

<Name of qualification being amended>

<Page reference in current Calendar>

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| **CONTACT DETAILS** |

**Name of College/Academic Unit:**

**Contact Person for the Proposal:**

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| SECTION A PROPOSAL |

Type of change proposed

<Delete those which do not apply and renumber or remove numbering as appropriate.>

1. Substantial change to qualification structure
   1. Change to qualification duration
   2. Change to qualification credit/EFTS value
2. Substantial change to qualification configuration which impacts on the structure
   1. Balance of courses across different levels
   2. Quantum of courses required for a major
3. Change to the rules of progression within the qualification
4. Change to qualification entry requirements
5. Change to qualification or subject specialisation title

**Proposed new title(s)**<Provide title details *only if* proposing title change>

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

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

**Year proposed amendment to be implemented:**

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| **Proposal Details** |

**Purpose of the Proposal**

**Justification**

<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.>

Details of proposed amendment(s)

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| **Implications** |

Students

<Describe any implications for students (current and/or future) e.g. provisions for completion, transitions, graduation etc.>

Staffing

<Describe any implications for staffing (current and/or new) e.g. academic/technical/research.>

Library

<Outline any anticipated impact of the change on the University’s library resources, including e-resources (e.g. new books/subscriptions). Append Library Impact Statement prepared by Library staff, if appropriate>

Facilities Management

<A statement regarding the availability of teaching space and other facilities e.g. offices, study, lecture rooms, computer labs etc.>

**Information Technology**

<Outline the impact of the change on the University’s general computer laboratories, video-conferencing facilities and online resources. Confirm that any implications have been discussed with ITS.>

**Student Management System**

<Outline the impact of the change on the University’s Student Management System and Qualification Regulation Manager and confirm that any implications have been discussed with and approved by the Academic Policy and Regulations Unit.>

**Teaching & Learning Services**

<Outline the impact of the change on the University’s National Centre for Teaching and Learning and confirm that any implications have been discussed with the relevant services on each Campus e.g. teaching, delivery methods support.>

**Student Learning Services**

<Outline the impact of the change on the University’s and Student Learning Services confirm that any implications have been discussed with the relevant services on each Campus including for distance learners.>

Accreditation Considerations (if applicable)

<Describe any implications for existing or potential accreditation arrangements. For College of Business proposals consideration must be given to AACSB including any effect on existing assurance of learning processes as a result of the proposal and any changes required to assurance of learning processes.>

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| **Calendar Changes** |

**Calendar reference:** <Current Calendar Year>

Calendar amendments:

<Identify all Calendar amendment(s) that will be required by clearly identifying the Qualification(s) Regulations and Schedule(s) to be amended, and specifying each amendment exactly. Include the relevant page references to the Calendar of the year of submission. >

A revised Qualification Description for the <Qualification> showing the proposed amendment in ‘tracked changes’ is attached.

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

<Complete Section B only for qualifications that are jointly taught or awarded by Massey University and another institution. For other proposals Section B and the above sentence can be deleted. Note: the College Sign Off and recommendations at the end of this template should not be deleted.>

<Where new courses are proposed as an integral part of a proposal, they may be proposed and approved as part of this CUAP document; where this is the case a Course Description for each new course should be appended. For each new course the required Course Funding Classifications Form (made available as a separate template on the Office of Academic Assurance website) must also be forwarded to the relevant College Business Manager(s) for completion. >

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| **SECTION B MEMORANDUM OF UNDERSTANDING/AGREEMENT EXTRACTS**  **For submission to CUAP on request.**  <For jointly-taught or jointly awarded qualification(s) include the following extracts from the MoU/agreement with another New Zealand University/Institution or overseas provider. 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.>

**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 proposed new courses be approved.  That the proposal be approved for forwarding to Academic Board. |
| Academic Board | That the proposal be approved for forwarding to CUAP. |