

<Name(s) of new qualification(s)/subject(s)>

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| **CONTACT DETAILS** |

College/Academic Unit:

Contact Person for the Proposal:

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| **SECTION A**  **For submission to CUAP** |

**Qualification/ Specialisation**

**Formal Title(s):** <Maximum of 75 characters>

**Qualification/ Specialisation**

**Formal Abbreviated title(s):** <Qualification maximum of 16 characters; Specialisation maximum 12 characters>

Notification

The following notification is made under Section 6.2 of CUAP Handbook. Massey University proposes to add a <Qualification/Specialisation> to its suite of qualifications

Related Established Qualification/Specialisation

Year New Qualification/Specialisation to be Introduced:

Proposal Details

<Delete non-applicable statements>

Introduction of a <diploma or certificate>, when the University already has an established bachelor’s degree in the subject and the new qualification draws on existing courses.

<OR>

Introduction of a <graduate or postgraduate diploma or certificate> programme, when the University already has an established bachelor’s honours or master’s programme in the subject and the new qualification draws on existing courses.

<OR>

Introduction of a Minor in an undergraduate degree, when there is already an established Major in the subject.

Specific Details

<Additional information here regarding the proposal, if needed.>

Rationale

<An explanation as to why the proposal is being put forward; where appropriate you should relate this to the context of the University’s strategic and planning goals.>

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| **New Zealand Qualifications Framework Information**  <complete for New Qualifications only> | |
| **Qualification Title** |  |
| **Qualification Type**  e.g. Postgraduate Diploma |  |
| **Level** |  |
| **Credits** |  |
| **Subject Area** | <The Subject/Classification code will be added centrally once the qualification is approved> |
| **Outcome statement:** <No more than 2000 characters, including spaces, across the three fields> | |
| **Graduate Profile** | <A summary statement outlining the skills, knowledge, understanding and attributes a graduate of the qualification will be able to demonstrate.> |
| **Education pathways** | <A summary statement identifying the further education pathways a graduate of the qualification can undertake.> |
| **Employment pathways** | <A summary statement identifying areas in which a graduate may be qualified to work, or the contribution they may make to their community.> |
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| **Entry Requirements** | <Summary of entry requirements> |
| **Education Organisation** | Massey University |
| **Developed By** | Massey University |
| **Quality Assured By** | Committee for University Academic Programmes |
| **Programme Code** | <This four digit Massey Administration System code will be added once the qualification is approved > |
| **TEC Code** | MY<This TEC code will be added centrally once the qualification is approved > |
| **Content** | <A succinct statement outlining programme content> |

**Proposed Regulations**

<The complete new qualification regulations (with schedules) or amended existing regulation(s) (if adding a minor) as they are intended to appear in the Calendar. Include the relevant page reference in the Calendar of the year of submission in the case of amendments. Regulations should be presented as per the approved Massey University Qualification Regulation template.>

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| **Arrangements for qualification with significant contributions from overseas institutions**  < Nb. Include this section ONLY where the proposed qualification will be jointly awarded and/or will have significant contributions (>60 credits, or entire core, or entire majoring subject) from an overseas institution(s). Provide relevant information below and append formal agreement addressing all requirements as specified in CUAP Functions and Procedures, Appendix E); delete this section if not applicable.> |

**Contribution from Overseas Partner Institution**

<Provide details of the relevant contributions of the partner institutions.>

**Suitability of Qualification for Overseas Delivery**

<Provide details of the suitability of the qualification for delivery in the proposed overseas location(s).>

**Formal Agreement**

Details of the agreed arrangements with <overseas partner institution> in respect to their significant contributions to the proposed <qualification> are appended.

<Append the formal agreement with the partnering institution(s) which must include all requirements as specified in CUAP Functions and Procedures, Appendix E)>

**Standing of Overseas Institution(s)**

<Provide a statement on the standing of the overseas institution(s) and sufficient information to ensure that CUAP recognises the overseas Institution(s) as meeting the appropriate quality and programme requirements, that are essentially equivalent to those expected by a New Zealand University; delete if not applicable>

**Qualification Approval and Accreditation Processes Applying to Overseas Partnering Institution(s)**

<For planned jointly warded qualifications ONLY provide details of qualification approval and accreditation processes applying to the overseas institution(s) with respect to the proposed qualification.>

**Programme Design**

<Provide evidence that the design of the programme is suited to delivery in the host country and suited to the needs of intended students.>

**Comparability of Onshore and Offshore Delivery**

<Provide evidence that the following aspects of the programme to be delivered offshore are comparable with the NZ based programme delivery:

* Programme learning outcomes;
* Content;
* Acceptability to the relevant academic bodies, employers, industry bodies, professional bodies and other relevant bodies;
* Student workload (credit value, level and duration).>

**Availability of Resources**

<Provide evidence that appropriate resources, including academic staff, are available to deliver the programme.>

**Consistency of Assessment**

<Provide evidence that assessment methods, criteria and moderation procedures are consistent with NZ based programme delivery.>

**Support Services**

<Provide evidence that effective student and academic support services are provided together with relevant and accurate information for intending and enrolled students.>

**Provisions for Management of Students Should Offshore Delivery Cease**

<Provide evidence thatprovisions for the management of students are in place should the offshore delivery of the programme cease.>

**Quality Assurance of Offshore Programme**

<Provide evidence thatthe offshore delivery of the programme has been included in quality assurance systems.>

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| **Arrangements for qualification which will be delivered offshore by Massey University**  < Nb. Include this section ONLY where the proposed qualification will be offered offshore by Massey University without significant contributions from an overseas partner institution(other than solely by distance delivery); delete this section if not applicable. |

**Programme Design**

<Provide evidence that the design of the programme is suited to delivery in the host country and suited to the needs of intended students.>

**Comparability of Onshore and Offshore Delivery**

<Provide evidence that the following aspects of the programme to be delivered offshore are comparable with the NZ based programme delivery:

* Programme learning outcomes;
* Content;
* Acceptability to the relevant academic bodies, employers, industry bodies, professional bodies and other relevant bodies;
* Student workload (credit value, level and duration).>

**Availability of Resources**

<Provide evidence that appropriate resources, including academic staff, are available to deliver the programme.>

**Consistency of Assessment**

<Provide evidence that assessment methods, criteria and moderation procedures are consistent with NZ based programme delivery.>

**Support Services**

<Provide evidence that effective student and academic support services are provided together with relevant and accurate information for intending and enrolled students.>

**Provisions for Management of Students Should Offshore Delivery Cease**

<Provide evidence thatprovisions for the management of students are in place should the offshore delivery of the programme cease.>

**Quality Assurance of Offshore Programme**

<Provide evidence thatthe offshore delivery of the programme has been included in quality assurance systems.>

Section B has been prepared and will be made available to CUAP on request.

<Include the above statement and complete Section B only for qualifications that are jointly taught or awarded by Massey University and another New Zealand institution. For other proposals Section B and the above sentence can be deleted>

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| **SECTION B MEMORANDUM OF UNDERSTANDING/AGREEMENT INFORMATION**  **For submission to CUAP on request.**  <For qualifications that are to be jointly-taught or jointly awarded with another New Zealand institution include the following extracts from the MoU/Agreement. See CUAP Functions and Procedures Handbook for requirements.> |

**Relevant Contribution**

<Specify the contribution of each provider to the proposed qualification.>

**Review Procedures**

<Outline the procedures for monitoring and periodic review.>

**Assessment/Examinations**

<Outline arrangements that have been made for assessment and examination.>

**Grievance/Appeal**

<Outline the procedures for academic grievance and appeal.>

**Student Communication**

<Outline the means of and responsibility for communication to students any particular requirements of the qualification arising out of its collaborative nature.>

**Resource Availability**

<Discuss the availability of resources (e.g. relevant library holdings) for both students and staff at each site.>

**Memorandum of Understanding Provisions**

<Outline procedures to be adopted should any provision of the MoU relating to academic matters not be met, for whatever reason.>

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| **SECTION C FUNDING AND COMPLIANCE DETAILS**  **Internal Only – Not for submission to CUAP** | | | |
| **TEC Secure Site Funding Information**  **(Note: Shaded sections are completed centrally)** | | | |
| **Tuition weeks** |  | **Teaching Hrs/wk** |  |
| **Vacation weeks** |  | **Work Exp Hrs/wk** |  |
| **Total Gross weeks** |  | **Self-Dir Hrs/wk** |  |
| **Number of Years** |  | **Total Lrng Hrs/wk** | 40 |
| **Provider Credits** |  | **EFTS value** |  |
| **Source of Fund** |  | **Dist Lrng Available** | <Yes or No> |
| **Subseq Destinat** |  | **NQF Level** |  |
| **NZSCED** |  | **Award Category** |  |
| **ISCED level** |  |  |  |

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| **New Zealand Qualifications Framework (NZQF) Compliance** | |
| **Qualification Type** | <e.g. Graduate Diploma> |
| **Qualification Level** | <Level on NZQF**;** see CUAP Functions and Procedures Handbook, Section 8 Definitions.> |
| **NZQF Compliance** | <A statement summarising the ways in which the qualification meets the NZQF criteria for type and level of qualification. See CUAP Functions and Procedures Handbook, Section 8 Definitions.> |

**College/Academic Unit Sign Off**(Head of Unit/Programme Leader signature, as per relevant College process)

**Name** **Signature** **Date**

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| **Committee** | **Recommendation** |
| College Sub-committee | That the proposal be approved for forwarding to College Board. |
| College Board | That the proposal be approved for forwarding to Academic Committee. |
| Academic Committee | That the proposal be approved for forwarding to Academic Board. |
| Academic Board | That the proposal be approved for forwarding to CUAP. |