ACADEMIC DEVELOPMENT AND APPROVAL POLICY

1 Purpose

The purpose of this policy is to provide a framework for development and approval of academic provision at Unitec.

This policy gives assurance that all Unitec delivery is responsive to all stakeholders' needs and complies with all relevant statutory, legislative, and regulatory requirements.

2 Scope

This policy applies to all academic provision, including:

- all new:
    - qualifications;
    - programmes;
    - training schemes;
    - short courses;
    - ITO block courses; and/or
    - similar developments.
- changes to existing academic provision;
- delivery sites; and
- delivery via collaborative arrangements, including sub-contracting arrangements.

3 Policy Statement(s)

1. All academic development, approval, and delivery will be carried out in accordance with the *Academic Statute*.

2. All academic development will be carried out in alignment with Unitec's strategic priorities, *Te Noho Kotahitanga*, and the principles of the *Living Curriculum.*

3. All academic provision will be developed to satisfy internal and external academic, professional, and business requirements and meet the needs of all key stakeholders.

4. The development and delivery of all academic provision will be in accordance with relevant legislative and regulatory requirements.

5. Academic provision involving collaboration with mana whenua, Māori organisations, industry Māori, Wānanga, and indigenous peoples will be undertaken in accordance with Unitec's *Iwi Māori Consultation Guidelines.*

6. All programme delivery is cognisant of the requirements of Unitec's *Academic Timetabling Procedures* that ensures learning and teaching activities are allocated to the most suitable teaching spaces to support learners' experience.

7. All academic provision is subject to on-going evaluation and review in accordance with the *Academic Evaluation, Review, and Improvements Policy*.

8. Cessation of delivery of any type of academic provision shall be approved in accordance with the relevant delegated authority. Cessation of academic provision must be managed in accordance with the *Suspension and Withdrawal of Academic Provision Procedures*.

9. Prior to being offered to students, all new teaching locations will be approved in accordance with institute policies and procedures, the requirements of Unitec's quality assurance body (NZQA), the Tertiary Education Commission (TEC), and any other relevant standard-setting bodies.

10. Arrangements with external organisations for the delivery of learning activities will be described in a formal agreement between the parties, in accordance with the requirements of the NZQA, TEC, and Unitec's internal policies.

11. The development and delivery of all new and revised academic provision, including sub-contracted or collaborative delivery arrangements, is subject to approval in accordance with the current delegated authorities and relevant procedures associated with this policy.

12. All academic provision will be delivered in accordance with currently-approved documentation held in Unitec's e-academic library.

13. The extent to which the implementation of this policy and associated procedures achieve their intended outcomes will be subject to evaluation and review by the Quality Alignment Board (see the *Academic Evaluation, Review and Improvements Policy* and associated procedures).

4 Associated Procedures

Procedures associated with this policy include the:

- *Academic Timetabling Procedure*;
- *Approval for Additional Delivery Sites Procedure*;
- *Change and Improvement Procedure*;
- *Collaborative Arrangement Procedure*;
- *Consent to Assess Procedure*;
- *External Stakeholder Engagement Procedure*;
- *Programme Regulations Procedure*;
- *Qualification and Programme Development and Approval Procedure*;
- *Short Course, Training Scheme, and Vocational Pathway Procedure*; and the
- *Suspension and Withdrawal of Academic Provision Procedures*.

5 Evaluation/Outcomes

The extent to which the implementation of this policy and associated procedures achieve their intended outcomes will be subject to on-going evaluation and review by the Quality Alignment Board.

6 Delegations/Responsibilities

Authority	Delegation	Required Endorsements
Approving proposals for the development of academic provision of 40 credits or more.	Executive Dean	None

Authority	Delegation	Required Endorsements
Approving proposals for the development of academic provision of less than 40 credits.	Network Dean	
Approving applications for external approval of new qualifications	Academic Board	Academic Approvals Committee Programme Action and Quality Committee
Approving new programmes and courses	Academic Board	Academic Approvals Committee Programme Action and Quality Committee
Approving applications for external-approval including "NZQA-Approved" Training Schemes	Academic Board	Academic Approvals Committee Programme Action and Quality Committee
Approving applications for academic provision that do not require external approval	Programme Improvement Committee	Programme Action and Quality Committee
Approving new sites	Academic Approvals Committee	Programme Action and Quality Committee
Approving Type 2 changes to programmes	Academic Board	Academic Approvals Committee Programme Action and Quality Committee
Approving Type 1 changes to programmes	Programme Improvement Committee	Programme Action and Quality Committee
Approving sub-contracting and collaborative arrangements	Academic Approvals Committee	Programme Action and Quality Committee
Approving the suspension and withdrawal of academic provision	Academic Board	Programme Action and Quality Committee Manager, Te Korowai Kahurangi Leadership Team

7 Definitions

Unless otherwise specified the definitions in the *Policy Framework Glossary* (to be completed) apply. If a definition is not listed in that resource, ask the Policy Framework Manager to consider adding it.

8 Reference Documents

- *Education Act* (1989) (including any amendments).
- *New Zealand Qualifications Framework: Qualification Listing and Operational Rules* (2016).
- *New Zealand Qualifications Framework: Programme Approval and Accreditation Rules* (2013).
- *New Zealand Qualifications Framework: Off-shore Programme Delivery Rules* (2012).
- *Directory of Assessment Standards Listing and Operational Rules* (2011).
- Consent to assess against standards on the *Directory of Assessment Standards Rules* (2011).
- *Assessment Rules for Tertiary Education Organisations with Consent to Assess Entering Candidates for Achievement Standards* (2018).
- *Quality Assurance Rules* (2016).
- *Training Scheme Rules* (2012).
- Unitec's:
    - *Academic Statute*.

o *Academic Evaluation, Review and Improvements Policy*.

o *Iwi Māori Consultation Guidelines*.

9 Document Details

Version number	5.0	
Issue Date	August 2018	
	Amendment Date	**Amendment/s:**
	09/06/2010	Replaces existing *Introducing New Programmes at Unitec Policy*
	23/02/2011	• Changes introduced by change to NZQA Policy. • Change includes change of policy title from *New Programme Development* to *New Qualification / Programme Development*
	19/05/2011	• Errors in policy corrected
	11/09/2012	• Change in title to *Qualification and Programme Approval Policy*. • Other changes to reflect the need for programme re-work resulting from the TRoQ and improvements reflecting context and strategy shifts.
Version History	05/03/2013	• Error in policy corrected at Section 2.3 (14) – clause relating to documentation forwarded to NZQA for qualification/programme approval re-written
	18/06/2013	• Update to bring programme approval documentation development in line with NZQA rules. • Addition to 2.2 (7) "The endorsed proposal is forwarded to the Academic Board for noting."
	18/12/2014	• Formal review
	18/02/2016	• Update to align documentation with the revised programme development process.
	01/08/2018	• Changes introduced as part of the development of an Academic Quality Assurance Map.
Consultation Scope	Key stakeholders consulted in the review of this policy:	
Approval authority	Academic Board	
Date of Approval	June 9th 2010	
Policy Sponsor	Academic Board	
Policy Owner	Executive Dean	
Contact Person	Manager, Te Korowai Kahurangi	
Date of Next Review	December 2018	