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| **To** | Te Poari Mātauranga | Academic Board | **From** | Simon Tries, Manager, Te Korowai Kahurangi |
| **Title** | Discontinued programmes update | **Date** | 30 October 2019 |

### Recommendation/s

That Te Poari Mātauranga receive the update on programmes being suspended or withdrawn (commonly referred to as teaching-out) and discuss whether or not Te Poari Mātauranga | Academic Board have **sufficient** oversight of the policy and procedures associated with the *Suspension and Withdrawal of Academic Provision Procedure* (AC1.10).

### Purpose

The purpose of this report is to provide Te Poari Mātauranga with an update on the status of programmes being suspended and/or withdrawn.

### Background

Unitec is in the process of teaching-out a number of programmes in response to the Mandatory Review of Qualifications (MRoQ) and the 2018 Programme Renewal process, which resulted in a total of 21 programmes having their enrolments suspended.

A key concern in both instances is ensuring that appropriate transition arrangements are in place to manage students so they are able to complete their programme of study and are not disadvantaged as a result of the potential or actual expiry of their programme.

The *Suspension and Withdrawal of Academic Provision Procedure* (AC1.10) provides guidance to ensure that an appropriate process is followed.

### Commentary

Since the last report there has been a change in understanding the complexity of the situation of both suspending and withdrawing programmes. Originally, declining EFTS were an indication that the programme was nearing withdrawal however, a further audit indicated that a significant number of 'programme active' students have been discovered and remained in these programmes for a variety of reasons. This prompted Te Korowai Kahurangi to categorise the different types of 'programme active' students that may require communication and action. The following categories of 'active' students exist:

| Student A | Enrolled with non-attendance | The student has:<br>• been enrolled for more than two years (four semesters, excluding summer school) and<br>• achieved no (zero) credits and<br>• exceeded the timeframe for completion of the programme (refer Programme Regulations or, life of the programme) and have no course options for continuance, typically:<br> o Certificates 5 years<br> o Diploma 6 years<br> o Degrees 10 years |
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| Student B | Partially-credited (however cannot complete the expiring programme before the expiry date) | The student has:<br>• some credits, but not enough to complete the programme before the expiry date of the programme and<br>• is either enrolled or not currently enrolled |
| Student C | Partially-credited (can complete the expiring programme before the expiry date) | The student has:<br>• credits, and can or marginally can complete the programme before the expiry date of the programme and<br>• is either enrolled or not currently enrolled |
| Student D | Partially credited student (cannot complete the programme as the programme has been discontinued) | The student has:<br>• credits and<br>• is either enrolled or not currently enrolled |

Each expiring programme requires a different solution for each category of "active" student.


**Response to Actions from Discussion at Academic Board 2019-10-09, Item 3.3.1.3.**

Clarification of how the situation will be addressed will be included in the review of *AC 1.10 Suspension and Withdrawal of Academic Provision Procedures.* The review, while scheduled for December 2019, has commenced and, *inter alia*, found that the order of the procedures and nomenclature is inconsistent.

Review of the *AC 1.10 Suspension and Withdrawal of Academic Provision Procedures* will allow for consultation to ensure that there is sufficient academic oversight and that both ELT and Academic Board are informed by business considerations.

Where it is identified that a programme has no EFTS and no active students, a recommendation to Academic Board will be made for formal closure.

**Attachments**

- RAG Expiring and Unitec Discontinued Qualifications 20191105
- AC 1.10 Suspension and Withdrawal of Academic Provision Procedures

**Contributors**

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