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| A close up of a sign  Description automatically generated  | Course / Component Development and Improvement Request |

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| INFORMATION REQUIRED FOR APPLICATION TO UNITEC COMMITTEES |
| TO: | *[Name]* ***Rōpū Hōtaka Whakawhanake | Programme Development Group*** |
| FROM: | *[Name/Title]*  | **DATE:** | *[Date]* |
| RECOMMENDATION: | ***That the Rōpū Hōtaka Whakawhanake | Programme Development Group endorse the change(s) to the course(s) detailed in the following application for inclusion in a consolidated whole of programme improvement request effective from Semester [#, YYYY].*** |

Before you fill in this form, review each section to be sure that you know what is required. Please check [Change Due Dates on the NEST](https://thenest.unitec.ac.nz/TheNestWP/teaching-and-research/te-korowai-kahurangi/programme-development-changes-and-closure/programme-development-improvement-approval-deadlines/) to ensure that you have this submission approved in plenty of time.

This form is for individual course submissions to your [Programme Development Group (PDG)](https://thenest.unitec.ac.nz/TheNestWP/teaching-and-research/te-korowai-kahurangi/programme-development-changes-and-closure/prgramme-changes/programme-improvement-group/) or Programme Academic Quality Committee (PAQC) only.

This form is **NOT** to be sent to the Academic Approvals Committee (AAC).

If you need any assistance with any section, please contact the Te Korowai Kahurangi Programme Development team at TKK@unitec.ac.nz.

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| PROGRAMME INFORMATION |
| Peoplesoft Prog Code: |      *[Format: BIT]* |
| Main Programme Name: |      *[Format: Bachelor of Interesting Things (level 7, 360 credits)]* |
| Date changes will commence: |      *[Semester #, YYYY; or DD/MM/YYYY. Note that retrospective dates will not be accepted]* |

**This application must also include any other programmes that shares this course**

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| Other Peoplesoft Prog Code: |      *[Format: NZDIT]* |
| Other Programme(s): |      *[Format: NZ Diploma in Interesting Things (level 5, 120 credits)]* |

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| DEVELOPMENT / IMPROVEMENT DETAILS |
| Course No. & Name | **Short summary of Change** | **Reason for Change** |
|      *[Format: ABCD5101 Introduction to Interesting Things (level 5, 15 credits)]* |      *[This is placed in the Version Control table of the Course Descriptor and should be created using terms noted in the change type checklist above]* |      *[Reasons for change should present how the change will improve student outcomes]* |

*[Add a row here if this application is for more than one course/component. This form should not be used for more than three courses/components at a time]*

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| CHANGE TYPE  |
| *Use this checklist to determine the type of change you are making* |
| Type 1 changes are minor changes that *do not have an impact* on the total numbers of learning hours, credit values, or learning outcomes of the overall programme. *All Type 1 changes are reported to NZQA prior to delivery.* |

| **Type 1 change to Courses/Components:** | **Yes** | **No** |
| --- | --- | --- |
| Title of a course/component |[ ] [ ]
| Subject code or course/component number  |[ ] [ ]
| Course requisites (pre-, co-requisite, restriction) that ***DO NOT*** affect programme entry requirements ***OR*** progression to next year/level |[ ] [ ]
| Course contact hours (classroom, WBL, online directed, SDL) *[if change affects programme totals this will be Type 2]* |[ ] [ ]
| Delivery patterns (semester, block, full-year, etc.) for courses/components*[if type not already approved in the program this will be Type 2]* |[ ] [ ]
| Learning & teaching activities/delivery methods (minor changes only)*[if type is not already approved in the program this will be Type 2]* |[ ] [ ]
| Topics |[ ] [ ]
| Assessment incl. name, type, description/content, weighting, alignment to L/Os (minor changes only)*[if type is not already approved in the program this will be Type 2]* |[ ] [ ]
| Requirements to pass assessment (incl. pass thresholds) |[ ] [ ]
| Learning resources incl. specified text and reading resources |[ ] [ ]
| **Other changes** |  |  |
| Addition of a new Topic Title to a Special Topic course |[ ] [ ]

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| Type 2 changes are changes that do have an impact on the programme as a whole and include change that will alter the programme approval and accreditation data held by NZQA. *All type 2 changes must be approved by NZQA prior to implementation.* |

| **Type 2 change to Courses/Components:** | **Yes** | **No** |
| --- | --- | --- |
| Add or delete or replace a compulsory or elective course/component  |[ ] [ ]
| Change the level/credit value of a compulsory/elective course/component*[requires a new course to be created]* |[ ] [ ]
| Change the compulsory/elective status of a course/component |[ ] [ ]
| Course/component requisites (pre-, co-requisite, restriction) that ***DO*** affect programme entry requirements or progression to next year/level |[ ] [ ]
| Course contact hours (classroom, WBL, online directed, SDL) that ***DO*** affect programme totals |[ ] [ ]
| Delivery patterns (semester, block, full-year, etc.) for courses/components that are not already approved |[ ] [ ]
| Course aim/outcome statement |[ ] [ ]
| Learning outcomes |[ ] [ ]
| New assessment type ***not*** already approved in the program |[ ] [ ]
| Requirements for practical, workplace and education provider learning |[ ] [ ]
| Assessment Standards (addition/removal) attached to a course/component |[ ] [ ]
| Learning & teaching activities/delivery methods ***NOT*** already approved in the programme |[ ] [ ]
| New delivery site for this course/component ***NOT*** already approved in the programme |[ ] [ ]
| **Other changes** |  |  |
| [other] |[ ] [ ]

*Note: A number of the above require revised mapping to Graduate Profile Outcomes (GPO)* |

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| CHANGE TYPE |
| Change Type: | [ ]  Type 1 only [ ]  Type 2 only [ ]  Mixed Type 1 & 2 [Submitted together as Type 2) *Use the checklist above to confirm the change type* |

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| **CONSULTATION SUPPORTING DEVELOPMENT / IMPROVEMENT** |
| **Internal Consultation** | **Yes** | **No** | **Summary of feedback outcomes:** |
| Teaching team |[ ] [ ]        |
| Te Puna Ako for learning and assessment |[ ] [ ]        |
| Kaihautū for Māori outcomes |[ ] [ ]        |
| Pacific Centre for Pacific outcomes |[ ] [ ]        |
| Te Korowai Kahurangi (process, regulation, policy, etc.) |[ ] [ ]        |
| Enrolments; timetabling; marketing |[ ] [ ]        |
| Other programme teams  |[ ] [ ]        |
| *[if this course is shared with another programme or has* *a specific future destination programme]* |  |
| Other as relevant [Name] |[ ] [ ]        |

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| **External Consultation** | **Yes** | **No** | **Summary of feedback outcomes:** |
| Student feedback/evaluation |[ ] [ ]        |
| Māori, Pacific Peoples, Communities  |[ ] [ ]        |
| Industry/Industry Advisory Group |[ ] [ ]        |
| Monitor, Int./Ext. Moderator |[ ] [ ]        |
| Professional Accreditation Body/ITO |[ ] [ ]        |
| Other as relevant [Name] |[ ] [ ]        |

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| QUALITY COMPLIANCE EVIDENCE SUPPORTING DEVELOPMENT / IMPROVEMENT |

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| **Quality Compliance** | **Date / Comment** |
| Course Evaluation Planning (CEP) completed for the previous cycle |       |
| Last Internal Post-Event Moderation |       |
| Last External Moderation |       |
| Last Programme Review |       |

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| **RESOURCE IMPACT** |
| **Resource** | **Yes** | **No** | **Comments:** |
| Learning and teaching |[ ] [ ]        |
| Library |[ ] [ ]        |
| Staffing |[ ] [ ]        |
| Information technology (Moodle, Computer Labs, etc.) |[ ] [ ]        |
| Classroom /Lab /workshop |[ ] [ ]        |
| Specialist equipment |[ ] [ ]        |
| Enrolments, timetabling, or marketing teams |[ ] [ ]        |

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| CHANGE IMPACT ANALYSIS  |
| *Consider any impact that this development / improvement may have on other courses in the Programme and the Programme as a whole, or other Programmes that shares this course. In particular if this course leads to another course at a higher level.* |

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| **Impact questions** | **Yes** | **No** | **N/A** | **Impact mitigation** |
| Do changes in aim or L/Os affect the learning alignment in any other course in this, or another programme? |[ ] [ ] [ ]        |
| Do the changed L/Os still align to Graduate Outcomes? |[ ] [ ] [ ]        |
| Does the deletion or replacement of this course affect any requisites for other courses in this, or another programme? |[ ] [ ] [ ]        |
| Does the addition of a new course require requisite changes in other courses in this, or another programme? |[ ] [ ] [ ]        |
| Do changes in the compulsory/ elective status require requisite changes in other courses/programmes? |[ ] [ ] [ ]        |
| Do changes in requisites affect other courses in this, or another programme? |[ ] [ ] [ ]        |
| Will any changes in delivery patterns affect delivery of other courses in this, or another programme? |[ ] [ ] [ ]        |
| Will any changes in requirements for practical, workplace and education provider learning affect other courses in this, or another programme? |[ ] [ ] [ ]        |

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| TRANSITION ARRANGEMENTS |
| *Carefully consider any transition arrangements that may be required to ensure that current students are not adversely affected by these changes. Us the following to consider possible arrangements.* |

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| **Change action:** | **Suggested transition arrangements:** |
| If the changes to the content (aims, learning outcomes, topics, assessment) affect a current student’s ability to repeat the course | Students who failed this course prior to YYYY-Sem# and who need to repeat the course will complete the revised prescription.  |
| If the course is deleted | Students who failed ABCD6101 prior to YYYY-Sem#, and who need to repeat that course will *[choose from following]** complete the replacement course; *or*
* complete the substitute course ABCD6121; *or*
* undertake another course in negotiation with the relevant academic authority
 |
| If carry over course grades are allowed under regulations | The amount and content of any ‘carry over course grades’ will be negotiated with the relevant academic authority prior to the start of the course. |
| If the course is changed from compulsory to elective | Students who failed ABCD6101 prior to YYYY-Sem#, and who need to repeat that course may complete the course or choose an alternative elective in negotiation with the relevant academic authority; etc. |
| If the course is changed from elective to compulsory | Students who failed ABCD6101 prior to YYYY-Sem# may complete the course according to the requirements of the programme at the time of their enrolment. |
| If a course changes its requisites and it affects current student’s ability to enrol in the course | This requisite change requirement will not apply to any student enrolled in the programme prior to YYYY-Sem#. |
| If a course changes the requirements for practical, workplace and education provider learning | Students who failed this course prior to YYYY-Sem# and who need to repeat the course will complete the revised requirements. |

*Now write your own transition arrangements (if required) using the above examples*

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| TRANSITION ARRANGEMENTS |
| Describe any transition arrangements required for current/repeating students: |       |

*[Transition arrangements should have start and end dates and describe the specific requirements for each different group of current/repeating students. Use the table above to assist in determining the type of transition arrangements required]*

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| SUBMISSION CHECKLIST |
|[ ]  Sections and requirements required for this submission are completed  |
|[ ]  This application form is saved as a word document and labelled using the following convention: T1 Change App ABCD6123.docx ***or*** T2 Change App ABCD6123.docx |
|[ ]  All required supporting documents are attached with this submission (see below) |
| Supporting documents required for this application |
|[ ]  Revised & Marked-up Course/Component Descriptor (Required for ***all*** change types)*You must provide a marked-up course/component descriptor that clearly shows your proposed changes. This should show all marked-up changes ‘in-line’ within the document. Course descriptors are available to be downloaded from the e-Academic Library to be edited as required.* |
|[ ]  Course/Component and Learning Outcomes mapped to Graduate Profile (Required for ***all Type 2*** changes)*You must provide a marked-up mapping of new/changed courses and learning outcomes that clearly shows your proposed changes. This should show all marked-up changes ‘in-line’ within the document. These tables are already in your Programme Document and can be downloaded from the e-Academic Library to be edited as required.* |
|[ ]  Learning Activities Breakdown (Required for changes to course delivery and any new courses)*You must provide details of the course delivery, showing how much time is spent (hours per day, or hours per week) covering the course material through the allocation of hours to learning activities, assessment and student directed learning. This is completed in the Programme Information Details (PID) sheet located in the e-Academic Library.*  |
|[ ]  Other Supporting Evidence as required (list names of documents and attach or provide links)*Attach (or provide links to) any other relevant evidence that supports your application. Including any attachments that have been sighted as evidence in this application (moderation reports, Monitor reports, CEP, etc.).* |

Forward your completed application and required supporting documentation to your Programme Development Group for assessment.

If you need any assistance with completing this application, please contact the Te Korowai Kahurangi Programme Development team at TKK@unitec.ac.nz.

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| SUBMISSION EVALUATION – Office Only |

| **Evaluation** | **Yes** | **No** | **Comments:** |
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| Programme information correct |[ ] [ ]        |
| Proposed start date correct and achievable |[ ] [ ]        |
| Any other programmes affected noted and correct |[ ] [ ]        |
| Development / Improvement details complete |[ ] [ ]        |
| Reasons for change convincing  |[ ] [ ]        |
| Change type correct  |[ ] [ ]        |
| Evidence of internal support sufficient |[ ] [ ]        |
| Evidence of external support sufficient |[ ] [ ]        |
| Evidence of compliance sufficient |[ ] [ ]        |
| Resource impacts considered and sufficient |[ ] [ ]        |
| Requirements for overseas delivery sufficient |[ ] [ ]        |
| Change impact analysis complete and sufficient |[ ] [ ]        |
| Transition arrangements provided and sufficient |[ ] [ ]        |
| Revised/New Course Descriptor attached |[ ] [ ]        |
| Revised/New L/Os to GPOs Matrix attached |[ ] [ ]        |
| Learning Activities Breakdown attached |[ ] [ ]        |
| All relevant supporting documents attached |[ ] [ ]        |
| Recommendation: [ ]  Approve [ ]  Approve with requirements [ ]  Decline [ ]  Resubmit with requirements  |
| Comments/Requirements (if required):       |