
Academic Quality Statute

Academic Policy

1 Purpose

The purpose of this statute is to introduce a quality assurance framework for the University's academic courses and programmes, ensuring that the processes of approval, design and delivery, assessment and review are carried out in accordance with requirements approved by Academic Board and set out in the *Academic Approvals Handbook*, *Programme and Course Design Handbook*, *Assessment Handbook* and *Evaluation and Review Handbook*.

2 Organisational Scope

This is a University-wide statute.

3 Definitions

For purposes of this statute, unless otherwise stated, the following definitions shall apply:

- Course: An individual unit of study towards a qualification, identified by a course code and title and usually carrying a specific points value.
- Programme: A coherent set of related courses that may form a qualification, a set of qualifications or a major or specialisation.

4 Statute Content and Guidelines

4.1 Academic Approvals

4.1.1 Degree, Diploma and Certificate programmes

- (a) All new qualifications offered by the University must be considered and supported by the Academic Board, and approved by [Universities New Zealand](#) in accordance with the procedures set out in the *Academic Approvals Handbook* and by Universities New Zealand.
- (b) All amendments to existing qualifications must be approved at the appropriate level in accordance with the procedures set out in the *Academic Approvals Handbook*. This includes:
- (i) changes to qualification requirements;
 - (ii) changes to the range of courses listed on qualification schedules;
 - (iii) changes to details of existing courses; and
 - (iv) deletions of qualifications, majors, subjects or other academic programmes.

Note: The University's Centre for Academic Development is able to provide guidelines and advice to assist with curriculum design and development.

4.1.2 Non-credit-bearing courses and programmes

The relevant manager has delegated responsibility from Academic Board for considering and approving proposals to offer non-credit bearing courses. This includes courses offered through the Centre for Lifelong Learning, Student Learning Support Service and contracted training courses for external organisations.

4.2 Programme and course design

All new programmes must be designed to support the University's graduate profile, as set out in the *Programme and Course Design Handbook*.

4.3 Assessment

- (a) All credit-bearing courses offered by the university will be assessed in accordance with the *Assessment Handbook*, in order to foster student learning, assess individual student achievement and provide evidence of the quality of programmes.

Note: Students enrolled under a concessionary fees provision may not submit assessment or sit examinations. No grades or credit can be given to such students.

- (b) Master's theses are examined in accordance with the *Master's Thesis Policy*.
- (c) Doctoral theses are examined in accordance with the *Doctoral Policy* and the relevant degree statute.

4.4 Evaluation and Review

All qualifications and courses are subject to a range of quality assurance processes in accordance with the *Evaluation and Review Handbook*. These include:

- (i) student feedback on courses and teaching;
- (ii) Academic Programme Reviews;
- (iii) Graduating Year Reviews; and
- (iv) external assessors for honours and taught master's courses.

5 Legislative Compliance

The University is required to manage its policy documentation within a legislative framework. The legislation directing this Statute is the Education Act 1989.

6 References

[Academic Approvals Handbook](#)

[Assessment Handbook](#)

[Evaluation and Review Handbook](#)

Note: The Evaluation and Review Handbook is available on the staff intranet at:

www.victoria.ac.nz/staff/learning-teaching/quality-assurance/handbooks/handbooks/evaluation-and-review-handbook.pdf

[Doctoral Policy](#)

[Master's Thesis Policy](#)

[Programme and Course Design Handbook](#)

[Student Feedback on Teaching and Courses Policy](#)

Previous version: [Academic Quality Statute](#)

7 Appendices

None

8 Approval Agency

University Council

9 Approval Dates

This statute was originally approved on: 26 August 2013

This version was approved on: 5 May 2014

This version takes effect from: 1 October 2014

10 Statute Sponsor

Provost

11 Contact Person

The following person may be approached in relation to this statute:

Senior Academic Quality Advisor

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