

OTAGO POLYTECHNIC ACADEMIC POLICY		Number: AP0100.02	
Title:	Place of Academic Manual in Quality Management System		
ITPNZ Std:	1 Institutional Academic Quality Management		
Academic Board Approval	Ac Bd Paper No A76/07	Ac Bd Date: 20 Jun 07	Effective Date 20 Jun 07
Previous Policy No	na	Review Date:	as required
Contact Authority:	Director: Quality		Status: Current

Purpose To show the place of the Otago Polytechnic Academic Manual© within Otago Polytechnic's Academic Quality Management System.

Background Previously available in hard copy. From 2001, available on the Intranet.

Statutory Compliance

National Guidelines

Policy and Procedures

1. The Academic Manual is a key document in Otago Polytechnic's Academic Quality Management System.
2. The three key documents which make up the Academic Quality Management System are:

2.1. Academic Quality Management Manual

2.1.1. The Academic Quality Management Manual provides an overview of the Quality Management System as a whole.

2.1.2. The Academic Quality Management Manual also gives specific information on the broad procedures employed by Otago Polytechnic in each of several operational areas. These areas cover the nine categories required by NZQA and ITP Quality for accreditation purposes.

2.2. Management Manual

2.2.1. The Management Manual is the collection of Management Policies and provides staff of Otago Polytechnic - particularly, Head of Schools/Programmes, Programme Co-ordinators and Managers - with clear and current guidelines for the management and administration of schools and sections, within an institutional context of devolved authority and responsibility.

2.3. Academic Manual

2.3.1. The Academic Manual is the collection of Academic Policies and provides staff of Otago Polytechnic – particularly, Head of Schools/Programmes, Programme Co-ordinators and Managers - with clear and current guidelines for the management and administration of schools and sections, within an institutional



context of devolved authority and responsibility.

3. The document purpose statements 2.1 to 2.3 above, are to appear in each of the documents to which they pertain.
4. All policies are available on-line to Otago Polytechnic staff and students. Some relevant policies are publicly available on the Otago Polytechnic website for prospective students and others.

Referral Documents

