



## **Academic Policy 2**

# **Internal and External Programme Improvements Policy**

*This policy is to be read in conjunction with the **Assessment and Moderation Policy** and the **Programme Evaluation Policy**.*

### **1. Purpose**

To ensure that changes to programmes are conducted in accordance with NZQA rules and guidelines current at the time (see *Appendix 1*) and are implemented for the benefit of improving student outcomes and the relevance and acceptability of programmes.

### **2. Scope**

This policy covers all programmes at Animation College which lead to the awarding of a qualification.

### **3. Policy Principles**

All changes to programmes must be conducted for the purpose of improvement, through a robust internal and/or external process as a result of feedback, research and appropriate consultation, and the effectiveness of all changes in these respects must be monitored.

**4. Policy** 4.1 All changes to programmes shall begin with programme committee approval on the basis of clearly written rationale, a comparative mapping of the element pre-change and post-change, and details of any transition arrangements for students.

4.2 All Type 1 and Type 2 changes to programmes shall be approved by the Academic Board and submitted to NZQA for consideration.

4.3 The Academic Board shall decide whether the change is a Type 1 or a Type 2 change and instruct programme committees appropriately in accordance with *Appendix 1*.

4.4 All proposed changes to programmes shall be accompanied by clear rationale which shall be based on (but not limited to) one or more of the following:

- 4.4.1 student evaluation and feedback;

- 4.4.2 industry or employer feedback;

- 4.4.3 advisory board recommendations;

- 4.4.4 technological changes or innovation in practical techniques;
  - 4.4.5 internal Animation College strategy or innovation accompanied following appropriate research, consultation and scoping;
  - 4.4.6 recommendation of degree monitors;
  - 4.4.7 consultation with Iwi;
  - 4.4.8 in response to changes to NZQA rules, Tertiary Education Commission or Ministry of Education Strategies;
  - 4.4.9 provisions for international students.
- 4.5 Transition arrangements for all changes shall be considered and implemented as required so as not to disadvantage students.
- 4.6 The distinction between anonymity and confidentiality must be appreciated. It may not be possible to guarantee anonymity in all situations and this should be clearly communicated.
- 4.7 All changes to programmes shall be logged in Annual Programme Reports in accordance with Animation College's **Programme Evaluation Policy**.

Date policy approved:	16 April 2014
Policy approved by:	Academic Board
Policy:	Research and Curriculum Manager