



REVIEW OF ACADEMIC PROVISION PROCEDURE

1. Purpose

This procedure provides a framework for the regular review of academic provision at Unitec.

2. Scope

This procedure applies to all academic provision at Unitec and includes the following review types:

- programme evaluation;
- graduating-year reviews;
- five-yearly reviews;
- internal evaluation and review; and
- special reviews.

3. Procedure

3.1 Programme evaluation

1. Every programme at Unitec must undergo evaluation at least annually; evaluation outcomes must be reported on.
2. This process is administered by Te Korowai Kahurangi.
3. Academic Programme Managers (APMs) are responsible for ensuring programme evaluations occur in accordance with the *Programme Evaluation Guidelines* approved by Te Poari Whai Kounga | Quality Alignment Board (QAB).
4. Every *Programme Evaluation Plan report* (PEP) must include an action plan to address matters arising from the evaluation.
5. Once completed, PEPs must be reviewed by the relevant Te Komiti o ngā Hotaka | Programme Academic Quality Committee (PAQC) and APM before being submitted to the QAB.
6. The PAQC is responsible for monitoring any actions arising from programme evaluation
7. For each programme evaluation cycle, the QAB will determine which, and to what extent, individual PEPs are reviewed.
8. During each subsequent evaluation cycle, APMs are required to report to the QAB on:
 - a. the initiatives undertaken and
 - b. the outcomes of these initiatives.
9. Via the QAB, Te Korowai Kahurangi will report on the process and outcomes of each programme evaluation cycle to Te Komiti Mātauranga | Academic Committee.
10. Where identified, Te Korowai Kahurangi will collaborate with Te Puna Ako to develop relevant professional development/education.

3.2 Graduating and five-yearly reviews

Graduating and five-yearly reviews are an in-depth, externally informed, evaluation and review mechanism used to provide greater insight than the standard programme evaluation process.

These reviews:

- explore the extent to which programmes and the qualifications they lead to are:
 - achieving their intended purposes; and
 - meeting stakeholders' needs
- identify areas for development and improvement.

These reviews adopt the following procedure:

1. Annually, Te Komiti Mātauranga | Academic Committee confirms the schedule of programme reviews.
2. Unitec's programmes will be independently reviewed on a regular basis or as directed by the Executive Director, Academic.
3. Following graduation of the first cohort, individual programmes undergo an initial review (graduating year review). Subsequently, programmes will be reviewed at least every five years, unless:
 - a. exempted by Te Komiti Mātauranga | Academic Committee; or
 - b. the review of the qualification to which a programme leads requires an earlier review.
4. Programme review will focus on ensuring programmes continue to provide value for key stakeholders (including students) and remain aligned to stakeholders' needs.
5. Programme reviews will be undertaken in accordance with the *Programme Review Guidelines* which incorporate the following steps:
 - a. The Programme Review Lead identifies the review-focus by conducting an initial programme analysis. This is done by:
 - i. examining the PEP and other relevant documentation; and
 - ii. engaging with internal stakeholders.
 - b. The Programme Review Lead convenes an interactive Stakeholder Engagement Event, which includes internal and external stakeholders.
 - c. Within 10 working days of the event, the Programme Review Lead completes a *Review Report*, which is sent to the relevant PAQC.
 - d. Within a further 10 working days the PAQC develops a set of actions to respond to the *Review Report*.
6. When the Programme Review Lead has received the response from the PAQC, stakeholders are informed of the review outcomes.
7. Execution of identified actions are tracked via the relevant PAQC.

3.3 Internal evaluation and review

Internal academic evaluation and review (IER) is an independent, systematic, evidence-based process that focuses on key academic policies and practices.

1. IERs are conducted periodically, as determined by Te Komiti Mātauranga | Academic Committee, as a means of:
 - a. examining the performance of quality systems and processes and the degree to which these are aligned with academic policy and procedures;
 - b. promoting evaluative tools and processes to engage in critical analysis of performance in relation to key academic focus areas;
 - c. enhancing institutional self-awareness by identifying strengths and weaknesses in policies, procedures, and practices;
 - d. developing mechanisms to share best practice;
 - e. ensuring relevant parties within Unitec are accountable for the quality-assurance systems and mechanisms they implement; and of
 - f. verifying the appropriate and responsible use of stakeholder investments.
2. Te Komiti Mātauranga | Academic Committee:
 - a. will, periodically, determine key academic focus area(s) and terms of reference for internal evaluation based on recommendation(s) received through the Chair of Te Komiti Mātauranga | Academic Committee;
 - b. appoints a lead evaluator to establish an IER team; and
 - c. specifies a time-frame for completion of the IER.
3. The IER team determines the:
 - a. question framework and criteria used to inform their investigation, in line with the requirements of external reviews; and the
 - b. systematic approach and evaluative tools and processes used to gather evidence to investigate the identified focus area(s).
4. Relevant staff may be required to assist the IER team in gathering evidence.
5. An *Interim Progress Report* may be submitted to Te Komiti Mātauranga | Academic Committee as required.
6. Evaluation findings, recommendations, and measurable improvement objectives will be reported to Te Komiti Mātauranga | Academic Committee within the specified time-frame. This report may include exemplars of best practice to inform suggestions for improvement.
7. Te Komiti Mātauranga | Academic Committee will determine the process for attending to improvements and track actions as necessary.
8. One year after Te Komiti Mātauranga | Academic Committee has made decisions arising from the *IER Report*, the IER team will submit an *Implementation Summary* to Te Komiti Mātauranga | Academic Committee reporting on achievement of improvement objectives.

3.4 Evaluation of short courses, training schemes, and vocational pathways

1. Training schemes, short courses, vocational pathways, and other types of delivery not classed as a programme and/or qualification are subject to regular review as determined in collaboration with Te Korowai Kahurangi.

3.5 Evaluation of micro-credentials

1. Micro-credentials are required to be reviewed annually to ensure they remain relevant and fit-for-purpose.

3.6 Special Reviews

1. The Executive Director, Academic may, at their discretion, require the review of any academic provision where:
 - a. performance is deemed to be unsatisfactory;
 - b. an element of risk is identified; or where
 - c. external regulatory requirements necessitate such a review.
2. Reviews commissioned by the Executive Director, Academic will be individually-designed to address identified issues and expected outcomes under review.
3. Outcomes and recommendations from any special review will be reported to Te Komiti Mātauranga | Academic Committee for consideration and action as appropriate.

4. Responsibilities

Role	Responsibilities
Te Komiti Mātauranga Academic Committee	<ul style="list-style-type: none"> Determines the schedule for the review of programmes. Exempt programmes from review. Determine the schedule, foci, terms of reference, and time-frames for IERs. Appoint lead evaluators for IERs.
Executive Director, Academic	<ul style="list-style-type: none"> Requests implementation of be-spoke programme-specific special reviews.
Programme Review Lead	<ul style="list-style-type: none"> Initiate reviews and report on programme reviews Convening <i>Stakeholder Engagement Events</i>.
Te Komiti o ngā Hotaka Programme Academic Quality Committees (PAQC)	<ul style="list-style-type: none"> Review PEP reports and monitor actions arising from programme evaluations. Develop and implement action plans resulting from programme reviews. Develop a response to <i>Review Reports</i> developed by the Programme Review Lead. Identify and execute actions associated with graduating and five-year reviews.
Te Korowai Kahurangi (TKK)	<ul style="list-style-type: none"> Administers the programme evaluation procedure. Report on the programme evaluation process and outcomes to Te Komiti Mātauranga Academic Committee. Collaborate with Te Puna Ako to develop professional development/education.
Academic Programme Managers	<ul style="list-style-type: none"> Ensure programme evaluations occur in accordance with existing guidelines. Review PEP reports prior to submission to the QAB. Report to the QAB on performance evaluation actions and outcomes
Internal Evaluation and Review Teams	<ul style="list-style-type: none"> Determine the framework and criteria for conducting an IER. Determine the approach, tools, and processes that will be used for an IER. Report on findings, recommendations, and measurable improvement objectives. Provides an <i>Implementation Summary</i> to Te Komiti Mātauranga Academic Committee one-year after IER actions have been introduced.

5. Definitions

Unless otherwise specified the definitions in the *Policy Framework Glossary* (to be completed) apply. If a definition is not listed in that resource, ask the Policy Framework Manager to consider adding it.

6. Reference Documents

- *Academic Evaluation, Review, and Improvements Policy*;
- *Stakeholder Engagement Event Guidelines*.

7. DOCUMENT DETAILS

Version Number	3.3	
Version Issue Date	20 January 2021	
Version History	Amendment Date	Amendment/s
	June 1997	First edition
	March 1998	Unknown
	July 2001	Unknown
	May 2003	Unknown
	February 2004	Unknown
	April 2005	Unknown
	May 2006	Unknown
	March 2007	Unknown
	September 2007	Unknown
	December 2007	Unknown
	June 2008	Unknown
	December 2008	Unknown
	03 April 2013	Policy change to reflect new approach to programme review
	17 April 2013	Reference to new <i>Programme Review Guidelines</i> added
	June 2015	Formal review
	May 2016	Updated to reflect new organisational structures/positions
	August 2018	Updated as part of policy review project
	January 2021	Update nomenclature. Add provisions for Micro-credentials
Consultation Scope		
Approval Authority	Te Komiti Mātauranga Academic Committee	
Original Date of Approval	June 1997	
Document Sponsor	Te Komiti Mātauranga Academic Committee	
Document Owner	Manager, Te Korowai Kahurangi	
Contact Person	Manager, Te Korowai Kahurangi	
Date of Next Review	April 2022	