TRANSITION PROCEDURES

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Deleted qualification/specialisation:	Qualification/specialisation which has been taught out as fully as possible and for which the University will delete, or has already deleted, through the CUAP process.
Deleted paper:	A paper that is no longer required as a result of the closure of a qualification/specialisation and is removed from the qualification/specialisation, Massey University Calendar and Integrated Paper Planning Database (IPP).

3.

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Process overview for changed qualification/specialisation

3.2 Close a Qualification/specialisation:

A proposal to close a Qualification/specialisation for Enrolments is submitted through the appropriate College channels to College Board and Academic Committee for final approval. The appropriate proposal template is a 'Non-CUAP Qualification Amendment'. Consideration should be given to the timeframes for communicating information to the appropriate people and should take account of, but may not be limited to, the effect of the closure on units within the College, other academic and service units within the University and external bodies, relevant publications (including the University Calendar) and the IPP ls1(c)-8( )03Rhe.1(P)2.3(P)2.4n 91.32 43303 Tw 0 -4Tj EMC /P <</MCID 24 >>

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Sample letter Four	Historic Enrolment – Student Has Not Passed Any Papers; Cannot Continue
Sample letter Five	Historic Enrolment – Student Has Changed Qualification/specialisation

These sample letters should be adjusted to fit specific circumstances of the qualification/specialisation and not all sample letters may be appropriate in all cases.

Most of the letters to students require a response and include a response date. After this date has passed it is important that every student contacted has a note added to their student file in the Student Management System (SMS). This includes non-responses. For responding students the option they have chosen and completion requirements, if provided, should be noted where appropriate. Such records will enable staff involved in future contact with the student to know what has been agreed and provide appropriate advice.

3.6 Teach out a Closed Qualification/specialisation:

Papers contributing to the closed qualification/specialisation should be taught as usual (unless paper substitutions are in place). For papers associated only with the specific qualification/specialisation resources should be kept available to teach the papers to either the final date for completion of the qualification/specialisation or until all eligible students have completed the paper, whichever comes first. Once either of these events occurs the papers should be deleted using the Paper Deletion template.

For papers that are also available to other qualifications/specialisations these will continue beyond the final date for closure of the qualification/specialisation.

3.7 Delete a Closed Qualification/specialisation:

Once the final date for completion has been reached in the closed qualification/specialisation, or all students have completed, Colleges must complete the template for the Deletion of a Qualification/specialisation. This deletion proposal is submitted through the appropriate College channels and Academic Committee to Academic Board for final approval. The deletion document is then forwarded to CUAP for noting as part of one of the two CUAP rounds per year. CUAP notify the Tertiary Education Commission and New Zealand Qualifications Authority of the deletion.

The University may close a qualification/specialisation to new enrolments without no1( )-12.1(of)-13.1f(m)-24.5(.6(f)-13.

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Related procedures/document s:

Award of Alternative Qualification Procedures
Academic Proposal Templates
Massey University Qualifications Framework
Massey University Qualifications Policy
No /Low Enrolments Procedures

Document Management Control:

Prepared by: Accreditation Consultant
Authorised by: Assistant Vice-Chancellor, Research, Academic and Enterprise
Approved by: Academic Committee, AC15/12/431 Rev1, December 2015
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Appendix A : Overview of Qualification/specialisation Closure /Change Notification Sample Letters tc2 e0 0 0 rg 0 0 0 RG 2 J 0 j 1 w 0 0 m 0 0 l S Q 0 0 0 rg 0 0 0 RG 2 J 0 j 1 w 0 0 m 0 0 l S Q

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Sample Letter One:
Changed Qualification/specialisation - Current Enrolment; May Continue

<guide only, amendments to the letter according to the specific changes to the qualification/specialisation may be required>

Dear <student name>

This letter affects your enrolment in the <qualification/specialisation>. A decision has been taken to make the following changes to the <qualification/specialisation> from <date>:
<list changes>

I want to assure you the University is committed to ensuring a path to completion for all students who are currently enrolled in the <qualification/specialisation

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Massey University Policy Guide

Sample Letter Two:
Changed Qualification/Specialisation - Historic Enrolment – Has Passed Som e Papers; May Continue

Dear <student name>

This letter affects your enrolment in the <qualification/specialisation>. A decision has been taken to make the following changes to the <qualification/specialisation> from <date>:

Our records show you have not enrolled in the <qualification/specialisation> since <semester/year>. However, I want to assure you the University is committed to ensuring a path to completion for all students who have completed partial requirements toward the <qualification/specialisation>. You may continue to enrol in this qualification until the end of the <year> academic year in order to complete the qualification requirements. Please be aware that if you do not
on/>

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<qualification specialisation >

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<qualification/specialisation >

Student Response Form
<This form is to accompany Sample Letter Three>

Full Name:

Massey Student ID Number:

Address:

Date of Birth:

Telephone:

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Sample Letter Four: Qualification/Specialisation Closure - Historic Enrolment – Has Not Passed Any Papers; Cannot Continue

Dear <student name>

This letter concerns your enrolment in the <qualification/specialisation>. After careful consideration, a decision has been taken to close the <qualification/specialisation> to new enrolments from <Semester XX of <year>, and to permanently discontinue it from the end of the <year> academic year.

Our records show you were enrolled in the <qualification/specialisation> in <last year and semester of enrolment>. I have reviewed your academic progress, and note that you have not passed any credits towards the <qualification/specialisation> requirements. Therefore, it will not be possible for you now to complete the <qualification/specialisation>.

If you have any questions or concerns about your study, please feel free to contact me at <contact details>.

Yours sincerely

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Sample Letter Five:
Qualificat ion/Specialisation Closure - Historic Enrolment – Has Changed Qualification/specialisation

Dear <student name>

This letter concerns your enrolment in the <qualification/specialisation> for which you were enrolled in <last year of enrolment in qualification>. After careful consideration, a decision has been taken to close the <qualification/specialisation> to new enrolments from <Semester XX of <year>, and to permanently discontinue the <qualification/specialisation> from the end of the <year> academic year.

<If student has passed some papers use this paragraph and delete the next paragraph>
I have reviewed your academic progress in the <qualification/specialisation> and note that although you passed some credits towards the <qualification/specialisation>, you have now changed to the <alternative qualification/specialisation>. It is assumed, therefore, that you no longer intend to complete the <qualification/specialisation>. If this assumption is incorrect, please contact me urgently no later than <date> in order to discuss any options that may be available to you for completion of the qualification/specialisation.

<If student has NOT passed any papers use this paragraph and delete the above paragraph>
I have reviewed your academic progress in the <qualification/specialisation > and note that although you have not passed any credits towards the <qualification/specialisation>, you have now changed to the <alternative qualification/specialisation>. It is assumed, therefore, that you no longer intend to complete the <qualification/specialisation>. If this assumption is incorrect, please contact me urgently no later than <date> in order to discuss any options that may be available to you for completion of the qualification/specialisation.

Please be aware however, that if you do wish to return to the <qualification/specialisation> and do not complete all of the requirements by the end of the <year> academic year then – should you wish to continue study – transfer to an alternative qualification will be required. Please note you do not have to return to study the <qualification/specialisation>. This letter is to advise you of the intention to close the <qualification/specialisation> and to provide you the option to return to study this if you wish.

In order to assist the University manage the closure of the <qualification/specialisation>, and to provide students who intend to continue studying with appropriate ongoing academic advice regarding completion, or transfer to an alternative qualification, we ask that you complete and return the enclosed response form by email to < i

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Sample Letter Five:
Changed Qualification/Specialisation - Historic Enrolment – Has Changed Qualification/specialisation

Dear <student name>

This letter concerns your enrolment in the <qualification/specialisation> for which you were enrolled in <last year of enrolment in qualification>. A decision has been taken to make the following changes to the <qualification/specialisation> from <date>:

<If student has passed some papers use this paragraph and delete the next paragraph>
I have reviewed your academic progress in the <qualification/specialisation> and note that although you passed some credits towards the <qualification/specialisation>, you have now changed to the <alternative qualification/specialisation>. It is assumed, the/TT3 1 Tate 28.9(.3(y)16.1(o)8.1(onc)1 1]o p1]o p1 t

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