



Developing Concept Proposals: Guidelines

Contents

1 Purpose	1
2 Definitions	1
3 Scope and Policy Statement	1
4 Developing the Proposal	1
4.1 Procedures	2
4.2 Process Diagram.....	4

1 PURPOSE

The Concept Proposal is the first stage of the programme development process. It is a three-page early notice form which will provide enough information for AUT to assess the strategic value of the proposed development and its implications for the University. The purpose of these Guidelines is to assist staff, who wish to develop a new programme or major/specialisation, to complete the proposal so that the value of the proposed development is clear and well evidenced, enabling informed decisions on authorisation to develop, to be made.

2 DEFINITIONS

For definitions go to the glossary of terms at: [Definitions](#)

3 SCOPE AND POLICY STATEMENT

A concept proposal must be completed for all proposed new qualifications and all proposed new major subjects (majors or specialisations) within an existing qualification.

Programme Approval Policy: Faculty Boards are responsible for providing concept proposals for new programmes for consideration by the University.

4 DEVELOPING THE PROPOSAL

Please refer to the proposal template available from [TUIA](#).

Complete each section of the template keeping in mind that the purpose of the concept proposal process is to allow the Faculty Board and the Academic Planning Sub-Group (APSG) to make a decision on the strategic value of the proposal.

Refer to AUT's Strategic Plan: [AUT Directions 2017-2025](#) for an understanding of the University's priorities and to the [Tertiary Education Strategy](#) which is used to guide TEC

investment decisions in order to maximise tertiary education's contribution to national goals, and act as a reference point for the Government's policy-making and relationships with the sector.

It is important to note that a new qualification or new major/specialisation must have an assured base of potential students to warrant the considerable investment that is required to launch a new programme/major/specialisation. This requires the presentation of data as evidence of demand where relevant from:

- records of consultation with students, professional bodies, business, industry and relevant community groups
- records of consultation with iwi, hapū, and Māori communities
- community development plans from local councils
- regional labour market or skill needs data
- New Zealand Trade and Enterprise economic plans
- market surveys
- EFTS growth reports
- relevant NZ Census data
- other similar New Zealand qualifications

Please include comment on:

- size of the development
- implications for existing programmes
- proposed collaborations

4.1 Procedures

1. The initiator of the development prepares a Concept Proposal for each new qualification or new major subject¹. The draft Concept Proposal is sent to the Strategy and Planning office by the Faculty. Strategy and Planning (S&P) will undertake a survey/analysis and will provide information on other universities' offerings, apparent growth, international potential, outlooks for graduates etc. S&P will contact the initiator to seek clarification if required. Early submission to Strategy and Planning is encouraged as a minimum of one month (unless by prior arrangement with S&P) is required to research a proposal and provide commentary.
2. The Head of School provides comment on the proposal including input from S&P and forwards it to the Board of Studies for discussion and endorsement. The Board of Studies forwards the proposal to the Faculty Board for discussion and endorsement.
3. Ten working days before the APSG meeting, Faculty Registrars must submit to the Academic Quality Office (AQO) the completed concept proposals for each new qualification or major subject being proposed for approval in the following year. APSG meetings are held on an as needs basis. Contact the AQO for further details on the timing of meetings.
Note that typically 12 months should be allowed from submission of a Concept Proposal to submission of a proposal to CUAP.

¹ The initiator is expected to have discussed the idea for the Concept Proposal with School and/or Faculty leadership in the first instance prior to completing the template.

4. The Faculty Registrar is responsible for ensuring the concept proposal documentation is complete², that the documents have been moderated by them and gone through the appropriate internal faculty approval before submitting proposals to the AQO.
5. The AQO will prepare a list of proposals for the APSG agenda.
6. The APSG meets to consider the proposals in relation to the University's academic direction. The outcome is that the proposal is
 - a) authorised for development; or
 - b) authorised for development with further actions suggested; or
 - c) not authorised for development.
7. The AQO will provide a record of the outcomes, indicating which proposals have been authorised for development, which require further discussion prior to being authorised and which have not been authorised for development. The outcomes as recorded in the APSG minutes will be circulated to members, Academic Board, the Deans and Faculty Registrars. The Faculty Registrars will communicate with the initiators of proposals, relevant Heads of School and Boards of Studies.
8. In exceptional circumstances, proposals may be submitted to the AQO outside this timeframe but will only be authorised for development at the discretion of the Deputy Vice-Chancellor.

Refer to Appendix 1 of the Approval of Programme Procedures for an overview for the authorisation and approval processes.

9. Where any proposals have significant funding implications, the Faculty Registrar should liaise with the Strategy and Planning Office on a submission to TEC.
10. The Strategy and Planning Office is responsible for including programmes authorised for development in the University's Investment Plan.

² Must include input from Strategy and Planning.

4.2 Process Diagram

