

Controlled Document – Refer to NMIT website or intranet for latest version

DEGREE* MONITORING POLICY

Section	Quality		
Approval Date	19.09.2018	Approved by	Academic Committee
Next Review	22.11.2024	Responsibility	Executive Director: Programmes and Delivery
Last Reviewed	22.11.2021	Key Evaluation Question	3, 4

PURPOSE

To ensure that following initial programme approval, NMIT degrees (and related qualifications) continue to meet the criteria for ongoing approval and accreditation.

To provide assurance to NMIT, NZQA, students and all stakeholders that the qualification is being delivered in accordance with the requirements of the initial approval and accreditation, that the qualification is still degree worthy and continues to meet the needs of stakeholders.

SCOPE

*All NMIT programmes of study leading to diplomas, degrees and postgraduate qualifications at levels 7-10. See [Degree Monitoring Procedure](#) for table of current NMIT programmes of study levels 7 – 10. The first on-site monitoring visit will typically be made at the beginning of the second year of the delivery of the programme and take into account the availability of staff and learners. The visits will take place annually after that.

Degree monitoring is not intended to replace the ongoing internal self-assessment activities undertaken by the programme area to monitor, review and improve the quality of their programmes. Rather, the external monitoring complements the internal monitoring by triangulating evidence of programme performance.

POLICY

All NMIT degree programmes are monitored annually and the results are reported to the NMIT Academic Committee and to NZQA.

Until recommended for self-monitoring, NZQA will appoint monitors with expert knowledge of the discipline area of the programme and experience in academic processes. Monitors will be appointed in consultation with NMIT.

Regular rotation of monitors will ensure the effectiveness and impartiality of the monitoring process.

Monitoring will generally take place over one day and will include meetings with: Curriculum Directors; Curriculum Managers; Programme Coordinators; teaching staff; business support staff; one or more members of the Academic and Quality team; and students. The monitor may also ask to speak to Industry or professional Advisory Committee members, external moderators; or other stakeholders.

PROCEDURE

See [Degree Monitoring Procedure](#) for NMIT's operational aspects of Degree Monitoring.

RESPONSIBILITIES

Academic Committee	Approving and monitoring the appointments of Degree Monitors where programmes have self-monitoring status.
Academic Standards and Quality Committee	Receiving and monitoring Degree Monitors' Reports. Monitoring and reviewing the effectiveness of the Degree Monitoring process.
Curriculum Director (or delegate)	Complying with NMIT's quality management system and ensuring that the approved qualification meets the specified standards. To work in partnership with the Degree Monitor to provide them access to pertinent quality assurance information and consider and respond to recommendations for improvement as identified by the monitor and available in the Report. Ensuring that any requirements or recommendations in the Report are identified and responded to; an appropriate action plan is designed and implemented to manage the issues; and ongoing self-assessment continues in order to capture and provide evidence of continual improvement.
Degree Monitor	To assist NMIT's academic staff involved with Degree-related programmes to maintain and enhance the quality of the qualification. Submitting the final draft Monitor's Report to NZQA, (in an editable, electronic format) after seeking and receiving confirmation from NMIT that it is accurate. Raising any issues with NZQA which may have an impact on the monitoring process or outcome.
Quality Enhancement Manager	Maintaining and reviewing an annual schedule of External Monitoring visits, including whether there were any Recommendations or Requirements in the Final Report, based on information supplied by the Curriculum Director or delegate. Ensuring any Action Plans that result from the Degree Monitoring are effective.

THE REPORT

Monitors will use NZQA's [Degree monitoring report template](#) to prepare their Report.

The Report must provide evidence that:

- the programme is being managed, planned and implemented as it was approved
- consideration has been given to any recommendations made during the programme approval and accreditation process
- any minor modifications and enhancements made by NMIT are consistent with the intent of the approved programme and the ongoing development of a quality programme, and in line with a type 1 change
- there is independent, external academic input during reviews and consideration of significant programme enhancements (i.e. type 2 changes)
- NZQA is made aware of issues affecting the satisfactory provision of the programme
- the quantity and quality of staff research outputs are consistent with the development and maintenance of an ongoing research culture in support of the programme.

SELF-MONITORING STATUS

The Monitor may recommend that an institution requests permission to discontinue NZQA monitoring and replace it with [self-monitoring](#). This occurs when the Monitor considers that a programme and its delivery are stable, and that all conditions for changing its monitoring status are met. This could be after the first cohort has graduated.

The change in status only relates to the appointment of the Monitor, All other processes remain the same, including coordinating and preparing for the annual monitoring visit. Additionally, even once at Self-monitoring status, other regulatory or professional bodies may continue to monitor the programme (e.g. Nursing Council, Social Work Registration Board, NZ Association of Counselling).

If serious concerns regarding the programme(s) are identified, NZQA may revoke NMIT's approval to self-monitor.

REQUEST FOR SELF-MONITORING STATUS

Following a recommendation from the Monitor, and meeting the conditions listed below, NMIT must request a transfer to self-monitoring status by formally writing to NZQA. See the [Degree Monitoring Procedure](#) for details. Approval for transferring the responsibility for monitoring to NMIT will be granted by the Deputy Chief Executive, Quality Assurance Division, NZQA.

Conditions for the transfer to self-monitoring include confirmation from all parties that NMIT is managing the programme appropriately and in particular that:

1. The programme is being implemented as planned and presented at the time of approval, subject to modifications and enhancements broadly consistent with the intent of the programme and the natural evolution of a quality programme.
2. Recommendations made during the programme approval and accreditation and by the Monitor have been appropriately addressed.

3. Mechanisms are in place at an institutional level to ensure independent, external academic input during reviews and consideration of proposed programme enhancements.
4. That NZQA will gain sufficient awareness of any issues with the programme or its delivery from the annual submission of Self-Assessment Reports.

REFERENCES

INTERNAL

[Degree Monitoring Procedure](#)

[Internal Review](#)

[NMIT Research Policy](#)

[Self-Assessment policy](#)

[Self-Assessment Procedure](#)

[Supervision of Student Research \(L8 and L9\) Policy](#)

[Supervision of Student Research \(L8 and L9\) Procedure](#)

EXTERNAL

[NZQA Degree monitoring](#)

[Degree monitoring Report template](#)