

## QUALIFICATION REVIEW PROCEDURES

Section	Academic
Contact	Academic Policy and Regulations Unit
Last Review	October 2014
Next Review	October 2017
Approval	AB14/109

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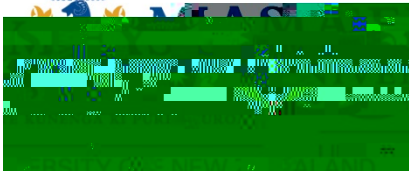
### 1. Introduction

Qualification reviews are a key element of the University's quality assurance and enhancement framework which provide a basis for evaluation of an entire qualification, or group of related qualifications based upon engagement with a variety of individuals, groups and units, and evidence from multiple sources.

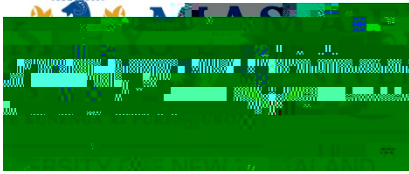
Reviews of university qualifications are complex and there will always be some degree of subjectivity when it comes to judgements of acceptability and quality. The Massey University Qualification Review Procedures seek to acknowledge the complexity of qualification evaluation by providing flexibility in some areas and standards to ensure consistency in others. Fundamentally, the success of any qualification review depends upon the knowledge and experience of those entrusted with the task.



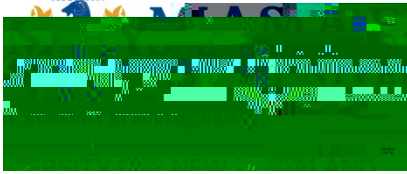




# Massey University Policy Guide Qualification

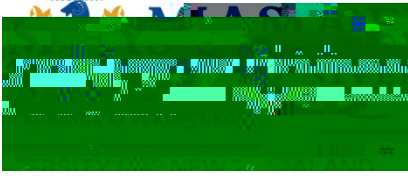


## Massey University Policy Guide



4.2.1 Table 3: Terms of Reference Details

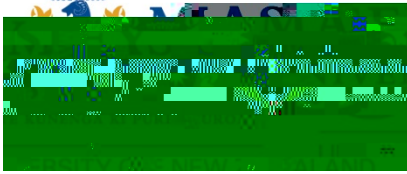
Broad Area	Considerations
Qualification Objectives	1. Consistency with University Policy 2. Consistency with University and College Strategic Plans 3. Acceptability to communities of interest including academic, industrial, public sector, non-profit and professional communities
Qualification Structure and Management	4. Relevance and appropriateness of qualification regulations 5. Consideration of the ways in which curriculum design and papers contribute to the overall qualification objectives and Graduate Profile 6. Appropriateness of admission procedures 7. Appropriateness of enrolment procedures 8. Procedures for equivalence 9. Links to other qualifications and disciplines 10. Processes to support continuous improvement 11. Marketing and recruitment 12. Existing plans for future development
Teaching, Learning and Assessment	13. Physical and IT resources 14. Library resources and information literacy development 15. Staff numbers, qualifications, expertise and staff development 16. Interdependence of research and teaching 17. Research supervision and research profile (for postgraduate qualifications in particular) 18. Student assessment including moderation procedures 19. Student retention, progression, completion and employability 20. Student support 21. Health and safety in terms of qualification content and delivery. (Consideration should be given to physical, cultural and psychological factors.)



Massey



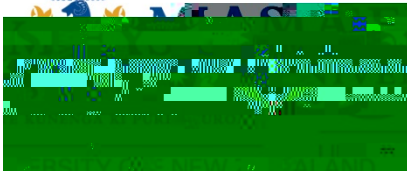




## Appendix 1: List of Review Documents

During the course of the review, members of the review panel will have access to a great deal of information about a particular qualification, some of which may be sensitive. The Review Panel is expected to treat as confidential any personal or commercially sensitive material provided to it, including individual submissions from staff, students or external communities of interest. The following document list summarises information likely to be of value during the review. Not all the documentation / information listed below will be provided to every review. Some may not be available or relevant. In some cases access to the information / documentation will be through the web rather than hard copy.

- Massey University Qualification Review Policy and Procedures\*
- Massey University Investment Plan
- Organisation flow charts of the University, College / department (where available)
- Enrolment and Calendar Regulations and Information from 2010-2021 (see 603(3)-4(4)-78-71, 1(9), 9(1)(h), 11(2), 12(2), 13(2), 14(2), 15(2), 16(2), 17(2), 18(2), 19(2), 20(2), 21(2), 22(2), 23(2), 24(2), 25(2), 26(2), 27(2), 28(2), 29(2), 30(2), 31(2), 32(2), 33(2), 34(2), 35(2), 36(2), 37(2), 38(2), 39(2), 40(2), 41(2), 42(2), 43(2), 44(2), 45(2), 46(2), 47(2), 48(2), 49(2), 50(2), 51(2), 52(2), 53(2), 54(2), 55(2), 56(2), 57(2), 58(2), 59(2), 60(2), 61(2), 62(2), 63(2), 64(2), 65(2), 66(2), 67(2), 68(2), 69(2), 70(2), 71(2), 72(2), 73(2), 74(2), 75(2), 76(2), 77(2), 78(2), 79(2), 80(2), 81(2), 82(2), 83(2), 84(2), 85(2), 86(2), 87(2), 88(2), 89(2), 90(2), 91(2), 92(2), 93(2), 94(2), 95(2), 96(2), 97(2), 98(2), 99(2), 100(2))



Appendix 2: Qualification Review Report Template

# Qualification Review Report

Name of qualification/s

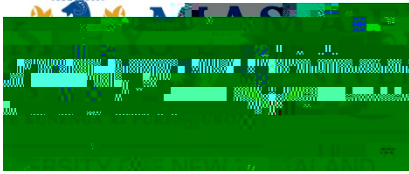
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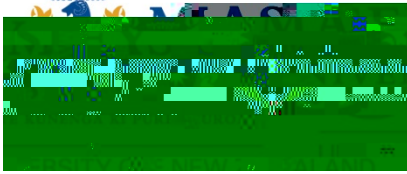
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6. OVERARCHING CONSIDERATIONS

6.1 Treaty of Waitangi and Equity of Educational Opportunity:

6.2 Internationalisation:

7. CONCLUSIONS

<An ~~Exec~~utive Summary ~~will~~ be added here>

7.1 Commendations:

<Collated ~~list~~ of all commendat ions~~sequent ially~~numbered>

7.2 Recommendations:

<Collated ~~list~~ of all recomm endat ions~~with~~ narrat ive if appropriat e and reference t o duplicat ion>