

OTAGO POLYTECHNIC ACADEMIC POLICY		Number: AP0211.00
Title:	Programme Development	
ITPNZ Std:	2 Development of Qualifications and Programmes	
Chief Executive Approval:	Approval Date: 4 Nov 09	Effective Date: 4 Nov 09
Previous Policy No:	AP202	Review Date: as required
Contact Authority:	Director: Quality	Status: Current

Purpose To ensure that all requirements and documentation for new and revised teaching programmes are approved through internal quality processes and meet the requirements of external approval and accreditation agencies.

Statutory Compliance Approval and Accreditation of courses leading to Degrees and related qualifications for Institutes of technology and Polytechnics (ITPs). NZQA. (December 2010)

New Zealand Qualifications Framework

Tertiary Funding Information. www.tec.govt.nz

National Guidelines Approval and Accreditation of courses leading to Degrees and related qualifications for Institutes of technology and Polytechnics (ITPs). NZQA. (December 2010)

Guidelines for Sub-Degree Course (Programme) Approval and Accreditation and Consent to Assess Standards for Institutes of Technology and Polytechnics. NZQA. (December 2010)

- Policy**
- 1 All programme development must follow Otago Polytechnic required processes.
 - 2 Prior to programme development it is expected that opportunities to use TANZ or Metro Group partners' existing programmes or collaborative development with TANZ/Metro Group or other partners is explored.
 - 3 Before development commences, the Initial Scoping document for new programmes must be approved by Leadership Team.
 - 4 Leadership Team advises Academic Board of approval.
 - 5 Significant changes and revisions to existing programmes must be signalled in School/Programmes Business Plans. Degrees are required to have a major evaluation at least every five years and this evaluation will include input from the professional and academic communities.
 - 6 This policy applies to new and revised programmes of 40 credits or 0.3333 EFTS or more.
 - 7 All programme documentation prepared for the purpose of internal and external approval and accreditation is to be peer reviewed by Quality and Approvals Committee for recommendation for approval by Academic Board.
 - 8 All documentation relating to new and revised short courses and short awards of less than 40 credits /0.3333 EFTS is to be prepared by Schools



for recommendation and approval by Academic Board. In cases where external accreditation and approval is required, the process for 40 credits/0.3333 EFTS or more will apply.

- 9 Where a programme has been approved by the Academic Board of a TANZ/Metro Group partner or another tertiary institution, the external programme document from that provider will form part of the required documentation. The internal standardised template will refer to sections of the external document and only those sections necessary to meet strategic priorities, stakeholder engagement and internal and external compliance will be required to be completed in the internal programme document. This internal document must be approved through Quality and Approvals Committee and Academic Board.
- 10 All documentation for new and revised programmes for approval and accreditation purposes must be prepared following the standardised templates and guidelines available on Insite. Where the programme development is collaborative with another ITP the approved collaborative templates will be used.

Procedure

- 1 When Academic Board approves the development of a new programme, the developers consult with Quality Enhancement Centre and Educational Development Centre.
- 2 Developers work to prepare required documentation using standardised procedures, templates, guidelines, checklists and support from Quality Enhancement Centre and Educational Development Centre.
- 3 The Head of School is required to verify that the resourcing requirements are the same as in the original scoping document. If the resourcing requirements have changed during development, the approval of the Chief Operating Officer is required again.
- 4 When developers, Quality Enhancement Centre and Head of School have agreed on the final draft, Quality Enhancement Centre signs off the documentation for submission to Quality and Approvals Committee for peer review.
- 5 Quality and Approvals Committee reviews and considers the material, with or without amendment, and recommends final approval to Academic Board.
- 6 For programmes less than 40 credits/0.3333 EFTS, Head of School approves the application and Quality Enhancement Centre submits the recommendation for final approval to Academic Board.
- 7 Following Academic Board final approval, documentation is forwarded to external approval agencies for approval and accreditation as required.

Referral Documents

AcQual 101 Programme Development Flow Chart
AcQual 104 Simplified Programme Document Template
AcQual 104a Guidelines for Programme Document Development
AcQual 121 Change to Programme
AcQual 109 New Short Programme
and other Academic Quality material available on Insite
A Guide to meeting Curriculum Alignment requirements
TANZ Academic Harmonisation regulations



Approved by Chief Executive
Date: 4 November 2009

