



# DEGREE MONITORING PROCEDURE

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## 1. Purpose

This procedure outlines the requirements for the independent, regular monitoring of degree and post-graduate programmes and qualifications.

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## 2. Scope

This procedure applies to all Level 7-10 programmes delivered by Unitec.

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## 3. Procedure

1. Monitors are engaged annually to provide independent academic feedback on the:
  - a. implementation of Unitec strategy in the context of specific programmes;
  - b. consistency of the programme and its delivery with approved arrangements; and
  - c. the achievement of quality outcomes, including the extent to which:
    - i. students successfully complete their studies, and achieve qualifications relevant to their career aspirations;
    - ii. the programme/ qualification maintains currency;
    - iii. programmes are academically-robust and vocationally-relevant;
    - iv. research adds value to Unitec and/or its stakeholders;
    - v. rigorous evidence-based self-assessment is used to inform programme development and improvement.
2. Monitoring is supported by current *Monitoring Guidelines* which satisfy Unitec and NZQA requirements.
  - a. monitors will be appointed for an initial two-year term, with the possibility of renewal for two further years.
  - b. monitors are appointed by the Manager, Te Korowai Kahurangi on the endorsement of the relevant Head of School.
3. Monitoring is divided into three distinct stages:
  - a. Set-up:
    - i. the monitoring contract is confirmed;
    - ii. programme material is sent to the Monitor.
  - b. Visit:
    - i. the Monitor undertakes an on-site visit to meet with students, industry/community stakeholders, and staff.
  - c. Outcomes:

- i. the Monitor produces a report of findings and recommendations for improvement/development.
  - ii. the Te Komiti o ngā Hotaka | Programme Academic Quality Committee (PAQC) responds by producing a list of actions to be undertaken in response to the report.
  - iii. the PAQC ensures agreed actions are enacted and reports outcomes regularly to Te Poari Whai Kounga | Quality Alignment Board (QAB).
4. Where more than one Monitor is assigned to a programme or group of programmes, the Monitors will work collaboratively to provide a combined report.
5. Monitors' findings and subsequent actions are incorporated into standard programme evaluation processes.
6. Exceptions to this procedure may be approved by the Executive Director, Academic.
  - a. Te Komiti Mātauranga | Academic Committee and the QAB must be notified of any such exceptions.

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## 4. Responsibilities

Role	Responsibilities
Monitor	<ul style="list-style-type: none"> <li>Undertake degree monitoring in accordance with this procedure and related policies and procedures.</li> <li>Provide a <i>Monitor's Report</i> highlighting recommendations for programme improvement/development within agreed timeframes.</li> </ul>
Te Komiti o ngā Hotaka   Programme Academic Quality Committee (PAQC)	<ul style="list-style-type: none"> <li>Produce a list of actions in response to the Monitor's recommendations.</li> <li>Ensure agreed-upon actions are implemented and include such actions in programme evaluation processes.</li> </ul>
Te Poari Whai Kounga   Quality Alignment Board (QAB)	<ul style="list-style-type: none"> <li>Maintains oversight of the Monitor Process and receives assurance from PAQCs regarding progress against actions.</li> </ul>

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## 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.

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## 6. Reference documents

- Academic Evaluation, Review, and Improvements Policy;*
  - Monitoring Guidelines.*
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## 7. Document details

Version Number	3.3	
Version Issue Date	20 January 2021	
Version History	Amendment Date	Amendment/s
	Unknown	First edition
	September 2011	Streamlined procedures and responsibilities; updated to reflect institutional changes/structures.
	May 2014	Updated to align with the <i>Academic Statute</i> and the Academic Policy Re-work.
	May 2016	Updated to reflect current organisational structure
	August 2018	Changed from policy into a procedure
	January 2021	Update of nomenclature and current process
Consultation Scope		
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