

Degree Monitoring Process v1.3 20180906

Who	Process	Action	Timeframe
Te Korowai Kahurangi	Update Monitoring Tracker	<p>Te Korowai Kahurangi (TKK) will:</p> <ul style="list-style-type: none"> Update tracker showing degree monitoring status and actions required for following year, including flagging any expiring contracts Report to relevant academic committee - Academic Board (AB) / Quality Alignment Board (QAB) 	30 November
Head of Practice Pathway	Appointing a Monitor	<p>Head of Practice Pathway (HoPP) will:</p> <ul style="list-style-type: none"> Ensure there is a Monitor appointment and contract in place for each degree programme. This may include: (In case of NZQA-appointed monitors) seek confirmation from TKK about continuing with the appointed monitor (In case of new monitor appointments for Unitec self-monitored programmes) appoint new monitor in consultation with the Network Dean and TKK Communicate with the Monitor and confirm visit date between March and June of following year (from 2020 visits must occur January-April each year). Advise TKK with monitor details and dates for visit. 	31 January
Te Korowai Kahurangi	Prepare for Monitors Visit	<p>Quality Administrator will:</p> <ul style="list-style-type: none"> Prepare required documentation and materials for the visit and lodge in the appropriate H:Drive folder including: <ul style="list-style-type: none"> Latest Programme Evaluation Report (PEP) Last monitor's report and programme response/action plan to report (including progress against any actions) Summary of external moderation reports Programme documentation (including course descriptors and programme regulations), Research and staffing related information Summary of industry engagement Policy and Guidelines on Monitoring of Degrees Current Template for Monitor Report Agenda for visit <p>Te Korowai Kahurangi will:</p> <ul style="list-style-type: none"> Review documents and confirm adequacy for sending to Monitor Send documentation (including Agenda) to monitor <p>Practice Pathway staff will:</p> <ul style="list-style-type: none"> Arrange logistical details for the visit including: <ul style="list-style-type: none"> Room bookings Appointments for leadership and management staff Appointments for Teaching Staff Appointments for students Appointments for stakeholders Appointments for TKK staff any monitor related arrangements (accommodation, travel, meals, etc.) 	<p>4 – 8 weeks prior to the visit</p> <p>4 weeks prior to the visit</p>
Programme Team / Te Korowai Kahurangi / Monitor(s)	Monitors Visit	<p>Monitoring visit occurs as per agenda.</p> <p>Monitor will complete a draft monitoring report, no later than ten working days after the visit, in accordance with the report guidelines provided by Te Korowai Kahurangi</p>	<p>Per Agenda</p> <p>No later than 10 working days following visit</p>

Te Korowai Kahurangi		Te Korowai Kahurangi will:	10 working days following visit
		<ul style="list-style-type: none"> Receive draft Monitor's report and forward it to Head of Practice Pathway and Academic Leader to check for factual accuracy 	
Head of Practice Pathway	Draft Monitoring Report received	Head of Practice Pathway will:	5 working days following receipt of the draft report
		<ul style="list-style-type: none"> Confirm factual accuracy, highlighting any errors and / or inaccuracies 	
Te Korowai Kahurangi		Te Korowai Kahurangi will:	10 working days following confirmation of factual accuracy
		<ul style="list-style-type: none"> Confirm factual accuracy of the report to Monitor / NZQA Receive the final report (from the Monitor in case of self-monitored programmes, from NZQA in case of NZQA-monitored programmes) Send final report to Head of Practice Pathway (HoPP) and Academic Leader, with a request to prepare a response 	
Programme Team / TKK	Final Monitoring Report Received	HoPP / AL / Programme Team will:	Within 10 working days following receipt of the final report
		<ul style="list-style-type: none"> Prepare a response (action plan) to the recommendations in report in consultation with TKK (Quality Partner) which will include: <ul style="list-style-type: none"> Proposed actions to resolve any identified issues, noting responsibility and time frame Escalate any issues that are beyond the control of the programme team Propose any changes to the programme or its courses Forward report and completed response PAQC for endorsement. 	Next available PAQC
Te Korowai Kahurangi		Quality Administrator will:	Following PAQC
		<ul style="list-style-type: none"> Forward Monitor's report and the response/action plan to QAB following approval at PAQC Update Monitoring tracker Link tracker to actual reports Add Monitors action plan to PAQC agenda 	
QAB		QAB will:	Following the QAB
PAQC	Monitor progress of actions	PAQC will:	Ongoing
		<ul style="list-style-type: none"> Action any requirements from QAB and update action plan as appropriate Monitor progress of actions and evaluate success of actions Record evaluation of feedback from Monitors Report and progress against actions in Programme Evaluation and Planning Report [PEP] Complete an application for programme improvement to enact any agreed improvements 	
Te Korowai Kahurangi		Te Korowai Kahurangi will:	Following final PAQC endorsement of response
		<ul style="list-style-type: none"> Lodge final report and response in relevant e-academic library programme folder (If relevant) Send final response to NZQA / Monitor 	