



Additional Delivery Sites Policy

1. PURPOSE

The purpose of additional site accreditation is to ensure that Unitec courses, programmes and qualifications meet appropriate standards in terms of their design and delivery, and are equivalent no matter where they are delivered or assessed.

2. SCOPE

This policy **applies**

- whenever a course (including short courses) or programme currently offered at an approved Unitec campus is to be delivered or awarded at another approved Unitec campus where it is not currently offered;
- regardless of whether a whole course or programme or parts of it are to be offered at sites other than approved Unitec campuses;
- whether the courses or programmes are offered by Unitec acting alone or in conjunction with another teaching institution or organisation.

When Unitec acts in partnership with another teaching institution or organisation, the Memorandum of Understanding must make reference to this policy, the role of NZQA and the role of any relevant quality authority in the other country/region, noting that should any of the parties not agree to the delivery site then the offering will not go ahead.

3. POLICY STATEMENTS

The purpose of this policy is to ensure that, where Unitec programmes or courses are offered at additional Unitec campuses/sites other than approved Unitec campuses:

- 1) the programmes or courses have been accepted by the country/region/institution that they will be delivered in;
- 2) the quality of the offering is maintained regardless of the site at which the programme or course is delivered;
- 3) the needs of internal and external stakeholders (including students) are realised during the programme's delivery and assessment;
- 4) all relevant legislative and regulatory requirements are met.

4. PROCESS

- 1) Unitec courses, programmes or qualifications may not be delivered or awarded at any Additional Delivery Site without the prior approval of the Academic Board.
- 2) Any proposal for approval of an Additional Delivery Site must demonstrate the adequacy of resources to ensure the quality of delivery at the proposed site, and normally needs to address NZQA's published criteria for accreditation.
- 3) Proposals for Additional Delivery Sites for degree programmes and proposals for offshore programme delivery require separate, site specific NZQA accreditation.
- 4) Where using a partner organisation, Unitec remains responsible for the actions and performance of that partner organisation in relation to the programme delivery.
- 5) Approval to deliver at additional sites, within or outside New Zealand, other than approved Unitec campuses, must be granted by NZQA and the quality assurance authority of the other country or region (if applicable), prior to commencement.

Detailed guidelines outlining the documentation requirements are available [here](#).

5. DEFINITIONS

Additional Delivery Site	means a site within or outside New Zealand at which students will be taught in a course (including short courses) or programme for which Unitec holds approval and / or accreditation, but is not already an approved delivery site for that specific course or programme. Additional delivery sites may or may not be a part of another teaching institution.
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6. REFERENCES

- 1) Procedure for Approval of Additional Delivery Sites
- 2) NZQA Gazetted Criteria for Accreditation
- 3) NZQA Offshore Delivery Rules and Guidelines for Overseas Delivery

7. AUTHORITY

Academic Board is the approval body for the Additional Delivery Sites Policy, and policy ownership lies with the Executive Dean Academic Development.

DOCUMENT DETAILS

Version:	2	Issue date this version:	30/10/2014
This version approved by:	Academic Board	Date of approval:	21/10/2014
Document owner:	Executive Dean, Academic Development	Document sponsor:	Academic Board
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Date of next review:	October 2017		

AMENDMENT HISTORY

Version	Issue Date	Reason for Revision	Approved by
1	May 2003		Academic Board
1.1	May 2006		Academic Board
2	30/10/2014	Replaces existing Unitec Policies: 06c Additional Delivery Sites for Unitec Programmes and 06d Offering Unitec Qualifications or Courses Overseas	Academic Board