

## PROCEDURES FOR DEFINING QUALIFICATION AVAILABILITY

### 1. Introduction:

Massey University is a multi-campus University which teaches a variety of Qualifications and Specialisations comprised of papers delivered in a variety of modes to a variety of student cohorts at various intakes. This creates a matrix of factors which must be taken into account in order to apply a definition of availability.

### 2. Purpose:

The Procedures enable the University to accurately identify and promote which Q



**Figure 1: Decision Pathway for new Qualification or Specialisation Availability**

Person or Group	a Responsibilities	Timeline
Qualification or specialisation proposer	<ul style="list-style-type: none"> <li>• Indicate which location and modes the qualification or specialisation will be taught.</li> <li>• Assess whether Qualification definition is met, and if not apply a descriptor and include this information in qualification proposal in Section C of the template.</li> </ul>	

**Person or Group**

**Responsibilities**

**Timeline T i m o u p**

- Qualifications without specialisations or with simple availability - the Qualification Definition or descriptor can be included in the key facts on the info page.
- Specialisations have their own pages and should have the availability information displayed on their key facts section.
- International Office staff responsible for Admissions and publications such as the 'International Prospectus' should liaise with Student Administration to confirm availability of qualification information.

## **6. Communication:**

If there is a change to the advertised availability due to unexpected or exceptional events the web information must be updated as soon as possible, any affected students and stakeholders must be notified of the change and advice should be given to students about alternate options for their study.

## **7. Audience:**

All staff and students

## **Related procedures / documents:**

Massey University Qualification Policy and Frameworkbl4-12.3(Ai)-1.33VCtio.0036 0 Tc 0–2 36 5254J 0 Tc 0 Tw 8.133 0 Td

