
To	Academic Board	From	Steve Marshall Te Korowai Kahurangi
Title	Change to Programme Regulations Procedure and to Admission Requirements Procedure	Date	22/01/2020

Purpose

The purpose of this memo is to seek approval for changes to the following Procedures:

AC 1.2 Programme Regulations Procedure

AC 1.2.9 Admission Requirements Procedure

The changes to these procedures are aligned with the changes approved in the Admissions, Enrolment and Fees Policy and Procedure.

Recommendation

That the Academic Board approve the proposed changes in the following Procedures:

1. Programme Regulations Procedure including:
 - a. the removal of the requirement for Generic Regulations to apply to all Unitec programmes
 - b. clarification of the requirements of stand-alone Programme Regulations

2. Admission Requirements Procedure including:
 - a. reframed as 'guidelines' and added to the new template
 - b. removal of Certificate of Proficiency, Short Course Eligibility and Exclusions clauses to the Admissions, Enrolment and Fees Policy and associated procedure
 - c. replacement of Unitec 'English Language Entry Requirements for International Students' Table with direct link to the NZQA Table

Justification

1. The proposed changes to the *Programme Regulations Procedure* have resulted from a review of the connection among policy and procedure that was prompted by the review of the *Admissions, Enrolment and Fees Policy*, and the work currently underway on Course and Programme Setup.

The programme development associated with the Mandatory Review of Qualifications demonstrated that the concept of Generic Regulations was essentially obsolete, with many more exceptions to the rule, rather than those that employed all of the content of the generic regulations. A review of Degree Programme also demonstrates that there are many

exceptions to the rule, with some programmes stating that the Generic Regulations do not apply, where others have alternative clauses for specific items where the programme specific regulations override the generic. This causes confusion among staff and students, who currently need to cross reference multiple documents to understand all of the regulatory requirements of their programme, and it is often unclear about what clauses are to be followed and which are not.

A further example exists where a programme employs specific alternatives to the entry criteria, therefore they state that the Generic Regulations do not apply, however that Programme does not have programme specific information for the wide variety of other items covered in the regulations.

It is also important to note that NZQA do not recognise Unitec's Generic Regulations as a stand-alone set of regulations, rather they consider the Generic Regulations and the Programme Specific Regulations that were submitted at the time of Programme Approval to be the definitive set of regulations for each Programme. Therefore, whenever any changes are made to Generic Regulations, we must apply for that change to be recognized for each individual programme that those regulations cover. In effect there is no convenience for Unitec to be able to make a single change to the Generic Regulations as we still need to make the change to each individual programme.

If Unitec wishes to maintain control over specific regulatory elements that can be used to ensure that all Programme Regulations meet a certain standard, then it would be better to establish Policy or Procedure that can be referred to in Regulations. We currently do this with English Language Entry Requirements which refer to the current Rule 18 documents supplied by NZQA, or the Assessment in Te Reo Māori clause which briefly summarises the regulation but refers to the procedure for details. Replacing the current Generic Regulations with a set of clear Guidelines for writing Programme Regulations, would also ensure that key elements are covered.

2. The proposed changes to *Admission Requirements Procedure* have resulted from the consultation process associated with the review of the *Admissions, Enrolment and Fees Policy*. It was determined that some clauses would be better placed in the AEF policy and removed from the Admission Requirements. As a result, the remaining clauses were deemed to be better framed as guidelines as they only apply at the time of designing a programme. The new Admission Requirements Guidelines now naturally fit under the Programme Regulations Procedure.

Guidance for 'English Language Entry Requirements for International Students' have been retained in the new guidelines as they are currently referenced from many Programme Regulations. A link to the NZQA Table has been added to align with standard practice at other ITPs. Part of the above mentioned consolidation work will include specific English Language requirements for each programme within their unique regulations where required.

Next Steps

The move to consolidate a single set of regulations for each programme was forecast in a report on Academic Policy Review to the Academic Board meeting of 23 October 2018. At that meeting it was agreed that future work would involve the 'consolidation of Programme Specific and Generic Regulations into a single set of Regulations for each programme, which will result in Generic Regulations being disestablished".

This consolidation work has now commenced and the proposed change here is simply to remove the requirement that each programme employs a set of generic regulations in addition to programme specific regulations. All programmes that currently use the generic regulations have a reference to the fact at the top of their individual regulations, therefore the removal of the wording from this procedure does not in any way affect the operation or authority of the generic regulations as they are relate to each participating programme.

Attachments

AC 1.2 Programme Regulations Procedure 20191113 (Marked up with proposed changes)

AC 1.2.1 Admission Requirements Guidelines 20191113 (New format, no mark-up)

Admission Requirements Procedure (Old format/version?)