

## NO AND LOW ENROLMENTS POLICY

<b>Section</b>	Academic
<b>Contact</b>	Office of Academic Assurance
<b>Last Review</b>	New February 2020
<b>Next Review</b>	February 2022
<b>Approval</b>	SLT 20/02/11

### Purpose:

This Policy is designed to assist in the management of the Massey University qualification portfolio (the 'academic offer') in order to identify and actively manage qualifications, specialisations and courses that receive no enrolments or low enrolments. While the focus of this policy is to consider those qualifications, specialisations and courses that do not meet a viable enrolment threshold, consideration should also be given to the strategic and academic rationale, particularly in cases where enrolments may be modest but the strategic value and academic cogency merits continuation. In addition, Massey University must also meet the Committee on University Academic Programmes' (CUAP) requirement that qualifications/specialisations with no enrolments *within a five year period* must be deleted or have their approval re-evaluated by CUAP. For qualifications, specialisations and courses with low enrolments, the Policy is intended to support decisions to: revitalise where enrolments are declining or do not reach the threshold; confirm the strategic or academic importance of those that only attract low enrolments; or to close and delete.

### Background/Context:

This Policy applies to new and existing qualifications, specialisations and courses and is designed to monitor enrolment numbers in order to provide the opportunity for action to be taken to:

- attract enrolments;
- where appropriate, revitalise qualifications/specialisations/courses that have no or low enrolments;
- confirm that some qualifications/specialisations/courses will only attract low enrolment numbers, but are of sufficient strategic importance to support their continuation;
- identify those qualifications, specialisations or courses that have reached the end of their lifecycle and should be closed to new enrolments and subsequently deleted.

The lifecycle of a qualification, specialisation or course consists of initial approval, followed by monitoring, review, assessment and ongoing development and, where necessary, revitalisation. In this way, qualifications, specialisations and courses are afforded the opportunity to be responsive to the changing needs of students, stakeholders, the University community and the global community. As the needs and interests of our learners and our communities will change, so too must our academic offer. This means that some qualifications, specialisations and courses may no longer remain relevant or adaptable to current trends and therefore they may enter a period of decline and, for some, come to the end of their lifecycle. Other qualifications, specialisations and courses may naturally attract low numbers, and it may be appropriate in the University's considered view, for them to do so.

Under Section 250B(2) of the Education Act, Universities New Zealand has determined the circumstances in which universities require an extension of the period specified in sub-sections 250B(1) (a) and (b) for

qualifications. Approved proposals remain approved for a period of five years following their introduction or following the most recent enrolments. If a qualification/specialisation has not been offered, or has attracted no enrolments in any five-year period, and a university wishes to continue to offer it, the qualification/specialisation must be submitted to CUAP for re-evaluation. (Source: *CUAP Handbook 2019*) This does not apply to courses.

While the re-evaluation of qualifications/specialisations with no enrolments is a CUAP requirement, it is up to individual universities to determine their own processes for monitoring and managing their academic offer. Actively monitoring qualifications, specialisations and courses with either no enrolments or low enrolments allows the opportunity for strategies and action to be put in place to attract enrolments and increase them where appropriate. The accompanying No and Low Enrolments Procedures sets out the Massey University process.

### **Policy:**

Massey University is committed to providing a quality and relevant academic offer that is strategically, academically and financially sound and sustainable. In order to enact this commitment, enrolment numbers in all sub-doctoral qualifications, specialisations and courses will be monitored, reviewed and managed by the College hosting the entity, in conjunction with the Office of Academic Assurance.

The No and Low Enrolment Procedures sets out the process for monitoring enrolments. Where enrolments fall below the approved thresholds, the Procedures also provide actions to be followed by the relevant College to actively manage the qualification, specialisation or course with the purpose of either increasing enrolments by revitalising it or where appropriate, closing it.

### **Definitions:**

**No Enrolments:** A qualification, specialisation or course in which no student has enrolled in any one academic year.

**Low Enrolments:** Undergraduate qualifications - low is deemed to be 50 EFTS or less per year for a Bachelor's degree (overall University EFTS not College-based) and 20 EFTS or less per year for standalone sub-degree qualifications.

Undergraduate specialisations – low is deemed to be 30 EFTS or less per year. This includes all specialisations in the one subject across all undergraduate qualifications.

Undergraduate courses – low is deemed to be: 7.5 EFTS per offering for 100-level, 5 EFTS per offering for 200-level and 2.5 EFTS per offering for 300-level.

Graduate qualifications - for a standalone Postgraduate Diploma or a standalone Master's degree low is deemed to be 15 EFTS or less per year. Overall University EFTS.

For a nested Postgraduate Diploma and Master's degree, low is deemed to be 20 EFTS or less per year assuming a combination of the EFTS from both qualifications.

Graduate specialisations - low is deemed to be 5 EFTS or less per year.

Graduate courses – low is deemed to be 2.5 EFTS in each offering.

*Note: These numbers do not mean qualifications, specialisations or courses with less are under threat of automatic disestablishment; but this establishes a threshold for monitoring. Thresholds will be reviewed as appropriate.*

Qualification	A coherent programme of study.
Specialisation:	For the purposes of this Policy, the collective term specialisation covers majors, subjects and endorsements in a specific discipline for a qualification, but excludes minors.

**Audience:**

All staff.

**Relevant legislation:**

Education Act 1989 Section 250B(2).

**Related procedures / documents:**

Massey University Strategy 2018 – 2022  
Paerangi Massey University Learning and Teaching Strategy 2019 – 2022  
Qualifications Policy  
Qualifications Framework  
No and Low Enrolments Procedures

**Document Management Control:**

Prepared by:	Office of Academic Assurance
Authorised by:	Provost
Approved by:	SLT 20/02/11
Date issued:	February 2020
Last review:	New February 2020
Next review:	February 2022