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|  | | Course/ Programme / Training Scheme Improvement Request | | | |
| EMAIL TO: | **Programme Improvement**  **[aac@unitec.ac.nz](mailto:aac@unitec.ac.nz)** | | SUBMISSION DATE: | |  |
| PROGRAMME / TRAINING SCHEME TITLE: | *Approved title.*  ***Example: Bachelor of Business*** | | PROGRAMME/ SCHEME CODE: | | *Peoplesoft code number*  ***Example: BBS*** |
| CATALOGUE NUMBER, COURSE TITLE AND CREDIT VALUE (If required): | ***Example: BSNS7031 Negotiated Study (Level 7, 15 credits)***  *You may combine similar improvements for a number of courses into this single application. You will need to append support documents unique to each course or sets of regulations (see below for detail). However separate forms must be used for Type 1 and Type 2 changes.* | | | | |
| EFFECTIVE DATE: | *Semester and year the improvements are to commence -* **Semester #, 20##**  *(Immediately or retrospectively is not acceptable)* | | | | |
| CATEGORY CHANGE: | *See Programme Improvement Decision Register for definition of NZQA change type* | | | ***Type 1 / Type 2*** | |
| IMPROVEMENTS IN THIS APPLICATION: | ***That the Programme Improvement Committee approves the following Type 1 change(s) in the [Name of Programme(s)] effective from Semester [#, YYYY]:***  ***[List proposed changes as per examples in the Programme Improvement Decision Register]***  ***Most course improvement proposals require marked up support documents to be appended to this application*** *(see below for details). Please check with Te Korowai Kahurangi (TKK) if you have any questions or need guidance.* | | | | |
| RATIONALE FOR THIS IMPROVEMENT | *Provide a detailed rationale for the proposed improvement(s) and how it will improve outcomes for students. State where the improvement idea originated (course evaluation, student feedback, change of industry need, learning and teaching changes, course development, flow on from other previous changes, etc.)* | | | | |
| EVIDENCE OF SUPPORT | *Provide appropriate evidence of support from stakeholders for the proposed changes, which may include student feedback, moderation feedback, monitors report, Industry, Accrediting/Governance body, etc.*  *The detail of the support should be located in your CEP (Course Evaluation and Planning Report) and may include minutes of meetings, emails from industry partners, etc. Please include the H:Drive address of your CEP as this may be required for approval purposes.*  *If you are in doubt, please check with Te Korowai Kahurangi (TKK) for the type of external support that you might require.* | | | | |
| MAPPING OUTCOMES  (for course changes only) | *For any changes to Learning Outcomes that are deemed to be more than minor (eg: more than simple word changes to achieve clarity), a full mapping of the new Learning outcomes for the course to the Graduate Profile statements, and the relationship to the existing, or changed, assessment must be completed to ensure that the new outcomes remain consistent for the design of the programme. This is required as evidence for NZQA to assure them that any improvements do not substantially change the purpose of the course.*  *If you are in doubt, please check with Te Korowai Kahurangi (TKK) for the type of external support that you might require.* | | | | |
| EVIDENCE OF COMPLIANCE ACTIVITY  (for course changes only) | *Provide evidence of recent Internal and External Moderation results for any course that is requesting an improvement action in this application.*  *Academic Board have confirmed that courses with a poor track record of moderation will not be considered for improvement unless a full moderation remediation plan is submitted to Te Korowai Kahurangi (TKK). Such a plan must include full internal moderation of the improved course and immediate external moderation of the improved course upon the completion of its first offering. This plan to be submitted to Te Korowai Kahurangi (TKK) and monitored by the appropriate PAQC.* | | | | |
| RESOURCE IMPACT | *Describe the effect on resources (staffing, space, equipment, etc.) that this improvement will have. These may need to be approved by your Commercial Services.* | | | | |
| CONTACT PERSON FOR THIS APPLICATION | *The person who TKK can contact to ask any questions specific to these proposed changes.* | | | | |
| ENDORSEMENT FOR THIS APPLICATION | *This application must be endorsed by the relevant authority(s) as listed in the Programme Improvement Decision Making Register.*  *Relevant Authority(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | | | | |

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| Documentation of recommended improvements |
| *CHANGES TO COURSES*  *Append a marked up version of the current Course Descriptor for an existing course or provide a new descriptor for a new course (available for you to download from the e-academic library on the H:Drive in word format). Please ensure that the documents are marked up to clearly show what is changing (existing text to be removed, new text to be added). You may also need to consider what the effects of your proposed changes may have on Programme Regulations, for example, if you are adding a new course, are you also deleting the old course that it is replacing, and do any requisites change as a result? Does any other programme use this course? Have they been consulted?*  *For a new course, please provide a ‘NEW COURSE DETAILS SCHEDULE’ with the application.*  *CHANGES TO PROGRAMME REGULATIONS*  *Add the changes to the regulations that you are requesting in a table (eg: below). Please show what is to be changed by showing us the text to be removed, alongside the new text to be added).*  *Use the current numbering structures in the regulations, we will renumber things if required. If you are not sure where these should go, or if you are introducing a new section, simply add them here and we will rework your regulations following approval. You will also need to note any flow-on effects of the changes that you are proposing. For example, for a change in requisite you need to consider what happens to the old requisite, is it to be removed? or if you are adding a new course, are you also deleting the old course that it is replacing, and do any requisites change as a result?*   |  |  | | --- | --- | | ***Old prescription*** | ***New Prescription*** | | *Example*  ***Whakamātautau Anō | Resubmission or Reassessment***  *A student may apply to undertake a resubmission/reassessment for a failed assessment within 5 days of receiving their marked assessment.*   1. *Students are entitled to only one reassessment or resubmission of each failed assessment event.* 2. *All resubmissions/reassessments will be carried out within a specified time period as agreed with the relevant academic authority.*   *In all cases for resubmission, the original marked assignment will accompany resubmitted* | *Example*  ***Whakamātautau Anō | Resubmission or Reassessment***  *A student may apply to undertake a resubmission/reassessment for a failed assessment which scored a D grade within 5 days of receiving their marked assessment.*   1. *Students are entitled to a maximum of two resubmissions for each failed assessment event.* 2. *All resubmissions/reassessments will be carried out within a specified time period as agreed with the relevant academic authority.*   *In all cases for resubmission, the original marked assignment will accompany resubmitted* | |  | *Addition of new clause*  ***Akoranga Tuaruatanga | Repeating Courses***  *Students may enrol and repeat courses that they have failed, up to 2 times. Permission to enrol a third time is governed by 5.4.7 below.*  *Students who are repeating a course would normally be required to submit all assessment items. In some cases, with the prior approval of the relevant Academic Authority, students may not be required to repeat an equivalent assessment item that they had previously passed. This should be negotiated within the first two weeks of the commencement of the course.* |   *TYPE 2 CHANGES*  *The documentation for Type 2 changes varies according to the nature of the change. Please contact Te Korowai Kahurangi (TKK) formerly ASC for guidance.*  *If in doubt over any of these requirements, please contact Te Korowai Kahurangi (TKK) formerly ASC for guidance.* |

*Further guidance for filling in this form is available in the Programme Improvement Decision Making Register available on the NEST under ‘FORMS’.*

***Office – AQA Only***

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| *Save and label this application form with the programme code course - number and name of the course (e.g. BBS - BSNS5390 Managing Today) or the title of the Programme for regulation changes or grouped applications. Please remove any advice text noted in blue above and leave only the information that is required for your application.*  *Complete impact analysis prior to presenting at PAQC for endorsement* | | |
| CHANGE IMPACT ANALYSIS | *AQA to undertake a full impact analysis of the improvements requested above. This will include any flow on effects for current student and associated courses and programmes.* | |

## **Mapping course learning outcomes to the graduate profile**

*Provide course details through a mapping of course outcomes to graduate profile outcomes in a table form as below.*

*This table needs to clearly show how the learning outcomes from each course link to the graduate profile.*

*Course learning outcomes must:*

* *be consistent with the programme aims;*
* *demonstrate how learners will achieve the graduate profile;*
* *be clear and specified for each component of the programme;*
* *be measurable and achievable;*
* *integrated to provide a balanced and logical programme;*
* *presented in a logical, progressive way that demonstrates learners’ development of knowledge, skills and attitudes; and must*
* *be written in a way that meets NZQA requirements (e.g. verbs used match the Level of the course and are comprised of verb(s), subject, and context).*

Table X: Course learning outcomes mapped to graduate profile outcomes

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| **Course:** | **[ABCD#### Learning about Stuff (Level 5, 15 credits)** | |  |
| **Qualification Graduate Profile Outcome(s) (& credit value if known)** | **Learning Outcomes**  **[Marked up changes to LOs go here]** | **Assessment incl. %weighting (incl. links to Unit Standards if any)**  **[If changed, marked up changes go here]** | **Comments about how changes effect the ability of the course to meet the GO’s** |
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