

## DEGREE MONITORING

<b>Section</b>	Quality		
<b>Approval Date</b>	17.06.09	<b>Approved by</b>	Academic Board
<b>Next Review</b>	As required	<b>Responsibility</b>	Director of Teaching and Learning
<b>Key Evaluation Question</b>	3	<b>ITPNZ Quality Standard</b>	2

### PURPOSE

To ensure that following initial approval, NMIT degrees continue to meet academic standards.

### DEFINITIONS

There are two processes for degree monitoring:

#### ITPQ Monitoring

Annual monitoring following approval to deliver a degree. Includes a visit to NMIT and a report by a monitor appointed by ITP Quality.

Degrees currently under ITPQ monitoring:

Bachelor of Arts and Media

Bachelor of Visual Arts and Design (from 2009)

#### Monitoring by APER (Annual Programme Evaluation Report)

Commonly referred to as 'self-monitoring'. Replaces ITPQ monitoring following application from the provider to ITPQ and once ITPQ considers that the programme is stable and all conditions for changing the monitoring status are met. Occurs annually.

Degrees currently Monitored by APER:	Year Monitoring by APER status was gained
Bachelor of Information Technology	2000
Bachelor of Commerce	2002
Bachelor of Nursing	2000

**ITPQ:** Institutes of Technology and Polytechnics Quality. The Quality Assurance Body for New Zealand Polytechnics and Institutes of Technology. ITPQ has delegation from NZQA for approval and quality assurance of ITPQ degrees from the NZ Qualifications Authority.

**APER:** Annual Programme Evaluation Report. ITPQ require an APER for all NMIT degree programmes. Refer: [Monitoring of NZQA/ITPQ Approved Degrees and Related Qualifications – May 2006](#).

**SAR:** Curriculum Area/Programme Self Assessment Report. The report produced following the annual review procedure required for all NMIT programmes. Refer: *Curriculum Area Self-Assessment*. For degrees, the SAR fulfils all the requirements set by ITPQ for the APER. In this document the SAR will be referred to as the APER.

**Academic Committee (AC):** The standing committee of the NMIT Academic Board responsible for one or more degree programmes.

## SCOPE AND POLICY

All NMIT degree programmes are monitored and reported annually to the NMIT Academic Board and to ITPQ.

## QUALITY COMMITTEE

### MEMBERSHIP

Refer to *Academic Board Terms of Reference*. Additional members may be co-opted at the discretion of the Academic Board.

### TERMS OF REFERENCE

The Quality Committee is required to recommend to the Academic Board renewal of Academic Approval, or not, according to whether the degree meets agreed NMIT and external academic standards.

The Quality Committee may request any documentation associated with the degree including previous monitor's reports, reports from professional bodies, external and internal audit reports, approval and accreditation reports and programme evaluations.

The Quality Committee should evaluate the effectiveness of the review process undertaken by the School for the degree; refer: *Curriculum Area Self-Assessment*.

The Quality Committee may wish to validate the conclusions reached by the School by seeking additional documentation and meeting with students, staff and other stakeholders.

The Quality Committee's recommendation to the Academic Board may include "recommendations" and "requirements".

The Academic Board may request the Quality Committee to follow up the implementation of recommendations and requirements as set by the Board.

#### **Standards are:**

- Monitoring of NZQA/ITPQ Approved Degrees and Related Qualifications – May 2006.
- Course Approval and Accreditation (NZQA)
- Standards set by other external bodies for particular programmes.
- Standards embodied in the NMIT Quality Management System as described in Controlled Documents and approved by the NMIT Council, Academic Board, Chief Executive or Directorate.
- Criteria expressed in Moderation Action Plans (MAPs), Accreditation Action Plans (AAPs), NZQA requirements and any other external requirements and articulations.
- ITPNZ Academic Quality Standards, 2006 Revision.
- Requirements set by professional bodies such as the Nursing Council, Institute of Chartered Accountants New Zealand (ICANZ).

## PROCEDURE FOR ITPQ MONITORING

The following procedure is for year 2 of degree delivery onwards, and assumes that an Independent Evaluator is not involved (refer Note 1 below). However, NMIT may request from ITPQ the on-going participation of the Independent Evaluator.

**Note 1:** For the first year of delivery following approval of a new degree, a different procedure to that below applies – the ITPQ-appointed monitor is accompanied by an Independent Evaluator for the first year’s visit. Please refer to *Monitoring of NZQA/ITPQ Approved Degrees and Related Qualifications – May 2006*.

**Note 2** (refer DEFINITIONS above):

SAR Curriculum Area/Programme Self Assessment Report

APER: Annual Programme Evaluation Report

**Note 3:** The procedure below incorporates the annual curriculum area self-assessment procedure undertaken for all NMIT programmes. The light grey shading indicates steps involving external parties (degree monitor, ITPQ).

STEP	RESPONSIBILITY	EVIDENCE	TIME	NOTES
1. Arrange contract between ITPQ and monitor.	ITPQ	Contract	Jan/Feb	
2. Prepare APER	Programme Leader / Head of School	APER	Feb – March of the year following review.	Refer <i>Curriculum Area Self-Assessment</i> .  Note: the NMIT SAR is equivalent to the APER for degrees.
3. Evaluation of APER by: school academic staff.	Director of Teaching and Learning and Head of School	APER; AC, advisory minutes; & file notes.	February - March	
4. Send APER to Director of Teaching & Learning	Programme Leader	APER	By 31 March of the year following review.	
5. Arrange monitoring visit	School in liaison with monitor.	Letter	April	Visit typically during September/October
6. Advise ITPQ of monitoring visit date	Monitor		April	
7. Evaluate effectiveness of the review process.  Recommend action to Academic Board. Actions may include “recommendations” and	Quality Committee chaired by Academic Manager.	APER, meeting minutes with recommend action to AB.	April	Quality Committee may request any documentation associated with the degree including: monitor’s reports, internal audit reports, approval and accreditation reports and

STEP	RESPONSIBILITY	EVIDENCE	TIME	NOTES
				programme evaluations.
8. Approve APER to be sent to ITP Quality. Request Quality Committee to follow up on implementation of recommendations and requirements if necessary.	Academic Board	APER & AB minutes	May AB Meeting	AB also approves the degree for continued delivery.
9. Send APER to ITPQ	Academic Team	APER & letter	May	Refer to "Monitoring of NZQA/ITPQ Approved Degrees and Related Qualifications".
10. Send APER to monitor for comment on any specific issue.	ITPQ	APER with comments	May/June	
11. Confirm monitoring visit and advise ITPQ.	Monitor in liaison with Head of School	Letter	August	
12. Conduct annual monitoring visit	Monitor		September	
13. Send draft report to NMIT for confirmation of factual accuracy	Monitor	Draft Report	October	
14. Finalise monitor's report	Monitor		October	
15. Send monitor's report to ITPQ	Monitor	Finalised Report	October	
16. Send monitor's report to NMIT with invitation to comment	ITPQ	Letter from ITPQ	November	
17. Send response to monitor's report to ITPQ	Head of School, in consultation with and Academic Manager.	Letter to ITPQ	November	

STEP	RESPONSIBILITY	EVIDENCE	TIME	NOTES
18. Send response to monitor (and Independent Evaluator if necessary) for comment.	ITPQ	Letter from ITPQ	November	

## PROCEDURE FOR MONITORING BY APER

Two procedures run concurrently:

- **Procedure A** - produces the NMIT Curriculum Area/Programme Self-Assessment Report (SAR) (for further details refer to: *Curriculum Area Self-Assessment*) which for degrees is equivalent to the APER required by ITPQ.
- **Procedure B** - shows the steps involved in a monitor's visit.

**Note:** Step six of procedure A involves sending the most recent monitor's report with the APER to ITPQ. The reason for not waiting for the next monitor's report is due to the irregular timing of monitor's visits, which could delay the process unduly.

## PROCEDURE A – ANNUAL PROGRAMME EVALUATION REPORT (APER)

STEP	RESPONSIBILITY	EVIDENCE	TIME	NOTES
1. Prepare APER	Programme Leader / Head of School	APER	February of the year following review.	Refer <i>Programme Review, 3P4</i> .  Note: the NMIT PAR is equivalent to the APER for degrees.
2. Evaluation of APER by: school academic staff.	Director of Teaching and Learning	APER; AC, advisory minutes; & file notes.	February - March	
3. Send APER to Director of Teaching & Learning	Programme Leader	APER	By 31 March of the year following review.	
4. Evaluate effectiveness of the review process.  Recommend action to Academic Board. Actions may include "recommendations" and "requirements".	Quality Committee chaired by Academic Manager.	APER, meeting minutes with recommend action to AB.	April	Quality Committee may request any documentation associated with the degree including: monitor's reports, internal audit reports, approval and accreditation reports and programme

STEP	RESPONSIBILITY	EVIDENCE	TIME	NOTES
				evaluations.
5. Approve APER to be sent to ITPQ. Request Quality Committee to follow up on implementation of recommendations and requirements if necessary.	Academic Board .	APER & AB minutes.	May AB meeting.	AB also approves the degree for continued delivery.
6. Send APER to ITPQ, with most recent monitor's report and/or most recent quality audit as it relates to the degree programme.	Academic Team	Letter to ITPQ with APER, AB minutes, reports from monitor, and other reports if necessary.	May	Refer to "Monitoring of NZQA/ITPQ Approved Degrees and Related Qualifications".
7. Evaluate Report and send response to NMIT Academic Manager.	ITPQ	ITPQ report	July	

#### PROCEDURE B – MONITORS VISIT & REPORT

STEP	RESPONSIBILITY	EVIDENCE	TIME	NOTES
1. Receive approval for monitoring by APER, from ITPQ.	Academic Manager	Letter of approval.	Once ITPQ considers that the programme is stable and all conditions for changing monitoring status are met.	Follows application from NMIT to ITPQ. Approval to be supported by the monitor.
2. Arrange appointment of monitor.	Head of School in consultation with Director of Teaching and Learning and Academic Manager	Letter	A new monitor should be appointed after 3 years.	Monitors to be nominated by Schools; and confirmed by the AB.
3. Approve contract between Monitor and NMIT.	Academic Board	Academic Board minutes & Contract		Monitors to be appointed on a <u>3 year contract</u> . (Refer to Appendix)

STEP	RESPONSIBILITY	EVIDENCE	TIME	NOTES
4. Negotiate monitoring plan and any additional criteria.	Director of Teaching and Learning & Head of School. Confirmed by Academic Board.	Plan. AB minutes.	3 yearly & reviewed annually.	ITPQ require annual, independent external input.
5. Send monitoring plan to ITPQ.	Academic Manager	Letter & File note	Annually	
6. Visit by monitor takes place.	Head of School	Monitor's Report	As arranged in steps 4 & 5	Annually
7. Provide Draft Monitor's Report to Quality Committee.	Head of School,	Minutes of Quality Committee meeting		Confirm factual accuracy of monitor's report.
8. Monitor's Report finalised.	Quality Committee			
9. Finalised monitor's Report sent to ITPQ.	Monitor			
10. Implement solutions to issues raised.	Head of School I/Programme Leader	Academic Committee minutes		
11. Follow up recommendations and requirements	Quality Committee	Quality Committee minutes.		
12. Confirm Academic Approval	Academic Board	Academic Board minutes.		

Degree programmes as stipulated by ITP Quality will undertake a major evaluation at least every five years. This evaluation will include input from the professional and academic communities. The findings of these reviews should be reported to ITP Quality at the time of the annual programme evaluation report.

## APPENDIX

Guidelines - Degree Monitoring by APER: Reporting Arrangements

## REFERENCES

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### INTERNAL

Academic Statute  
Guidelines for Programme Design and Approval  
Curriculum Area Self-Assessment  
Academic Board Terms of Reference  
Programme Advisory Committees  
Approval and Publication of Research  
Articulation  
NMIT Awards  
Equal Education Opportunities  
Ethical Considerations for Research  
Ethical Approval of Student Research  
Assessment  
Moderation of Assessment  
Recognition of Academic Credit  
Student Academic Counselling and Exclusion  
Student Academic Appeals  
Student Surveys  
Off-site Practical and Workplace Components

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### EXTERNAL

Approval and Accreditation of Courses Leading to Degrees and Related Qualifications (NZQA)  
Monitoring of NZQA/ITPQ Approved Degrees and Related Qualifications  
Guidelines for ITPs (ITPQ)  
ITPNZ Academic Quality Standards, 2006 Revision

## GUIDELINES – DEGREE MONITORING BY APER: REPORTING ARRANGEMENTS

### NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY (NMIT)

ITPQ guidelines for monitoring approved degrees and related qualifications are set out in the Monitoring of NZQA/ITPQ Approved Degrees and Related Qualifications. The following Reporting Arrangements are based on these guidelines.

Please note a new monitor should be appointed after three years.

#### 1 ROLE AND RESPONSIBILITY OF NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY

The primary responsibility of staff within the degree delivery school and the central Academic Team is to ensure that quality management systems are effective and operational, and that the Bachelor programme continues to meet specified standards and requirements. Staff have a responsibility:

- To the external monitor, by providing all necessary information relating to quality assurance within the programme;
- To NMIT, to act upon the external monitor's recommendations, particularly if and where they relate to identified shortcomings within the programme.

Specific responsibilities of NMIT, require the Head of School/Programme Leaders for Bachelor degrees to discharge the following responsibilities:

- 1.1. To provide an Annual Programme Evaluation Report (APER) on the Bachelor degree programme to the external monitor by \_\_\_\_\_ [date] of each year.
- 1.2. To arrange an annual monitoring visit in consultation with the external monitor.
- 1.3. To provide the external monitor with access to all documentation relating to quality assurance within the Bachelor degree. It is anticipated that such documentation will include:
  - Student evaluations
  - Assessment schedules
  - Advisory Committee minutes and recommendations
  - Notified curriculum changes
  - Practical Work Components\Practicum evaluations (if appropriate.
  - Examination results
  - Report on staff research and professional development
  - Moderation reports
  - Employment outcomes for graduates
  - Staff changes
  - Details of resources and budgetary concerns
  - Academic Committee minutes and recommendations
  - Research Outputs.
- 1.4. To take appropriate action to resolve and remedy any perceived programme deficiencies identified by the external monitor, within an agreed timeframe.
- 1.5. To make such changes to quality systems and procedures as may be deemed desirable or necessary, as a result of the external monitor's report.

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- 1.6. To provide an Annual Programme Evaluation Report (APER) to the Quality Committee and the Academic Board setting out the processes, recommendations and actions taken, as a result of the external monitor's visit.
- 1.7. To arrange for payment to the external monitor, such payment to include travel and accommodation, together with an agreed hourly rate.

## 2 ROLE AND RESPONSIBILITIES OF EXTERNAL MONITOR

The primary role of the external monitor is to evaluate the application and effectiveness of NMIT's quality management system as it relates to the Bachelor degree. The external monitor has a twofold responsibility to Nelson Marlborough Institute of Technology:

- To assist Bachelor degree staff to maintain and enhance the quality of programme delivery;
- To advise the Chief Executive (through NMIT's Academic Board) of any unresolved issues which may impact upon the standard or integrity of the programme.

The external monitor for a Nelson Marlborough Institute of Technology Bachelor degree agrees to discharge the following responsibilities:

- 2.1. In consultation with NMIT degree staff, to arrange a schedule for monitoring the Bachelor degree over a three year period.
- 2.2. Provide independent, external academic input to NMIT's degree review process and to peruse and evaluate all information relating to the structure, content and delivery of the Bachelor degree, on an annual basis.
- 2.3. It is expected that the monitor will undertake an annual visit to NMIT and will consult, as appropriate, with representative staff, students, industry representatives and other stakeholders of the Bachelor degree.
- 2.4. To compile an annual report which sets out the perceived strengths, weaknesses and any and all other matters pertaining to the Bachelor degree, together with recommendations and a timeframe for further action. This Report is to be forwarded to Nelson Marlborough Institute of Technology.
- 2.5. To monitor Nelson Marlborough Institute of Technology's follow-up of any matters of concern identified in the annual report.
- 2.6. To notify NMIT Bachelor degree staff of any changes or developments within the profession which come to the external monitor's notice, and which may affect the programme structure, content or delivery.

## 3 ARBITRATION

In the event of any disagreement about the terms of these Reporting Arrangements, Nelson Marlborough Institute of Technology and the external monitor (or their representatives) agree to attempt to resolve these differences in good faith. In the event of failure to resolve any disagreement, Nelson Marlborough Institute of Technology and the external monitor agree to mediation by an impartial mediator approved by both parties; further, to accept the decision of the mediator as binding.

**3 EXECUTION**

- 3.1 NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY AGREES TO:
  - 3.1.1 Undertake the responsibilities as set out in this document;
  - 3.1.2 Pay actual and reasonable travel, accommodation and communication expenses, together with the sum of \$\_\_\_\_\_ per hour, for the purposes of external monitoring.
- 3.2 THE EXTERNAL MONITOR AGREES TO:
  - 3.2.1 Undertake and discharge the responsibilities relating to external monitoring as set out in this document from  
\_\_\_\_\_ [commencement date] to \_\_\_\_\_ [completion date].

**Signed on behalf of Nelson Marlborough  
Institute of Technology by:**

**Signed by the External Monitor**

\_\_\_\_\_

**[Name]**

\_\_\_\_\_

**[Position]**

\_\_\_\_\_

**[Date]**

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**[Name]**

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**[Position]**

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**[Date]**

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