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DEGREE* MONITORING PROCEDURE

Section	Quality		
Approval Date	19.09.2018	Approved by	Academic Board
Next Review	25.07.2021	Responsibility	Executive Director - Customer Experience and Excellence
Last Reviewed	25.07.2019	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.

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

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:

Annual Programme Evaluation Report (APER)	The report known as a Self-Assessment Report (SAR) at NMIT
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> <p>See Section 3 Self monitoring (p9) of the NZQA Guidelines</p>
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RESPONSIBILITIES

Curriculum Manager (CM)	<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, following the NZQA monitoring guidelines - even if at self-monitoring status.</p> <p>Notifying the Executive Director - Customer Experience and Excellence; CE and NZQA of impending, confirmed monitors’ visits.</p> <p>At least four weeks prior to the visit, sending the monitor (and NZQA if involved) the Self-Assessment Report, the last monitor’s report, any moderation reports and any other relevant documentation.</p> <p>Preparing a detailed agenda for the visit, with guidance from the Quality Enhancement Manager, to include a meeting between the monitor and a representative from Academic and Quality.</p> <p>Hosting the monitor’s visit in accordance with the confirmed Agenda.</p> <p>Ensuring the Monitor has the correct contact details and knowledge of procedure for sending through the Draft Report to NMIT (see Steps below).</p> <p>AFTER THE VISIT</p> <p>Checking the Draft report (#1) for factual accuracy and returning it to the Monitor.</p> <p>Submitting copy of the final Degree Monitor’s Report (#3) to Academic Committee for review.</p> <p>Submitting a copy of the final Degree Monitor’s Report to the ED, CEE for centralised tracking and monitoring purposes.</p> <p>Ensuring that any recommendations from the monitor or requirements from NZQA in the Report are identified and responded to; an appropriate action plan is designed and implemented to manage the issues; and ongoing self-</p>
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	assessment continues in order to capture and provide evidence of continual improvement.
Curriculum & Academic Registry Team Leader (CARTL)	<p>Maintaining and reviewing an annual schedule of Monitoring visits, including whether there were any Recommendations or Requirements in the final Report, based on information supplied by the Curriculum Manager.</p> <p>Forward any reports from NZQA/monitor to the Curriculum Director and Curriculum Manager.</p> <p>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)</p>
Quality Committee	Monitoring and reviewing the effectiveness of the Degree Monitoring process .
Quality Enhancement Manager (QEM)	<p>Helping to prepare for visit and monitoring the progress of actions planned by Curriculum Area in response to recommendations cited in the Monitor's Report.</p> <p>Report to Academic Board on progress.</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 Curriculum & Academic Registry Team Leader (CARTL).	Curriculum Manager	Jan/Feb
2	Confirm the date of the monitor's visit with the monitor.	Curriculum Manager	At least two months before the intended visit between March-May
3	Coordinate any requirements relating to the monitoring visit with the monitor.	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, Curriculum Director; Executive Director - Customer Experience and Excellence; CARTL (for comms); and QEM (for preparation activity) of confirmed date of Monitor's visit.	Curriculum Manager	As soon as date is confirmed and no later than four weeks from visit
6	Provide appropriate documentation ** to the monitor, with guidance from the Quality Enhancement Manager.	Curriculum Manager and/or Coordinator	At least one month before the visit
7	Host Monitor's visit according to Agenda, including mihi whakatau official welcome and poroporoaki farewell.	Curriculum Director or delegate	
<p><i>The monitor sends a draft monitoring Report (#1) to NMIT's CE and Executive Director - Customer Experience and Excellence (ED – CEE) no later than 10 working days after the visit.</i></p>			
8	Forward draft Report (#1) to: Curriculum & Academic Registry Team Leader; Quality Enhancement Manager; Curriculum Manager; and Curriculum Director	ED - CEE	On receipt of Report from Monitor
9	Confirm or correct the factual accuracy of the draft monitor's report (#1) and send agreed (Report #2) to the monitor.	Curriculum Manager and Coordinator	Within 10 working days of receipt of the draft report
<p><i>The monitor submits the agreed draft report (Report #2) in an editable, electronic format to NZQA within 10 days of receipt of the confirmed factual accuracy from NMIT.</i></p> <p><i>NZQA then send the Final Report (Report #3) to NMIT's CE and the CARTL.</i></p>			

10	Forward the Final Report (Report #3) to the CD and CM.	CARTL	On receipt of the Final Report
11	Share Final Report (Report #3) with Curriculum area and plan appropriate actions to resolve and remedy any issues identified in the Report.	Curriculum Manager	Ongoing part of self-assessment
12	Send the Final Report (#3) (together with an Action Plan to address recommendations) to the Academic Committee,	Curriculum Manager	
13	Ensure actions to address requirements / recommendations are progressed.	Curriculum Manager, with support from Quality Enhancement Manager	Ongoing
14	Report on progress to Academic Board	Quality Enhancement Manager	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
- draft agenda

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

[Guidelines for monitoring programmes leading to diplomas, degrees and related qualifications at levels 7 to 10](#)
[NZQA Degree monitoring](#)
[Degree monitoring Report template](#)

APPENDICES

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

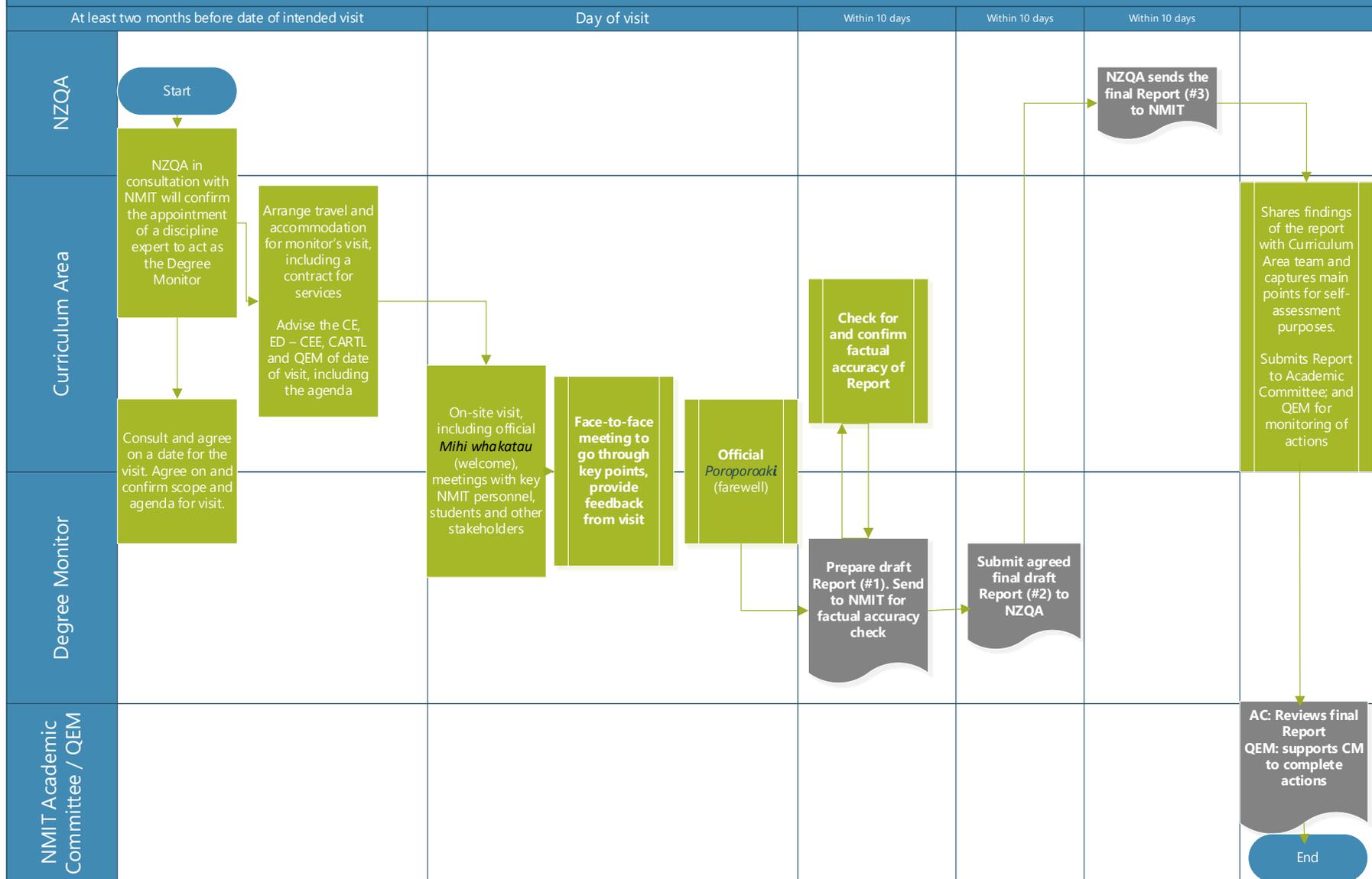
[APPENDIX TWO: Process Map](#)

[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	
<p>A collaborative arrangement is in place for the delivery of:</p> <ul style="list-style-type: none"> AUT's Bachelor of Sport and Recreation. <p>All requirements for the degree monitoring are managed by AUT.</p>		

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