

OTAGO POLYTECHNIC ACADEMIC POLICY		Number: AP0707.05
Title:	Monitoring of Degree and Postgraduate Qualifications	
Baldrige Criteria:	6 Operations	
Chief Executive Approval:	Approval Date: 6 March 2017	Effective Date: 6 March 2017
Previous Policy No:	na	Review Date: as required
Contact Authority:	Director: Quality Services	Status: Current

Purpose The purpose of the monitoring process is to ensure that the Otago Polytechnic's quality management systems are effective in relation to the approved qualification and to ensure that concerns and recommendations made in the approval and accreditation reports by approval panels and subsequent monitors' reports are attended to. The monitoring process will also enable the sharing of professional advice relating to the content, delivery and assessment of the programme.

Statutory Compliance - NZQA - Degrees and Related Qualifications Guidelines for Programme Approval and Accreditation to Provide Programmes, July 2014.
 NZQA– Guidelines for the monitoring programmes leading to diplomas, degrees and related qualifications at levels 7-10, May 2016.

- Policy**
- 1 All approved Level 7 programmes leading to diplomas, degrees and related qualifications at Levels 7-10 will be subject to an annual monitoring process and will comply with New Zealand Qualifications Authority (NZQA) requirements.
 - 2 There are two monitoring processes
 - a) NZQA managed monitoring for new programmes leading to diplomas, degrees and related qualifications level 7 to 10 in the first years of delivery, and
 - b) Monitoring by Annual Programme Evaluation and Review report - the monitoring process is managed by Otago Polytechnic following application to and approval from NZQA for delegated responsibility for monitoring by Annual Programme Evaluation Report (APER) to manage the annual monitoring process which includes the Otago Polytechnic appointment of an external monitor.
 3. Where monitoring is by NZQA appointed monitor the Head of School/College is responsible for ensuring monitors visits occur annually in the first 3 – 4 months of the year.
 4. Where monitoring is by Annual Programme Evaluation and Review Reports (APERs) the Director: Quality Services, following completion of the Annual Programme Evaluation and Review report and any Otago Polytechnic required meeting, prepares these for submission to NZQA by 30 June each year.
 5. The Head of School/College notifies the Director Quality Services of impending monitors visit and includes a meeting between the monitor and Director Quality Services.
 6. The Head of School/College ensures that the Director Quality Services office receives a copy of the Otago Polytechnic monitors report.



Procedures

- 1 Following the approval of new programmes leading to diplomas, degrees and related qualifications at Levels 7-10, NZQA will appoint a monitor/s.
- 2 **NZQA Managed Monitoring:** For the first monitoring visit which usually occurs after the first year of delivery an NZQA advisor may accompany the appointed monitor/s. Monitoring visits occur annually thereafter.
- 3 **For NZQA Managed Monitoring:** Otago Polytechnic will follow the processes required by NZQA. (AcQual 170). Following the visit, NZQA appointed monitor/s will report directly to NZQA after checking factual accuracy of the report with Otago Polytechnic. NZQA will send the monitoring report to Otago Polytechnic following any visit.
- 4 The Head of School/College is responsible for ensuring that the Monitor's report is responded to prior to the Annual Programme Evaluation and Review or by the date set within the Monitor's final report, whichever comes earlier.
- 5 When the Monitor, usually after a discussion with Otago Polytechnic, considers the programme and its delivery are stable and that all conditions for changing monitoring status are met. The monitor may recommend Otago Polytechnic be invited by NZQA to apply for **Monitoring by Annual Programme Evaluation and Review Report**. This application must outline mechanisms to ensure independent, external academic input during reviews.
- 6 For **Monitoring by Annual Programme Evaluation and Review Report:** The Director: Quality Services will submit the report to NZQA following completion of the Annual Programme Evaluation and Review and any Otago Polytechnic required review meeting.
- 7 The roles and responsibilities of those involved in the monitoring process are outlined in Appendix 1.

Referral Documents

Policy AP1201	Self Assessment and Internal Evaluation
AcQual 170	NZQA Managed Monitoring – Otago Polytechnic Provider Reports
AcQual 171	Process for Annual Monitor's Visits where Monitoring is by Annual Programme Review Report
AcQual 172	Appointment of Monitor/s to degree programmes by Otago Polytechnic where monitoring is by Annual Programme Review report
AcQual 173	Suggested Report for Monitor/s appointed by Otago Polytechnic
AcQual 175	Annual Monitoring Schedule

Approved by Chief Executive
Date: 6 March 2017

PKW 6/3/17



Roles and Responsibilities

1 Monitors

Monitors are responsible for the ongoing appraisal of Otago Polytechnic's qualifications in relation to the quality management systems. Their role is to assist the academic staff within the school concerned to maintain and enhance the quality of the qualification. In the first instance, the role is considered to be one of "academic mentoring".

2 Schools/Colleges

Schools/Colleges are required to comply with the institution's quality management systems and ensure that the approved qualification meets the specified standards. Schools/Colleges are required to work in partnership with the monitor/s, provide the monitor/s with access to all information which may be pertinent to quality assurance, and consider and respond to recommendations for improvement from the monitor. Where monitoring arrangements do not include an individual monitor, schools are required to ensure that the monitoring responsibilities are met.

Schools/Colleges arrange the annual monitoring visit directly with the NZQA Monitor/s and Head of School/College advises the Director: Quality Services by 31 March each year, the dates and times of visit.

Schools/Colleges are required to ensure that all information required by monitors is included in their Annual Programme Evaluation and Review Report (APER).

3 Academic Board

Academic Board is responsible for the administration and oversight of the monitoring process.

4 NZQA Appointed Independent Evaluator (IE)

The Independent Evaluator appointed by NZQA provides a link with the Evaluation Panel and NZQA expectations and processes as well as providing neutral and experienced management of the initial monitoring visit. The Head of School/College and/or Programme Manager works with the External Monitor/s and Independent Evaluator (IE) (where appropriate) to negotiate suitable dates for monitoring visits. The monitor/s' report is completed in draft form by the IE and circulated to monitor/s and Otago Polytechnic to check factual accuracy. The final report is then sent by NZQA to the Chief Executive.

