

DEGREE* MONITORING PROCEDURE

Section	Quality		
Approval Date	19.09.2018	Approved by	Academic Board
Next Review	28.09.2019	Responsibility	Executive Director - Learning Innovation and Delivery
Last Reviewed	28.09.2018	Key Evaluation Question	3 & 4

PURPOSE

To ensure that following initial approval, NMIT degrees (and related qualifications) continue to meet academic standards.

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

SCOPE

*All NMIT programmes of study leading to diplomas, degrees and postgraduate qualifications at 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.

[See Appendix One for table of current NMIT programmes of study levels 7 – 10.](#)

DEFINITIONS

A list of academic terminology and the glossary of Māori terms – Kupu - are located in section 2 of the NMIT Academic Statute.

The definitions of additional specialist terms used in this procedure are listed below:

Degree Monitoring Report	A report produced by the monitor providing the main outcome of any monitoring visit. It details the monitor's professional opinion on the quality of the institution's delivery of the programme.
Self-Monitoring status	<p>A status conferred on an institution by NZQA when the NZQA monitor considers that a programme and its delivery are stable and that all conditions for changing the institution's monitoring status are met. [def: NZQA]</p> <p>If a programme has self-monitoring status, monitoring by an external monitor still occurs, and a Self-Assessment Report is still submitted to NZQA.</p>

RESPONSIBILITIES

Curriculum Director, or delegate	<p>ANNUALLY</p> <p>Before March each year, provide anticipated dates for monitoring visits to the Head of Academic and Quality</p> <p>PLANNING FOR THE VISIT</p> <p>Ensuring monitoring visits occur annually, preferably in the first 3-4 months of the year.</p> <p>Notifying the Head of Academic and Quality, CE, Directorate and NZQA of impending, confirmed monitors' visits.</p> <p>Preparing a detailed agenda for the visit, to include a meeting between the monitor and the Head of Academic and Quality.</p> <p>Hosting the monitor's visit in accordance with the confirmed Agenda.</p> <p>AFTER THE VISIT</p> <p>Submitting copy of the final Degree Monitor's Report to Academic Committee for review.</p> <p>Submitting a copy of the final Degree Monitor's Report to the Head of Academic and Quality for centralised tracking and monitoring purposes.</p> <p>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.</p>
Head of Academic and Quality	<p>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.</p>
Quality Committee	<p>Monitoring and reviewing the effectiveness of the Degree Monitoring process.</p>

PROCEDURE

See [Process Map](#) (APPENDIX 2) for steps presented diagrammatically

STEP	ACTION	WHO	TIMEFRAME
1	Provide anticipated dates for all monitoring visits to the Head of Academic and Quality	Curriculum Director or delegate	Jan/Feb
2	Confirm the date of the monitor's visit with the monitor.	Curriculum Director or delegate	At least two months before the intended visit, which is typically in May/June
3	Coordinate any requirements relating to the monitoring visit with the monitor.	Programme Coordinator	Ongoing: before and during visit
4	Enter a request for a contract for services for the monitor, through SnapHire, to include payment for fees, travel, accommodation and NZQA costs	Curriculum Director or delegate	
5	Advise the CE, Directorate and Head of Academic and Quality of confirmed date of Monitor's visit.	Curriculum Director or delegate	As soon as date is confirmed
6	Provide appropriate documentation* to the monitor	Curriculum Director or delegate	At least one month before the visit
7	Host Monitor's visit according to Agenda, including official welcome and farewell.	Curriculum Director or delegate	
8	Send a draft monitoring Report (#1) to NMIT	Monitor	No later than ten working days after the visit
9	Confirm or correct the factual accuracy of the draft monitor's report (#1)	Curriculum Director or delegate	Within 10 working days of receipt of the draft report
10	Submit the agreed draft report (#2) (in an editable, electronic format) to NZQA	Monitor	Within ten days of receipt of the confirmed factual accuracy from NMIT
11	Share final report (#3) with Programme staff and take appropriate action to resolve and remedy any issues identified in the Report.	Curriculum Director or delegate	Ongoing part of self-assessment
12	Submit the confirmed, final Report (#3) to Academic Committee (for review); and the Head of Academic and Quality (for monitoring).	Curriculum Director or delegate	Forward as an attachment to an email on receipt of e-copy of Report

13	Maintain and monitor an annual schedule of External Monitoring visits, based on information supplied from the Curriculum Managers.	Head of Academic and Quality	
14	Ensure actions to address requirements and recommendations are progressed.	Curriculum Director	Ongoing

* It is anticipated that such documentation provided to the monitor ahead of the visit will include the following information, much of which will be in the programme's Self-Assessment Report:

- enrolment information
- learner retention and achievement
- placement handbooks
- database/table of placement organisations, supervisors and fieldwork educators (as applicable to individual programmes)
- graduate destination information
- internal and external moderation activities
- feedback from students, teaching staff and external stakeholders
- consultation with external stakeholders
- how NMIT has addressed any recommendations from:
 - the initial evaluation report and/or
 - the most recent monitor's report
- changes to the programme and/or its delivery since the last report
- staffing changes since the last report
- current resources to maintain delivery of the programme
- staff professional development activities
- research activities of staff
- significant issues and challenges
- collaborative and/or sub-contracting arrangements

REFERENCES

INTERNAL

[Approval and Publication of Research](#)
[Degree Monitoring Policy](#)
[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](#)

APPENDICES

[APPENDIX ONE: Table of current programmes subject to Degree Monitoring \(Level 7+\)](#)

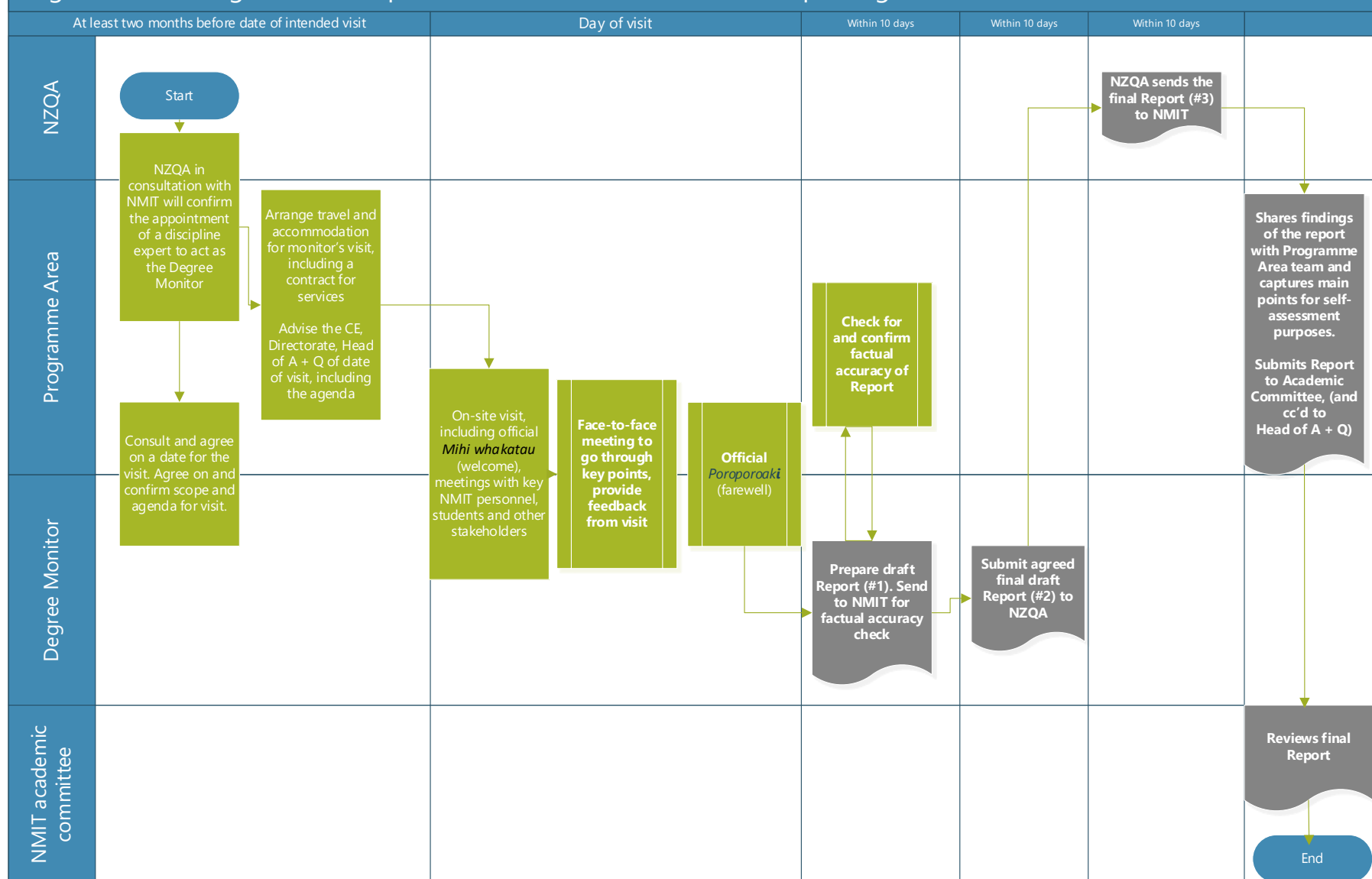
[APPENDIX TWO: Process Map](#)

[APPENDIX THREE: Summary of headings used by Degree Monitor to guide their collection of evidence-based statements](#)

APPENDIX ONE

2018		2018
NMIT programmes of study currently monitored by NZQA's Degree Monitors		NMIT degrees currently approved by NZQA to 'self-monitor'
1	Bachelor of Aquaculture and Marine Conservation and Postgraduate Diploma in Sustainable Aquaculture	Bachelor of Arts and Media
2	Bachelor of Commerce	Bachelor of Information Technology
3	Bachelor of Nursing	
4	Bachelor of Social Work	
5	Bachelor of Viticulture and Winemaking	
6	Master in Applied Management	
7	Paetahi Tumu Kōrero, Bachelor of Counselling	
8	Postgraduate Certificate in Professional Supervision	
9	Postgraduate Diploma in Business Enterprise	
10	Postgraduate Diploma in International Business	
11	Postgraduate Diploma in Supply Chain and Logistics	
A collaborative arrangement is in place for the delivery of: <ul style="list-style-type: none">AUT's Bachelor of Sport and Recreation. All requirements for the degree monitoring are managed by AUT.		

Degree Monitoring Process Map for Annual Monitor's visit and Reporting



Summary of headings used by Degree Monitor to guide their collection of evidence-based statements.

For full Degree Monitoring Report Template see: NZQA's [Degree monitoring Report template](#)

1. He Whakataki | Introduction

- Ngā putanga o mua | Previous recommendations
- He whakarāpōpoto o ngā whakatau | Summary of the visit

2. Ngā hua o te whare ako | Current Operation

- Ngā panonitanga i te tau kua heke mai nei | Programme Structure
- Ngā hua o ngā ākonga | Learner achievement
- Ngā hua o ngā Whakaakoranga | Teaching/learning strategies
- Ngā painga o ngā aromatawai | Assessment
- Ngā waeture hou | Programme Regulations
- Ngā rauemi e tautoko ana i te whakaakoranga | Resources
- Ngā kōrero nō ngā ākonga, whānau, hapū, iwi, me te hāpori | Māori stakeholder feedback
- Kōrero mai mō te whānui, me te hōhonu o ngā mahi rangahau | Research
- He aha ngā here, ngā heke | Issues and challenges

3. He whakakapi | Recommendations