**

<Name of existing qualification(s) proposed for offshore delivery>

<Page reference in current Calendar>

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| Contact Details |

College/Academic Unit:

Contact Person for the Proposal:

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| **PROPOSAL**  |

**Purpose of the Proposal**

To notify CUAP of arrangements enabling the existing <qualification title> to be delivered offshore by Massey University without significant contributions from an overseas partner institution.

 <OR>

To notify CUAP of arrangements enabling the existing <qualification title> to be to be offered with significant contributions from an overseas institution.

 <OR>

To notify CUAP of arrangements enabling the existing <qualification title> to be to be jointly awarded with an overseas institution.

**Rationale**

**Planned Year of Implementation**

**Acceptability**

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

<**Of the following sections**, **complete (as relevant) either**:

* Arrangements for qualification which will be delivered offshore by Massey University without significant contributions from an overseas partner institution;

OR

* Arrangements for qualification with significant contributions from overseas institution, *and* Details of Existing Qualification Sections A and B.>

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| **Arrangements for existing qualification which will be delivered offshore by Massey University without significant contributions from an overseas partner institution**< Nb. Complete this section ONLY where the existing qualification will be offered offshore by Massey University (other than solely by distance delivery); Delete 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.>

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| **Arrangements for qualification with significant contributions from overseas institution**< Nb. Complete this sub-section ONLY where it is proposed that an existing 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). Include relevant information below and append the formal agreement addressing all requirements as specified in CUAP Functions and Procedures, Appendix E); Section A and B (below) must also be completed. Delete entire 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.

**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-awarded qualifications ONLY provide details of qualification approval and accreditation processes applying to the overseas institution(s) with respect to the proposed qualification.>

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| **QUALIFICATION DETAILS**  |

<Complete Sections A and B only when qualification will have significant contributions from an overseas institution. In completing these sections focus on: the suitability of the qualification for delivery in partnership with an overseas institution, the respective contributions of each partner, and the planned arrangements to ensure quality.>

**SECTION A
(for submission to CUAP)**

**Goals of the Programme**

<A statement regarding the suitability of the programme goals, that is, 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 regarding the suitability of generic and specific attributes and skills of graduates of the qualification/specialisation including the body of knowledge attained.>

**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.>

**Regulations**

<The complete qualification regulations (with schedules).>

**Proposed Teaching/Delivery Methods**

<An overview statement which describes any distinctive features of delivery and also comments on inclusion of any practical application, e.g. a clinical component. The planned contribution by any partner provider(s) must be clearly identified and quantified as a percentage of the qualification.>

**Assessment Procedures**

<A description of the proposed assessment regime for the qualification including measures taken to ensure quality and consistency.>

**Prescriptions for New Courses**

<Include Course Number, Title, Credit Value and the proposed Prescription for any new courses introduced.>

**Resources**

<A clear statement regarding the ability to offer the qualification at a high level of quality in each planned location. 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 contributing to Qualification Reviews.>

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

**SECTION B (for submission to CUAP on request)**

**Relationship to Strategic Planning Goals**

**Learning Outcomes for planned New Courses**

Course Descriptions for new courses, 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 to enable a high level of quality in each planned location.>

**Library Resources**

<A statement regarding the availability of library resources to enable a high level of quality in each planned location; append Library Impact statement(s)>

**Timetabling Arrangements**

<Outline how the demand for office space, study spaces, teaching spaces (e.g., for lectures, tutorials, studios, and laboratories) will be met to enable a high level of quality in each planned location.>

**SECTION C**

**Internal to Massey University**

**Strategic Considerations**

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

<Discuss alignment with current academic profile.>

<Outline linkages between the proposal and areas of established or emerging research strength.>

**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.>

**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 |