



Academic Development and Approval Procedures

The Academic Development and Approval Procedures (AC1.1) is governed by and derives its authority from **AC1.0 Academic Development and Approval Policy**

This procedure applies to Unitec owned programmes and educational products only.

Procedures for engaging with Te Pūkenga owned programmes are noted in operational documents provided by Te Pūkenga Quality Office.

The development and improvement of programmes or educational products not owned by Unitec will apply policy and procedure established by the programme or educational product owner.

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Purpose

This document sets out Unitec procedures for academic development and approval. It should be read in conjunction with *AC1.0 Academic Development and Approval Policy* and the associated procedures noted in the reference documents table below. These procedures:

- Provide guidance and support to all members of the Unitec community (including kaimahi, ākonga and stakeholders) regarding their responsibilities for academic development.
- Enable those engaged in programme development to operate effectively and efficiently within the framework of Unitec policies, procedures, and guidelines.

Scope

These procedures govern:

- the development, approval and accreditation of Programmes inclusive of:
 - New Zealand Certificate (Level 1-6),
 - New Zealand Diploma (Level 5-7),
 - Degree and related programmes (Level 7-10),
 - Micro-credentials.
- the accreditation of a programme owned by another provider.
- the development and approval of:
 - Qualifications,
 - Short courses (inclusive of other related educational products).
- the attainment of consent to assess against standards.
- the improvement (making changes) to qualifications, programmes, micro-credentials, short courses and other educational products.
- the approval of permanent and temporary teaching locations.

These procedures do not include the development of Te Pūkenga or other unified programmes.

These procedures do not cover the negotiation, approval or the ongoing management of sub-contracting arrangements which are the subject of *AC1.6 Collaborative Arrangements Procedure*.

Procedure

The following procedures apply to Unitec owned programmes and educational products only. The development and improvement of programmes or educational products not owned by Unitec will apply policy and procedure established by the programme or educational product owner.

‘Academic development’ is the term used throughout this document to describe all forms of academic development, approval, accreditation, and/or improvement.

1. Academic development

- 1.1 Academic development is consistent with all relevant statutory, legislative, and regulatory requirements of the Government’s Tertiary Education Strategy, New Zealand Qualifications Authority (NZQA) rules and guidelines, Tertiary Education Commission (TEC), Workplace Development Council (WDC), Professional Bodies and relevant institutional strategies.
- 1.2 Schools are responsible for academic development in their disciplines. They will be supported in this mahi within the spirit and framework of Te Noho Kotahitanga with emphasis on the values of Mahi Kotahitanga (Co-operation) and Ngākau Mahaki (Respect).

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- 1.3 Schools must gain formal approval to proceed prior to commencing any academic development according to the requirements of each development type as noted in *Programme Development and Approval Processes*.
- 1.4 Support for academic development will be provided upon receipt of the formal approval to proceed. Te Korowai Kahurangi will provide and/or facilitate the relevant support (including from Te Puna Ako, Kaihautū (Māori Success) and Pacific Navigator (Pacific Centre) and others as required) in accordance with strategic and operational priorities. The extent of support required will be discussed with each development team.
- 1.5 Academic development is to be undertaken using a project methodology which will be supported by Te Korowai Kahurangi. Development processes will vary depending on the type of academic development.
- 1.6 Document templates will be provided by Te Korowai Kahurangi and will include detailed guidance on specific development aspects. Templates may be amended to meet the specific needs of the development in consultation with Te Korowai Kahurangi who are responsible for the development and maintenance of document templates. All requirements stated in the templates must be addressed including, where applicable, transitional arrangements for ākonga.
- 1.7 Regular updates and progress hui will be scheduled throughout the academic development project to ensure that appropriate progress is made, workloads are manageable, documentation is available and consistent, and the overall management of the project is transparent.
- 1.8 Applications that require NZQA approval and/or accreditation of programmes or micro-credentials, and consent to assess against standards must align with the requirements of relevant NZQA Rules (e.g., Approval, Recognition, and Accreditation Rules) in consultation with Te Korowai Kahurangi.
- 1.9 Additional processes are required for degree and related programme applications. Where required, these processes are noted throughout the specific Programme Approval Document template.
- 1.10 At the completion of each academic development project, Te Korowai Kahurangi may undertake a review to determine lessons learned from the process and identify good practice and areas for improvement.
- 1.11 In accordance with the *AC7.0 Academic Evaluation, Review, and Improvements Policy*, regular monitoring and review of all academic provision and its delivery will be undertaken as required.

Procedure document control and version history

Approval Details

Version number	V1.0
Issue Date	04/07/2024
Approval authority	Te Komiti Mātauranga Academic Committee
Date of Approval	27/06/2024
Procedure Sponsor	DCE, Academic
Process Sponsor	Director, Te Korowai Kahurangi
Review Owner	Lead, Programme Development and Management, Te Korowai Kahurangi
Next Review	June 2025

Version History

Version	Amendment Date	Summary of Amendment/s
V1.0	27/06/2024	<p>First issue of: Revised Procedure consolidating similar processes for greater visibility and easier access for users. Inclusion of the following into a single procedure:</p> <ul style="list-style-type: none"> AC1.2 Programme Regulation Procedure (articulated in PAA document and document management process) AC1.3 Short Course, Micro-credential and Vocational Pathway Procedure AC1.4 Change and Improvement Procedure AC1.5 Approval of Delivery Sites Procedure AC1.6 Collaborative Arrangements Procedure (accreditation of another providers approved programme) AC1.7 Consent to Assess Assessment Standards Procedure AC1.8 Stakeholder Engagement Procedure (articulated for Programme Development and moved into Evaluation of Academic Provision Procedure) <p>Inclusion of School facing processes in procedure</p>

Delegations

Authority	Delegation	Required Endorsements
Approving proposals for the development of academic provision that require external approval.	Deputy Chief Executive (DCE), Academic	Head of School (HOS) Director School and Performance (DSP)
Approving proposals for the development of academic provision that do not require external approval.	Director School and Performance (DSP)	Head of School None
Approving applications for external approval of new qualifications and/or programmes (including micro-credentials)	Te Komiti Mātauranga Academic Committee	Te Komiti Whakamana Hotaka Hou Academic Approvals Committee
Approving applications for academic provision that do not require external approval	Te Komiti Whakamana Hotaka Hou Academic Approvals Committee	Head of School
Approving new sites	Deputy Chief Executive (DCE), Academic	Te Komiti Whakamana Hotaka Hou Academic Approvals Committee Head of School

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Authority	Delegation	Required Endorsements
Approving Type 2 changes to programmes	Te Komiti Mātauranga Academic Committee	Te Komiti Whakamana Hotaka Hou Academic Approvals Committee Te Komiti o ngā Hotaka Programme Academic Quality Committee
Approving Type 1 changes to programmes	Te Komiti Whakamana Hotaka Hou Academic Approvals Committee	Te Komiti o ngā Hotaka Programme Academic Quality Committee
Approving sub-contracting and collaborative arrangements	Senior Leadership Team (SLT)	Te Komiti Whakamana Hotaka Hou Academic Approvals Committee Te Komiti o ngā Hotaka Programme Academic Quality Committee
Approving the withdrawal of academic provision	Te Komiti Mātauranga Academic Committee	Te Komiti Whakamana Hotaka Hou Academic Approvals Committee DCE Academic

Academic development, approval, accreditation and/or improvement processes

The following processes apply to Unitec owned programmes and educational products only. Processes for developing and approving programmes or products not owned by Unitec will apply those established by the owner of the programme or product in consultation with Te Korowai Kahurangi.

When to use	<p>The processes included in this document will be used whenever an academic development project is initiated.</p> <p>The processes used will vary depending on the form of academic provision being developed and the needs and capability of the School and the development team.</p>
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Key terms and links	<p>Academic development is used throughout to describe all forms of academic development, approval, accreditation, and/or improvement.</p> <p>Programme is used throughout to represent any of</p> <ul style="list-style-type: none">• New Zealand Certificate (Level 1-6)• New Zealand Diploma (Level 5-7)• Degree and related programmes (Level 7-10)• Micro-credentials <p>Short Course is used throughout to represent any of</p> <ul style="list-style-type: none">• Short Course• Contracted Delivery Course• Other related educational product <p>NZQA: Mana Tohu Mātauranga o Aotearoa New Zealand Qualifications Authority</p> <p>NZQCF: Te Taura Here Tohu Mātauranga o Aotearoa New Zealand Qualifications and Credentials Framework</p> <p>TEC: Te Amorangi Mātauranga Matua Tertiary Education Commission</p> <p>WDC: Ohu Ahumahi Workplace Development Councils</p> <p>Academic Committee: Te Komiti Mātauranga Academic Committee</p> <p>AAC: Te Komiti Whakamana Hōtaka Hou Academic Approvals Committee</p> <p>PAQC: Te Komiti o ngā Hōtaka Programme Academic and Quality Committee</p> <p>AiP: Approval in Principle application is used to gain executive institutional approval to proceed with specific types of academic development and/or improvement as required.</p>
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1. Programme and/or qualification development, approval and accreditation process

The following process describes the steps required for:

- Developing and gaining approval and accreditation to deliver a new programme
- Gaining accreditation to deliver an approved programme that is owned by another provider
- Developing and gaining approval to list a new qualification on the NZQCF

This process applies to programmes and qualifications for:

- Micro-credentials
- New Zealand Certificates Level 1-6
- New Zealand Diplomas Level 5-7
- Degree and related programmes and their embedded qualifications Level 7-10

Programme development for approval and/or accreditation

All programmes are developed using guidelines provided by NZQA, including:

[Guidelines for Micro-credential listing, approval, and accreditation](#)

Micro-credentials are approved externally by NZQA and may include endorsement requirements from a Workplace Development Council (WDC).

[Guidelines for programme approval and accreditation of New Zealand Certificates Level 1-6 and New Zealand Diplomas Levels 5-7](#)

All programmes for New Zealand Certificates Level 1-6 and New Zealand Diplomas Levels 5-7 are approved and/or accredited by NZQA.

[Guidelines for Degree and related programmes \(Level 7+\) approval, accreditation, and monitoring](#)

All degree and related programmes Level 7-10 are approved and/or accredited by NZQA. A qualification for a degree and related programme is developed simultaneously alongside the development of the programme and should also reference the following NZQA guidelines: [Listing qualifications on the NZQCF](#).

In addition to the above, all developments operate within published rules which are made under section 452 of the Education and Training Act 2020. These include the following:

[Programme Approval, Recognition, and Accreditation Rules](#)

These rules apply to all categories of Programme Development listed above.

[Consent to Assess Rules](#)

Are in addition to the above rules and apply for any programme that includes assessment of standards listed on the Directory of Assessment and Skills Standards (DASS).

Assessment standards listed on the DAS are also subject to requirements set out in the [Consent and Moderation Requirements \(CMR\)](#) which is accessed via the [Directory of Assessment and Skill Standards \(DASS\)](#).

Accreditation of an approved programme that is owned by another provider

The process for gaining accreditation to deliver an approved programme that is owned by another provider employs the same general process described below with a focus on meeting the accreditation requirements only. Some steps will be modified as advised by Te Korowai Kahurangi. All accreditation only developments require a collaborative arrangement with the programme owner and an application to NZQA for accreditation only.

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The collaborative agreement must be a formal, specific, and unambiguous written which must:

- be signed by all parties including Unitec's Chief Executive or relevant designated authority;
- refer to relevant academic policies;
- clearly document the roles and responsibilities of all parties, including any relevant external authority/ies;
- address all issues relating to programme delivery, student support and guidance, marketing and advertising, and academic quality assurance; and must
- include provisions for termination of the agreement and processes for review of the arrangement.

Note: This process does not currently apply to Te Pūkenga owned programmes.

Qualification development for approval

The development and approval of a new qualification follows NZQA guidelines: [Listing qualifications on the NZQCF](#). All qualification development must meet the requirements of rules set out in section 452 of the [Education and Training Act 2020](#).

Qualifications for New Zealand Certificates at Levels 1 to 6 and New Zealand Diplomas at Levels 5 to 7 must meet the requirements of the [Qualification and Micro-credential Listing and Operational Rules 2022](#).

Qualifications for degree and related programmes at Level 7+ are developed and approved simultaneously alongside the programme. The development of these qualifications must be undertaken in accordance with NZQA [Guidelines for approving and maintaining degrees and related qualifications](#).

Academic development, approval and/or accreditation process

Development and approval and/or accreditation of a programme or approval of a qualification will be undertaken in accordance with the following process:

Process Steps	Who	Action
Approval in Principle (AiP) to Develop	Head of School (HOS) Director School and Performance (DSP) Deputy Chief Executive (DCE) Academic	<i>Approval in Principle (AiP)</i> to develop application template completed, endorsed by the Head of School (HOS) and the Director Schools and Performance (DSP) and forwarded to the Deputy Chief Executive (DCE) Academic for approval and then on to Te Korowai Kahurangi so the project and development can begin. <i>NB: Applicants will be notified if a Business Case is required.</i>
Develop Business Case (<i>if required</i>)	HOS	Following approval of the AiP the HOS develops a <i>Business Case</i> for the development project and submits this document to the relevant delegated authority for approval.
Collaborative agreement for accreditation only developments (<i>if required</i>)	Programme Owner Head of School (HOS) Deputy Chief Executive (DCE) Academic	<i>Required for accreditation of an approved programme from another programme owner.</i> An agreement to collaborate between Unitec and the programme owner is initiated prior to any development work being undertaken. This agreement must: <ul style="list-style-type: none">be signed by all parties including Unitec's Deputy Chief Executive or relevant designated authority;refer to relevant academic policies;

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Process Steps	Who	Action
		<ul style="list-style-type: none"> clearly document the roles and responsibilities of all parties, including any relevant external authority/ies; address all issues relating to programme delivery, student support and guidance, marketing and advertising, and academic quality assurance; include provisions for termination of the agreement and processes for review of the arrangement. <p>Once the terms of the agreement have been confirmed, Te Korowai Kahurangi will seek NZQA advice regarding the process for further approval.</p>
Te Pūkenga Approval	Te Korowai Kahurangi Academic Centre and Learning Systems (ACLS)	<p>The AiP is submitted to Te Korowai Kahurangi which will make the Matter for Central Decision Making (MCDM) application to Te Pūkenga for endorsement.</p> <p>The endorsement will be returned to Unitec for submission by Unitec to NZQA following completion of the development.</p>
Approved to Develop		
Initiate Development Project	<p>Lead, Programme Development and Management, Te Korowai Kahurangi</p> <p>Representatives of Te Puna Ako, assigned Kaihautū, Pacific Navigator, and other Unitec stakeholders (Marketing, Finance, Operations, Student Services, Library, Priority Groups) as required.</p> <p>School Academic Development Team</p>	<p>Meet with development team and all stakeholders to initiate the development project. This hui will establish the scale and scope of the individual project using NZQA guidelines as a benchmark.</p> <p>A project brief will be developed to confirm and document agreements for the type and specifics of the development project, the specific documents required to be included in the development (supplied by Te Korowai Kahurangi), and expected development activities including the following:</p> <ul style="list-style-type: none"> The scale and requirements of stakeholder engagement and consultation including: <ul style="list-style-type: none"> Relevant communities (incl. ākonga, whānau, hapū, iwi, or hapori Māori) Kaimahi and Kaiako The qualification developer/WDC Any relevant academic, employer, industry, professional and other bodies Unitec operations and support services. The requirements for the development of curriculum (course, content and assessment) and any associated resources Key development team members and the project co-ordinator, and their responsibilities in the development project Roles and responsibilities for associated development support personnel The location of a shared working space for the project.

Process Steps	Who	Action
		<ul style="list-style-type: none"> Agreed timelines and deadlines including milestones, a schedule of check-in hui, and any expected development events The need to confirm an expected date for AAC submission according to those provided on the Approval Deadlines for New or Changed Programmes Te Aka The Nest page. <p>Note: The timeline for each development will vary according to type. For example, where related programmes are required to be considered together such as a suite that includes a master's degree, postgraduate diploma and postgraduate certificate, a longer time frame for both internal and external approval may be required.</p> <p>For programmes at levels 1 to 6, or a diploma at level 7 and Micro-credentials WDC endorsement is required prior to NZQA consideration. WDC endorsement may take up to 4 weeks and then NZQA approval may take up a further 6 weeks. TEC funding and fees approval may take an additional 6 weeks.</p>
Academic Development	School Academic Development Team in consultation with the Te Korowai Kahurangi, Te Puna Ako, Kaihautū (Māia) and Pacific Navigator (Pacific Centre) & other relevant stakeholders	<p>All academic development references NZQA guidelines and rules as noted in the introduction to this section.</p> <p>The development team collectively develops the Programme using the <i>Programme Approval and Accreditation Document (PAD)</i> and associated documentation including the <i>Programme Information and Data Sheet (PID)</i> templates supplied by Te Korowai Kahurangi.</p> <p>The development team participates in, and reports on progress in milestone and check-in hui and any other scheduled events as determined in the agreed project brief.</p> <p><i>Note: For accreditation only projects, the PAD is modified to only reference the accreditation requirements. This modified PAD sits alongside the programme owners approved document.</i></p>
Regular updates and progress hui	School Academic Development Team and Development Project Lead	Progress of development reviewed regularly including progress of curriculum development and stakeholder consultation and feedback. Modifications made to documents as required.
Peer Review and Endorsement	School Academic Development Team in collaboration with HOS (and PAQC if required)	<p>A final edit of the programme document, and all other agreed support documents are completed for review and endorsement prior to final submission to Academic Approvals Committee (AAC).</p> <p>If the HOS and School Academic Development Team are satisfied with the application, the HOS completes the</p>

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Process Steps	Who	Action
		<p><i>Memo of Support</i> (see note 1 below) which will accompany the submission to AAC.</p> <p>If the development is a replacement for an existing offering (such as a unified programme with a partner institution) the PAQC may be employed in the review and endorsement of the proposal prior to submission.</p>
	Project Lead	The <i>Programme Evaluation Tool template</i> is completed to accompany the submission to Academic Approvals Committee (AAC). This tool is used by AAC to evaluate the application.
Submit development application to AAC	HOS (or their delegate)	<p>Memo to AAC, Programme Approval Document and PID sheet, and any other agreed documents (e.g., Self-Assessment, sub-contracting agreements, site approvals, etc.) are provided to the Academic Approvals Committee (aac@unitec.ac.nz) according to the submission date agreed in the project brief.</p> <p><i>Note:</i></p> <p><i>Incomplete applications will not be considered.</i></p> <p><i>Late applications will be rescheduled to the next available AAC hui.</i></p> <p>All timeframes for delivery of the finalised programme development application to AAC will be documented in the project brief. These will be reviewed throughout the development process. See Approval Deadlines for New or Changed Programmes page on the Nest.</p> <p>(See AAC Approval Process for administrative details)</p>
AAC member review	AAC members	<p>Allocated AAC members review documentation and provide feedback on whether the application meets all relevant requirements in accordance with AAC processes.</p> <p>Feedback is recorded in the Programme Evaluation Tool.</p>
Development Team respond to the AAC feedback	School Academic Development Team	<p>Prior to the AAC hui, the Development Team are given the opportunity to consider and respond to the feedback on the Programme Evaluation Tool.</p> <p>The response is returned to the AAC Secretary to each point raised no later than two working days prior to the AAC hui.</p>
AAC consideration of response to feedback	AAC members	<p>AAC members meet to consider the development team's response to the matters raised during the evaluation.</p> <p>If required, the development team meets with the AAC members to clarify any outstanding issues from the Committee's feedback.</p>
AAC endorsement	Academic Approvals Committee	AAC considers the application at its scheduled hui (including the feedback and the development team's

Process Steps	Who	Action
		<p>responses to feedback). This may include members of the development team being invited to attend the AAC hui to speak to the application and answer any questions.</p> <p>There are three possible outcomes:</p> <ol style="list-style-type: none"> 1. <i>Application Approved</i> 2. <i>Application Approved subject to conditions being met</i> 3. <i>Application is required to be resubmitted – significant gaps in application against criteria.</i> <p>Committee Secretary informs relevant parties of application outcome:</p> <p><i>If... 1. Application Approved</i></p> <ul style="list-style-type: none"> ⇒ Application proceeds to next stage of formal approval. <p><i>If... 2. Application approved subject to conditions being met</i></p> <ul style="list-style-type: none"> ⇒ Lead, Programme Development and Management works with Programme team to address issues and confirms with AAC Secretary when all conditions met. ⇒ Application then proceeds to next stage of formal approval. <p><i>If... 3. Application is required to be resubmitted – significant gaps in application against criteria.</i></p> <ul style="list-style-type: none"> ⇒ Lead, Programme Development and Management works with Development team to address all requirements. ⇒ Application is resubmitted to Academic Approvals Committee at a later agreed scheduled date. <p><i>Note: “subject to ...” approvals will only be given where there are only minor matters to rectify. All “subject to...” approvals are confirmed as being met by the lead, PDM and reported back to the AAC, prior to proceeding to the next stage of formal approval.</i></p>
Academic Committee Approval	Academic Committee	<p>Applications submitted to Academic Committee include a memo from the Chair AAC requesting approval.</p> <p>Applications will be considered by Academic Committee or Academic Committee Standing Committee. Two possible outcomes:</p> <ol style="list-style-type: none"> 1. Application approved. Application proceeds to next stage 2. Application declined. Application returned to AAC which will work with Development team to amend application and resubmit to Academic Committee (Standing Committee)

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Process Steps	Who	Action
Endorsement for accreditation only developments (<i>if required</i>)	Head of School (HOS) Programme Owner	Final documentation forwarded to Programme Owner seeking their endorsement of the application to NZQA and other external approval. Once endorsement received, move to next steps as required.
New Zealand Certificates Level 1-6, New Zealand Diplomas Level 5-7, and Micro-credentials external endorsement/approval.		
Submit application to WDC (as required)	Te Korowai Kahurangi Liaison	Workplace Development Council (WDC) endorsement is required for Level 1-6 & Level 7 sub-degree programmes, and some Micro-credentials. The approved programme application (including programme document and WDC endorsement form) is submitted to the relevant WDC. WDC endorsement may take up to four weeks and may result in a request for further information (see below for RFI process) WDC endorsement must be obtained and forwarded to NZQA with the application.
Requests for further information (RFI) addressed	WDC to Te Korowai Kahurangi	The Lead, Programme Development and Management will co-ordinate any required responses from the Programme Development Team to any requests for further information (RFI). Where RFI requirements result in a change being made to the programme or accreditation documentation, the Lead, Programme Development and Management will consult to determine the scale of the change. Minor technical changes may be completed and reported via memo to AAC and Academic Committee. Significant changes may be subject to additional approvals by the AAC Standing Committee and/or Academic Committee Standing Committee. RFI responses returned to WDC for their consideration. Note: All requests for further information, and Unitec's response to them, are provided to the next hui of the AAC to ensure records are retained and any possible improvements considered.
Submit application to NZQA	Te Korowai Kahurangi Liaison	Approved programme application and any relevant supporting documents including WDC endorsement and MCDM is submitted to NZQA. NZQA approval may take up to six weeks.
Requests for further	NZQA to Te Korowai Kahurangi	The Lead, Programme Development and Management will co-ordinate any required responses from the

Process Steps	Who	Action
information (RFI) addressed		<p>Programme Development Team to any requests for further information (RFI).</p> <p>Where RFI requirements result in a change being made to the programme or accreditation documentation, the Lead, Programme Development and Management will consult to determine the scale of the change.</p> <p>Minor technical changes may be completed and reported via memo to AAC and Academic Committee.</p> <p>Significant changes may be subject to additional approvals by the AAC Standing Committee and/or Academic Committee Standing Committee.</p> <p>RFI responses returned to NZQA for their consideration.</p> <p>Note: All requests for further information, and Unitec's response to them, are provided to the next hui of the AAC to ensure records are retained and any possible improvements considered.</p>
Level 7+ programme approval		
Submit application to NZQA	Te Korowai Kahurangi Liaison	<p>Approved programme application and any relevant supporting documents, including MCDM is submitted to NZQA.</p> <p>Degree and related programmes may take significantly longer than the specified six weeks for NZQA to evaluate and approve. Some programme types may require an external panel as noted below and may in some cases take six months or more to be finally approved.</p>
Requests for further information (RFI) addressed	NZQA to Te Korowai Kahurangi	<p>The Lead, Programme Development and Management will co-ordinate any required responses from the Programme Development Team to any requests for further information (RFI).</p> <p>Where RFI requirements result in a change being made to the programme or accreditation documentation, the Lead, Programme Development and Management will consult to determine the scale of the change.</p> <p>Minor technical changes may be completed and reported via memo to AAC and Academic Committee.</p> <p>Significant changes may be subject to additional approvals by the AAC Standing Committee and/or Academic Committee Standing Committee.</p> <p>RFI responses returned to NZQA for their consideration.</p> <p>Note: All requests for further information, and Unitec's response to them, are provided to the next hui of the AAC to ensure records are retained and any possible improvements considered.</p>

Process Steps	Who	Action
NZQA Panel Review (if required)	Panel (nominated by Unitec and selected by NZQA) Unitec Kaimahi including School, Support Services, and Leadership. Industry Stakeholders Ākonga	Applications for degrees and related programmes may require consideration by a panel of experts nominated by Unitec and selected by NZQA at its discretion. The need, scale and scope for a panel visit will be negotiated by Te Korowai Kahurangi with NZQA on a case-by-case basis. The School development team will be kept informed. Panel visits are co-ordinated by Te Korowai Kahurangi in consultation with NZQA, Panel members and the School. Panel visits Unitec and reviews application. See Note 1 below for further Panel Requirement details.
NZQA Approval		
Programme approved by NZQA	NZQA	NZQA send letter of approval and Programme Details (RO482) to Te Korowai Kahurangi. Communications routines to inform Academic Committee, School, Administration, Finance and other relevant stakeholders are undertaken once approval has been obtained.
Publishing approved programme documents	Te Korowai Kahurangi	Programme documents (PAD, WDC endorsement, PID, Collaborative Agreements, Programme Owner endorsement and any other relevant supporting documents) are updated with approval dates and checked for accuracy against RFI outcomes and RO482 details. Documents are deployed to the appropriate programme folders on the H:Drive and SharePoint Programme Document Library.
Programme implementation and delivery	TEC approval commences once approval from NZQA has been gained. This may take up to 6 weeks. Set-up routines for programme implementation and delivery commence (see separate processes as required)	

Note 1: Applications requiring a panel evaluation.

Applications for degrees and related programmes Level 7-10 usually require consideration by a panel of experts nominated by Unitec and selected by NZQA. NZQA may also consider other applications such as 'accreditation only' to require further evaluation at its discretion. The need for a panel visit will be negotiated by Te Korowai Kahurangi with NZQA on a case-by-case basis. The School development team will be kept informed.

Where NZQA requires a panel to consider an application, significant additional time will be required. The need, or otherwise, for a panel evaluation will not be confirmed by NZQA until after the application has been submitted to NZQA.

Te Korowai Kahurangi will facilitate any panel process and oversee the outcomes of the panel visit in terms of recommendations and requirements. Panel evaluations will be conducted in accordance with current NZQA Degree Guidelines.

Panel involvement typically requires the following steps:

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- School, via Te Korowai Kahurangi, nominates appropriately qualified panel members who have had no involvement in the development of the programme¹. For each nominee, a complete CV (including research outputs) is submitted to NZQA for their evaluation.
- Te Korowai Kahurangi:
 - facilitates an agreed visit date with NZQA
 - provides documentation to NZQA for distribution to panel
- School arranges transport and accommodation (and other logistical arrangements)
- Panel visits Unitec
- Panel drafts report
- School, via Te Korowai Kahurangi, confirms factual accuracy of report
- Panel provides report to NZQA
- NZQA considers report and provides an outcome (i.e. approves or declines the application).

As determined by the Deputy Chief Executive (DCE) Academic and Director School and Performance, a mock panel visit may be undertaken to prepare for the visit.

¹ In anticipation of a panel being part of the approval process, it is useful to identify key stakeholders in advance of the development who may be excluded from the general consultation to ensure that they meet the criteria to allow them to participate in the panel. It is also useful to identify one or more panel nominees who would make a suitable degree monitor.

Application outcomes

All panel reports are considered by the Academic Approvals Committee. Where there are:

- Commendations – these will be acknowledged and celebrated
- Recommendations – the School will be required to respond to any recommendations made by NZQA
- Requirements – the School will work with Te Korowai Kahurangi to meet and respond to the requirements.

Where requirements are significant, Te Korowai Kahurangi will schedule a planning hui with the School development team to agree on actions, timelines and process. Regular updates and hui will take place to ensure progress is made.

Responses to NZQA panel requirements are required to be considered by the Academic Approvals Committee before submission to NZQA.



2. Short course or other related educational product development and approval process

Short courses and other related products (collectively known as 'short courses') offer learning that is outside of the conventional programmes of study linked to qualifications or micro-credentials listed on the NZQCF.

Short course development and approval is approved internally at Unitec.

Short courses can provide an avenue to a greater level of flexibility and faster time to market. They have multiple purposes including:

- Recreational
- personal interest
- Industry-Responsive Professional Development.

Short courses:

- contain less than 150 hours full-time equivalent learning
- are not formally assessed
- do not lead to any award (including unit standards)
- do not contribute credits to further study
- do not provide a formal completion certificate, however they may acknowledge completion by a letter of confirmation of attendance.

Short course development and approval is to be undertaken in accordance with the following process:

Process Steps	Who	Action
Approval to Develop	School delegate in consultation with Head of School (HOS) Te Korowai Kahurangi	Consult and scope to ascertain need. Te Korowai Kahurangi provides advice on whether NZQA approval will be required. The nominated School delegate completes a Development Proposal. The proposal is reviewed and evaluated by the Head of School to ensure strategic, economic, and academic requirements are articulated. HOS approves development to commence. This may include the requirement to develop a business case prior to commencing development.
Develop Business Case (if required)	School	Following approval of the <i>Development Proposal</i> a Project co-ordinator is assigned to the development project. This group develops a <i>Business Case</i> for the development project and submits this document to the relevant delegated authority for approval.
Business Case approval (if required)	DCE, Academic	Business case is reviewed according to Unitec requirements and either approved or declined.

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Process Steps	Who	Action
Product Development	School Product Development Team in consultation with the Te Korowai Kahurangi, Te Puna Ako, Kaihautū (Māia) and Pacific Navigator (Pacific Centre) & other relevant stakeholders as required	<p>Following approval of the Business Case, product development starts and proceeds using the <i>Short Course and Related Products template</i> and <i>Programme Information and Data Sheet (PID)</i> templates.</p> <p>Once completed, the development team complete the <i>Programme Documentation Evaluation template</i>. This is used by the Academic Approvals Committee to evaluate the product proposal.</p>
Regular updates and progress hui	School Product Development Team and Project Co-ordinator	Progress of development reviewed regularly including progress of curriculum development and any required stakeholder consultation and feedback. Modifications made to documents as required.
Peer Review and Endorsement	School Product Development Team in collaboration with HOS	<p>A final edit of the short course and related product document, and all other agreed support documents are completed for review and endorsement prior to final submission to Academic Approvals Committee (AAC).</p> <p>If the HOS and School Product Development Team are satisfied with the application, the HOS completes the <i>Memo of Support</i> (see note 1 below) which will accompany the submission to AAC.</p>
Submit development application to AAC	HOS (or their delegate)	<p>Memo of Support, Product Approval Document and PID sheet, and any other agreed documents (eg: Self-Assessment, sub-contracting agreements, site approvals, WDC endorsement application, etc.) are provided to the Academic Approvals Committee (aac@unitec.ac.nz) according to the agreed deadline.</p> <p>See Approval Deadlines for New or Changed Programmes page on the Te Aka The Nest.</p> <p><i>Note:</i></p> <p><i>Incomplete applications will not be considered.</i></p> <p><i>Late applications will be rescheduled to the next available AAC hui.</i></p> <p>Timeframes for delivery of product development application to AAC will be confirmed in the initial development hui and will be reviewed throughout the development process. Each development project will have specific submission date that may vary according to the nature of the development.</p> <p>(See AAC Approval Process for administrative details)</p>
AAC member review	AAC members	Allocated AAC members review documentation and provide feedback on whether the application meets all relevant requirements prior to the scheduled hui date.

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Process Steps	Who	Action
		<p>Different members may take responsibility for commenting on different aspects of the application.</p> <p>Feedback is recorded in the Programme Evaluation Template.</p>
Development Team respond to the AAC feedback	School Product Development Team	<p>Prior to the AAC hui, the Development Team are given the opportunity to consider and respond to the feedback on the Programme Evaluation Template.</p> <p>The response is returned to the AAC Secretary to each point raised no later than two working days prior to the AAC hui.</p>
AAC consideration of response to feedback	AAC members	<p>AAC members meet to consider the development team's response to the matters raised during the evaluation.</p> <p>If required, the development team meets with the AAC members to clarify any outstanding issues from the Committee's feedback.</p>
AAC endorsement	Academic Approvals Committee	<p>AAC considers the application at its scheduled hui (including the feedback and the development team's responses to feedback). There are three possible outcomes:</p> <ol style="list-style-type: none"> 1. <i>Application Approved</i> 2. <i>Application Approved subject to conditions being met</i> 3. <i>Application is required to be resubmitted – significant gaps in application against criteria.</i> <p>Committee Secretary informs relevant parties of application outcome:</p> <p><i>If... 1. Application Approved</i></p> <ul style="list-style-type: none"> ⇒ Application proceeds to the set-up and delivery stage. <p><i>If... 2. Application approved subject to conditions being met</i></p> <ul style="list-style-type: none"> ⇒ Project Co-ordinator works with development team to address issues and confirms with AAC Secretary when all conditions met. ⇒ Application then proceeds to the set-up and delivery stage. <p><i>If... 3. Application is required to be resubmitted – significant gaps in application against criteria.</i></p> <ul style="list-style-type: none"> ⇒ Project Co-ordinator works with development team to address all requirements. ⇒ Application is resubmitted to Academic Approvals Committee at a later agreed scheduled date.

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Process Steps	Who	Action
		<p><i>NB: Members of the development team may be invited to the AAC hui to speak to the application and answer any questions.</i></p> <p><i>Note: "subject to ..." approvals will only be given where there are only minor matters to rectify. All "subject to..." approvals are confirmed as being met by the lead, PDM and reported back to the next hui of the AAC.</i></p>
Approved for Delivery		
Product approved by AAC	AAC Secretary and Project Co-ordinator	Communications routines to inform Academic Committee, School, Administration, Finance and other relevant stakeholders are undertaken once approval has been obtained.
Publishing approved programme documents	Te Korowai Kahurangi	<p>Product documents (Short Course and related product documents, PID and any other relevant supporting documents) are updated with approval dates.</p> <p>Documents are deployed to the appropriate programme folders on the H:Drive and SharePoint Programme Document Library.</p>
Product implementation and delivery	<p>TEC approval (if required) commences once approval from NZQA (if required) has been gained. This may take up to 6 weeks.</p> <p>Set-up routines for funding approval, product implementation and delivery commence (see separate processes as required)</p>	



3. Type 1 programme improvements (minor changes with internal approval) process

This includes qualifications, programmes, micro-credentials, short courses, and other related educational products.

The need to make and implement a minor change to a programme, short course, or other type of academic provision may result from stakeholder feedback, internal evaluation, moderation, internal and/or external review, or similar mechanism.

Programme changes and improvements are made to the programme as a whole. All proposed changes to the programme will provide a specified delivery start date and will be consolidated into a single application for change. A complete marked-up PAD will be provided along with the application for change.

- Type 1 changes to programmes and short courses may be applied to all Unitec owned programmes and educational products.
- Type 1 changes are defined for each programme/product and include minor changes to individual components (courses) that do not have an impact on the total numbers of learning hours, credit values, or learning outcomes of the overall programme/product, or change or alter the programme approval and accreditation data held by NZQA or TEC.
- Type 1 changes are approved by Unitec and communicated to NZQA (notified) so accurate records are maintained.

If more significant changes are intended to be made to the programme at the same time as a Type 1 change, then the whole change may be considered a Type 2 change. **Only one change application may be in progress at any one time.**

The following change activities employ the Type 1 change process noted below however they do not require reporting to NZQA:

- Assessment portfolio - the breakdown of the portfolio/assessments to be used in a delivery cycle (See Note 2 below)
- Changes to short courses and other related educational products

Internal approval is required from the Academic Approvals Committee (AAC) before any proposed Type 1 change, including changes to assessment portfolios, short course, and other related educational products, can be implemented and any amended course delivered.

All proposals will be evaluated against the NZQA criteria for Type 1 changes.

Changes to programmes not owned by Unitec (Te Pūkenga unified programmes or programmes for which Unitec only holds accreditation) must follow the processes of the programme owner (or lead business division) to suggest improvements and changes.

Definitions for these types of change are included in NZQA guidance which must be applied when proposing changes to formally approved programmes and micro-credentials. NZQA guidelines:

[Guidelines for Micro-credential listing, approval, and accreditation](#)

[Guidelines for programme approval and accreditation of New Zealand Certificates Level 1-6 and New Zealand Diplomas Levels 5-7](#)

[Guidelines for Degree and related programmes \(Level 7+\) approval, accreditation and monitoring](#)

All developments and changes to approved programmes or micro-credentials operate within the published [Programme Approval, Recognition, and Accreditation Rules](#).

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Undertaking a Type 1 change to a programme, short course, or other type of academic provision uses the following process:

Process Steps	Who	Action
Establish the scope and Type of the change	School	<p>Te Korowai Kahurangi will provide advice relating to the significance of the changes being proposed and the appropriate process to follow.</p> <p>Prior to starting a change project consult with Te Korowai Kahurangi to confirm the scope and Type of the proposed changes, and whether NZQA approval is required.</p> <p>If the scope indicates a substantial change, then the change will be treated as a Type 2 change.</p> <p>The scope may include the arrangements to be made with other programmes that may share courses with the one in which the change is being proposed. Consultation with the programme that shares the courses must be undertaken as part of the proposed development project. In most cases a change will also be required in the related programme. These changes are required to occur at the same time.</p> <p>Once the scope and type has been determined the processes outlines below for each type will be followed.</p>
Identify changes and gather evidence from stakeholders	School	<p>Identify any Type 1 changes based on evidence from the Programme Evaluation and Planning (PEP) report and other sources including:</p> <ul style="list-style-type: none"> • Course evaluation and planning (CEP) reports • Programme performance data, feedback from Moderation, Ākonga Feedback, Stakeholder Engagement • Teacher Research activity, Self and Peer evaluation • Feedback that relates directly to the programme from Degree Monitoring, Sub-Degree Consistency review, Programme review, Stakeholder Advisory groups, Institution surveys, etc. <p>Consider the impact on resources for delivering the proposed change and the impact of the change on other courses and/or programmes and on the programme as a whole.</p>
Document proposed changes	School	<p>Programme changes are developed using the last approved version of the <i>Programme Approval and Accreditation Document (PAD)</i> and <i>Programme Information and Data Sheet (PID)</i>. All proposed changes will be marked-up in these documents for approval consideration.</p> <p>All programme improvements reference NZQA guidelines and rules as noted in the introduction to this section.</p>

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Process Steps	Who	Action
		Consult with Te Puna Ako (TPA) and/or Te Korowai Kahurangi (TKK) on the content and quality of the proposed changes.
Prepare the change request	School	<p>A Change Application is developed for the academic provision and submitted to Te Komiti o ngā Hotaka Programme Academic Quality Committee (PAQC) for endorsement.</p> <p>Once endorsed, forward the Change Application with attached marked-up PAD and any other associated documentation to Academic Approvals Committee (aac@unitec.ac.nz) according to the agreed deadline.</p> <p>See Approval Deadlines for New or Changed Programmes page on the Te Aka The Nest.</p> <p><i>Note:</i></p> <p><i>Incomplete applications will not be considered.</i></p> <p><i>Late applications will be rescheduled to the next available AAC hui.</i></p>
AAC review	AAC member	<p>Allocated AAC members review documentation and provide feedback on whether the application meets all relevant requirements prior to the scheduled hui date.</p> <p>Feedback is recorded in the Programme Evaluation template.</p>
Response to the AAC feedback	School	<p>Prior to the AAC hui, the School is given the opportunity to consider and respond to the feedback on the Programme Evaluation template.</p> <p>The response is returned to the AAC Secretary to each point raised no later than two working days prior to the AAC hui.</p>
AAC consideration of response to feedback	AAC member	<p>AAC member considers the School's response to the matters raised during the evaluation.</p> <p>If required, the School meets with the AAC members to clarify any outstanding issues from the Committee's feedback.</p>
AAC Approval	Academic Approvals Committee	<p>AAC considers the application at its scheduled hui (including the feedback and the School's responses to feedback). There are three possible outcomes:</p> <ol style="list-style-type: none"> <i>1. Application Approved</i> <i>2. Application Approved subject to conditions being met</i> <i>3. Application is required to be resubmitted – significant gaps in application against criteria.</i> <p>Committee Secretary informs relevant parties of application outcome:</p> <p><i>If... 1. Application Approved</i></p>

Process Steps	Who	Action
		<p>⇒ Application then proceeds to the set-up and delivery stage.</p> <p><i>If... 2. Application approved subject to conditions being met</i></p> <p>⇒ Te Korowai Kahurangi works with School to address issues and confirms with AAC Secretary when all conditions met.</p> <p>⇒ Application then proceeds to the set-up and delivery stage.</p> <p><i>If... 3. Application is required to be resubmitted – significant gaps in application against criteria.</i></p> <p>⇒ Te Korowai Kahurangi works with development team to address all requirements.</p> <p>⇒ Application is resubmitted to Academic Approvals Committee at a later agreed scheduled date.</p> <p><i>NB: Members of the School development team may be invited to discuss the application and answer any questions.</i></p> <p><i>Note: “subject to ...” approvals will only be given where there are only minor matters to rectify. All “subject to...” approvals are confirmed as being met by the lead, PDM and reported back to the next hui of the AAC.</i></p>
Change approved by AAC	AAC Secretary	Communications routines to inform School, Administration, Finance and other relevant stakeholders are undertaken once approval has been obtained as required.
Publishing approved programme documents	Te Korowai Kahurangi	<p>Product documents (Course descriptors, Short Course and related product documents, PID and any other relevant supporting documents) are updated with approval dates.</p> <p>Documents are deployed to the appropriate programme folders on the H:Drive and SharePoint Programme Document Library.</p>
Product implementation and delivery	Te Korowai Kahurangi Finance Operations	Set-up routines for change implementation and delivery commence (see separate processes as required)

Note 2: Assessment Portfolio's

Courses which use an 'Assessment Portfolio' or similar are required to have the breakdown of the portfolio/assessments approved by the Academic Approvals Committee (AAC) prior to course delivery.

- Download and complete the [Application form for Approval of Assessment Details](#)
- AND
- Download the Assessment Details Sheet from the Programme Library:

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- navigate to your programme folder.
- Locate the *Data Sheet* (The Assessment Details sheet is a tab in this spreadsheet)

Follow the instructions in the application form for submission to aac@unitec.ac.nz.

Reach out to your school's Senior Quality Administrator (SQA) if you need support. Approval of Assessment Portfolios follow the Type 1 change timeframes.



4. Type 2 programme improvements (changes requiring external approval) process

This includes qualifications, programmes, and micro-credentials which require external approval.

The need to make and implement a change to a qualification or programme may result from stakeholder feedback, internal evaluation, moderation, internal and/or external review, or similar mechanism.

Programme changes and improvements are made to the programme as a whole. All proposed changes to the programme will provide a specified delivery start date and will be consolidated into a single application for change. A complete marked-up PAD will be provided along with the application for change.

- Type 2 changes to qualifications and programmes are approved by NZQA before the amended programme is provided to learners.
- Type 2 changes relate to changes to components (courses and regulations) that have an impact on the programme/product as a whole and include change that will alter the programme/product approval and accreditation data held by NZQA or Unitec.
- Type 2 changes may also occur as a result of a review of the qualification, which means the programme leading to the qualification needs to be changed to meet the new qualification requirements.

Changes to programmes not owned by Unitec (Te Pūkenga unified programmes or programmes for which Unitec only holds accreditation) must follow the processes of the programme owner to suggest improvements and changes.

Definitions for these types of change are included in NZQA guidance which must be applied when proposing changes to formally approved programmes and micro-credentials. NZQA guidelines:

[Guidelines for Micro-credential listing, approval, and accreditation](#)

[Guidelines for programme approval and accreditation of New Zealand Certificates Level 1-6 and New Zealand Diplomas Levels 5-7](#)

[Guidelines for Degree and related programmes \(Level 7+\) approval, accreditation and monitoring](#)

All developments and changes to approved programmes or micro-credentials operate within the published [Programme Approval, Recognition, and Accreditation Rules](#).

Approval is required before any proposed change can be implemented; the level of approval required reflects:

- the significance of the change(s) being proposed; and
- the type of academic provision being changed.

All proposals for **significant change** require formal approval prior to any substantial work being undertaking to support a proposed change. Significant change may be required to follow the steps outlined in [Section 1. Developing a new Qualification or Programme](#) noted above.

Undertaking a Type 2 change to a qualification or programme uses the following process:

Process Steps	Who	Action
Establish the scope and Type of the change	School	<p>Te Korowai Kahurangi will provide advice relating to the significance of the changes being proposed and the appropriate process to follow.</p> <p>Prior to starting a change project consult with Te Korowai Kahurangi to identify the scope and Type of the proposed changes, and whether NZQA approval is required.</p> <p>The scope may include the arrangements to be made with other programmes that may share courses with the one in which the change is being proposed. In most cases this will require the related programme to also undergo a change.</p> <p>Once the scope and type has been determined the processes outlines below for each type will be followed.</p>
Identify changes and gather evidence from stakeholders	School	<p>Identify any required changes based on evidence from the Programme Evaluation and Planning (PEP) report and Course Evaluation & Planning Report (CEP) and other sources including:</p> <ul style="list-style-type: none"> • Programme performance data, feedback from Moderation, Ākonga Feedback, Stakeholder Engagement • Teacher Research activity, Self and Peer evaluation • Feedback that relates directly to the programme from Degree Monitoring, Sub-Degree Consistency review, Programme review, Stakeholder Advisory groups, Institution surveys, etc. <p>Consider the impact on resources for delivering the proposed change and the impact of the change on other courses and/or programmes and on the programme as a whole.</p> <p>Use this to develop an Approval in Principle (AiP) application.</p>
Approval to Develop	Head of School (HOS), and Deputy Chief Executive (DCE) Academic in consultation with the Director School and Performance	<p><i>Approval in Principle (AiP) Application</i> completed, endorsed by the Head of School (HOS) and the Director Schools and Performance and forwarded to the Deputy Chief Executive (DCE) Academic for approval and then on to Te Korowai Kahurangi so the project and development can begin.</p> <p><i>NB: A Business Case may also be required. If so, you will be notified accordingly.</i></p>
Develop Business Case	HOS, Academic Lead, Business Case Lead	<p>Following approval of the <i>Approval in Principle (AiP) to Develop Proposal</i> the HOS, an academic lead and a <i>Business Case</i> lead develops a <i>Business Case</i> for the development project and submits this document to the relevant delegated authority for approval.</p>

Process Steps	Who	Action
Te Pūkenga Approval	Academic Centre and Learning Systems (ACLS)	<p>Application submitted to Te Pūkenga for endorsement. Application to be submitted with Matter for Central Decision Making (MCDM) application form for Academic Matters.</p> <p>The endorsement will be returned to Unitec for submission by Unitec to NZQA following completion of the development.</p>
Approved to Develop Type 2 Changes		
Initiate Change Project	<p>Lead, Programme Development and Management, Te Korowai Kahurangi</p> <p>Representatives of Te Puna Ako, assigned Kaihautū, Pacific Navigator, and other Unitec stakeholders (Marketing, Finance, Operations, Student Services, Library, Priority Groups) as required.</p> <p>School Academic Development Team</p>	<p>Meet with development team and all stakeholders to initiate the change project. This hui will establish the scale and scope of the individual project using NZQA guidelines as a benchmark and document agreements regarding:</p> <ul style="list-style-type: none"> • The scale and requirements of stakeholder engagement and consultation including: <ul style="list-style-type: none"> ○ Relevant communities (incl. ākonga, whānau, hapū, iwi, or hapori Māori) ○ Kaimahi and Kaiako ○ The qualification developer/WDC ○ Any relevant academic, employer, industry, professional and other bodies ○ Unitec operations and support services. • The requirements for the development of curriculum (course, content, and assessment) and any associated resources • Expected timelines (milestones and deadlines) and a schedule of check-in hui. <p>Note: A complex Type 2 change to a degree programme L7-10 may require a panel visit as outlined in Note 1: Applications requiring a panel evaluation above.</p>
Programme Change Development	School Academic Development Team in consultation with the Te Korowai Kahurangi, Te Puna Ako, Kaihautū (Maia) and Pacific Navigator (Pacific Centre) & other relevant stakeholders	<p>Programme changes are developed using the last approved version of the <i>Programme Approval and Accreditation Document (PAD)</i> and <i>Programme Information and Data Sheet (PID)</i>. All proposed changes will be marked-up in these documents for approval consideration.</p> <p>All programme development references NZQA guidelines and rules as noted above.</p> <p>Transition arrangements for ākonga affected by any change must be taken into consideration and included in the appropriate section of the programme documentation.</p> <p>Once completed, the development team complete the <i>Programme Evaluation Template</i>. This is used by the Academic Approvals Committee to evaluate the change proposal.</p>

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Process Steps	Who	Action
Regular updates and progress hui	School Academic Development Team and Project Co-ordinator	Progress of change development reviewed regularly including progress of curriculum re-development and stakeholder consultation and feedback. Modifications made to documents as required.
Peer Review and Endorsement	School Academic Development Team in collaboration with HOS	<p>A final edit of the programme change document, and all other agreed support documents are completed for review and endorsement prior to final submission to Academic Approvals Committee (AAC).</p> <p>If the HOS and School Change Development Team are satisfied with the application, the HOS completes the <i>Memo of Support</i> (see note 1 below) which will accompany the submission to AAC.</p>
Submit development application to AAC	HOS (or their delegate)	<p>Memo of Support, Programme Change Document and PID sheet, and any other agreed documents (eg: Self-Assessment, sub-contracting agreements, site approvals, WDC endorsement application, etc.) are provided to the Academic Approvals Committee (aac@unitec.ac.nz) according to the agreed deadline.</p> <p>See Approval Deadlines for New or Changed Programmes page on the Te Aka The Nest.</p> <p><i>Note:</i></p> <p><i>Incomplete applications will not be considered.</i></p> <p><i>Late applications will be rescheduled to the next available AAC hui.</i></p> <p>Timeframes for delivery of programme change application to AAC will be confirmed in the initial development hui and will be reviewed throughout the process. Each change development project will have specific submission date that may vary according to the nature of the change.</p> <p>For example, where a suite of programme changes are required to be considered together ('nested programmes' e.g. master, postgraduate diploma and postgraduate certificate) then a longer time frame may be required.</p> <p>(See AAC Approval Process for administrative details)</p>
AAC member review	AAC members	<p>Allocated AAC members review documentation and provide feedback on whether the application meets all relevant requirements prior to the scheduled hui date. Different members may take responsibility for commenting on different aspects of the application.</p> <p>Feedback is recorded in the Programme Evaluation Template.</p>

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Process Steps	Who	Action
Development Team respond to the AAC feedback	School Academic Development Team	<p>Prior to the AAC hui, the Development Team are given the opportunity to consider and respond to the feedback on the Programme Evaluation Tool.</p> <p>The response is returned to the AAC Secretary to each point raised no later than two working days prior to the AAC hui.</p>
AAC consideration of response to feedback	AAC members	<p>AAC members meet to consider the development team's response to the matters raised during the evaluation.</p> <p>If required, the development team meets with the AAC members to clarify any outstanding issues from the Committee's feedback.</p>
AAC endorsement	Academic Approvals Committee	<p>AAC considers the application at its scheduled hui (including the feedback and the development team's responses to feedback). There are three possible outcomes:</p> <ol style="list-style-type: none"> 1. <i>Application Approved</i> 2. <i>Application Approved subject to conditions being met</i> 3. <i>Application is required to be resubmitted – significant gaps in application against criteria.</i> <p>Committee Secretary informs relevant parties of application outcome:</p> <p><i>If... 1. Application Approved</i></p> <ul style="list-style-type: none"> ⇒ Application proceeds to next stage of formal approval. <p><i>If... 2. Application approved subject to conditions being met</i></p> <ul style="list-style-type: none"> ⇒ Lead, Programme Development and Management works with Programme team to address issues and confirms with AAC Secretary when all conditions met. ⇒ Application then proceeds to next stage of formal approval. <p><i>If... 3. Application is required to be resubmitted – significant gaps in application against criteria.</i></p> <ul style="list-style-type: none"> ⇒ Lead, Programme Development and Management works with Development team to address all requirements. ⇒ Application is resubmitted to Academic Approvals Committee at a later agreed scheduled date. <p><i>NB: Members of the development team may be invited to the AAC hui to speak to the application and answer any questions.</i></p> <p><i>Note: "subject to ..." approvals will only be given where there are only minor matters to rectify. All "subject to..."</i></p>

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Process Steps	Who	Action
		<i>approvals are confirmed as being met by the lead, PDM and reported back to the next hui of the AAC.</i>
Academic Committee Approval	Academic Committee	<p>Applications submitted to Academic Committee include a memo from the Chair AAC requesting approval.</p> <p>Applications will be considered by Academic Committee or Academic Committee Standing Committee. Two possible outcomes:</p> <ol style="list-style-type: none"> 1. Application approved. Application proceeds to next stage 2. Application declined. Application returned to Academic Approvals Committee. AAC works with Development team to amend application and resubmits to Academic Committee (Standing Committee)
For Level 1-6 programmes, Level 7 diplomas, and Micro-credentials		
Submit change application to WDC (as required)	Te Korowai Kahurangi Liaison	<p>Workplace Development Council (WDC) endorsement is required for Level 1-6 & Level 7 diplomas, and some Micro-credentials.</p> <p>The approved programme application (including programme document and WDC endorsement form) is submitted to the relevant WDC.</p> <p>WDC endorsement may take up to six weeks and may result in a request for further information (see below for RFI process)</p> <p>WDC endorsement must be obtained and forwarded to NZQA prior to them beginning their assessment of the application.</p>
Requests for further information (RFI) addressed	WDC to Te Korowai Kahurangi	<p>The Lead, Programme Development and Management will co-ordinate any required responses from the Development Team to any requests for further information (RFI).</p> <p>Where RFI requirements result in a change being made to the programme change documentation, the Lead, Programme Development and Management will consult to determine the scale of the change.</p> <p>Minor technical changes may be completed and reported via memo to AAC and Academic Committee.</p> <p>Significant changes may be subject to additional approvals by the AAC Standing Committee and/or Academic Committee Standing Committee.</p> <p>RFI responses returned to WDC for their consideration.</p>
Submit change application to NZQA	Te Korowai Kahurangi Liaison	Approved change application and any relevant supporting documents including WDC endorsement and MCDM is submitted to NZQA.

Process Steps	Who	Action
		<p>For programmes at levels 1 to 6, or a diploma at level 7 and Micro-credentials NZQA approval may take up to 6 weeks following receipt of WDC endorsement.</p> <p><i>Note: Not all Micro-credentials require WDC endorsement.</i></p>
Requests for further information (RFI) addressed	NZQA to Te Korowai Kahurangi	<p>The Lead, Programme Development and Management will co-ordinate any required responses from the Programme Development Team to any requests for further information (RFI).</p> <p>Where RFI requirements result in a change being made to the programme change documentation, the Lead, Programme Development and Management will consult to determine the scale of the change.</p> <p>Minor technical changes may be completed and reported via memo to AAC and Academic Committee.</p> <p>Significant changes may be subject to additional approvals by the AAC Standing Committee and/or Academic Committee Standing Committee.</p> <p>RFI responses returned to NZQA for their consideration.</p>
For Level 7-10 programmes		
Submit change application to NZQA	Te Korowai Kahurangi Liaison	<p>Approved programme change application and any relevant supporting documents, including MCDM is submitted to NZQA.</p> <p>Higher level programmes (degree and post-graduate programmes) may take significantly longer than the specified 6 weeks for NZQA to turn around (in some cases, six months or more).</p>
Requests for further information (RFI) addressed	NZQA to Te Korowai Kahurangi	<p>The Lead, Programme Development and Management will co-ordinate any required responses from the Development Team to any requests for further information (RFI).</p> <p>Where RFI requirements result in a change being made to the programme change documentation, the Lead, Programme Development and Management will consult to determine the scale of the change.</p> <p>Minor technical changes may be completed and reported via memo to AAC and Academic Committee.</p> <p>Significant changes may be subject to additional approvals by the AAC Standing Committee and/or Academic Committee Standing Committee.</p> <p>RFI responses returned to NZQA for their consideration.</p>

Process Steps	Who	Action
NZQA Panel Review (if required)	Panel (nominated by Unitec and selected by NZQA) Unitec Kaimahi including School, Support Services, and Leadership. Industry Stakeholders Ākonga	Applications for degree and related programme changes which include the addition of a new Major, or other substantial change may require consideration by a panel of experts nominated by Unitec and selected by NZQA. As outlined in Note 1: Applications requiring a panel evaluation above.
NZQA Approval		
Programme Change approved by NZQA	NZQA	NZQA send letter of approval and Programme Details (RO482) to Te Korowai Kahurangi. A Type 2 change typically results in a Programme Version Change as determined by NZQA. Communications routines to inform School, Administration, Finance and other relevant stakeholders including Academic Committee are undertaken once approval has been obtained.
Publishing approved programme documents	Te Korowai Kahurangi	Programme documents (PAD, WDC endorsement, PID and any other relevant supporting documents) are updated with approval dates, version change information and checked for accuracy against RFI outcomes and RO482 details. Documents are deployed to the appropriate programme folders on the H:Drive and SharePoint Programme Document Library.
Programme implementation and delivery	TEC approval (if required) commences once approval from NZQA has been gained. This may take up to 6 weeks. Set-up routines for implementation and delivery of the changes commence (see separate processes as required).	



5. Assess against assessment standards consent process

This process applies to:

- all applications for consent to assess assessment standards; and to
- on-going approval to assess those assessment standards Unitec has consent to assess.

All Unitec programmes and courses that include assessment standards (Achievement, Skills or Unit standards) listed on the [NZQA's Directory of Assessment and Skills Standards](#), must ensure Unitec holds relevant 'consent to assess' status for such standards.

- Consent to assess relevant standards must be gained prior to, or concurrently with, applications for approval for new programme, or changes to existing programmes.
 - 'Consent to assess' applications must comply with:
 - all relevant NZQA rules; and
- the requirements of the relevant standard-setting body as detailed in the Consent and Moderation Requirements (CMR) document associated with each assessment standard for which 'consent to assess' is being sought.

To maintain 'consent to assess' status, the CMR must continue to be met. These include ensuring:

- staff are appropriately-qualified;
- internal and external moderation occurs in accordance with the CMR and Unitec's requirements;
 - All assessment standards must be moderated internally every two years and externally moderated externally at least every three years regardless of whether the standard-setting body has requested moderation. (Refer to AC2.7 Moderation Procedure)

Process

Schools seeking consent to assess against standards listed on the *Directory of Assessment and Skills Standards (DASS)* are to contact Te Korowai Kahurangi who will confirm whether Unitec already holds Consent to Assess for the standard, and:

- a) where Unitec holds consent to assess for the standard, Te Korowai Kahurangi will confirm that the requirements have been met by the School seeking to deliver them as outlined above;
- b) where Unitec does not hold consent to assess for the standard, Te Korowai Kahurangi will assist the school with an application for consent. Applications for consent to assess against standards must be endorsed by the Head of School prior to being approved by Academic Approvals Committee (AAC) prior to being submitted to the relevant standard setting body and NZQA for external approval.



6. Teaching locations (permanent and/or temporary) approval process

Delivery of academic provision at a particular site must ensure:

- the quality of academic provision is maintained regardless of the site at which the programme or course is delivered;
- the needs of all stakeholders are realised during programme delivery and assessment; and that
- all relevant legislative and regulatory requirements are met.

New Teaching Location approval is required for all teaching that is planned to occur at a new location or involves significant expansion of delivery at an existing location including:

- all delivery on a permanent or temporary basis at a location which has not previously been approved (including where the programme, micro-credential or course is of short duration)
- delivery of an existing sub-degree programme or course or micro-credential/short course/training at an existing location (except Unitec Mt Albert) where the programme/product has not previously been delivered at that location
- delivery of all or part of a new or existing degree or related programme where site approval has not been granted by NZQA for that programme.
- A new application is to be completed for each site that a programme is delivered at.

Approval of permanent and temporary teaching and delivery sites must meet the requirements of [NZQA Approval of Delivery Sites Guidelines](#) and any funding requirements of the TEC.

This process does not incorporate the requirements for off-shore academic provision.

Process

Delivery of academic provision at a site other than a main Unitec Campus (Mt Albert) requires prior approval from the relevant delegated authority. Schools are to contact Te Korowai Kahurangi who advise on the process required for the specific type of programme and any other requirements. Schools will be asked to complete a Teaching Location Application Proposal. Any proposal for approval to deliver at a site other than a main campus must:

- be supported by relevant documentation;
- demonstrate the adequacy of resources to ensure the quality of delivery at the proposed site; and
- address NZQA and TEC published criteria.

Where using a partner organisation, Unitec remains responsible for the actions and performance of that partner organisation in relation to programme delivery.

- All agreements with any partner organisation must be supported by a formal agreement in accordance with the Collaborative Arrangements Procedure and any other relevant Unitec Policy.

Site-approval **must** be granted prior to the start of programme delivery.

Separate, site-specific accreditation from NZQA is required for:

- proposals for the [delivery of degree and related programmes](#); and
- proposals for [off-shore programme delivery](#).

Process document control and version history

Approval Details

Version number	V1.0
Issue Date	04/07/2024
Approval authority	Director, Te Korowai Kahurangi
Date of Approval	27/06/2024
Procedure Sponsor	Director, Te Korowai Kahurangi
Process Sponsor	Lead, Programme Development and Management, Te Korowai Kahurangi
Review Owner	Lead, Quality Systems, Te Korowai Kahurangi
Next Review	June 2025

Version History

Version	Amendment Date	Summary of Amendment/s
V1.0	27/06/2024	First issue of revised processes

Reference documents

- AC1.0 *Academic Development and Approval Policy*
- AC2.0 *Te Kawa Maiooro Educational Regulatory Framework*

Associated procedures and guidelines:

- AC1.1.1 *Curriculum Development Guidelines*
- AC 1.6 *Sub-Contracting and Collaborative Arrangements Procedure*
- AC1.9 *Academic Timetabling Procedure*
- AC 1.10 *Suspension and Withdrawal of Academic Provision Procedures*

Associated documents:

Available via link to a dedicated Academic Development Template Te Aka | The Nest page.

- Academic Committee Approval Memo template
- Application for Degree Site Accreditation template
- Application for New Teaching Locations template
- Approval in Principle application template
- Consent to Assess against Standards templates
- Head of School Memo of Support template
- New Qualification Development template
- Programme Approval and Accreditation Document (PAD) template
- Programme Evaluation Tool template
- Programme Information Data (PID) Sheet template
- Programme Library Guidelines
- Short Course and Other Related Educational Products Approval template
- Short Course Evaluation Tool template
- Type 1 / Type 2 Change template