

## Quick guide reference to academic proposal templates and approvals

# Note: Proposals/reports must be submitted to the relevant College Committee in time for them to be considered and forwarded/reported to Academic Committee by the relevant deadline.

### 1) New Qualifications, Specialisations (Majors, Minors, Endorsements, Subjects) or Courses

What do you want to do?	Which template(s) do I need to complete?	What is the Academic Committee Deadline#?	Highest level of approval
<p>Introduce a <b>new Qualification</b></p> <p><i>Except</i> where this is a new Undergraduate, Graduate or Postgraduate Diploma or Certificate where there is an established degree and the new qualification draws on existing courses (see below)</p> <p>Includes offshore offer/significant contribution of offshore partner institution</p>	<p>Early Notice</p> <p>New Qualification/Specialisation (CUAP Submission)</p> <p>Appended documents:</p> <ul style="list-style-type: none"> <li>• Course Description (for each new course);</li> <li>• Library Impact Statement (completed on request by Library staff)</li> </ul> <p>Related templates:</p> <ul style="list-style-type: none"> <li>• Market Research Request</li> <li>• Qualification Regulations (obtained via Office of Academic Assurance Consultant)</li> </ul>	<p><u>CUAP Round 1</u> February: Early Notice March: Proposal and appended documents</p> <p><u>CUAP Round 2</u> May: Early Notice July: Proposal and appended documents</p>	CUAP
<p>Introduce a <b>new Specialisation</b></p> <p><i>Except</i> if this is a Minor and there is an existing Major in the same subject in the same qualification (see below)</p>	<p>Early Notice</p> <p>New Qualification/Specialisation (CUAP Submission)</p> <p>Appended documents:</p> <ul style="list-style-type: none"> <li>• Course Description (for each new course);</li> <li>• Library Impact Statement (completed on request by Library staff)</li> </ul> <p>Related templates:</p> <ul style="list-style-type: none"> <li>• Market Research Request</li> <li>• Qualification Regulations (obtained via Office of Academic Assurance Consultant)</li> </ul>	<p><u>CUAP Round 1</u> February: Early Notice March: Proposal and appended documents</p> <p><u>CUAP Round 2</u> May: Early Notice July: Proposal and appended documents</p>	CUAP
<p>Introduce a <b>new Undergraduate, Graduate or Postgraduate Diploma or Certificate</b></p> <p>(where there is an established degree and the new qualification draws on existing courses)</p> <p>Includes offshore offer/significant contribution of offshore partner institution</p>	<p>Early Notice</p> <p>New Qualification/Specialisation (CUAP Report)</p> <p>Related templates:</p> <ul style="list-style-type: none"> <li>• Market Research Request</li> <li>• Qualification Regulations (obtained via Office of Academic Assurance Consultant)</li> <li>• Library Impact Statement (completed on request by Library staff)</li> </ul>	<p><u>CUAP Round 1</u> February: Early Notice March: Report</p> <p><u>CUAP Round 2</u> May: Early Notice July: Report</p>	CUAP (reported)
<p>Introduce a <b>new Minor</b> where there is an existing major in the same subject in the same qualification.</p>	<p>New Qualification/Specialisation (CUAP Report)</p>	June	CUAP (reported)
<p>Introduce a <b>new Course</b></p>	<p>New Course</p> <p>Appended:</p> <ul style="list-style-type: none"> <li>• Course Description</li> <li>• Library Impact Statement (completed on request by Library staff)</li> </ul> <p>Also required</p> <ul style="list-style-type: none"> <li>• Funding Classification form</li> </ul>	June	Academic Committee

## 2) Amendment of Qualifications, Specialisations (majors, minors, endorsements, subjects) or Courses

What do you want to do?	Which template(s) do I need to complete?	What is the Academic Committee Deadline#? (for implementation following year*)	Highest level of approval
Significantly amend a <b>Qualification</b> or <b>Specialisation</b> , including changes to: <ul style="list-style-type: none"> <li>• total duration/ credit/ EFTS value;</li> <li>• configuration (e.g. balance between levels of courses or quantum of courses required for a major);</li> <li>• rules for progression;</li> <li>• entry requirements;</li> <li>• name;</li> <li>• transfer of credit, cross-crediting or exemption arrangements.</li> </ul>	Early Notice template Qualification/Specialisation Amendment (CUAP Submission)  Appended: Qualification Description	<u>CUAP Round 1</u> February: Early Notice March: Report <u>CUAP Round 2</u> May: Early Notice July: Report	CUAP
Amend <b>Qualification Regulations</b> (other than <i>significant</i> amendments requiring CUAP approval – see above)	Non-CUAP Qualification/Specialisation Amendment  Appended: Qualification Description	June	Academic Committee
<b>Close/Open a Qualification or Specialisation</b> to new enrolments	Non-CUAP Qualification/Specialisation Amendment  Appended: Qualification Description	June	Academic Committee
Amend <b>Qualification/Specialisation Schedule</b> of courses (add or delete an existing Course)	Non-CUAP Qualification/Specialisation Amendment	June	College Board (reported to Academic Committee)
Amend <b>Course Details</b> <ul style="list-style-type: none"> <li>• title or number#</li> <li>• prescription#</li> <li>• prerequisites, corequisites or restrictions#</li> <li>• learning outcomes##</li> <li>• assessment details##</li> <li>• offering status (valid, not offered, obsolete)*</li> <li>• offering details (semester, mode, course beginning and end dates)*</li> <li>• on-line learning category*</li> <li>• location of delivery (onshore and offshore)*</li> <li>• College imposed entry limitations*</li> <li>• primary programme**</li> </ul>	Course Amendment  Appended: Course Description  Note: A Course Description that is prefilled with the current course details can be ordered via the order form at the bottom of the Office of Academic Assurance Templates for Academic Proposals webpage.	# June For implementation following year.  ## Learning Outcomes/ Assessment changes may be proposed and notified to Academic Committee at any meeting in time for implementation prior to the start of the semester.  * As per College process/IPP requirements  ** By end of February for implementation in the current year.	College Board (reported to Academic Committee)
Amend Graduate Profile	Graduate Profile Amendment	N/A	Academic Committee

### 3) Deletion of Qualifications, Specialisations (Majors, Minors, Endorsements, Subjects) or Courses

What do you want to do?	Which template(s) do I need to complete?	What is the Academic Committee Deadline#?	Highest level of approval
Delete <b>Qualification</b>	Qualification/Specialisation Deletion (CUAP Report)	June	CUAP (reported)
Delete <b>Specialisation</b>	Qualification/Specialisation Deletion (CUAP Report)	June	CUAP (reported)
Delete (obsolete) <b>Course</b>	Course Deletion	June	Academic Committee

### 4) Related templates

What do you want to do?	Which template(s) do I need to complete?	What is the Academic Committee Deadline#?	Highest level of approval
<b>Offer an existing qualification offshore</b> without significant contribution of an overseas partner (other than solely by distance)	Offshore Offering of Existing Qualification Offshore Offering CUAP Summary Appended: <ul style="list-style-type: none"> <li>Library Impact Statement (completed on request by Library staff)</li> </ul>		CUAP (subcommittee)
<b>Offer an existing qualification offshore</b> jointly or with significant contribution (>60 credits or entire core or majoring subject) of an overseas partner	Offshore Offering of Existing Qualification Offshore offering CUAP Summary Appended: <ul style="list-style-type: none"> <li>Library Impact Statement (completed on request by Library staff)</li> </ul>		CUAP (subcommittee)
<b>Draft Qualification Regulations</b> for inclusion in a proposal	Qualification Regulations (obtained via Office of Academic Assurance Consultant)	As per relevant proposal deadline	Academic Committee (as part of a proposal)
Amend a <b>Qualification Description</b> to accompany a proposal	Qualification Description	As per relevant proposal deadline	
Amend a <b>Course Description</b> to accompany a proposal	Course Description	As per relevant proposal deadline	
Propose that a Massey University <b>Professional Development Short Course</b> be recognised for <b>credit</b> purposes	Recognition of Professional Development Course(s) for Credit	N/A	College Board
<b>Request Market Research</b> in respect to an academic proposal	Market Research Request	N/A	AVC Research, Academic & Enterprise
Prepare a <b>Graduating Year Review</b>	Graduating Year Review (obtained via Office of Academic Assurance Accreditation Consultant)	September	CUAP