Degree Monitoring Process

Phase	Activity	By whom
Scheduling a Monitoring event	**Monitoring Details** Note: Typically, Monitors are only appointed for a total of three years. In exceptional circumstances, a Monitor may be appointed for a fourth year, approved by the Director, Te Korowai Kahurangi.	
	• Advise the School that **by 30 November** they need to confirm, for the following year, the o Name of Monitor o Planned Monitoring event dates Note: unless otherwise agreed with the Director, Te Korowai Kahurangi	Team Leader, Te Korowai Kahurangi (TL)
	• Advise the Academic Programme Manager (APM) of the need to change the Monitor (if required)	TL
	If a new Monitor is required: • The Head of School endorses nominees with their full Curriculum Vitae (including research) to the Director, Te Korowai Kahurangi	Head of School (HoS)
	If a New Zealand Qualification Authority (NZQA) Monitor is required: • The HoS endorses two nominees to be sent to NZQA via the Director, Te Korowai Kahurangi.	HoS
	• Confirm a Monitor is appointed with a contract in place for each Degree programme • Communicate with the Monitor to establish the monitoring visit date at least two months before the event • Advise Te Korowai Kahurangi of the Monitor's details and the date/s of the visit • Delegate the School Business Administrator to facilitate the contract with the Monitor	APM or School staff delegate
Preparing for a Monitoring event	**Agenda**	
	• Provide the monitoring visit agenda template to the APM	TL
	• Prepare the monitoring agenda and confirm with the TL	APM or School staff delegate
	Document Preparation	
	• Advise the APM of the documentation required	Senior Quality Administrator assigned to the School (SQA)
	• Prepare documentation for the visit and ensure it is filed in the PAQC SharePoint or other TKK directed storage location at least eight (8) weeks before the visit. Documentation includes: o Most current Programme Evaluation and Planning report (PEP) o Last Monitor's report and programme response/action plan (including progress against any actions) o Summary of external moderation reports o Programme documentation (including current programme document, course descriptors, and programme regulations) o Research and staffing-related information o Summary of industry engagement o Student course survey results, EPI data, and graduate survey data o Current template for the Monitor's Report o Policy and Guidelines on Monitoring of Degrees o Policies and procedures on credit recognition	BA or other School staff
	• Confirm to the SQA that all documentation is ready to be sent	APM and TL
	• Provide the documentation to the Monitor at least one month before the visit	SQA
	Logistics	
	• Prepare briefing paper for the Executive Leadership Team (at least five working days before the visit)	APM

	• Confirm all attendees as per the approved agenda • Confirm meeting rooms and online technology requirements with parties • Confirm flights, accommodation, meals, transport, etc. with parties • Confirm parking with parties • Arrange purchase order for Monitor's invoice	BA
Outcome of a Monitoring event	• Provide a draft report to the APM and TL within ten working days of the visit to NZQA (degreemonitoring@nzqa.govt.nz) for NZQA monitoring events or to tkk@unitec.ac.nz for self-monitoring	Monitor
	• For NZQA monitoring events, send the draft monitoring report to the institution within 10 days of receiving it from the Monitor	NZQA
	• Confirm the factual accuracy of the report (within ten working days of receipt of draft monitoring report) or request changes	APM and TL
	• Send the confirmed report back to the Monitor (within ten working days of receipt of draft report)	TL
	• Send the final version of the monitoring report within ten working days of receiving the checked draft report to the Director, Te Korowai Kahurangi	Monitor/NZQA

	• Send a memorandum and distribute the final report to:
	  • APM and the Head of School (HOS)
	  • Programme Academic Quality Committee (PAQC) Secretary
	  • There will be a note in the memorandum attach the self-monitoring report to the annual PEP
		Director, Te Korowai Kahurangi

	• Add the final report to the agenda of the next PAQC meeting • Save the final report on the H Drive e-academic library	PAQC Secretary SQA
	• Review the final report • Create a SMART action plan using the linked Unitec evaluation response form (action planning template) (if required) • Send the action plan (if required) to the PAQC for approval	APM
Follow-up of a Monitoring event	• Consider and rate the final report using the Degree Monitoring Rubric • Approve and rate the action plan using the Degree Monitoring Rubric	PAQC
	At least six-monthly, and until all actions are complete, the PAQC will: • Provide an update on the action plan • Rate the progress against the action plan • Advise the TL, Te Korowai Kahurangi of the ratings • Update the oversight system to produce the linked PowerBI Monitoring Report	APM PAQC PAQC Secretary TL

For further information see the linked Degree Monitoring webpage.