

## UC Policy Library

# Creating, Reviewing and Modifying Courses, Programmes and Qualifications Policy and Procedures

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<b>Approval Authority</b>	Tumu Tuarua Akoranga   Deputy Vice-Chancellor (Academic)
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## Kupu Arataki | Introduction

This document outlines the procedures to gain academic approval when creating, modifying or reviewing courses, programmes or qualifications at the University. Areas covered include

- adding or restricting a limitation of entry;
- cancellation of courses with low enrolments;
- special topics, as well as degree and regulation changes’
- use of the Minor Course Change System (MCCS);
- use of Course Creation; and
- proposals requiring Committee on University Academic Programmes (CUAP) approval and all types of reviews.

This document is expanded upon in “*Procedures for creating, reviewing and modifying courses, programmes and qualifications*”, informally known as [The Blue Book \(Blue Book intranet\) \(Staff Only\)](#). Further details and deadlines for the current year can be found via the [Ako: Teaching and Learning webpages \(University About UC website\)](#).

## Tautuhi | Definitions

**Course Creation** – a digitised system to enter new course information.

**Minor Course Change System (MCCS)** – a web-based procedure used to make changes to existing courses within the University.

## **Kaupapa Here | Policy**

### **Approval of Academic Proposals and Other Changes**

All new academic proposals will go through a process of peer review. Prior to their approval at College level, Committee on University Academic Programmes (CUAP) proposals will be circulated to

- fellow academics;
- professional bodies;
- the UCSA;
- Te Waka Pākākano | Office of the AVC Māori, Pacific and Equity, and
- other relevant stakeholders for comment.

They will then be forwarded, in the following order, to

- Komiti Whakahaere Ako | Academic Administration Committee (AAC);
- Te Poari Akoranga | Academic Board; and then
- Te Kaunihera o Te Whare Wānanga o Waitaha | University Council (Council) for approval.

After completing these internal approval steps, CUAP proposals undergo a rigorous peer review process with the other Aotearoa New Zealand universities. Kaiwhakahaere Akoranga | Academic Managers/ Kaitohutohu Matua Akoranga |Senior Academic Advisors or equivalent are available to advise on all academic proposals. The Kairuruku Kounga Akoranga | Academic Quality Assurance Coordinator can discuss proposals and advise on CUAP requirements.

Minor changes processed through the Minor Course Changes System (MCCS) will be approved by the Kounga Akoranga |Academic Quality Team. Te Whare Wānanga o Waitaha | University of Canterbury degree and regulation changes will receive scrutiny from the Kounga Akoranga | Academic Quality Team and/or Te Komiti Whakahaere Ako | Academic Administration Committee prior to them being reported to Te Poari Akoranga | Academic Board.

## **Ngā Tikanga | Procedures**

These procedures are designed to assist staff to

- make a change to an existing course or qualification (Sections 1–3 below);
- create a new course or subject major (Sections 4–5 below);
- prepare a proposal for a new programme or qualification (Section 6 below);
- discontinue a qualification or subject major (Section 7 below); and/or
- review a course, programme or qualification (Section 8 below).

Please see the [Appendix](#) to view the process flow charts associated with the above.

## 1. Minor Course Change System (MCCS)

Approval of changes made through the [Minor Course Change System \(University Intranet MCCS Requester Home Page\) \(Staff only\)](#) is delegated to Deans. Once approved and verified by, the Kounga Akoranga | Academic Quality Team changes are added to the UC Student Management System (UCSMS).

Changes that should be processed using the MCCS include

- Changing a course description or course title;
- Changing the mode of delivery;
- Discontinuing a single course;
- Changing availability (i.e., offered/not offered);
- Changing prerequisites, co-requisites, restrictions or recommended preparation;
- Changing semester;
- Changing the total number of contact hours (lecture, laboratory and tutorial hours);
- Changing course EFTS weighting by less than 25% (changes the points);
- Changing course end date;
- Liberalising or removing a limitation of entry;
- Changing the minimum number of enrolments for a course to be offered;
- Changing the geographic site; and
- Changing the course occurrence code.

The MCCS will open each year in March, with a closing date in mid-June set for ensuring that the changes are captured

- a) in order to schedule the teaching timetable for the following year, and
- b) for the publishing of the Rārangi Akoranga | Course Catalogue.

Minor changes after the closing date may only be made on a limited basis until enrolment opens in early October. The proposer must include a justification for the change acceptable to the Kaiwhakahaere Akoranga | Academic Manager/ Kaitohutohu Matua Akoranga | Senior Academic Advisor. Such changes will **not** be published in the Maramataka | University Calendar.

In exceptional circumstances minor changes may be approved after enrolment opens. These will only be displayed on the University course webpage. It is the proposer's responsibility to inform students of changes at this time and address consequential issues.

Exceptional circumstances include events that could not have possibly been foreseen, i.e. death, serious illness or sudden resignation of a staff member teaching the course and consequent changes that need to be implemented as a result of that event.

Staff wishing to use the MCCA should consult their Kaiwhakahaere Akoranga | Academic Manager/ Kaitohutohu Matua Akoranga | Senior Academic Advisor for further advice.

## 2. Adding or Restricting a Limitation of Entry

Departments/schools may sometimes need to limit the maximum number of students a course can cater for, or decrease an existing limit. This may be due to constraints on:

- Staff availability;
- Access to teaching facilities (e.g. lecture rooms, tutorial, laboratory, studio space, fieldwork or field placement requirements); and/or
- Availability of resources (e.g. limited access to library resources or computer facilities).

A new or more restrictive limitation of entry must be approved by the relevant College and reported to Te Poari Akoranga | Academic Board by its July meeting in order to ensure the restrictions are implemented in the following year and are included in the Maramataka | University Calendar.

Liberalising an existing limitation can be completed through the MCCA.

## 3. Courses with Low Enrolments

### 3.1 Cancellation of Courses with Low Enrolments

In accordance with [Clause 9 \(b\) of the Enrolment Regulations \(University Regulations website\)](#), Departments/schools may reserve the right to cancel an advertised course where

- The Amo | Dean has determined that enrolments in that course, completed by 5pm on the Wednesday prior to the week in which teaching commences, are insufficient, or
- Applications to enrol do meet the predetermined minimum but enrolments at the end of the week (5pm Friday) prior to the commencement of teaching in that course do not.

Following Amo | Dean approval to cancel the course, the Department/School will notify all students enrolled in the course. The Department/School must discuss other course options with students.

### 3.2 Review of Courses with Low Enrolments

Courses with low enrolments are reviewed annually by Colleges and reported to the Ohu Whakahaere | Senior Leadership Team (SLT).

- Low enrolment courses are defined as
- 300 level and above having fewer than 10 students;
- 200 level courses having fewer than 20 students; and
- 100 level courses with fewer than 40 students.

#### 4 New Courses

New courses are created using Course Creation. This is a digitised new course form can be access [via this login.](#) The approval of new courses is devolved to Colleges. The appropriate Kaiārahi Māori should be involved from early stages of course development and consultation undertaken with relevant stakeholders.

A course outline must be attached to the new course proposal. The template for the course outline including bilingual headings template is in the Blue Book.

To ensure that new courses are included in the Maramataka | Calendar and Rārangi Akoranga | Course Catalogue, new courses should be reported no later than the July Te Poari Akoranga | Academic Board meeting. Any new course approved after the July Te Poari Akoranga | Academic Board meeting will be only publicised on the UC website.

#### 5. Special Topics

Special topics allow for new undergraduate or postgraduate courses to be developed at short notice throughout the year. Named special topics can be offered for two years before having to be discontinued or converted to a continuing course. The Course Creation digitised form is used for creating Special Topics.

The appropriate Kaiārahi Māori should be involved from the early stages of Special Topic development.

Reasons to use a special topic designation include

- Trialling a new course,
- Coping with unanticipated staff changes;
- Enabling a staff member to develop a one-off course, for example one offered by a visiting academic, and/or
- Providing for the interests of a new staff member.

#### 6. Degree and Regulation changes

Degree and regulation changes, as listed below, are internal to the University. These types of changes are internal to the University. They are endorsed at the College level and are then reported to Te Poari Akoranga | Academic Board for approval on Section B of the agenda. Regulation changes may also be considered by the Te Komiti Whakahaere Ako |

Academic Administration Committee prior to submission to Te Poari Akoranga | Academic Board.

They include

- creating a new course (including summer school courses);
- creating a new Special Topic (including independent course of study);
- adding or further restricting a Limitation of Entry;
- co-coding a course offered by another institution;
- changing the EFTS weighting of a course by 25% or more (a new course proposal); and
- adding an existing course to a different degree schedule.

They do not include CUAP proposals or minor course changes.

## 7. CUAP Proposals

CUAP was established under the auspices of [Te Pōkai Tara | Universities New Zealand \(Universities New Zealand website\)](#), with one of its major functions being programme approval and accreditation. Aotearoa New Zealand's universities work in conjunction to create national standards and undertake peer review of all new proposals requiring CUAP approval.

The following types of proposals require CUAP approval:

- The introduction of a new academic qualification.
- The introduction of a new subject.
- The introduction of a minor subject when there is no established major in the subject.
- The introduction of an endorsement when the concentration of study is 40% or greater and the endorsement is stated on the graduation certificate.
- The introduction of a new conjoint programme or the introduction of a new programme consisting of an existing qualification or with existing subjects.
- Substantial changes to the structure of a qualification such as changes to the duration or credit/EFTS value of a programme and extensive changes to the courses that comprise the programme.
- Changes lowering the minimum entry requirements for a programme.
- A change in the name of a qualification or subject.
- Transfer of credit, cross-crediting or exemption arrangements falling outside arrangements currently in place.

The following types of proposals should be reported to CUAP



- The introduction of a postgraduate diploma, postgraduate certificate, graduate diploma or graduate certificate, only when the university already has an established bachelor's honours or master's programme in the subject and the new qualification draws on existing courses. This would include the introduction of a certificate where there is an established diploma.
- The introduction of an undergraduate diploma or a certificate, only when the university already has an established bachelor's degree in the subject and the new qualification draws on existing courses.
- The introduction of a minor subject in an undergraduate degree only when the university has an established major in that subject. The university must show that the structure of the minor subject complies with the definition
- The introduction of an endorsement in an undergraduate, graduate or postgraduate qualification when the concentration of study in the area of the endorsement comprises less than 40% of the qualification and when the endorsement is not stated on the graduation certificate.
- The creation, modification or discontinuation of a subject that is not major.

Prior to their submission to CUAP these types of proposals require internal approval from the appropriate College/s, the Te Komiti Whakahaere Ako | AAC, Te Poari Akoranga | Academic Board and Te Kaunihera o Te Whare Wānanga o Waitaha | Council.

Staff wishing to prepare a CUAP proposal should consult their Kaiwhakahaere Akoranga | Academic Manager, Kaitohutohu Matua Akoranga | Senior Academic Advisors or equivalent or the Kairuruku Kounga Akoranga | Academic Quality Assurance Coordinator, for further advice. This advice will include the development of a preliminary proposal, Early Warning Template, which needs approval from the Amorangi | PVC before the proposal should be developed. Financial viability assessment of the proposal runs in parallel with the academic approval process but must be completed so that it is available for consideration by the College alongside the academic proposal.

#### **a. Adding a new PhD subject**

The degree of Doctor of Philosophy is offered in a wide range of subjects areas and from time-to-time a new subject area is proposed. The "*Approval of a new PhD subject*" document in the Blue Book should be consulted in this instance.

Proposals for any new PhD subjects require CUAP approval (even if the subject has been taught at undergraduate or Masters level). The proposal must be considered by the Te Komiti Tāura | Postgraduate Committee and College before being sent to the Te Komiti Whakahaere Ako |AAC.

#### **b. Discontinuation of a qualification or subject major**

Discontinuing an entire subject major or qualification requires consultation with students, and approval at departmental/school, college, and University levels. Discontinuations are reported to CUAP, they do not require CUAP approval.

When qualifications need to be discontinued, it is the responsibility of the Programme Coordinator to consult with students.

## 10. Reviews

### 10.1 Courses

The regular review of courses is the responsibility of departments/schools. Ideally, each course should be reviewed annually. Results of reviews should inform course or programme changes, and can be used to justify major changes. They also provide the basis for reviews of the curriculum, and the learning and teaching outcomes of qualifications or programmes. It is expected that the outcomes of course reviews will be reported to students.

### 10.2 Programmes

All qualifications of the University, except higher doctorates (ten years) will be extensively reviewed at least once every five years to assess whether they meet expected international, national and University standards. Additional specific objectives may be included where necessary.

There are four types of review:

#### i. Programme Reviews

The purpose of a Programme Review is to confirm

- the integrity of a programme or qualification;
- to identify areas for change, improvement and areas of good practice;
- to ensure the qualification meets national and international standards for comparable qualifications in the same or comparable disciplines; and
- to ensure (where appropriate) that the programme or qualification satisfies professional expectations.

The key characteristic of a programme is that it is a group of courses which are connected and which exhibit a progressive sequence of study.

#### ii. Ad-hoc Reviews

Ad-hoc Reviews do not replace Programme Reviews, which are externally benchmarked to both national and international standard. They may be carried out as “mid-cycle” checks; when there have been academic changes made to a programme or qualification; or when other aspects need assessing (e.g. relevance or viability of a qualification). The Ad-hoc Review process is similar to that of the Graduating Year Review.

#### iii. Graduating Year Reviews

Within three years of the first cohort of students graduating from a new qualification or major subject, a Graduating Year Review (GYR) will be conducted to ensure that



delivery of the qualification or major subject has met the goals of the original proposal. The completion of the GYR is a CUAP requirement and will be reported to it.

#### iv. Professional Accreditation Reviews

Some qualifications are closely associated with professional organisations outside the University and professional reviews are required in order to maintain the accreditation of a qualification. These organisations generally have their own systems for the review of qualifications in order to maintain accreditation.

In general, Programme Reviews are conducted in conjunction with Professional Accreditation Reviews.

## Ētahi atu kōrero e hāngai ana | Related Documents and Information

### Regulations

- [Admission Regulations: Limitation of Entry \(University Regulations website\)](#)

### UC Policy Library

- [Assessment Policy Principles and Guidelines \(PDF,296KB\)](#)

### University Website and Intranet

- [Course Outline Template including bilingual headings \(Staff only\)](#)
- [Minor Course Change System \(University Intranet MCCS Requester Home Page\) \(Staff Only\)](#)
- [Special Topics Guidelines \(University Blue Book Intranet \) \(Staff only\)](#)
- [Templates \(Blue Book intranet website\) \(Staff Only\)](#)
- [The Blue Book \(Blue Book intranet\) \(Staff only\)](#)
- [UC Ako: Learning and Teaching \(University About UC website\)](#)

### External

- [Committee on University Academic Programmes \(CUAP\) \(Universities New Zealand website\)](#)
- [Universities New Zealand \(Universities New Zealand website\)](#)

### Appendix

- [Course Activity Process Flow Charts](#)

Document History and Version Control Table			
Version	Action	Approval Authority	Action Date
For document history and versioning prior to 2013 contact <a href="mailto:ucpolicy@canterbury.ac.nz">ucpolicy@canterbury.ac.nz</a>			

1.00	Conversion of document onto new template. Updated hyperlinks.	Policy Unit	Sep 2013
1.01	A/A changed from Chair, Academic Board to DVC(A&I).	Policy Unit	Mar 2014
1.02	Hyperlinks updated; general formatting.	Policy Unit	Jun 2014
1.03	Review date pushed out.	Policy Unit	Sep 2014
1.04	Review date altered at request of C/O.	Policy Unit	Mar 2015
1.05	Contact Officer updated.	Policy Unit	Apr 2015
1.06	'Faculty' references changed to 'College' to reflect College-Faculty merger; scheduled review date moved to June 2017 to align with regulations review.	DVC(A)	Jun 2016
2.00	Scheduled review by CO, minor changes, change of AA to DVC and CO title change.	AVC(A)	April 2018
3.00	Scheduled review by Contact Officer	DVC(A)	March 2021

**Appendix: Course Activity Process Flow Charts**



