PROCEDURES TO TRANSITION STUDENTS FROM DISCONTINUED QUALIFICATIONS AND SPECIALISATIONS

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<td>Last Review</td>
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Purpose:

These procedures outline the process to follow to close a qualification / specialisation, notify affected students of the closure, provide academic advice to transition students to completion and subsequently delete the qualification / specialisation.

Definitions:

Qualification: May be degree, diploma or certificate.

Specialisation: May be major, minor, endorsement or subject.

Closed qualification / specialisation: Qualification /specialisation in which no new enrolments are accepted. The qualification may be taught out or may be re-opened at some point if appropriate. Students completing a closed qualification / specialisation may still graduate once they have completed.

Deleted qualification / specialisation: Qualification / specialisation which has been taught out as fully as possible and for which the University will not normally accept further enrolments. Students who have completed a deleted qualification / specialisation but who have not previously graduated may still be awarded the qualification / specialisation.

Deleted paper: A paper that is no longer required as a result of the closure of a qualification / specialisation and is removed from the qualification / specialisation, Calendar and IPP.

Audience:

All staff associated with the administration of qualifications.

Related procedures / documents:

Deletion of Paper Template (awaiting approval – contact Academic Policy Manager)
Qualifications Framework Policy (to be written – contact Academic Policy Manager)
Procedures for Awarding a Deleted Qualification (to be written)
Procedures:

This flow chart outlines the steps to be taken in the transition process. Details on these steps follow.

1. **Decision made to close qualification/specialisation**
   - Prepare Communication Plan

2. **Close qualification/specialisation**
   - Submit closure template through appropriate College channels to Academic Committee

3. **Identify students affected**

4. **Determine information for students:**
   - transition arrangements
   - completion options

5. **Notify students:**
   - transition arrangements
   - individual completion options
   - date to finish qualification
   - response required
   - consequences of non response

6. **Teach out qualification/specialisation**
   - Delete papers as appropriate

7. **Delete qualification/specialisation**
   - Submit deletion template through appropriate College channels to Academic Committee

8. **Notify CUAP of deletion**

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*Decision made to Close a Qualification / Specialisation:*
Once the decision has been made to close a qualification / specialisation to new enrolments a Communication Plan should be prepared. Consideration should be given to the timeframes for communicating information to the appropriate people and should take account of, but may not be limited to, the effect of the closure on units within the College, other academic and service units within the University and external bodies, relevant publications and printing timeframes and IPP.

Close a Qualification / Specialisation:
Colleges should use the template for Closure of Qualification / Specialisation for Enrolments (see Appendix A). The proposal should be submitted through the appropriate College channels and then on to Academic Committee for final approval.

If during the period between when a qualification / specialisation is closed and when it is deleted, circumstances change that warrant the re-opening of the qualification / specialisation this may be done. Serious consideration of any consequences of the re-opening would need to be given and the justification for re-opening would need to be compelling. Students notified of the closure would also need to be notified of the re-opening if it affects any time limits for their completion.

Identify Students Affected:
Students who will be directly affected by the closure should be identified. A date from which to gather information should be decided and all students enrolled in the qualification / specialisation from that date to the present should be identified, extracting students who have completed.

Determine Information for Students:
The appropriate information to be given to students should be determined at this stage and may include:
- notification of the closure of the qualification / specialisation,
- transition arrangements,
- study completed toward the qualification / specialisation thus far
- options or requirements for completion,
- transfer to an alternative qualification,
- graduating from an alternative qualification option,
- the final date for completion of the qualification,
- date by which a response is required,
- consequences of not responding.

Some of these options may not be relevant or appropriate in every case. The information provided, level of detail and variety of options will depend on a number of factors. These include; how long the qualification will continue, whether a qualification requires students to be given their exact completion details or generic completion information, whether or not there are alternative options available and whether or not the student can complete the qualification. It is possible for a student not to have passed any papers toward a qualification. In these cases it needs to be determined if it is feasible for a student to begin and complete the necessary papers within the closure timeframe. If not, these students should be told that the qualification / specialisation is closed to them effective immediately.

It is important to have a final date for completion. Leaving the closure open-ended will allow students to drift on. The final date also gives students a deadline to focus on and aim for. For some students this may not be achievable so alternatives should be identified and offered wherever possible.

Notify Students:
Students can then be notified of their individual options. See Appendix B for sample template letters to students. The number of templates to be used in each closure will depend on the number of students affected and where they are in terms of completing.

After the response date it is important that every student contacted have a note annotated to their student record. This includes non-responses. For responding students the option they have chosen and completion requirements, if provided, should be listed. Any future contact the student has with the University will allow staff from any area to be able to see, and advise the student, on what has been agreed and completion requirements. Non-responding students who later contact the University can be advised of the attempt to contact them and of the closure of the qualification.

**Teach out Qualification / Specialisation:**

Papers under the closed qualification / specialisation should be taught as usual. Some papers may only be associated with the specific qualification / specialisation. For these papers resources should be kept available to teach the papers to either the final date for completion or until all students have completed the paper, whichever comes first. Once either of these events occurs the papers should be deleted. For papers that are also available to other qualifications these can continue beyond the final closure date but it is important to ensure students in the closed qualification / specialisation are not approved into these papers under the closed qualification if they try to enrol after the closure date.

The On-line Enrolment (OLE) structure will preclude students from applying to enrol in a qualification / specialisation that is closed to new enrolments if the student has not enrolled in that programme before. The Student Management System (SMS) has codes in place to prevent manual enrolment and confirmation of such students. Students returning to a closed qualification / specialisation, who are applying to enrol via OLE, will automatically default to that qualification / specialisation although they may change this if they wish. Paper-based returning students can be manually enrolled in a closed qualification / specialisation but codes will prevent the enrolment being confirmed. Staff will not be able to accidentally confirm enrolments in a closed qualification / specialisation but may choose to do so if appropriate.

Once automatic confirmation is developed, SMS can be programmed to prevent automatic confirmation of students in closed qualifications / specialisations. This will enable a manual check to be undertaken to ascertain if the student can continue or if they require advice on transferring to an alternative qualification / specialisation.

**Delete Qualification / Specialisation:**

Once the final date for completion has been reached, or all students have completed, Colleges should use the template for the Deletion of a Qualification / Specialisation (see Appendix C). The proposal should be submitted through the appropriate College channels and then on to Academic Committee for final approval.

Qualifications / specialisations to be deleted do not need the Committee on University Academic Qualifications (CUAP) approval but do require notification of the deletion. No special format is required for advising CUAP of deletions but the advice should specify the qualification or specialisation it is proposed to delete and indicate briefly what effect this might be expected to have on the tertiary sector. Where appropriate, the university should indicate where in New Zealand a similar qualification/specialisation continues to be available. (Source: NZVCC CUAP Functions and Procedures 2009 – 2010)

The University may close a qualification / specialisation without notifying CUAP but once a qualification is to be deleted CUAP must be notified.
Calendar Regulations:
Timelines need to be considered for qualification / specialisation regulations published in the University Calendar, other publications and on the University website. Once the qualification / specialisation has been closed, a note should be added to the regulations at all sources noting no new enrolments from the date of closure. Within two years of the closure, the regulations should be removed from the Calendar, publications and website. If the period the qualification / specialisation is to be taught out is longer than two years, the Calendar should include reference to the last year of published regulations eg “refer to the 2009 Calendar for the qualification regulations”, until the qualification / specialisation is deleted.

Once the qualification / specialisation has been deleted all reference to it will be removed from the Calendar, all publications and website.

Relevant legislation:
None

Legal compliance:
None

Document Management Control:
Prepared by: Special Projects’ Officer
Authorised by: Assistant Vice-Chancellor (Academic & International)
Approved by: Academic Committee, 11 August 2010
Date issued: 27 August 2010
Next review: August 2012
### Appendix A

**<College>**

**<Department/Institute/School>**

**CLOSURE OF <QUALIFICATION / SPECIALISATION > FOR <NEW OR ALL> ENROLMENTS**

*Italicised notes are for information and should be removed before submitting proposal to the relevant Committee*

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1. **Rationale / Justification**

   *<Explain why the qualification / specialisation is being closed>*

2. **Transition Arrangements**

   *<Describe arrangements for transitioning students to completion or alternative qualifications. If appropriate, transition regulations should be added to the current qualification / specialisation regulations or replacement regulations where a qualification is superseded by another qualification. These should be updated in appropriate publications.>*
<Refer to the Procedures to Transition Students from Discontinued Qualifications / Specialisations for information on how to notify and transition students.>

<Please note any Qualification Register Manager (QRM) implications and action to be taken as appropriate.>

3. Estimated Number of Affected Students

4. Recommendation

1. That the proposal be approved.
2. That the relevant section(s) of the Calendar be updated to show ‘No new enrolments’ following approval.

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Appendix B

Qualification / Specialisation Closure Template Letters

These templates provided examples for possible scenarios but may not cover every situation. They can be adjusted accordingly depending on whether the closure is for a qualification or specialisation

1. **On Track**
   - Student is currently enrolled in qualification / specialisation (or has been in the very recent past).
   - Has passed some papers toward the qualification / specialisation.
   - Can feasibly complete within timeframe.
   - Advise closure of qualification / specialisation and end date.
   - May continue in qualification / specialisation before end date.
   - Must finish qualification / specialisation requirements before end date.
   - Response required.

2. **Historic - has passed some papers**
   - Records show student once enrolled in qualification / specialisation.
   - Has passed some papers for qualification / specialisation.
   - Advise closure of qualification / specialisation and end date.
   - May continue in qualification / specialisation before end date.
   - Must finish qualification / specialisation requirements before end date.
   - Response required.

3. **Qualification Historic - has NOT passed any papers**
   - Records show student once enrolled in qualification.
   - Has not passed or not attempted any papers for qualification.
   - Advise closure of qualification and end date.
   - Cannot now complete qualification.
   - If wish to pursue future study need to transfer to a different qualification.
   - No response required – notification only.

4. **Specialisation Historic - has NOT passed any papers**
   - Records show student once enrolled in specialisation.
   - Has not passed or not attempted any papers for specialisation.
   - Advise closure of specialisation and end date.
   - Cannot now complete specialisation but may, if appropriate, complete qualification.
   - If wish to pursue future study need to transfer to a different specialisation.
   - Response required.

5. **Qualification / specialisation not as indicated**
   - Records show student once enrolled in qualification / specialisation.
   - We assume enrolment in this qualification / specialisation to be incorrect for some reason.
   - Is no longer enrolled in qualification / specialisation.
   - Has obviously changed qualification / specialisation
   - Advise closure of qualification / specialisation and end date.
   - Irrelevant whether some qualification / specialisation papers passed or not if definitely changed.
   - Cannot now complete qualification / specialisation.
   - No response required unless assumption is incorrect - notification only.

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Dear

This letter concerns your enrolment in the <qualification>. I must advise that, after careful consideration, a decision has been taken to close the <qualification> to new enrolments from Semester One of <year>, and to permanently discontinue the <qualification> from the end of the <year> academic year.

I want to assure you the University is committed to ensuring a path to completion for all students who are currently enrolled in the <qualification>. Even though no new enrolments in this qualification will be accepted, you may continue to enrol in this qualification until the end of the <year> academic year in order to complete the qualification requirements. Please be aware that if you do not complete all of the requirements for the <qualification> by the end of the <year> academic year then – should you wish to continue study – transfer to an alternative qualification will be required.

I have reviewed your academic progress in the <qualification>, and note that you have passed, or been given credit for <number> credits. You therefore now require a further <number> credits. These should comprise the following: <list specific or generic completion requirements>.

If you do not wish, or are not able, to complete the <qualification>, then you may be eligible for the award of an alternative qualification. If you have completed <insert minimum requirement for alternative qualification/s>, then you may be eligible for the award of the <alternative qualification>. I would be happy to discuss this option with you.

In order to help us ensure that all students currently enrolled in the <qualification> who intend to continue studying are provided with appropriate academic advice regarding completion, or transfer to an alternative qualification, we ask that you complete and return the enclosed response form by <date>. Please note, if you do not return the response form by this date, we will assume that you do not intend to complete the <qualification> and your academic record will be noted accordingly.

I hope that the information conveyed in this letter has provided you with the information necessary to plan your completion of the <qualification>. If you have any questions or concerns about your completion, please feel free to contact me at <contact details>.

Finally, I would like to take this opportunity to thank you for choosing to study at Massey University, and extend my best wishes to you for successful completion.

Yours sincerely
<qualification>

Student Response Form

Full Name:
Massey Student ID Number:
Address:

Telephone:
Email:

Please indicate which of the following options applies to you:

   a. I intend to complete the <qualification> requirements by the end of the <year> academic year.
   b. I intend to transfer to an alternative qualification, or apply for the award of an alternative qualification.
   c. I do not intend to complete the <qualification>.

Please return this form by <date> to the following address:

<name>
Massey University
<address>

If you select Option A or Option B, you will be contacted to discuss your completion (A) or your transfer to, or award of, an alternative qualification (B).

Please note that if your form is not returned by <date>, then you will be assumed to have selected Option C and your academic record will be noted accordingly. You will not then be able to return to this qualification at a future date.
Dear

This letter concerns your enrolment in the <qualification>. I must advise that, after careful consideration, a decision has been taken to close the <qualification> to new enrolments from Semester One of <year>, and to permanently discontinue the <qualification> from the end of the <year> academic year.

Our records show you have not enrolled in the <qualification> since <year>. However, I want to assure you the University is committed to ensuring a path to completion for all students who have completed partial requirements toward the <qualification>. Even though no new enrolments in this qualification will be accepted, you may continue to enrol in this qualification until the end of the <year> academic year in order to complete the qualification requirements. Please be aware that if you do not complete all of the requirements for the <qualification> by the end of the <year> academic year then – should you wish to continue study – transfer to an alternative qualification will be required.

I have reviewed your academic progress in the <qualification>, and note that you have passed, or been given credit for <number> credits. You therefore now require a further <number> credits. These should comprise the following: <list specific or generic completion requirements>.

If you do not wish, or are not able, to complete the <qualification>, then you may be eligible for the award of an alternative qualification. If you have completed <insert minimum requirement for alternative qualification/s>, then you may be eligible for the award of the <alternative qualification>. I would be happy to discuss this option with you.

In order to help us ensure that all students currently enrolled in the <qualification> who intend to continue studying are provided with appropriate academic advice regarding completion, or transfer to an alternative qualification, we ask that you complete and return the enclosed response form by <date>. Please note, if you do not return the response form by this date, we will assume that you have do not intend to complete the <qualification> and your academic record will be noted accordingly.

I hope that the information conveyed in this letter has provided you with the information necessary to plan your completion of the <qualification>. If you have any questions or concerns about your completion, please feel free to contact me at <contact details>.

Finally, I would like to take this opportunity to thank you for choosing to study at Massey University, and extend my best wishes to you for successful completion.

Yours sincerely
Student Response Form

Full Name:
Massey Student ID Number:
Address:
Telephone:
Email:

Please indicate which of the following options applies to you:

a. I intend to complete the <qualification> requirements by the end of the <year> academic year.
b. I intend to transfer to an alternative qualification, or apply for the award of an alternative qualification.
c. I do not intend to complete the <qualification>.

Please return this form by <date> to the following address:

<name>
Massey University
<address>

If you select Option A or Option B, you will be contacted to discuss your completion (A) or your transfer to, or award of, an alternative qualification (B).

Please note that if your form is not returned by <date>, then you will be assumed to have selected Option C and your academic record will be noted accordingly. You will not then be able to return to this qualification at a future date.
Dear

Our records show you were enrolled in the <qualification> in <last year of enrolment in qualification>. This letter concerns your enrolment in the <qualification>. I must advise that, after careful consideration, a decision has been taken to close the <qualification> to new enrolments from Semester One of <year>, and to permanently discontinue the <qualification> from the end of the <year> academic year.

I have reviewed your academic progress in the <qualification> and note that you have not passed any credits towards the qualification. Therefore, it will not be possible for you now to complete the <qualification>. You may, however, study toward an alternative qualification should you wish to.

If you have any questions or concerns about this information, please feel free to contact me at <contact details>.

Yours sincerely
Dear

Our records show you were enrolled in the <specialisation> specialisation toward the <qualification> in <last year of enrolment in qualification>. This letter concerns your enrolment in that specialisation. I must advise that, after careful consideration, a decision has been taken to close the <specialisation> specialisation to new enrolments from Semester One of <year>, and to permanently discontinue it from the end of the <year> academic year.

I have reviewed your academic progress in the <specialisation> specialisation, and note that you have not passed any credits towards the <specialisation> specialisation requirements. Therefore, it will not be possible for you to complete the <qualification> with the <specialisation> specialisation. You may, however, continue studying the <qualification> and your completed credits may be able to be credited to this qualification.

If you do not wish, or are not able, to complete the <qualification>, then you may be eligible for the award of an alternative qualification. If you have completed <insert minimum requirement for alternative qualification/s>, then you may be eligible for the award of the <alternative qualification>. I would be happy to discuss this option with you.

In order to help us ensure that all students currently enrolled in the <specialisation> specialisation who intend to continue studying are provided with appropriate academic advice regarding completion, or transfer to an alternative specialisation or qualification, we ask that you complete and return the enclosed response form by <date>. Please note, if you do not return the response form by this date, we will assume that you have do not intend to complete the <qualification> and your academic record will be noted accordingly.

I hope that the information conveyed in this letter has provided you with the information necessary to plan your completion of the <qualification>. If you have any questions or concerns about your completion, please feel free to contact me at <contact details>.

Finally, I would like to take this opportunity to thank you for choosing to study at Massey University, and extend my best wishes to you for successful completion.

Yours sincerely
Student Response Form

Full Name:
Massey Student ID Number:
Address:

Telephone:
Email:

Please indicate which of the following options applies to you:

a. I intend to complete the <qualification> with a different specialisation.
b. I intend to transfer to an alternative qualification, or apply for the award of an alternative qualification.
c. I do not intend to complete the <qualification>.

Please return this form by <date> to the following address:

<name>
Massey University
<address>

If you select Option A or Option B, you will be contacted to discuss your completion (A) or your transfer to, or award of, an alternative qualification (B).

Please note that if your form is not returned by <date>, then you will be assumed to have selected Option C and your academic record will be noted accordingly.
Dear

This letter concerns your enrolment in the <qualification> for which you were enrolled in <last year of enrolment in qualification>. I must advise that, after careful consideration, a decision has been taken to close the <qualification> to new enrolments from Semester One of <year>, and to permanently discontinue the <qualification> from the end of the <year> academic year.

I have reviewed your academic progress in the <qualification> and note that <either although you passed some credits towards or although you have not passed any credits towards> the <qualification>, you have now changed to the <alternative qualification>. It is assumed, therefore, that you no longer intend to complete the <qualification>. If this assumption is incorrect, please contact me urgently no later than <date>.

If you have any questions or concerns about this information, please feel free to contact me at <contact details>.

Yours sincerely
Appendix C

**DELETION OF <QUALIFICATION / SPECIALISATION>**

*Italicised notes are for information and should be removed before submitting proposal to the relevant Committee*

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1. **Notification**

   The following notification is made under Section 5.4.4 of CUAP Functions and Procedures (2009–2010): Massey University proposes to delete the *<Qualification / Specialisation>*

2. **Rationale / Justification**

   *Explain (a) why the qualification / specialisation is being deleted, (b) indicate briefly what effect this might be expected to have on the tertiary sector and (c) where appropriate, also indicate where in NZ a similar qualification / specialisation continues to be available. Information provided in (b) and (c) is required as part of the CUAP deletion notification.*

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3. **Transition Arrangements**

<Describe the arrangements taken for transitioning students to completion or alternative qualifications>

<Please note any Qualification Register Manager (QRM) implications and action to be taken as appropriate.>

4. **Papers to be Deleted**

<List any papers to be deleted as a result of the deletion of the qualification / specialisation. To delete these papers use the Deletion of Papers template.>

5. **Recommendations**

1. That the proposal be approved for forwarding to CUAP for information.
2. That the relevant sections of the Calendar be removed following approval.

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