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**Proposal for a New Programme**

**Including new qualifications, major subjects, endorsements, and minor subjects**

**CUAP Section A**

**(See the New Paper Proposal template for CUAP Section B)**

**Do not complete until an Indicative Proposal for a New Programme has been endorsed by the DVCs/PVCs Advisory Group and either the Board of Undergraduate Studies or the Board of Graduate Studies**

**(Formerly labelled Form 1)**

**Before completing this form, please contact the Associate Dean (Academic) or Associate Dean (Postgraduate) (or equivalent) or Specialist (Academic Committees and Services) for your Division and read the document entitled**

[***Important notes for completing new programme proposals***](http://www.otago.ac.nz/administration/academiccommittees/proformas.html#Resources)

#### **(Please retain the small font prompts for submission to the**

#### **Board of Undergraduate Studies and Board of Graduate Studies.)**

|  |  |
| --- | --- |
| **Name of Division/School/Academic Unit:** |  |
| **Proposer**(name and position; usually the programme coordinator) |  |
| **Type**(new qualification, new major subject, etc.) |  |
| **Name** | (*e.g. Master of Programming, Celtic Studies for BA*) |
| **Proposed year of introduction** |  |

*Academic proposals are subject to* [*annual deadlines*](https://www.otago.ac.nz/administration/academiccommittees/proformas.html)*. Implementation of any proposed changes – including the introduction of any approved new programmes – may be delayed if the proposal is submitted after the relevant deadline. Please consult the Specialist (Academic Committees and Services) for your Division for further information.*

**Purpose of Proposal**

(Provide a succinct summary of the purpose of the proposal, including the introduction of new programmes and any consequential or related amendments, such as new papers, deletions of existing papers or programmes, and amendments to schedules (e.g. To introduce a new Master of X degree and a Postgraduate Diploma in X, including two new papers).)

**SECTION 1 – JUSTIFICATION AND ALIGNMENT**

# Justification

(Summarise the academic and pedagogical reasons why you are proposing this new programme. Indicate its relevance to your academic discipline or profession nationally and internationally.)

# Relationship to Strategic Planning Goals

(Explain how the new programme aligns with the strategic direction of your academic unit and division and of the University. In order to attract funding the new programme must also align with the Tertiary Education Strategy (TES). Please see the Tertiary Education Commission website for further information <https://www.tec.govt.nz/focus/our-focus/tes/>.)

**Te Tiriti o Waitangi**

(In consultation with the Associate Dean (Māori) for your Division, provide a statement indicating how this proposal is consistent with the University’s commitment to the principles of the Te Tiriti o Waitangi.)

# Internationalisation

(Provide a statement identifying the objectives and targets of the University’s [Internationalisation Framework](https://www.otago.ac.nz/otago829857.pdf) the programme meets and identifying the internationalisation goals of your academic unit and Division the programme meets. Specifically you should address, having consulted with the International Office (international@otago.ac.nz), the potential for international student recruitment, the possibility for international partnerships and collaboration, as well as the possibility of international mobility experiences, such as student exchange. Staff should also consult with the Divisional Associate Dean (International) and the International Office prior to submission of the proposal to the Divisional Board.)

# Predicted Programme Enrolments

(In consultation with the Strategy, Analytics, and Reporting Office (SARO@otago.ac.nz), estimate the number of students (i.e. head-count rather than EFTS) who will be enrolled in the programme in each of the first four years that it is offered. You will need to report on these predictions in the Annual Programme Report (APR) process should the programme be approved. Predicted enrolment numbers should be cumulative (i.e. the number of students enrolled in the programme across all years of study) to align with enrolment data provided during review processes.)

|  |  |  |
| --- | --- | --- |
| **Year** | **Estimated full-time programme enrolments (head-count)** | **Estimated part-time programme enrolments (head-count)** |
| First year offered  |  |  |
| Second year offered |  |  |
| Third year offered  |  |  |
| Fourth year offered |  |  |

# Consultation with Students

(Consultation with students should be undertaken in parallel with consultation with other academic units, other Divisions, and support areas prior to submission of this proposal to your Divisional Board. The consultation shall include contacting the OUSA Academic Representative (academic@ousa.org.nz) or OUSA Postgraduate Students’ Representative (postgrad@ousa.org.nz), who will contact relevant academic student associations and/or a relevant sample of students. Academic staff are encouraged to consult more widely than OUSA. Unless a student is acting in an official role (e.g. OUSA Academic Representative), students’ names should be redacted in the consultation table and elsewhere throughout the proposal.)

|  |  |  |
| --- | --- | --- |
| **Name and title** | **Feedback** | **Response / changes** |
|  |  |  |
|  |  |  |

(Add more rows as required. If the feedback is extensive, it may be added as an appendix.)

# Consultation with Other Academic Units, Other Divisions, and Support Areas

(Outline the consultation that has been undertaken with interested parties, including other academic units, other Divisions, and relevant support areas, such as the Higher Education Development Centre (hedc@otago.ac.nz), the Schools’ Liaison Office (liaison@otago.ac.nz) and Student Development (student.development@otago.ac.nz). This should include consultation with the Associate Deans (Māori) and (Pacific) for your Division. Any resource-related consultation outlined in Section 3 does not need to be included here. Please note that internal consultation is typically removed by the University prior to submitting a proposal to CUAP.)

|  |  |  |
| --- | --- | --- |
| **Name and title****Academic unit or area** | **Feedback** | **Response / changes** |
|  |  |  |
|  |  |  |

(Add more rows as required. If the feedback is extensive, it may be added as an appendix.)

**Acceptability**

(Summarise the programme’s acceptability to relevant academic, industrial, professional, and other communities **external** to the University and provide evidence of consultation with external stakeholders, including formal letters or statements of support. Include information about any agreement required if this is a jointly taught or jointly awarded programme. If the proposed programme will affect students in an existing programme, explain how the interests of those existing students will be protected.)

1. **Summary**
2. **Attachments**

|  |  |
| --- | --- |
|  | External consultation is appended to this proposal, including formal letters or statements of support. |

**SECTION 2 – DESCRIPTION AND REGULATIONS**

**Description of the Proposed Programme**

(Provide a brief description of the programme structure, levels, and papers. Include paper titles, points, and NZQF Level. Describe succinctly, but in sufficient detail so that the programme structure may be understood without reference to a programme schedule (such as those found in the Calendar or on the University website), and write for a non-specialist audience. The description should be no more than around 200 words so that it can easily form part of Annual Programme Reports (APRs) and the Graduating Year Review (GYR). For new 180-point master’s programmes please refer to the [Guidelines for the Introduction of Coursework (180 point) Masters’ Degrees](http://www.otago.ac.nz/administration/policies/otago051887.html).)

**Qualification**

(A statement confirming that the programme meets the relevant CUAP definitions. Definitions are outlined in the [CUAP Handbook](https://www.universitiesnz.ac.nz/sites/default/files/uni-nz/documents/CUAP%20Handbook%202021%20web.pdf) at Section 5. You may also refer to Section 1.2 of the Handbook for an outline of the levels used for qualifications on the New Zealand Qualifications Framework (NZQF).)

**Goals of the Programme**

(A statement as to what the programme aims to achieve, the academic rationale on which it is based, its relationship with the research of the University, and how overall programme coherence is achieved. You will be required to report on these goals in Annual Programme Reports (APRs) and the Graduating Year Review (GYR) so you should try to make them clear, specific, and measurable.)

**Outcome Statement**

(Once approved, the Outcome Statement will be entered on the New Zealand Register of Quality Assured Qualifications. It is a description of the nature of what a holder of the qualification should be expected to have achieved. The statement will be publicly accessible. Outcomes must be expressed about what the whole qualification represents in terms of the application of knowledge, skills, and attributes. It consists of three parts: the Graduate Profile, further education pathways, and further employment pathways. Please also ensure that the learning outcomes and graduate attributes for any new papers proposed as part of the new programme align with the programme’s outcome statement and graduate profile.)

# Graduate Profile

(A Graduate Profile is a statement of the expected outcomes or attributes that graduates should achieve from the programme. It could incorporate attributes from the [Otago Graduate Profile](https://www.otago.ac.nz/courses/otago078325.html) (contextualised for the discipline), as well as any programme-specific knowledge, skills, and attributes.)

# Further Education Pathways:

(Describe any higher degrees to which the programme will articulate.)

# Further Employment Pathways:

(Provide examples of possible careers open to graduates of the programme)

**Programme Overview**

(An overview of every qualification is provided on the University website. Please provide an overview statement that succinctly summarises (in usually no more than 100 words) the main objectives of the programme and the content and/or career relevance of the programme. The overview should include a description of the main academic components of the programme, for whom it is designed, and what it might lead to. It should not include the regulations for the programme. You may wish to view examples from the University website: <http://www.otago.ac.nz/courses/qualifications/>)

**Proposed Regulations**

(Include the complete new qualification regulations and/or all amendments to existing qualification regulations and schedules (in the case of new subjects or endorsements for existing qualifications) as they are intended to appear in the [University of Otago Calendar](https://www.otago.ac.nz/about/official-documents/calendar/index.html). Provide current Calendar page numbers where relevant. Some qualifications have more than one schedule, in which case the proposal must include amendments to all relevant schedules (e.g. Schedule A, Schedule B, and Schedule C). Please note that you do not need to provide changes to the programme information that is or will be in the [Guide to Enrolment](https://www.otago.ac.nz/study/guidetoenrolment.html). These will be done editorially.)

**Second Semester Intake**

|  |  |
| --- | --- |
|  | Please place a mark in this box if new students may commence the programme in the Second Semester (i.e. halfway through the academic year). |

**Proposed Teaching/Delivery Methods**

(Provide an overview statement that describes any distinctive features of delivery and also comments on inclusion of practical applications (e.g. a clinical component). If there is a contribution by another organisation, that contribution must be clearly identified and quantified as a percentage of the programme.)

**Statement Regarding CUAP Section B**

(A separate New Paper Proposal (i.e. CUAP Section B) must be completed and attached for all new papers. Please note that proposals for new papers developed for a new programme are not initially provided to CUAP when the New Programme Proposal (i.e. CUAP Section A) is submitted. Therefore the New Programme Proposal (i.e CUAP Section A) should contain sufficient detail to be understood by CUAP and TEC without reference to CUAP Section B. However, CUAP Section B must be prepared and available for the University to submit upon request.)

|  |  |
| --- | --- |
|  | CUAP Section B has been prepared, is attached to this proposal, and will be available to CUAP on request. |
|  |  |
|  | This programme does not include new papers. |

**Proposed Prescriptions for New Papers**

(Copy the information provided under the Prescription and Level of Study headings in Section 2 of each associated New Paper Proposal (i.e. CUAP Section B).)

**Prescriptions for Existing Papers**

(Please provide the prescriptions – as they appear in the most recent [Guide to Enrolment](https://www.otago.ac.nz/study/guidetoenrolment.html), noting any proposed or recently approved amendments after the Guide was published – and NZQF Levels of existing papers included in the programme. This should include required papers and optional papers drawn from a small pool, but need not include electives drawn from a larger pool of papers.)

**Assessment and Moderation Procedures**

(A brief description of the proposed assessment regime for the programme and the means of ensuring that assessment procedures are valid, consistent, appropriate and fair, including – for postgraduate papers – the use of external moderators and examiners. Please refer to the [Guidelines for the Assessment of Student Performance](https://www.otago.ac.nz/administration/policies/otago078920.html).)

**Limitation on Student Numbers**

(Most new programmes will not have a limitation on enrolment. However, if a limit is required, please list the limit below and append the relevant [request form](https://www.otago.ac.nz/administration/academiccommittees/proformas.html), which will be submitted to Senate and Council for consideration during the annual Limitation of Enrolment requests process.)

*e.g. No Limit*

### Formal Enrolment Limit (maximum number of students)

**Children’s Act Compliance**

(If the programme involves students working with children then it is possible the Children’s Act will apply; if so, under the Act, safety checking of students planning to enrol in the programme will be required, and this must be referenced in admissions and/or progression regulations. Please review information regarding the University’s commitment, policy, and requirements regarding the Protection of Children: <https://www.otago.ac.nz/administration/protection-of-children/>)

**SECTION 3 – DIVISIONAL AND UNIVERSITY RESOURCING**

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| --- | --- |
|  | The Children’s Act does not apply to this programme. |
|  |  |
|  | The Children’s Act applies and compliant student safety checking processes are, or shall be put, in place (at programme and/or paper level as appropriate). Please refer to the [Protection of Children](https://www.otago.ac.nz/administration/protection-of-children/) webpage. |
|  |

(Please either provide a detailed “business plan” (or equivalent) or answer the following sections.)

# Divisional Resources

(Please note that resource information regarding the programme being introduced must be provided in this subsection and will be considered by each relevant Division. Indicate if any existing programme or papers are being deleted as part of this proposal. If the academic and/or financial responsibility for the new programme is shared by more than one Division, or the programme resides academically in one Division but is the financial responsibility of another, then this subsection will need to be approved by each relevant Division. You should contact the relevant Divisional Office(s) in case there are any additional requirements regarding information on resources for the new programme. By submitting this proposal, Divisions are not only approving the academic soundness of the new programme, they are also confirming and approving the capacity for the sustained delivery of the new programme taking into account the consideration of relevant resources including teaching facilities, equipment, and staff.)

# Staffing Workload

(Please answer all of the following questions.)

### Who will be involved in teaching new papers for the programme?

### Will any new staff be required? If so, what percentage of their time will this programme require?

### Will any new tutors or demonstrators be required?

### Does the new programme require particular administrative or technical support in addition to the responsibilities of the academic staff?

### How will the involvement of existing teaching staff affect their workload?

### How will the involvement of existing teaching staff affect the workload of your academic unit?

# Laboratories/IT/Other Physical Resources

(Provide details of any additional costs for laboratory, IT, or other resources related to teaching. If new staff are required, will there be a need for additional office or research space (see also Staffing Workload)?)

# Equipment

(Provide details of any major new equipment required for the programme, including computers.)

# Sustainable and Long-Term Resourcing

(Please explain why you are confident that the resources required for the sustainable, long-term delivery of the new programme will be available. This will generally include academic and professional staff (new staff or the time of existing staff), equipment, space, IT, and any other resources particular to the needs of the new programme.)

# University Resources

|  |  |
| --- | --- |
|  | A Strategic Assessment from the Strategy, Analytics and Reporting Office (SARO@otago.ac.nz) is attached to this proposal. |

# Student Management System Requirements

(Explain how you want the SMS (i.e. eVision) to support applications for the programme. This includes any special data to be requested on the application form (such as provision of a CV, authority for Police check, proposed research topic, referees, etc.), details of the required opening and closing dates for applications and whether the closing date is to be strictly enforced, and the expected source of students for the programme (i.e. will all applicants be existing Otago students, or will there also be applicants who are new to Otago). Please discuss your requirements with the ITS Applications Support team (evisiondata@otago.ac.nz) to ensure the system will be able to support your requirements.)

# Timetable

(Contact timetables@otago.ac.nz to request a statement confirming that the any new papers for the programme can be accommodated within current timetable resources.)

|  |  |
| --- | --- |
|  | Timetables have provided a statement confirming that new papers for the programme can be accommodated within current timetable resources |

# Library Resources

(When you request a statement from the Library please identify any resources that will be essential for the ongoing delivery of this programme and its associated new papers. The Library needs to know what they are. You should include all monographs, serials and electronic databases. Written confirmation from your library contact is required:

#### **Commerce and Humanities**

Scott Venning, Library Divisional Manager

(extn 7155, scott.venning@otago.ac.nz)

#### **Sciences and Health Sciences (Dunedin campus)**

Richard German, Library Divisional Manager

(extn 7403, richard.german@otago.ac.nz)

#### **Health Sciences Christchurch**

Marg Walker, Health Sciences Librarian, Canterbury Medical Library

(extn 364 0505, marg.walker@otago.ac.nz)

#### **Health Sciences Wellington**

Kareen Carter, Medical Librarian, Wellington Medical Library

(04 385 5348, kareen.carter@otago.ac.nz)

|  |  |
| --- | --- |
|  | A Library statement is attached to this proposal. |

**SECTION 4 – MONITORING AND REVIEW**

**Plans for Monitoring Programme Quality**

(Identify the mechanisms for monitoring quality, including teaching quality; reviewing regulations, content and delivery; reviewing whether papers should be added or deleted. Such provisions should include the appointment of an individual (such as a programme coordinator or director) or of a small monitoring group to collect information in respect of student numbers, pass rates, retention, and student satisfaction; to prepare any peer or self-review reports; and to compile the Annual Programme Report and Graduating Year Review.)

**Review of the Programme**

(Explain how this programme fits into the University’s regular review cycle for departments and the Graduating Year Reviews (refer to the [Quality Advancement Unit webpage](https://www.otago.ac.nz/quality/reviews/index.html) and Section 6.10 of the [CUAP Handbook](https://www.universitiesnz.ac.nz/sites/default/files/uni-nz/documents/CUAP%20Handbook%202021%20web.pdf)).)

# Consent to Use this Proposal as an Example

|  |  |
| --- | --- |
|  | Please place a mark in this box if you do **not** consent to this proposal – if approved – being posted on the University website as an [example of a recently approved academic proposal](https://www.otago.ac.nz/administration/academiccommittees/proformas.html#Bestpracticeexemplars).  |