

Approved version

NZQF Programme Approval and Accreditation Rules 2013

1. Authority

1.1 These Rules are made under section 253 of the Education Act 1989.

2. Commencement

2.1 These Rules commence on 1 January 2013.

3. Interpretation

3.1 In these Rules, unless the context otherwise requires:

“Accreditation” means accreditation to provide all or part of an approved programme under section 250 of the Act:

“Act” means the Education Act 1989:

“Approval” means approval of a programme under section 249 of the Act:

“Category 1 institution” means an institution (*other than a university*) that has received, in the most recent external evaluation and review (EER) carried out by NZQA in respect of that institution, statements of confidence that are either:

- (a) *Highly Confident* in educational performance and *Highly Confident* in organisational capability in self-assessment; or
- (b) *Highly Confident* in educational performance and *Confident* in organisational capability in self-assessment:

“Category 2 institution” means an institution (*other than a university*) that has received, in the most recent EER carried out by NZQA in respect of that institution, statements of confidence that are either:

- (a) *Confident* in educational performance and *Highly Confident* in organisational capability in self-assessment ; or
- (b) *Confident* in educational performance and *Confident* in organisational capability in self-assessment:

“Credit recognition and transfer” means a formal process whereby credit for outcomes already achieved by a student in relation to a qualification is recognised as credit for comparable outcomes in another qualification:

“Data requirements” means the details required to be filled out in the fields in the relevant online application form available on NZQA’s website:

“External evaluation and review”, or “EER”, means the quality assurance system known as external evaluation and review that is set out in the External Evaluation and Review (EER) Rules 2013:

“Institution”, for the purposes of accreditation to provide approved programmes, has the same meaning as in section 250(1) of the Act:

“Institution”, for the purposes of approval of programmes, has the same meaning as in section 249(1) of the Act:

“Level” means any of levels 1 to 10 on the NZQF:

“Mātauranga Māori evaluative quality assurance criteria” or “MMEQA criteria”, means the criteria used for Mātauranga Māori evaluative quality assurance and published by NZQA on its website for the purposes of assessing applications for approval of a programme (*under Rule 4.1*) and accreditation (*under Rule 5.1*) to provide an approved programme:

“Mātauranga Māori quality assurance mark” means a mark awarded to an institution by NZQA under Rule 10.2 that entitles the institution to use the Mātauranga Māori logo:

- (a) in relation to the programme being provided by the institution to which the mark relates:
- (b) on qualification certificates issued to students:

“Mātauranga Māori logo” means the logo set out in Appendix 1:

“NZQA” means the New Zealand Qualifications Authority:

“NZQF” means the New Zealand Qualifications Framework:

“Programme” has the same meaning as in section 159(1) of the Act, but excludes programmes to which the Industry Training Programme Approval Rules 2012 apply:

“Qualification” means a qualification listed on the NZQF:

“Recognition of prior learning” means a process that involves formal assessment of a student’s relevant and current knowledge and skills (*gained through prior learning*) to determine achievement of learning outcomes of a qualification for the purpose of awarding credit towards that qualification; and for the avoidance of doubt it does not include credit recognition and transfer:

“Type 1 change” means one or more changes to components of an approved programme which do not impact on the programme as a whole:

“Type 2 change” means one or more changes to components of an approved programme which do have an impact on the programme as a whole:

“Universities New Zealand” means the New Zealand Vice-Chancellors’ Committee established under section 240 of the Act.

Part 1

Programme approval criteria and applications

4. Criteria for approval of programmes for institutions under section 249 of the Act

4.1 The following are the criteria for approval of programmes for institutions:

Criterion 1 Qualification to which the programme leads

The programme meets the definition published on the NZQA website of the applicable qualification type listed in the second column of the Table in the Appendix to the NZQF Listing and Operational Rules 2012.

Criterion 2 Title, aims, learning outcomes and coherence

The title, aims, stated learning outcomes, and coherence of the whole programme are adequate and appropriate and clearly meet the graduate profile and specification for the qualification as listed on the New Zealand Qualifications Framework.

Criterion 3 Delivery methods

The delivery methods are adequate and appropriate, given the stated learning outcomes for the programme. Where specific resources are necessary for the programme to be provided, those resources are clearly outlined.

Criterion 4 Acceptability of the programme and consultation

There is a written summary of the consultation undertaken, the views expressed, and consideration of the views. The consultation and summary must cover the acceptability of the programme to the relevant communities (*including whānau, hapū, iwi, or hāpori Māori*) and other key stakeholders (*including any relevant academic, employer, industry, professional and other bodies*).

Criterion 5 Regulations

There are clear, relevant, and appropriate regulations that specify requirements for:

- admission
- credit recognition and transfer
- recognition of prior learning
- programme length and structure
- integration of practical and work-based components
- assessment procedures, including authenticity of student work
- normal progression within the programme.

Criterion 6 Assessment and moderation

Assessment methodology is fair, valid, consistent and appropriate given the stated learning outcomes.

There is an effective system for moderation of assessment materials and decisions.

Criterion 7 Assessment and review

The institution:

- assesses the currency and content of the programme
- has adequate and effective processes for the ongoing review of the programme, taking account of the results of any review of the qualification
- has adequate and effective processes for monitoring the quality of outcomes for learners and other stakeholders, and for reviewing programme regulations and content
- updates the programme accordingly.

Criterion 8 Research required for degrees and post-graduate qualifications

The links between research and the curriculum are clear, adequate, and effective.

5 Applications for approval of programmes

5.1. Applications by institutions (*other than universities*) for approval of programmes at levels 1 to 6, and diplomas at level 7, must contain the following information:

(a) the Data Requirements (*as defined in Rule 3.1*):

(b) programme documentation that includes:

- a clear statement of the title and aims of the programme;
- a clear articulation of the structure, components and length of the programme;

- clearly identified links between the programme component learning outcomes and the qualification graduate profile outcomes;
 - specified learning outcomes for each component of the programme;
 - allocation of appropriate levels and credits for each component; and
 - clear identification of any assessment standards used in the programme that are taken from the Directory of Assessment Standards:
- (c) information that demonstrates the programme meets the criteria specified in Rule 4.1:
- (d) a self-assessment report addressing the key evaluation questions for programmes that are published by NZQA on its website:
- (e) evidence of internal quality assurance approval of the programme by the institution:
- (f) an explanation of how the institution will monitor consistency of qualification achievement by students.
- 5.2 Applications by institutions (*other than universities*) for approval of programmes leading to degree and post-graduate qualifications at levels 7 to 10 must contain the following:
- (a) the Data Requirements (*as defined in Rule 3.1*):
- (b) programme documentation that includes:
- a clear statement of title and aims of the programme;
 - a clear articulation of the structure, components and length of the programme;
 - specified learning outcomes for each component of the programme;
 - clearly identified links between the programme component learning outcomes and the qualification graduate profile outcomes; and
 - allocation of appropriate levels and credits for each component:
- (c) information that demonstrates the programme meets the criteria specified in Rule 4.1:
- (d) a self-assessment report addressing the key evaluation questions for programmes that are published by NZQA on its website:
- (e) evidence of internal quality assurance approval of the programme by the institution.
- 5.3 Except where NZQA otherwise requires, Category 1 institutions applying for programme approval are not required to provide the detail specified in paragraph (d) of Rule 5.1 where:
- (a) the institution demonstrates a successful history of development and design of programmes in the subject area of the programme for which approval is sought; and
- (b) the successful history referred to in paragraph (a) relates to programmes leading to qualifications at or above the level of the qualification to which the programme application relates.

- 5.4 Applications by universities for programme approval must be made to Universities New Zealand.

Part 2

Accreditation criteria and applications

6. Criteria for accreditation of institutions to provide approved programmes or parts of approved programmes under section 250 of the Act

- 6.1 The following are the criteria for accreditation of institutions to provide approved programmes or parts of approved programmes:

Criterion 1 Assessment and moderation

The institution has the capability and capacity to ensure assessment materials and decisions are fair, valid, consistent and appropriate, given the stated learning outcomes.

Criterion 2 Resources

The institution has the capability and capacity to support sustained delivery of the programme through appropriate academic staffing, teaching facilities, educational and physical resources, and support services.

Criterion 3 Support for delivery

If the applicant institution is not the holder of the programme approval, there is support from the holder of the programme approval.

Criterion 4 Assessment and review

There must be adequate and effective review of programme performance and the institution's capability to support the programme.

There must be monitoring of improvement following review, and processes for determining whether the programme should continue to be delivered.

Criterion 5 Research activity required to deliver degrees and post-graduate qualifications

Research facilities and the support of staff involved in research are adequate, the levels of research activity of staff involved in the programme are satisfactory, and the ways by which the research-teaching links are made in the curriculum are appropriate.

- 7. Applications for accreditation to provide approved programmes or parts of approved programmes**
- 7.1 Applications by institutions (*other than universities*) for accreditation to provide approved programmes or parts of them at levels 1 to 6, or provide approved programmes or parts of them for certificates and diplomas at level 7, must contain the following information:
- (a) the Data Requirements (*as defined in Rule 3.1*):
 - (b) information that demonstrates the institution meets the criteria specified in Rule 6.1:
 - (c) a self-assessment report addressing the key evaluation questions for accreditation that are published by NZQA on its website:
 - (d) evidence of internal quality assurance approval by the institution:
 - (e) agreement to participate in the monitoring of consistency of qualification achievement by students for the purposes of Rule 5.1(f).
- 7.2 Applications by institutions (*other than universities*) for accreditation to provide an approved programme or part of an approved programme leading to a degree or post-graduate qualifications at levels 7 to 10 must contain the following information:
- (a) the Data Requirements (*as defined in Rule 3.1*):
 - (b) information that demonstrates the institution meets the criteria specified in Rule 6.1:
 - (c) a self-assessment report addressing the key evaluation questions for accreditation that are published by NZQA on its website:
 - (d) evidence of internal quality assurance approval by the institution.
- 7.3 Except where NZQA otherwise requires, a Category 1 institution applying for accreditation is not required to provide the detail specified in paragraph (c) of Rule 7.1 where:
- (a) the institution demonstrates a successful history of provision of programmes in the subject area of the programme for which accreditation is sought; and
 - (b) the successful history referred to in paragraph (a) relates to programmes leading to qualifications at or above the level of the qualification to which the accreditation application relates.
- 7.4 Where the programme or part of the programme for which accreditation is sought includes assessment of standards listed on the Directory of Assessment Standards, the applicant must hold consent to assess against those standards.
- 7.5 Applications by universities for accreditation to provide an approved programme or part of an approved programme must be made to Universities New Zealand.

Part 3

Granting of programme approval and accreditation

- 8 Granting of programme approval and granting of accreditation to institutions (*other than universities*)**
- 8.1 NZQA will advise applicant institutions (*other than universities*) if any of the details in the application require further work.
- 8.2 NZQA may establish a panel to assess the application.
- 8.3 NZQA may carry out a site visit for accreditation applications.
- 8.4 Where NZQA is satisfied with the details in the relevant application, NZQA will grant, and advise the applicant institution of:
- (a) approval of the programme, including any rating of the programme in accordance with its evaluative methodology:
 - (b) accreditation to provide the approved programme or part of the approved programme.
- 8.5 Where NZQA is not satisfied with the details in the application, NZQA will not approve the application, and will advise the applicant.
- 8.6 NZQA will publish on its website up to date and appropriate details of approved programmes and details of institutions accredited to provide approved programmes or parts of them.
- 9 Granting of programme approval and granting of accreditation to universities**
- 9.1 Where satisfied with the content of an application, Universities New Zealand will, under section 253A of the Act and in accordance with any procedures set up for inter-university course approval and moderation under section 241(a) of the Act, grant the relevant:
- (a) programme approval:
 - (b) accreditation.

Part 4

Mātauranga Māori Evaluative Quality Assurance

- 10 Applications for, and awarding of, the Mātauranga Māori Quality Assurance Mark**
- 10.1 Institutions (*other than universities*) applying to NZQA for programme approval or accreditation may request that the application is assessed under MMEQA criteria.

- 10.2 Where an institution applies for the award of the Mātauranga Māori Quality Assurance Mark and NZQA is satisfied the application meets the requirements set out in Rule 10.3, NZQA will award the mark to the institution.
- 10.3 The requirements for the award of the Mātauranga Māori Quality Assurance Mark are:
- (a) the applicant has been granted accreditation to provide an approved programme under MMEQA criteria, and has achieved a rating of *he pounamu kahurangi* under those criteria:
 - (b) the approved programme was assessed under MMEQA criteria and was rated *he pounamu kahurangi*:
 - (c) eligibility for the award of the mark is denoted in the listing details of the qualification to which the approved programme relates:
 - (d) the approved programme is at any of levels 1 to 6:
 - (e) the applicant is a Category 1 or Category 2 institution and there are no outstanding concerns over the quality of its provision of education or over non-compliance issues relating to the Act or Rules:
 - (f) where the applicant is not the holder of the programme approval, the applicant provides evidence that the holder of the programme approval supports the application.

Part 5

Maintaining programme approval and accreditation

11 Requirements to be met to maintain programme approval

- 11.1 To continue to maintain a programme approval leading to a qualification at levels 1 to 6, and for a certificate or diploma at level 7, institutions (*other than universities*) must ensure:
- (a) the criteria specified in Rule 4.1 continue to be met:
 - (b) ongoing assessment and reviews of the programme are undertaken:
 - (c) participation in any consistency arrangements required for the qualification to which the programme leads.
- 11.2 To continue to maintain approval of a programme leading to a degree or post-graduate qualification at levels 7 to 10 institutions (*other than universities*) must:
- (a) ensure the criteria specified in Rule 4.1 continue to be met:
 - (b) ensure regular reviews of the programme are undertaken.
- 11.3 To continue to maintain approval of a programme universities must:
- (a) ensure the criteria specified in Rule 4.1 continue to be met:
 - (b) ensure regular reviews of the programme are undertaken.

12 Requirements to be met to maintain accreditation

- 12.1 To continue to maintain accreditation to provide an approved programme or part of an approved programme at levels 1 to 6, or for a certificate or diploma at level 7, institutions (*other than universities*) must:
- (a) ensure the criteria specified in Rule 6.1 continue to be met:
 - (b) participate in the monitoring of consistency of qualification achievement by students for the purposes of Rule 5.1(f):
 - (c) undertake self-assessment:
 - (d) provide the programme (*or part*) as it was approved, including adhering to the programme regulations, unless a specific change has been approved in writing by NZQA:
 - (e) participate in external evaluation and review.
- 12.2 To continue to maintain accreditation to provide an approved programme or part of an approved programme leading to a degree or post-graduate qualification at levels 7 to 10 institutions (*other than universities*) must:
- (a) ensure the criteria specified within Rule 6.1 continue to be met:
 - (b) undertake self-assessment:
 - (c) provide the programme (*or part*) as it was approved, including adhering to the programme regulations, unless a specific change has been approved in writing by NZQA:
 - (d) participate in external evaluation and review:
 - (e) participate in monitoring, which will consist of either:
 - (i) annual visits to the institution by the NZQA appointed monitor, reports by the monitor on the implementation of the programme, and reviews of the first graduating years of programmes by the institution; or
 - (ii) where NZQA permits, self-monitoring in accordance with any conditions imposed by NZQA.
- 12.3 To continue to maintain accreditation to provide a programme universities must:
- (a) ensure the criteria specified within Rule 6.1 continue to be met:
 - (b) ensure regular reviews of the provision of the programme are undertaken.

Part 6

Retaining the Mātauranga Māori Quality Assurance Mark

13 Requirements to be met to retain the Mātauranga Māori Quality Assurance Mark

- 13.1 Where an institution has been awarded the Mātauranga Māori Quality Assurance Mark, the institution must achieve a rating of *he pounamu kahurangi* for educational performance and *he pounamu kahurangi* or *he*

pounamu whakairo for capability in self-assessment at its next EER in order to retain the award of the mark.

- 13.2 Where an institution does not achieve the ratings specified in Rule 13.1, the institution:
- (a) may continue to issue to students certificates of award of the qualification with the Mātauranga Māori logo for such time as NZQA permits:
 - (b) may no longer advertise that the institution holds the Mātauranga Māori Quality Assurance Mark or use the Mātauranga Māori logo.
- 13.3 An institution that not does achieve the ratings specified in Rule 13.1 may apply to NZQA to regain the award of the Mātauranga Māori Quality Assurance Mark after successfully implementing an action plan agreed between the institution and NZQA.

Part 7

Changes to approved programmes

14 Changes to approved programmes by institutions

- 14.1 Before an institution carries out a Type 1 change to an approved programme, the institution must notify NZQA of amendments that result in changes to the Data Requirements (*as defined in Rule 3.1*):
- 14.2 Before an institution carries out a Type 2 change to an approved programme, the institution must obtain approval from NZQA for the change after applying to NZQA and providing the information in Rule 14.3.
- 14.3 The information required for the purposes of an application for a Type 2 change under Rule 14.2 is:
- (a) any changes to Data Requirements (*as defined in Rule 3.1*):
 - (b) full details of the changes made to the approved programme and any impacts on the accreditation of institutions to provide the programme or part of the programme:
 - (c) information that demonstrates the programme continues to meet the criteria specified in Rule 4.1:
 - (d) evidence of internal quality assurance approval by the institution.

15 Process and notification of result of application for Type 2 programme changes

- 15.1 NZQA will advise applicants if any of the details in the application for a Type 2 change requires further work.
- 15.2 NZQA may establish a panel to assess the application.
- 15.3 NZQA may carry out a site visit.

- 15.4 Where NZQA is satisfied with the details in the application, NZQA will approve the application and advise the applicant.
- 15.5 If there are a significant number of changes made to the programme NZQA may decline the application and require a new programme approval application to be submitted.
- 15.6 Where NZQA is not satisfied with the details in the application, NZQA will decline the application, and will advise the applicant.
- 15.7 NZQA will publish on its website up to date and appropriate details of the approved changes to the programme.
- 16. Programme changes by universities**
- 16.1 Universities New Zealand will, under section 253A of the Act and in accordance with any procedures set up for inter-university course approval and moderation under section 241(a) of the Act, approve programme changes for universities.

Part 8

Miscellaneous requirements

17 Use of sub-contractors by institutions other than universities to provide approved programmes or parts of approved programmes

- 17.1 Where an institution (*other than a university*) proposes to use a sub-contractor to provide an approved programme or part of an approved programme on the institution's behalf, and the institution and the sub-contractor are both accredited to provide the programme (*or part*), the institution must notify NZQA of the sub-contracting arrangement prior to the programme (*or part*) being provided.
- 17.2 Where an institution (*other than a university*) proposes to use a sub-contractor to provide an approved programme or part of an approved programme that the institution is accredited to provide, and the sub-contractor does not itself hold accreditation, the institution must apply to NZQA for approval to engage the sub-contractor prior to any provision of the programme (*or part*) by the sub-contractor.
- 17.3 Applications under Rule 17.2 for approval to engage the sub-contractor must include the following information:
- (a) the name of the sub-contractor:
 - (b) identification of the programme(s) (*or part(s)*) to be provided under the arrangement:
 - (c) the rationale for the proposed sub-contracting arrangement:
 - (d) a copy of the sub-contracting arrangement between the institution and the sub-contractor:
 - (e) evidence of internal quality assurance approval by the institution.

- 17.4 NZQA will grant approval to an application under rule 17.2 where it is satisfied that:
- (a) the institution remains responsible for the sub-contractor meeting all of the institution's obligations that are relevant for the accreditation:
 - (b) the sub-contractor will meet all relevant obligations in the Act and in rules made under section 253 of the Act in relation to the provision of the programme:
 - (c) there is a formal documented arrangement between the holder and the sub-contractor that includes provisions to ensure that NZQA is able to exercise its quality assurance and enforcement powers and functions in respect of the acts or omissions of the sub-contractor relating to the provision of the programme:
 - (d) the information and advertising for the study or training clearly states that it is provided through a sub-contracting arrangement:
 - (e) all student enrolments are through the institution, and the institution maintains all student enrolment and academic information:

18 English language requirements for certain international students

- 18.1 Except where Rules 18.3 or 18.4 apply, Rule 18.2 applies to institutions (*other than universities*) enrolling international students, for whom English is not their first language, in a programme (*other than an English language programme*) at the institution at any of the levels listed in the first column of the Table in **Appendix 2**.
- 18.2 Institutions to which this rule applies must ensure that, prior to the student being enrolled in the programme at a level in the first column of the Table in **Appendix 2**, the international student has achieved, within the preceding two years, at least one of the English proficiency outcomes listed in the relevant row of the Table for that level.
- 18.3 Rules 18.1 and 18.2:
- (a) do not lessen any requirement of a programme for a higher level of English proficiency for the programme; and
 - (b) do not apply in respect of international students enrolled by institutions where the students have gained NCEA level 3 and have met university entrance requirements.
- 18.4 Category 1 institutions which have an internal English proficiency test that produces an equivalent or better result to the relevant proficiency outcome for a programme as required in the Table in **Appendix 2**, may use their internal English proficiency test for the purposes of enrolling in the programme international students for whom English is not their first language.

19 Special reviews

- 19.1 NZQA will give an institution (*other than a university*) reasonable notice of any special review NZQA intends to undertake in relation to a programme approval or an accreditation of the institution to provide an approved programme.

- 19.2 Notice under Rule 19.1 will be given where concerns about the programme approval or accreditation are raised with NZQA, or where concerns otherwise come to the attention of NZQA.
- 19.3 The institution must provide relevant information and otherwise cooperate with NZQA for the purposes of the special review.

EXPIRED

Appendix 1

Mātauranga Māori logo



NEW ZEALAND QUALIFICATIONS AUTHORITY
MANA TOHU MĀTAURANGA O AOTEAROA



Appendix 2

English Proficiency Outcomes for International Students for whom English is not their First Language

Acronyms used in the table below

CAE – the examination of the University of Cambridge ESOL Examinations called Cambridge English Advanced, also known as the Certificate in Advanced English, found at <http://www.cambridgeesol.org/exams/cae/index.html>.

CPE – the examination of the University of Cambridge ESOL Examinations called Certificate of Proficiency in English, found at <http://www.cambridgeesol.org/exams/cpe/index.html>.

FCE – the examination of the University of Cambridge ESOL Examinations called Cambridge English: First, also known as the First Certificate in English, found at <http://www.cambridgeesol.org/exams/fce/index.html>.

IELTS – the International English Language Testing System, jointly owned by the British Council, IDP-IELTS Australia, and the University of Cambridge ESOL Examinations, found at <http://www.ielts.org>.

NZCEL – the New Zealand Certificate in English Language listed on the NZQF (*NZQA being the qualification developer*).

TOEFL – the English Language proficiency test of the Education Testing Service, whose headquarters are in Princeton, United States, found at <http://www.ets.org/toefl>.

TWE – in relation to TOEFL is the Test of Written English.

English Proficiency Outcomes for International Students for whom English is not their First Language

Programme Level	English Proficiency Outcomes				
	IELTS test	TOEFL Paper-based test (pBT)	TOEFL Internet-based test (iBT)	University of Cambridge ESOL Examinations	NZCEL
Certificate at Level 3	Score of 5 with no band score lower than 5	Score of 500 (with an essay score of 4 TWE)	Score of 61 or higher (with a writing score of 20)	FCE or CAE with a score of 41 or higher	Level 3 with an endorsement of either General, Workplace, or Academic
Certificate at Level 4	Score of 5.5 with no band score lower than 5	Score of 530 (with an essay score of 4.5 TWE)	Score of 71 or higher (with a writing score of 20)	FCE or CAE with a score of 47 or higher	Level 3 with an endorsement of either General, Workplace, or Academic
Certificate or Diploma at Level 5	Score of 5.5 with no band score lower than 5	Score of 550 (with an essay score of 5 TWE)	Score of 79 or higher (with a writing score of 20)	FCE or CAE with a score of 47 or higher	Level 4 with the Academic endorsement

Programme Level	English Proficiency Outcomes				
	IELTS test	TOEFL Paper-based test (pBT)	TOEFL Internet-based test (iBT)	University of Cambridge ESOL Examinations	NZCEL
Certificate or Diploma at level 6 or 7 Degree Graduate Certificate or Diploma	Score of 6 with no band score lower than 5.5	Score of 550 (with an essay score of 5 TWE)	Score of 79 or higher (with a writing score of 20)	FCE or CAE with a score of 52 or higher	Level 4 with the Academic endorsement
Post-graduate	Score of 6.5 with no band score lower than 6	Score of 590 (with an essay score 5.5 TWE)	Score of 90 or higher (with a writing score of 21)	CAE with a score of 58 or higher or CPE with a score of 45 or higher	Level 5 with the Academic endorsement