

OTAGO POLYTECHNIC ACADEMIC POLICY			Number: AP0505.03	
Title:	Prospectus			
ITPNZ Std:	5 Student Information and Admission to Programmes			
Academic Board Approval	Ac Bd Paper No A201/08	Ac Bd Date: 19 Nov 08	Effective Date	19 Nov 08
Previous Policy No	na		Review Date:	as required
Contact Authority:	Director: Quality		Status:	Current

Purpose To provide accurate, clear information to inform prospective students on approved current and proposed programmes delivered at Otago Polytechnic.

Background The prospectuses are produced yearly.

Statutory Compliance

National Guidelines

Policy and Procedures 1. There will be at least two prospectuses produced each year – one for domestic students and one for international students.

Each prospectus will include:

- Otago Polytechnic information
- Programme specific information
- Application form

2. All approved full-time programmes of 12 weeks or more currently being delivered should be listed in the prospectus for domestic students.

3. Externally approved full-time programmes of 12 weeks or more currently being delivered should be listed in the prospectus for international students.

4. Proposed programmes can be listed in the prospectus provided an asterisk is placed at the end of the title with a footnote stating “* subject to final approval”.

These programmes can only be listed after Academic Board has approved the development of the programme. Any variation must be authorised by the Director: Quality.

5. Marketing is responsible for the preparation and final presentation of all prospectuses produced by Otago Polytechnic. This includes proofreading, editing, layout and design.

6. Heads of School are responsible for ensuring the accuracy of information provided to the Advertising and Promotions Manager and the Communications Advisor.

Information required will include:

- Title of Programme including the programme code, qualification, embedded Qualifications
- Level of programme (if not in programme title)
- Entry criteria
- Courses/papers/major content areas



- Graduate opportunities
- Approved fees
- Location
- Delivery options
- Application dates
- Further study options

This information must be taken from the approved Programme Document and Student Management System.

7. The Director: Quality and Director: Communications will approve the final copy of the prospectus.
8. An application form is included in each prospectus. The content of this form is agreed to by Marketing Services, Customer Services Manager and Academic Board.
9. Information must be provided to Marketing in line with annual timelines (Appendix 1).

Referral Documents

AP0206 Consistency of Academic Information

Delegation of Procedures



Example of Summary Timetable

PROSPECTUS TIMELINE

<i>Date</i>	<i>Item</i>
August and September	Determine initial specification of job.
September	Graphic designer tender.
October	Printing tender.
October	Send hard copy of text to Heads of School for alterations.
November to January	Text collated.
February and March	Graphic design completed.
March	Proofreading.
April	Printing.