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| <b>OTAGO POLYTECHNIC ACADEMIC POLICY</b> |   | <b>Number: AP0206.04</b>     |                                  |
| Title:                                   | <b>Consistency of Academic Information</b>            |                              |                                  |
| ITPNZ Std:                               | <b>2 Development of Qualifications and Programmes</b> |                              |                                  |
| Academic Board Approval:                 | Ac Bd Paper No <b>A120/09</b>                         | Ac Bd Date: <b>19 Aug 09</b> | Effective Date: <b>19 Aug 09</b> |
| Previous Policy No:                      | <b>n/a</b>  | Review Date:                 | <b>as required</b>               |
| Contact Authority:                       | <b>Director: Quality</b>                              |                              | Status: <b>Current</b>           |

**Purpose** To ensure that consistency is maintained in the provision of academic information.

**Background** All teaching programmes require approved documentation which has been approved by Academic Board and external Quality Assurance Bodies (QABs) as applicable in the form of the "Programme Document".  
The *approved academic information* pertaining to the programme includes Programme Document, Capability Document, Compliance Document and High Level Expectations Document.

Only approved academic information is to be used.

**Statutory Compliance**

**National Guidelines**

**Policy and Procedures**

1. The academic information produced in the processes of approving or revising a teaching programme is regarded as the "approved academic information" for that programme.
2. Heads of School ensure that the current approved versions of all programme documentation are available and accessible to staff.
3. In providing academic information both within and externally to the Polytechnic, the staff responsible for providing that information (eg Head of School to Marketing) are to ensure that only approved academic information is used in:
  - Programme/Course Information
  - Awards
  - Advertisements
  - Brochures
  - Prospectuses
  - Student Management System
  - Information to Customer Services and the Contact Centre
  - Website(s)

**Referral Documents** AP0118 Coding Structures

