**GUIDE TO CROSS COLLEGE CONSULTATION ON ACADEMIC PROPOSALS**

The following tests can be applied to determine whether cross-college consultation is required:

| Academic Proposal | Circumstance | Test | Consultation required | Reason |
| --- | --- | --- | --- | --- |
| A change to an existing paper | That is taught into a programme that you or your College do not host/ administer | Open the PDF version of the Calendar at <http://calendar.massey.ac.nz> and use the Ctrl+F function to find all programmes that your paper is taught into. This applies where a paper is listed in the text part of the regulations or in the schedule for a programme; not where it is listed as a pre-req or restriction for a paper. | The proposer must consult with the other programme owner(s). | The change to the paper may affect the curriculum design and the achievement of the graduate profile. |
| That is a pre- or co-requisite for another paper | Open the PDF version of the Calendar at <http://calendar.massey.ac.nz> and use the Ctrl+F function to find all papers that your paper is a co-req or pre-req for. This applies only where a paper lists your paper as a pre-req or co-req or restriction in the schedule. | The proposer must consult the Paper co-ordinator of the other paper(s) and the relevant programme owner. | The changes to the paper may mean students are either insufficiently prepared for the related paper, or there may be too much overlap in the content. Alternatively, there may no longer be overlap of such magnitude to require a restriction between papers. |
| Creating a new paper | Where it will be taught by a staff member from another school or College | Determine the school/ College the staff member is based in. | The proposer must consult with the Head of the School, and submit the new paper proposal to the associated College Committees for approval. | The College who own the paper must provide sufficient resourcing to teach the paper and/or additional students, e.g. staff, materials, teaching space, library resources, for that paper. |
| That will be taught under a discipline area not associated with your College | To find the association of various prefixes, contact your Committee Administrator, or the Academic Governance Administration team of the Office of Academic Assurance. | The proposer must consult with the Head of School most closely associated with that disciplinary prefix; the Head of School may identify other relevant parties in the College to be consulted. | In some programmes students can include papers from listed disciplinary prefixes; the school/ College associated with the prefix will need to be satisfactorily assured that the paper aligns with the discipline prefix. |
| Where Mātauranga Māori will be taught in the paper | If you are unsure about the content of your paper and its use of Mātauranga Māori, it is better to err on the safe side and seek advice. | You must consult with iwi as appropriate; this is likely to include Māori staff within your School/ College, Te Pῡtahi a Toi, and the Office of the AVC Māori | To ensure protection of Mātauranga Māori, and the observance of appropriate tikanga. |
| Deleting a paper | Where the paper is a taught into any other programmes | Open the PDF version of the Calendar at <http://calendar.massey.ac.nz> and use the Ctrl+F function to find all programmes that your paper is taught into. | The proposer must consult with the other programme owner(s). Where the paper is listed in the text part of the regulations or in the schedule for a programme as a compulsory or specified paper a Qualification Amendment proposal may also be required. This proposal should be submitted to the committees of the College who hosts the relevant programme for approval. | The deletion may affect the structure of a programme or its availability on a specific campus or mode. |
| Removing a paper from a schedule (but not deleting the paper) | Where the paper is hosted or delivered by another School or College | Determine whether the paper or prefix/ subject area belongs to your College. To find the owner of various prefixes, contact your Committee Administrator, or the Academic Governance Administration team of the Office of Academic Assurance. | The proposer must consult with the Coordinator of the paper and the Head of the School where that staff member is located. | Removal of a paper, especially if it is from a compulsory schedule, may have implications for the paper owner with regard to revenue, workload, and resourcing. |
| Proposing a programme | Where there is significant disciplinary overlap with another programme or where the disciplinary expertise is part of another College | Determine whether the prefix/ subject area is associated with your College. To find the association of various prefixes, contact your Committee Administrator, or the Academic Governance Administration team of the Office of Academic Assurance. | The proposer must consult with the Head of School most closely associated with that disciplinary prefix or the discipline/ subject area that the paper is associated with (regardless of the prefix proposed). | To ensure efficiency, economy, and quality of delivery by disciplinary experts, and to avoid confusion for students and fragmentation of student cohorts. |
| Where the programme is to be jointly delivered by two or more Colleges | If two Colleges are creating new papers to support the programme, or if the programme includes specialisations from more than one College | The proposer must consult with the Colleges concerned and the proposal must be submitted to both College Boards for approval prior to forwarding to Academic Committee. Papers taught by specific schools must be approved by the relevant Head of School and forwarded to the committees of the College concerned for approval. | To ensure both Colleges commit to the necessary resourcing requirement for the successful delivery. |
| Where no cross-college implications are identified |  | An Early Notice must be completed and forwarded to Academic Committee for all new qualifications proposed. | To allow interested parties to self-identify and to contribute to the design of the qualification or to advise of implications. |
| When Mātauranga Māori will be taught in the programme | If you are unsure about the content of your programme and its use of Mātauranga Māori, it is better to err on the safe side and seek advice. | The proposer must consult with iwi as appropriate; this is likely to include Māori staff within your School/ College, Te Pῡtahi a Toi, and the Office of the AVC Māori | To ensure protection of Mātauranga Māori, and the observance of appropriate tikanga. |
| Making changes to a programme | Where you are moving a paper from a compulsory part of the schedule to an elective part of the schedule | Determine whether the prefix/ subject area belongs to your College. To find the owner of various prefixes, contact your Committee Administrator, or the Academic Governance Administration team of the Office of Academic Assurance. | The proposer must consult with the owner of the paper and the Head of School where that staff member is based. | Changing a paper from compulsory to elective may have implications for the paper owner with regard to revenue, workload, and resourcing. |
| Closing or deleting a programme | Where the programme is an articulating programme or an exit programme for another qualification | Open the PDF version of the Calendar at <http://calendar.massey.ac.nz> and use the Ctrl+F function to find whether the qualification is listed in any other regulations – particularly in the admission requirements and in the completion requirements. | The proposer must consult with the other programme owner(s), with the Student Administration advisory team, and with the Office of Academic Assurance consultants. | Closing a programme to new enrolments or deleting a programme may have implications for students seeking pathways into or exit from another qualification. |
| Proposing or making changes to a programme that is under cross-College entity oversight | Where the proposed amendment impacts a programme under the oversight of a cross-College entity (for example, the Communication Qualifications Committee or the Foundation Education Programmes Committee) | If you are unsure about whether or not a programme is subject to cross-College entity oversight check with your Committee Administrator, or the Academic Governance Administration team of the Office of Academic Assurance. | The proposer must submit the proposed change for review and approval by the relevant Cross-College entity. | For some programmes or types of programme, Cross-College entities have been established to provide oversight, peer review and initial approval of proposals. This supports cross-College collaboration in the design and delivery of programmes. |

The above list is not exhaustive and will be added to over time as additional examples are identified.

All consultation taking place in accordance with this list, and the outcomes of that consultation, must be outlined in the relevant proposal. It is also prudent for proposers to brief their College’s representative on Academic Committee, and their College representative on Academic Board if the proposal is being forwarded to CUAP.