Nelson Marlborough Institute of Technology
Te Whare Wānanga o Te Tau Ihu o Te Waka a Maui

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DEGREE* MONITORING PROCEDURE

Section	Quality		
Approval Date	19.09.2018	**Approved by**	Academic Board
Next Review	04.03.2020	**Responsibility**	Executive Director - Learning Innovation and Delivery
Last Reviewed	04.03.2019	**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	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] If a programme has self-monitoring status, monitoring by an external monitor still occurs, and a Self-Assessment Report is still submitted to NZQA.

RESPONSIBILITIES

Curriculum Manager	ANNUALLY Before March each year, provide anticipated dates for monitoring visits to the Head of Academic and Quality PLANNING FOR THE VISIT Ensuring monitoring visits occur annually, preferably in the first 3-4 months of the year. Notifying the Head of Academic and Quality, CE, Directorate and NZQA of impending, confirmed monitors' visits. Preparing a detailed agenda for the visit, to include a meeting between the monitor and the Head of Academic and Quality. Hosting the monitor's visit in accordance with the confirmed Agenda. AFTER THE VISIT Submitting copy of the final Degree Monitor's Report to Academic Committee for review. Submitting a copy of the final Degree Monitor's Report to the Head of Academic and Quality for centralised tracking and monitoring purposes. 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.
Head of Academic and Quality	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 Manager. Draft any letters to NZQA to be sent on the CE's behalf. (e.g. requesting Self-monitoring status, on the recommendation of the Degree Monitor)
Quality Committee	Monitoring and reviewing the effectiveness of the Degree Monitoring process.
Chair of Quality Committee	Monitoring the progress of actions planned by Curriculum Area in response to recommendations cited in the Monitor's Report.

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 Manager	Jan/Feb
2	Confirm the date of the monitor's visit with the monitor. Notify the Head of Academic and Quality of confirmed dates.	Curriculum Manager	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 Manager	
5	Advise the CE, Directorate and Head of Academic and Quality of confirmed date of Monitor's visit.	Curriculum Manager	As soon as date is confirmed
6	Provide appropriate documentation** to the monitor	Curriculum Manager and Programme Coordinator	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 Manager and Programme Coordinator	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 plan appropriate actions to resolve and remedy any issues identified in the Report.	Curriculum Manager	Ongoing part of self-assessment
12	Submit the confirmed, final Report (#3) to Academic Committee (for review); and Quality Committee for ongoing monitoring of actions	Curriculum Manager	

13	Ensure actions to address requirements / recommendations are progressed.	Curriculum Manager	Ongoing
14	Report on progress to Academic Board	Chair of Quality Committee	Monthly Academic Board meetings

** 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

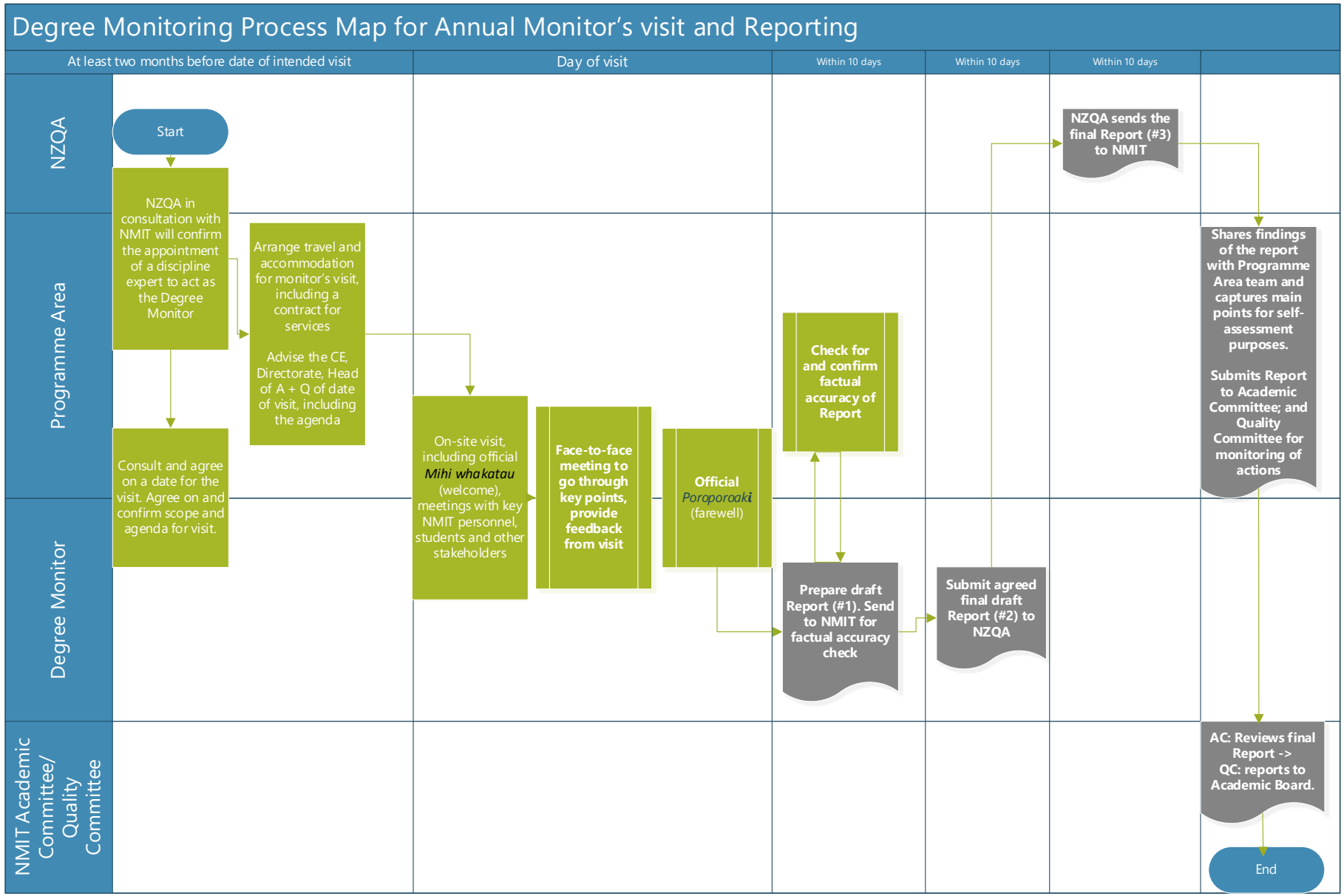
APPENDIX ONE: Table of current programmes subject to Degree Monitoring (Level 7+)

APPENDIX TWO: Process Map

APPENDIX THREE: Summary of headings used by Degree Monitor to guide their collection of evidence-based statements

APPENDIX ONE

2019 **NMIT programmes of study currently monitored by NZQA's Degree Monitors**		**2019** **NMIT degrees currently approved by NZQA to 'self-monitor'**
1	Bachelor of Aquaculture and Marine Conservation and Postgraduate Diploma in Sustainable Aquaculture	
2		Bachelor of Arts and Media
3	Bachelor of Commerce	
4	Bachelor of Computer Generated Imagery	
5		Bachelor of Information Technology
6	Bachelor of Nursing	
7	Bachelor of Social Work	
8		Bachelor of Viticulture and Winemaking
9	Master in Applied Management	
10	Paetahi Tumu Kōrero, Bachelor of Counselling	
11	Postgraduate Certificate in Professional Supervision	
12	Postgraduate Diploma in Business Enterprise	
13	Postgraduate Diploma in International Business	
14	Postgraduate Diploma in Supply Chain and Logistics	
A collaborative arrangement is in place for the delivery of: • 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
At least two months before date of intended visit
Day of visit
Within 10 days
Within 10 days
Within 10 days
NZQA
Programme Area
Degree Monitor
NMIT Academic Committee/ Quality Committee
Start
NZQA in consultation with NMIT will confirm the appointment of a discipline expert to act as the Degree Monitor
Consult and agree on a date for the visit. Agree on and confirm scope and agenda for visit.
Arrange travel and accommodation for monitor's visit, including a contract for services
Advise the CE, Directorate, Head of A + Q of date of visit, including the agenda
On-site visit, including official Mihi whakatau (welcome), meetings with key NMIT personnel, students and other stakeholders
Face-to-face meeting to go through key points, provide feedback from visit
Official Poroporoaki (farewell)
Check for and confirm factual accuracy of Report
Prepare draft Report (#1). Send to NMIT for factual accuracy check
Submit agreed final draft Report (#2) to NZQA
NZQA sends the final Report (#3) to NMIT
Shares findings of the report with Programme Area team and captures main points for self-assessment purposes.
Submits Report to Academic Committee; and Quality Committee for monitoring of actions
AC: Reviews final Report -> QC: reports to Academic Board.
End

APPENDIX THREE

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 | Leaner 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 hapori | 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**