<Name of qualification(s)/new specialisation(s) being proposed>

|  |
| --- |
| **Contact Details** |

**College/Academic Unit:**

**Contact Person for the Proposal:**

|  |
| --- |
| **Proposal** |

The **<College >** proposes to add a **<title of new qualification/specialisation>** to its suite of qualifications

<OR>

The College of **<College >** proposes to significantly amend the **<title of qualification/ specialisation>**.

**Planned year of introduction/ implementation:**

|  |
| --- |
| **STRATEGIC ALIGNMENT AND RESOURCE IMPLICATIONS (Part C)****Internal to Massey University**  |

**Strategic Considerations**(An extension of the CUAP Section B requirement)

<Identify the benefits of the proposal in terms of the University’s Strategic Plan and College and Departmental plans.>

<Identify Qualification/Specialisation delivery site(s).>

<Discuss alignment within the current academic portfolio, and with strategic plans in respect to the College/University academic profile (the qualification, specialisation, courses offer).>

<Identify any strategic partnerships (with local or overseas agencies or providers) relevant to the proposal.>

<Outline linkages between the qualification/specialisation and areas of established or emerging research strength.>

**Accreditation Considerations** (if applicable)

<Describe existing or potential accreditations related to this proposal. For College of Business proposals outline the assurance of learning processes that will apply to this qualification in order to meet AACSB requirements.>

**Internal and External Consultation**

<Confirm that consultation has occurred in accordance with the requirements detailed in Section 10 of the Massey University Qualifications Framework (accessed via the Policy Guide). Provide a succinct summary of the outcomes of consultation discussions.>

**Market Research and Competitor Analysis**

<Provide evidence of the market opportunity (including any time constraints) and potential for growth.>

<Discuss similar or competing qualifications offered by other providers in New Zealand or internationally (where appropriate).>

<Identify linkages with existing qualifications at Massey University.>

**Pathways and Progression**

<Outline the pathways into and out of the qualification (e.g., bridging programmes where relevant, and potential for ongoing professional development).>

**Equity and Ethnic Implications**

<Identify cultural (Māori/ Pasifika/ New Migrant/ Other), ethnic, gender, disability and any other implications of the proposal and the consultation process implemented to explore them.>

**International**

<Outline the impact of the qualification on the University’s international growth strategy and confirm that any implications have been discussed with the Director International.>

**Information Technology**

<Outline the impact of the qualification on the University’s 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 qualification on the University’s Student Management System and Qualification Regulation Manager and confirm that any implications have been identified and approved by the Academic Manager. >

**Teaching & Learning Services**

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

**Financial Analysis**

(An extension of the CUAP Section A – projected student numbers / EFTS requirement)

<Provide a cost/revenue analysis of the qualification for three years and estimate the minimum student numbers required for ongoing viability of the qualification.>

**Predicted Student Numbers / EFTS**

On the basis of *<provide information regarding the basis on which the predictions are made>* the following Headcounts/EFTS are predicted in the first three years from introduction:

 **Year Headcount EFTS**

 20XX

 20XX

 20XX

**Minimum student numbers required for ongoing viability of the qualification:**

 **Year Headcount EFTS**

 20XX

 20XX

 20XX

**Expected Revenue:**

<Expected revenue , this should include:

* SAC Funding and Funding Category**[[1]](#footnote-1)**
* Student Fees (domestic)
* Student Fees (International or Other including Block or Short Course fees)
* Other revenue (e.g., industry or government grants)
* PBRF Eligible?>

**Expected Costs:**

<Expected costs; this should include:

* Qualification development
* Staffing (academic, technical and administrative staff required to run the qualification)
* Marketing
* Staff travel & accommodation
* Direct costs associated with establishing the qualification (e.g., capital and other expenditure)
* Operating Costs (ongoing capital expenditure)>

**Course Funding Classifications**

<Provide confirmation that for each new course the required Course Funding Classifications Form (made available as a separate template on the Office of Academic Assurance website) has been forwarded to the relevant College Business Manager(s) for completion. >

**Risk Management**

<Detail significant risks associated with qualification development and delivery and how they will be mitigated (this could include an evaluation and exit strategy).>

**Limitations on Numbers**

<A statement regarding limitations on numbers (if applicable).>

**Liaison with Internal Services**

<Confirm that consultation with the relevant External Relations College contact(s) and Web Writing/Editorial staff regarding the proposed new qualification(s) and/or specialisation(s) has commenced.>

<Confirm that consultation with the relevant Student Administration Portfolio Leader(s) regarding the preparation or amendment of the Programme Guide for the proposed new qualification(s) and/or specialisation(s) has commenced.>

|  |
| --- |
| **TEC Secure Site Funding Information****Internal to Massey University. Shaded sections in the following table will be 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** |  |  |  |

|  |
| --- |
| **New Zealand Qualifications Framework (NZQF) Compliance** |
| **Qualification Type** | <e.g. Graduate Diploma, Masters degree> |
| **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**

|  |  |
| --- | --- |
| **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 |

*The proposal to be submitted to CUAP including Section B follows.*

**

<Name of qualification(s)/new specialisation(s) being proposed>

<Page reference in current Calendar (if adding new specialisation)>

|  |
| --- |
| Contact Details |

College/Academic Unit:

Contact Person for the Proposal:

|  |
| --- |
| Qualification/Implementation |

**Type of Proposal:** <Examples: New Bachelor degree; New Minor where there is no established major in the subject>

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

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

**Planned Year of Introduction:**

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

**Purpose of the Proposal**

<A succinct description of the purpose of the proposal>

**Justification**

<Why the proposal is being put forward at this time, in the context of strategic and planning goals.>

**Acceptability**

<Evidence of consultation with/acceptability to relevant academic, industrial, professional and other communities.>

**Treaty of Waitangi Implications**

<Outline relevant Treaty of Waitangi considerations, consultation process implemented and other steps undertaken to ensure that the qualification has been developed in accordance with Principle VIII of the Massey University Qualifications Policy, that is:

*All qualifications will consider how the needs of Māori students and scholars will be accommodated, and will be developed in accordance with the Treaty of Waitangi including meaningful partnership, consultation, and consideration of Kaupapa Māori.*

Consultation partners may include, for example senior College Māori Academics and the Māori Knowledge and Curriculum Group.>

**Goals of the Programme**

<A statement as to what the programme of study aims to achieve, the academic rationale on which it is based and how overall programme coherence is achieved.>

**Graduate Profile**

<A statement of the generic and specific attributes and skills of graduates of the qualification/specialisation including the body of knowledge attained.>

|  |
| --- |
| **New Zealand Qualifications Framework Information** <complete for New Qualifications only> |
| **Qualification Title** |  |
| **Qualification Type**e.g. Bachelor Degree |  |
| **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** | < Provide a summary statement outlining the skills, knowledge, understanding and attributes a graduate of the qualification will be able to demonstrate.> |
| **Education pathways** | <Provide a summary statement identifying the further education pathways a graduate of the qualification can undertake.> |
| **Employment pathways** | <Provide a summary statement identifying areas in which a graduate may be qualified to work, or the contribution they may make to their community.> |
|  |  |
| **Entry Requirements** | <Provide a 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** | <Provide a succinct statement outlining programme content> |

**Programme Overview**

<A brief narrative setting out the progression from the entry requirements to the end of the final year, identifying landmarks such as initial or intermediate selection processes, work placements, research projects.>

**Proposed Regulations**

<The complete new qualification regulations (with schedules) or amended existing regulation(s) (if adding a specialisation) as they are intended to appear in the Calendar. Include the 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.>

**Proposed Teaching/Delivery Methods**

<An overview statement which describes any distinctive features of delivery and also comments on inclusion of practical application, e.g. a clinical component. If there is a contribution by another provider that contribution must be clearly identified and quantified as a percentage of the qualification.>

**Prescriptions for New Courses**

<Include Course Number, Title, Credit Value and the proposed Prescription for each new course.>

**Assessment Procedures**

<A description of the proposed assessment regime for the qualification, including the use of external assessors and examiners.>

**Resources**

<A clear statement on the institution’s ability to offer the new qualification at a high level of quality. Include reference to such factors as the availability of appropriate expertise, physical facilities, equipment and library resources; access to practical and clinical experience (where appropriate); and strengths in related disciplines.>

**Plans for Monitoring Quality**

<Outline plans for monitoring quality, including teaching quality; reviewing regulations, content and delivery; reviewing whether courses should be added or deleted. These should include the establishment of a monitoring group to collect information in respect of student numbers, pass rates, retention, and student satisfaction, to prepare any peer or self-review reports and to compile the Graduating Year Review.>

|  |
| --- |
| **Complete for new qualifications only** |

**Qualification EFTS Value**

<The proposed EFTS value of the qualification>

Postgraduate Funding <Delete non-applicable statements>

The proposed qualification meets the criteria to be fully funded at the postgraduate level.

<OR>

The Courses will be disaggregated and funded appropriately at postgraduate or undergraduate level.

The following courses meet the criteria for postgraduate funding:

<List each Course Number, Title and Credit Value>

The following courses will be funded at the undergraduate level:

<List each Course Number, Title and Credit Value>

|  |
| --- |
| **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**

Details of the relevant contributions of the partner institutions are provided in Sections A and B of the proposal.

<Include details of the relevant contributions of the partner institutions in Sections A and B of the proposal; provide additional details here if appropriate.>

**Suitability of Qualification for Overseas Delivery**

Details of the suitability of the qualification for delivery in the proposed overseas location(s) are provided in Sections A and B of the proposal.

<Include details of the suitability of the qualification for delivery in the proposed overseas location(s) in Sections A and B of the proposal; provide additional details here if appropriate.>

**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.>

|  |
| --- |
| **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****For submission to CUAP on request.** |

**Relationship to Strategic Planning Goals**

**Learning Outcomes for New Courses**

Course Descriptions, which incorporate Course Learning Outcomes, are appended.

**Student Workload**

<Description of the expected student workload, compulsory requirements for course completion and assessment procedures for each new course; refer to appended Course Description(s) as appropriate.>

**Teaching and Support Staff**

<Provide evidence that a critical mass of academic staff and support staff exists to manage the qualification and identify whether any new appointments are likely to be required. >

**Teaching Space and Other Facilities**

<A statement regarding the availability of teaching space and other facilities>

**Library Resources**

<Outline the impact of the qualification on the University’s library resources (including e-resources) and confirm that any implications have been discussed with the relevant University Liaison Librarian. A Library Impact Statement prepared by Library staff should be appended. >

**Timetabling Arrangements**

<Outline how the demand for office space, study spaces, teaching spaces (e.g., for lectures, tutorials, studios, and laboratories) will be met. >

|  |
| --- |
| **Details of arrangements regarding qualification jointly taught or jointly awarded with another New Zealand University**<Nb. Complete ONLY for proposed qualification to be jointly taught or jointly awarded with another New Zealand university (or universities). Delete if not applicable.> |

**Memorandum of Understanding Extracts**

<Include the required extracts from any MoU/Agreement with another New Zealand University or overseas provider in respect of a jointly-taught or jointly awarded qualification(s). See CUAP Functions and Procedures Handbook for requirements.>

**Relevant Contribution**

<Specify the contribution of each university 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/Agreement Provisions**

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

**MASSEY UNIVERSITY LIBRARY**

**LIBRARY IMPACT STATEMENT FOR xxx AT xxx CAMPUS**

<Nb. For Library Use Only; Library Impact Statement is completed by Library Staff, at the request of the proposer.>

**Report for:**

**Course/Qualification:**

**Delivery mode:**

**Enrolments**:

**Prescription:**

**Research Skills**

Library staff will assist students to ensure they have the skills to use information resources effectively by providing face-to-face classes, teaching modules within Stream, or help with searching by phone or e-mail. In addition, for postgraduate students the Library offers individual research consultations, either in the Library or remotely by phone while sharing computer screens.

**Current Collection**

**Books**

**Journals**

**Journal article databases**

**Future Collecting**

**Books**

**Journals**

**Journal Article Databases**

**Recommendations**

Name

Designation

Massey University Library

xxx Campus

Date

Signoff

1. The TEC reviews the funding categories against the course prescriptions. [↑](#footnote-ref-1)