**Guidelines for the Development of Paper Prescriptions**

Paper prescriptions are brief statements that summarise the material taught in a paper. Prescriptions are important parts of the official information that is communicated to staff, students, external bodies and others regarding Massey’s qualifications.

As the basic building block of qualifications, papers are subject to approval and quality assurance processes. Paper prescriptions are among the details that must be formally peer reviewed and approved via the university committee process which includes College Board, Academic Committee and Academic Board.

Once approved, paper prescriptions and other paper details are entered into the Integrated Paper Planning (IPP) database, which is the central repository of approved paper information for the university. These approved details are published in the University Calendar, on the website and in other publications.

***Recommended guideline:***

A paper prescription consists of a brief summary of the academic content of a paper. It should offer the reader information on specific topics within the discipline and goals of the paper, together with an indication of the level, nature and orientation of the study itself.

Prescriptions should be brief, preferably within a 60-word maximum, and written in sentences using Standard English spelling and grammar. Technical and specialised terminology should be carefully checked to ensure that it is error-free.

***Unsuitable material***

It is recommended that a prescription not simply consist of a list of relevant topics, but that it should also develop some context and structure for the reader.

Reference to entry requirements, the mechanics of delivery, proposed teaching methods, or assessment and monitoring of papers are not appropriate topics for inclusion in a prescription.

***Examples of phrases that indicate level, nature and orientation of study are:***

*Level:*

An introduction to the basic principles of… Advanced study in… This paper continues the study of… This paper does not assume a previous background in…

*Nature:*

An in-depth study of… An exploration of the principles of/ unique aspects of… An integrated paper in… An interdisciplinary introduction to… Original research in… A selection of topics in… A critical study of… An individually designed programme of… An analysis of the relationship between, A literature research paper investigating significant developments in…

*Orientation*

A practical orientation… with particular emphasis on… An examination of contemporary topics and issues in… As an integral part of this paper, students are required to… The exploration, through appropriate case studies, of… A practical approach to principles and practices in… The laboratory course will cover…