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## DEGREE\* MONITORING POLICY

<b>Section</b>	Quality		
<b>Approval Date</b>	19.09.2018	<b>Approved by</b>	Academic Board
<b>Next Review</b>	28.09.2021	<b>Responsibility</b>	Executive Director - Learning Innovation and Delivery
<b>Last Reviewed</b>	28.09.2018	<b>Key Evaluation Question</b>	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 Degree Monitoring Procedure for table of current NMIT programmes of study levels 7 – 10.

### POLICY

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

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

<b>Academic Board</b>	Approving and monitoring the appointments of Degree Monitors where programmes have self-monitoring status
<b>Academic Committee</b>	Reviewing the Degree Monitor Reports
<b>Curriculum Director</b>	<p>Complying with NMIT's quality management system and ensuring that the approved qualification meets the specified standards.</p> <p>To work in partnership with the degree monitor to provide them access to all information which may be pertinent to quality assurance and consider and respond to recommendations for improvement as identified by the monitor and available in the Report.</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>
<b>Degree Monitor</b>	<p>To assist NMIT's academic staff involved with Degree-related programmes to maintain and enhance the quality of the qualification.</p> <p>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.</p> <p>Raising any issues with NZQA which may have an impact on the monitoring process or outcome.</p>
<b>Head of Academic and Quality</b>	<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> <p>Ensuring the Degree Monitoring process at NMIT is effective.</p>
<b>Quality Committee</b>	Monitoring and reviewing the effectiveness of the Degree Monitoring process.

## 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.

It is expected that an institution will continue to use an external monitor as part of the self-monitoring process. Where NZQA approves self-monitoring, 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.

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## REQUEST FOR SELF-MONITORING STATUS

Institutions meeting the conditions listed below must request a transfer to self-monitoring status by formally writing to NZQA. 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

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### INTERNAL

[Approval and Publication of Research](#)

[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](#)

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### EXTERNAL

[NZQA Degree monitoring](#)

[Degree monitoring Report template](#)