

## PROGRAMME APPROVAL POLICY

### 1. PURPOSE

To ensure that programmes are developed and approved in accord with the Education Act 1989 and the mission and strategic direction of the University, are relevant, of high quality, and sustainable. Within this Policy 'programmes' are inclusive of qualifications, major subjects and minor subjects.

### 2. POLICY

#### **Approval of new programmes**

All proposed new programmes must be authorised for development by the relevant faculty board(s) and the University prior to development of a full proposal for approval.

All new programmes seeking government funding require approval by the Tertiary Education Commission (TEC).

The development of new programmes will reflect the University's commitment to honour the Treaty of Waitangi.

Programme developers will actively engage and consult with the stakeholders served by the proposed programme and by the University.

Academic Board approval is required before new programmes are submitted for external approval and any accreditation by relevant professional bodies.

All new programmes require external approval by the Committee on University Academic Programmes (CUAP).

The proposal for the new programme shall address all the gazetted criteria for approval and accreditation of courses under the Education Act 1989.

A programme may not be advertised to prospective students before it has been submitted to CUAP for approval.

Prior to the programme's approval by CUAP, any advertising material must contain the disclaimer "subject to approval by CUAP".

A programme must be fully approved<sup>1</sup> before students may be enrolled.

After approval and before commencement of a new programme, the faculty is responsible for: ensuring that the curriculum is fully developed; monitoring the implementation of the programme; and, attending to all the administrative requirements.

#### **Approval of changes to qualifications and programmes**

##### ***Major Changes***

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<sup>1</sup> Approved by CUAP, ratified by the Vice-Chancellors' Committee, regulations created in Arion, details loaded onto STEO and qualifications approved by TEC. Where applicable approval by, or appropriate consultation with, the relevant accreditation body is required as part of the external approval process.

The following are considered to be major changes, and require approval by Academic Board and CUAP:

- Substantial changes to the structure, e.g. duration / EFTS / points value, regulations for progression within a programme, including any changes to compulsory elements, balance between levels of papers required for completion of the programme, or the quantum of papers required for a major (for example, the total number of points).
- Changes to the entry requirements for a programme.
- Changes to regulations relating to admission to the University.
- Changes to the title of a programme.
- Significant changes to the programme's recognition of prior learning regulations.
- The intention to offer qualifications with significant contributions from overseas and/or delivered offshore.
- Deletion of a programme (CUAP requires notification only).

In addition, changes to the duration and/or EFTS value of a qualification require approval by TEC.

### ***Minor Changes***

Minor changes to qualifications and/or major subjects do not require external approval.

Faculty boards approve:

- addition of new papers within current offerings<sup>2</sup>
- deletion of papers within current offerings<sup>2</sup>
- additions or deletions to pre-requisites / co-requisites to individual papers
- regulation changes which do not affect the structure of the programme in a substantial way
- any other changes to be published in the Calendar
- additions and deletions of unit standards

Boards of studies approve changes to:

- assessments
- content of papers
- criteria for recognition of prior learning
- significant changes to the method of delivery except in the place of offshore delivery

## **3. DEFINITIONS**

Refer to definitions at:

[https://autuni.sharepoint.com/sites/Tuia/Learning%20and%20Teaching/Resources/AQO-academic-policies/Supporting%20Doc\\_Definitions.pdf?cid=a57ce7e8-b9c4-4bfc-92e6-483efbf5edc7](https://autuni.sharepoint.com/sites/Tuia/Learning%20and%20Teaching/Resources/AQO-academic-policies/Supporting%20Doc_Definitions.pdf?cid=a57ce7e8-b9c4-4bfc-92e6-483efbf5edc7)

This policy applies to all programmes of the University.

## **4. Scope**

## **5. RELEVANT LEGISLATION**

- Education Act 1989

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<sup>2</sup> Except where this involves compulsory papers or significant numbers of papers, in which case it may be classed as a major change and require a CUAP proposal (Type 6).

## **6. LEGAL COMPLIANCE**

Under the Education Act 1989, all New Zealand qualifications are required to be evaluated against and meet designated criteria in order to be approved.

## **7. RELATED PROCEDURES/DOCUMENTS**

- Approval of Programme Procedures
- AUT Calendar
- Publication of New Programmes and Changes to Qualifications: Guidelines

### **Authorisation for development**

- Concept Proposal Template
- Naming of Qualifications

### **Programme Approval**

- CUAP Handbook
- Programme Approval Guidelines: Developing CUAP Proposals

### **Programme Changes**

- Templates for CUAP Approval of Programme Changes

## **8. RESPONSIBILITY**

Faculty Boards are responsible for providing concept proposals for new programmes for consideration by the University.

The Programme Approval and Review Committee (*PARC*) establishes approval panels, monitors the implementation of this policy and makes recommendations to Academic Board on the submission to CUAP of proposals for new programmes including new major subjects.

Academic Board is responsible for approving programmes to be submitted for external approval.

The Academic Director has overall responsibility for this policy and for communication of any changes to the policy.

## **9. DOCUMENT MANAGEMENT AND CONTROL**

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This Policy is the property of AUT.