

The degree programme approval and accreditation application process

There are more steps in the NZQA analysis of a degree programme application for an application for a programme at levels 1-6 of the New Zealand Qualifications Framework.

A panel of relevantly qualified experts analyses the application and visits the applicant's organisation.

NZQA facilitates the panel and considers its recommendations and findings (approving or declining) of the application for degree approval and/or accreditation.

The steps in the application and analysis process

- 1 The applicant plans and finds out about the relevant requirements.
- 2 The applicant develops their degree programme.
- 3 The applicant submits their degree application for approval and accreditation to NZQA online and prepares hard copies for the panel.
- 4 NZQA evaluates the documentation. NZQA may request more information.
- 5 NZQA sets up a panel for a site visit.
- 6 Panel conducts a site visit.
- 7 Panel confirms findings and NZQA writes the report.
- 8 The applicant receives the report to check for factual accuracy.
- 9 If the report includes requirements, the applicant must provide a response within a given timeframe. The panel will evaluate the response before a final decision.
- 10 NZQA decides and notifies the applicant of the outcome.

11 NZQA publishes the outcome.

The evaluation panel

The panel provides expert knowledge and skills to analyse the applicant's knowledge and/or experience at the level of the proposed degree. The panel also assesses the delivery or teaching approaches, if relevant to the application.

See the [Guidelines](#) for more detailed information about the role and responsibilities of the panel.

When applying the applicant must provide NZQA with:

- two nominations for each position on the evaluation panel (one from an independent chair)
- contact details for each nominee (address, phone, email)
- a complete curriculum vitae of each nominee, including contact details of referees, as to how they contribute to the panel characteristics and endorsement.

Nominees should not have been involved with the development of the curriculum or have an association with the applicant that may be a potential conflict of interest. This includes being an ITP advisor (institutes of technology and polytechnics) or the degree programme manager (and wānanga).

Timelines for degree programme approval applications

Applications should be made nine months before the intended delivery date.

NZQA aims to complete the programme approval and accreditation process within 12 weeks of application, but this depends on:

- the quality of the application
- the availability of panellists
- the timing of panel visits

- the time it takes for applicants to respond to and meet any panel

Costs for analysing a degree programme accreditation application

For ITPs, the costs of the NZQA evaluator's evaluation are covered by the applicant. If the evaluation is done by a contractor, the cost is charged to the applicant ITP.

For degree and related qualifications applications from PTEs and wānanga, the costs are as follows:

NZQA analysis of application	\$190
Degree panellist's fee	\$80 per hour of the panellist's time
Degree panel chair fee	\$120 per hour of the chair's time
Travel and accommodation	Actual costs
Travel time	\$40 per hour of the panellist's time

The above charges apply to bachelor degrees, graduate certificates and diplomas, honours degrees, master's degrees and doctoral degrees.

Total charges for approval and accreditation of degree programmes may vary.

Costs for travel and accommodation for panellists and the panel chair are not included in the above costs.