

MONITORING AND REVIEW OF PROGRAMMES POLICY

Category	Academic
Policy Owner	Deputy Vice Chancellor Academic
Last review	3 October 2023
Next review	3 October 2028
Approved by	Vice Chancellor
Effective date	3 October 2023

1. PURPOSE

To ensure that the University’s academic programmes continue to be of high quality, responsive to changes in knowledge, technology, and society, and meet the requirements of all stakeholders.

2. POLICY

All programmes of the University are subject to ongoing internal and external evaluation and monitoring.

Evaluation and monitoring will include regular review of programmes and input from students, staff, and external stakeholders (for example, graduates, academic peers, monitors, Moderators, examiners, external advisory committees, employers and professional individuals and groups) to ensure the ongoing maintenance and enhancement of programme quality.

The evaluation and monitoring of programmes will take into account the University’s strategic objectives and its commitments Te Tiriti o Waitangi.

2.1 Monitoring

Monitoring and reporting arrangements support proactive management and development of programmes with the goal of maintaining academic standards and continually improving the quality of the student learning experience.

All qualifications are subject to monitoring requirements, including:

- A regular cycle of feedback on courses in a programme from students and teaching staff, including formal student course evaluations; and
- For qualifications at Level 7 or above, regular external evaluation or external feedback. This may be through:
 - Moderators, monitors, accreditation bodies, examiners, or other appropriate forms of external benchmarking; and
- Monitoring of programmes through Board of Studies (**BOS**) and an annual programme report to Faculty Board..

Note: PhD and MPhil programmes are monitored through ongoing and annual reporting to the University Postgraduate Research Board and the Doctoral Exit Survey.

2.2 Programme Reviews

Graduating Year Review

A Graduating Year Review (**GYR**) is required by the Committee on University Academic Programmes (**CUAP**). GYRs assure CUAP that universities have reviewed new programmes and that they are meeting an acceptable standard of delivery.

A GYR will occur for new programmes in accordance with the requirements of CUAP. GYRs are reported to Programme Approval and Review Committee (**PARC**).

Periodic Review

A Periodic Review confirms a programme's continued fitness for purpose and the effectiveness of ongoing monitoring and review processes. The focus of periodic review is on the achievement of the programme goals, student progression, graduate outcomes, curriculum design, learning and teaching, assessment, and effective implementation of academic and quality assurance processes.

After the completion of the GYR all programmes will be reviewed in accordance with established University review procedures.

All programmes will be reviewed on a five- to seven-year cycle unless otherwise approved by the Director of Academic Quality.

A periodic review may take place in conjunction with a professional accreditation review.

2.3 Closure of academic programmes

A programme may be closed to new enrolments because of external or internal factors, including strategic considerations of the University and faculty.

Faculties must review programmes closed to new enrolments each year with respect to their place within the faculty and University's overall curriculum.

Programmes with no active enrolments must be notified to Academic Board and CUAP for deletion.

2.4 Roles and responsibilities

Faculty Boards through BOS are responsible for ensuring programme monitoring and review policies and procedures are followed.

The Academic Quality Office has oversight of programme review schedules and review panel membership.

PARC receives programme review reports and monitors review implementation plans.

3. DEFINITIONS

Board of Studies: An academic committee appointed in accordance with the University's General Academic Statute whose role is to monitor and develop specific programmes.

Graduating Year Review: A CUAP-required programme review of all successful proposals involving the introduction of new qualifications, and major subjects and endorsements comprising 40% or more of a qualification. GYR reports are normally required to be submitted to CUAP within three years of the graduation of the first cohort of students.

Level:	A hierarchy of learning complexity, from Level 1 to Level 10 (doctorate Level) as defined in the New Zealand Qualifications and Credit Framework.
Moderator (external):	A person from outside the programme who ‘blind’ marks a student script or checks the assessment decisions of an assessor for one or more assessments in a paper.
Monitor (external):	A person from another university or organisation appointed by a Board of Studies or by an external professional body to monitor the quality of a programme or some aspect of the programme, or to provide feedback on a specific course of study within a programme.
University:	The Auckland University of Technology (AUT) and includes all subsidiaries.

4. SCOPE

This policy applies to all staff and to all current credit-bearing programmes of the University.

5. LEGISLATION AND COMPLIANCE

The University shall comply with all applicable New Zealand laws, legislation, and regulations. See also the Register of Key Legislation and specifically:

[Education and Training Act 2020](#)

Under the Education and Training Act 2020 all programmes that are approved are required to have effective evaluation and review procedures.

6. RELATED PROCEDURES/DOCUMENTS

[Programme Review Procedures](#)

[General Academic Statute](#)

[Student Evaluation of Courses and Teaching Procedures](#)

[Universities New Zealand Committee on University Academic Programmes Handbook](#)

Policies and procedures can be found on [TUJA](#).

7. DOCUMENT MANAGEMENT AND CONTROL

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