan will be established for Academic Board and meetings will be scheduled to meet the demand in the work plan.
18. Academic Board will on an annual basis review educational performance including progress against Otago Polytechnic strategic objectives.
19. The Chair or the Chair's nominee may convene an extraordinary meeting of Academic Board as necessary. This may occur through face to face or electronic means.
20. The Chief Executive or the Chair of Academic Board may determine that a paper or papers will be discussed in closed session for reasons of privacy or commercial sensitivity. These papers and their minutes will not be distributed outside of Academic Board without the written permission of the Chief Executive or the Chair of Academic Board.
21. Board Secretary: The Deputy Chief Executive: Learning and Teaching Services office will ensure full secretarial services for the Board.

### Standing Committees

22. Academic Board shall have three standing committees, each with its own terms of reference:
  - Research and Postgraduate Committee (incorporates Research Ethics Committee)
  - Programme Approvals Committee
  - Otago Polytechnic Auckland International Campus (OPAIC) Academic Committee.



## 22.1. Research and Postgraduate Committee (incorporating the Research Ethics Committee)

- 22.1.1. As a reporting committee to Academic Board the Research and Postgraduate Committee will provide a summary report on committee activities pertinent to research (including Research Ethics Committee approvals), knowledge creation and knowledge transfer, and postgraduate programmes at Otago Polytechnic.
- 22.1.2. The Research and Postgraduate Committee will also provide advice to Academic Board as required.
- 22.1.3. Any and all research conducted by Otago Polytechnic staff and learners must be notified to Research Ethics Committee for documentation and approval. The **Research Ethics Committee** is an institutional (i.e. not an accredited) committee and as such **does not approve** any invasive research on humans, or research on animals.
- Approval for research on animals is, by arrangement, the responsibility of the University of Otago Animal Ethics Committee. Before applications for animal research are referred to UoO, the researcher will first consult with the Otago Polytechnic School of Veterinary Nursing.
  - The decision of the University of Otago Animal Ethics Committee is deemed to be the decision of the Research Ethics Committee and documented accordingly.
- 22.1.4. The terms of reference of these committees are attached in **Appendix 1a and 1b**.
- 22.1.5. Complaints regarding Research and Postgraduate Committee and Research Ethics Committee. The Committee shall:
- Receive complaints about research undertaken within the Polytechnic. (It is expected that complaints should be dealt with at the lowest level possible and that resolution between the parties should be sought.) Complaints may come from researchers, participants, colleagues or any other involved or concerned person
  - Draw the complaint to the attention of the researcher, supervisor, and/or manager
  - Advise on actions to be taken to resolve the complaint
  - The supervisor and/or manager shall advise Research Ethics Committee of the outcome.
  - After each complaint, the Research Ethics Committee shall review its processes and documentation and identify whether there is an opportunity for amendments to process or policy.
  - The Research Ethics Committee shall report the outcome of all complaints through the Research and Postgraduate Committee on an annual basis.  
*Note: The Committee is a peer review process and, as such, has no structural authority related to a staff member's employment, performance, or remuneration. It is appropriate for any such aspects to be dealt with through the staff member's own manager.*
  - Complaints about research which are unresolved at Research Ethics Committee level and complaints about the Committee's decisions or processes shall be made in the first instance to the Committee with a request for the issue to be reconsidered. Dissatisfaction with such a second review, outcome or response should be then referred to the Director Quality Services and arrangements be made to resolve the complaint following the guidelines in *AP0603 Resolution of Learner Complaints*.

## 22.2. Programme Approvals Committee

- 22.2.1. As a reporting committee to Academic Board the Programme Approvals Committee will report on committee activities pertinent to new and changed programme applications and approvals, from which advice will be released to Council, Leadership Team or other parties as appropriate.
- 22.2.2. The Programme Approvals Committee will also provide advice to Academic Board as required.
- 22.2.3. The terms of reference of this committee are attached in **Appendix 2**.

## 22.3. Otago Polytechnic Auckland International Campus (OPAIC) Academic Committee

- 22.3.1. As a reporting committee to Academic Board the OPAIC Academic Committee will report on committee activities pertinent to quality processes including self assessment, programme review, programme monitoring and moderation, and research.
- 22.3.2. The OPAIC Academic Committee will also provide advice to Academic Board as required.
- 22.3.3. The terms of reference of this committee is attached in **Appendix 3**.

Approved by Chief Executive  
Date: 3 May 2019



## Research and Postgraduate Committee -Terms of Reference

<b>Purpose</b>	<p>To provide leadership and advice in relation to research, knowledge creation, knowledge transfer, and postgraduate programmes at Otago Polytechnic.</p> <p>The Committee's leadership will be instrumental in positioning Otago Polytechnic as a credible and leading research polytechnic, and will promote strong interfaces between research and teaching, especially for staff teaching on degrees and postgraduate qualifications.</p>
<b>Membership</b>	<ul style="list-style-type: none"> <li>• Director Research &amp; Postgraduate Studies (Chairperson) (appointed by CE)</li> <li>• Chief Executive (ex officio)</li> <li>• Deputy Chief Executive Learning and Teaching Services (ex officio)</li> <li>• Deputy Chief Executive Learner Experience (ex officio)</li> <li>• Deputy Chief Executive Maori Development/Kaitohutohu (ex officio)</li> <li>• Te Kaihāpai (ex officio)</li> <li>• OPAIC Head of Department Postgraduate and Research (ex officio)</li> <li>• Head of School CapableNZ (ex officio)</li> <li>• Two (2) members of the professoriate (elected by the professoriate)</li> <li>• Two (2) researchers (elected by those staff who are research active and eligible for Performance Based Research Fund (PBRF))</li> <li>• Six (6) members of Postgraduate Programmes</li> <li>• Up to two (2) co-opted members, at the Committee's discretion, provided that the total membership of the Committee, inclusive of the ex-officio members, may not exceed 16 members. Co-opted members will usually be active and successful researchers or research leaders in their own right.</li> </ul> <p><b>In attendance</b></p> <ul style="list-style-type: none"> <li>• The Chair of the Research Ethics Committee may be present at Research and Postgraduate Committee meetings and shall have full speaking rights</li> <li>• Research Office staff to be in attendance at all meetings with speaking rights only to report as required.</li> <li>• Any member of Academic Board may attend meetings of the Committee with full speaking rights.</li> </ul>
<b>Roles and Functions</b>	<ul style="list-style-type: none"> <li>• Lead the development of the strategic focus and direction for applied research and knowledge creation and knowledge transfer, and for postgraduate study at Otago Polytechnic</li> <li>• Maintain the Polytechnic's 'Research Strategic Framework' (RSF), which will include strategic goals, priorities, key performance indicators (KPIs), with regard to building a research culture, supporting established and emerging researchers and those undertaking postgraduate supervision</li> <li>• Ensure that processes exist within Otago Polytechnic to maintain the quality provision of postgraduate programmes including issues of intellectual property, research proposal, approval, supervision, learning and teaching, examination and thesis requirements</li> <li>• Develop, provide oversight and manage the assessment process for the doctoral degree</li> <li>• Advise on policy relating to research, postgraduate study and intellectual property</li> <li>• Establish and maintain guidelines for the allocation of central funds for research support, publications and conference attendance</li> <li>• Review annually the effectiveness of research throughout the Polytechnic</li> <li>• Oversee the Research Ethics Committee, which is a subcommittee of the Research and Postgraduate Committee</li> <li>• Review annually the effectiveness of the committee.</li> </ul> <p>Note 1 -The members of the Committee are expected to be conversant with the broader educational context, both nationally and internationally, and to bring these understandings to bear when advising the Polytechnic. Note 2 - Any new Postgraduate Programmes will have a representative.</p>
<b>Committee Secretary</b>	The Office of the Director Research and Postgraduate Studies will provide full secretarial services for the Committee.
<b>Meetings</b>	Meetings will be held at least bi-monthly, to synchronise with the Academic Board meeting cycle, and may include electronic meetings and additional workshops.
<b>Reporting</b>	<p>The Committee has a key initiating role in relation to research and postgraduate studies, as well as responding to matters that may be referred from Academic Board.</p> <p>The Committee will report to Academic Board from which advice will be released to Council, Leadership Team or other parties as appropriate.</p>

## Research Ethics Committee - Terms of Reference

<b>Purpose</b>	<p>To provide:</p> <ul style="list-style-type: none"> <li>• Assurance of safety to participants in research projects that their rights have been considered and respected, including establishing informed consent, confidentiality and the storage and use of data.</li> <li>• To advise and protect researchers regarding their rights and duties.</li> <li>• To protect those who may be affected by research results or outcomes.</li> <li>• Ensure methodologies are appropriate.</li> <li>• Ensure ethics approval is obtained from all institutions before commencing the project, when joint research is being undertaken between two or more institutions.</li> </ul>
<b>Membership</b>	<ul style="list-style-type: none"> <li>• Chairperson (appointed by CE)</li> <li>• An academic staff member/researcher from each Academic group</li> <li>• Two members representing local iwi (nominated by Ngai Tahu through the Arai-Te-Uru Papatipu Runaka)</li> <li>• Student representative (nominated by the Student Sub Committee of Council)</li> <li>• Two persons not involved in research on human or animal subjects and who are not members of the Otago Polytechnic academic staff</li> <li>• Up to three co-opted members, at the Committee's discretion</li> <li>• Invite expressions of interest from appropriately qualified people according to vacancies.</li> </ul> <p>Note 1: The Chair will be appointed by the Chief Executive and may attend the Research and Postgraduate Committee with full speaking rights. If the Chair is absent, the Chair may delegate all authorities that the Chair holds to another Committee member for a period. The Chair will notify the CE, the Research Ethics Committee members, and the Chair of the Research and Postgraduate Committee of any such delegations</p> <p>Note 2: With exception of the Chair, the Research and Postgraduate Committee will appoint members, following recommendation from the Research Ethics Committee. In making these appointments, the Research and Postgraduate Committee should consider:</p> <ul style="list-style-type: none"> <li>• Committee expertise in ethics and law</li> <li>• Gender balance and cultural representation</li> </ul> <p>Range of research conventions in different disciplines.</p>
<b>Roles and Functions</b>	<ul style="list-style-type: none"> <li>• Ensure that all research within the Polytechnic, or under the auspices of the Polytechnic, which involves human participants or the use of personal information is carried out in accordance with this policy and ethics guidelines.</li> <li>• Review and update Otago Polytechnic Ethics Guidelines yearly       <ol style="list-style-type: none"> <li>a. Foster an awareness of those procedures and of ethical principles in general within the Polytechnic</li> <li>b. Ensure practices are consistent with national tertiary research ethics standards and guidelines</li> </ol> </li> <li>• Ensure researchers have written approval from the Research Ethics Committee before commencing activities as required by Otago Polytechnic Guidelines on Ethical Practices in Research</li> <li>• Enable and facilitate best practice by providing detailed instructions and suggested processes for meeting ethics approval. The Committee should provide constructive feedback to staff within four weeks of receiving their application</li> <li>• Withdraw approval for any research project that does not comply with guidelines, and notify the project leader and Academic Board in writing.</li> <li>• Consider any matter of ethical concern relating to the involvement of human participants in research which any student or member of staff of the Polytechnic raises with the Committee</li> <li>• Refer any research involving animals to Head of School Veterinary Nursing as this is covered by an agreement with the University of Otago. Refer point 7.1.3 above.</li> <li>• Ensure that research proposals are carried out in accordance with the principles of the Treaty of Waitangi, with the currently applicable National Standard for Ethics Committees, and other relevant professional codes relating to research</li> <li>• Ensure systems are in place that ensure best practice is addressed for the purposes of self-assessment and external evaluation and review of ethical processes</li> <li>• Recommend and review policy and procedures and advise Academic Board through the Research and Postgraduate Committee on issues relating to ethics in research</li> <li>• From time to time, in cases where it is not possible to convene the Committee and such requests are reasonable, the Chair may make decisions on ethical matters. In these cases, the Chair will advise the Committee at its next meeting. The Chair may seek advice on such decisions as is deemed necessary</li> <li>• Review annually the effectiveness of the committee.</li> </ul>
<b>Committee Secretary</b>	The Research Office will provide full secretarial services for the Committee.
<b>Meetings</b>	Meetings will be held at least eight times per year and may include electronic meetings.
<b>Reporting</b>	The Research Ethics Committee reports to Academic Board through the Research and Postgraduate Committee.

## Programme Approvals Committee - Terms of Reference

<b>Purpose</b>	To provide leadership and advice in relation to all aspects of programme approvals and accreditation to ensure that Otago Polytechnic qualifications, programmes and accreditations are current and educationally sound, are aligned to the Polytechnic's strategies and requirements, and meet external quality requirements.
<b>Membership</b>	<ul style="list-style-type: none"> <li>• Chairperson (appointed by CE)</li> <li>• Chief Executive (ex officio)</li> <li>• Deputy Chief Executive Learning and Teaching Services (ex officio)</li> <li>• Deputy Chief Executive Learner Experience (ex officio)</li> <li>• Associate Director Quality (ex officio)</li> <li>• Te Kaihāpai (ex officio)</li> <li>• Director: Learning and Teaching Services (ex officio)</li> <li>• Deputy Chief Executive Maori Development/Kaitohutohu (ex officio)</li> <li>• Manager Quality Enhancement Centre (ex officio)</li> <li>• Quality Specialist OPAIC (ex officio)</li> <li>• Two Heads of School/College (elected by the Heads of School)</li> <li>• Two Principal Lecturers who have a successful track record in programme and curriculum development (elected by Principal Lecturers)</li> <li>• Co-opted members, at the Committee's discretion, provided that the total membership of the Committee, inclusive of ex officio members, may not exceed 15 members. Co-opted members must be experienced curriculum developers or leaders in their own right.</li> </ul> <p>Note: Any member of Academic Board may attend meetings of the Committee with full speaking rights.</p>
<b>Roles and Functions</b>	<ul style="list-style-type: none"> <li>• Evaluate qualifications and new and revised programmes prior to recommending to Academic Board for approval</li> <li>• Provide advice on programme development</li> <li>• Review annually the effectiveness of the committee.</li> </ul> <p>Note: The members of the Committee are expected to be conversant with the broader educational context, both nationally and internationally, and to bring these understandings to bear when advising the Polytechnic.</p>
<b>Committee Secretary</b>	The Quality Enhancement Centre will provide full secretarial services for the Programme Approvals Committee.
<b>Meetings</b>	Meetings will be held monthly, to synchronise with the Academic Board meeting cycle, and may include electronic meetings.
<b>Reporting</b>	<p>The Committee has a key role in relation to programme approvals and accreditation processes, as well as responding to matters that may be referred from Academic Board.</p> <p>The Committee will report to Academic Board from which advice will be released to Council, Leadership Team or other parties as appropriate.</p>

## Otago Polytechnic Auckland International Campus (OPAIC) Academic Committee - Terms of Reference

<b>Purpose</b>	<p>To provide the Board of OPAIC and the OP Academic Board with independent advice on academic matters and new initiatives relating to the delivery of quality education to international students in the areas of teaching, learning, assessment and research as it affects Otago Polytechnic and OPAIC.</p> <p>To lead and support the harmonization of academic standards, facilitate communication and working relationships between campuses and stimulate the sharing of new ideas in a time-effective manner.</p> <p>To ensure that all aspects of institutional quality are maintained, aligned to Otago Polytechnic's strategies and requirements and to external quality requirements.</p>
<b>Membership</b>	<ul style="list-style-type: none"> <li>• OPAIC Quality Specialist – Chair (ex officio)</li> <li>• OPAIC Executive Director Academic (ex officio)</li> <li>• OPAIC Executive Director Student Success and Employability (ex officio)</li> <li>• OPAIC Learning and Development Specialist (ex officio)</li> <li>• Five (5) OPAIC Head of Departments (ex officio)</li> <li>• Te Kaihāpai (Dunedin) (ex officio)</li> <li>• Associate Director Quality (Dunedin) (ex officio)</li> <li>• Two (2) Head of Schools/College, OP – appointed by Board of OPAIC on recommendation of OP Chief Executive</li> <li>• Two OPAIC academic staff* –for a minimum of two years and can be re-elected. To be elected by OPAIC academic staff once 10 full-time academic staff have been appointed to the campus.</li> </ul> <p><b>Co-opted Members</b> – Academic Committee may co-opt up to two (2) additional members from time to time for specific purposes. Co-opted members have the same rights as full members.</p> <p><b>In attendance</b> - Academic Committee is an open meeting enabling any person who wishes to attend to do so. They have no speaking or voting rights, but may be granted speaking rights by the Chair.</p> <p><b>Working parties/ad hoc sub-committees</b> - The Academic Committee may, when considered necessary, establish working parties and/or ad hoc sub-committees comprising committee members or other staff for specific purposes.</p>
<b>Roles and Functions</b>	<ul style="list-style-type: none"> <li>• To enhance educational innovation, rigour and excellence in such a manner as to support the evolution of the campus as New Zealand's premier destination for international students and the development of globally capable graduates who are in demand by employers.</li> <li>• Evaluate and recommend new and revised programmes of study for OPAIC, including changes to such programmes, to forward to Programme Approvals Committee (PAC) and Academic Board for approval consistent with the requirements of Otago Polytechnic and the NZ Qualifications Authority.</li> <li>• Advise OP Academic Board on OPAIC quality matters</li> <li>• Advise the OPAIC Board on academic matters of a management nature including <ul style="list-style-type: none"> <li>- <i>the teaching, learning, research and knowledge transfer strategies and activities of Otago Polytechnic and OPAIC</i></li> <li>- <i>quality systems and processes</i></li> <li>- <i>academic and management policies</i></li> <li>- <i>educational performance of AIC and its programmes</i></li> </ul> </li> <li>• Evaluate the effectiveness of quality processes, including self-assessment and programme review</li> <li>• Ensure that learning and teaching activity reflects innovation, latest international practice and effectiveness, and highest educational standards.</li> <li>• Undertake the role and functions of an assessment committee to monitor and implement Otago Polytechnic assessment policies including primarily <ul style="list-style-type: none"> <li>- <i>AP0900 Assessment, Moderation and Academic Integrity</i></li> <li>- <i>AP0501 Recognition of Prior Learning</i></li> <li>- <i>AP1008 Learner Results</i></li> </ul> </li> <li>• Monitor the quality and congruence of assessment processes within courses to ensure <ul style="list-style-type: none"> <li>- <i>validity, reliability and usability of assessments</i></li> <li>- <i>assessments enable learners to meet the learning outcomes</i></li> <li>- <i>range of assessment minimizes opportunities for cheating</i></li> </ul> </li> <li>• Take overall responsibility for academic quality processes at Auckland International Campus.</li> </ul>
<b>Committee Secretary</b>	An OPAIC Academic Services administrator will provide full secretarial services for the Committee.
<b>Meetings</b>	Meetings will be held at least bi-monthly to synchronise with Programme Approvals Committee (PAC) Academic Board and may include face-to-face, online and/or electronic attendance.
<b>Reporting</b>	<p>The OPAIC Academic Committee has a key initiating role in relation to programme development, revision and quality matters at OPAIC.</p> <p>The OPAIC Academic Committee will report to Academic Board of Otago Polytechnic and the OPAIC Board</p>