

NO AND LOW ENROLMENTS POLICY

Section	Academic
Contact	Provost
Last Review	June 2023
Next Review	June 2026
Approval	SLT 23/07/69
Effective Date	June 2023

Purpose:

This Policy is designed to assist in the management of the Massey University qualification portfolio (the 'academic profile') in order to identify and actively manage qualifications, specialisations and courses that receive no enrolments or low enrolments. It must be read in conjunction with the No and Low Enrolments Procedures. While the focus of this policy is to consider those qualifications, specialisations and courses that do not meet a viable enrolment threshold, consideration should also be given to the strategic and academic rationale, particularly in cases where enrolments may be modest, but the strategic value and academic cogency merits consideration for continuation. In addition, Massey University must also meet the Committee on University Academic Programmes' (CUAP) requirement that qualifications/specialisations with no enrolments *within a five-year period* must be deleted or have their approval re-evaluated by CUAP. For qualifications, specialisations and courses with low enrolments, the Policy is intended to support decisions to revitalise where enrolments are declining or do not reach the threshold; consider the strategic or academic importance of those that only attract low enrolments; or to close and delete.

Background/Context:

This Policy applies to new and existing qualifications, specialisations and courses and is designed to monitor enrolment numbers to provide the opportunity for action to be taken to:

- attract enrolments.
- where appropriate, revitalise qualifications, specialisations and courses that have no or low enrolments.
- consider and set out criteria for the continuation of qualifications, specialisations and courses that have attracted low enrolment numbers.
- identify those qualifications, specialisations or courses that have reached the end of their lifecycle and should be closed to new enrolments and subsequently deleted.

The lifecycle of a qualification, specialisation or course consists of initial approval, followed by monitoring, review, assessment and ongoing development and, where necessary, revitalisation. In this way, qualifications, specialisations, and courses are afforded the opportunity to be responsive to the changing needs of students, stakeholders, the University community and the global community. As the needs and interests of our learners and our communities will change, so too must our academic profile. This means that some qualifications, specialisations, and courses may no longer remain relevant or adaptable to current trends and therefore they may enter a period of decline and, for some, come to the end of their lifecycle. Other qualifications, specialisations and courses may naturally attract low numbers, and it may be appropriate in the University's considered view, for them to do so.

Under Section 443(2) of the Education and Training Act 2020, Universities New Zealand has determined the circumstances in which universities require an extension of the period specified in sub-sections 443(1) (a) and (b)

after which approval and accreditation will lapse for a programme which has not been taught either wholly or in part.

Approved proposals remain approved for a period of five years following their introduction or following the most recent enrolments. If a qualification has not been taught or has been advertised and is open but has attracted no enrolments, in any five-year period following its introduction, and a university wishes to continue to advertise and keep it open for enrolments, the qualification should be submitted to CUAP for re-evaluation. (Source: *CUAP Handbook 2021*) This does not apply to courses.

While the re-evaluation of qualifications and specialisations with no enrolments is a CUAP requirement, it is up to individual universities to determine their own processes for monitoring and managing their academic profile. Actively monitoring qualifications, specialisations, and courses with either *no enrolments* or *low enrolments* allows the opportunity for strategies and actions to be put in place to attract enrolments and increase them where appropriate. The review of no and low enrolment qualifications, specialisations, courses and course offerings is one of the tools that Massey University utilizes to develop and maintain a long-term sustainable approach to managing the academic profile by ensuring the ongoing oversight and continuous decision-making regarding what and where we teach.

The accompanying No and Low Enrolments Procedures sets out the Massey University process in further detail.

Policy:

Massey University is committed to providing a quality and relevant academic profile that is strategically, academically, and financially sound and sustainable. To enact this commitment, enrolment numbers in all sub-doctoral qualifications, specialisations and courses will be monitored, reviewed, and managed by the College hosting the entity, in conjunction with the Academic Resource Planning Working Group (a subgroup of the Senior Leadership Team) and supported by the Office of Academic Quality, Reporting and Assurance.

The No and Low Enrolment Procedures details the process for monitoring enrolments. Where enrolments fall below the approved thresholds, the Procedures also provide actions to be followed by the relevant College to actively manage the qualification, specialisation, or course with the purpose of either increasing enrolments by revitalizing it or where appropriate, closing it.

In the context of our Te Tiriti o Waitangi commitments, programmes (qualifications, specialisations, and courses) of significance for Māori will be carefully considered regarding the application of both this policy and the accompanying procedures.

Doctoral-level qualifications and Transnational Education (TNE) partnership arrangements are out of scope of this policy.

Definitions:

Academic Resource Planning	A subgroup of the Senior Leadership Team, comprising the College Pro Vice-Chancellors and the Provost.
No Enrolments:	A qualification, specialisation, or course in which no student has enrolled in any one academic year.
Low Enrolments:	A qualification, specialisation, or course in which the student enrolments do not meet the threshold stipulated in the No and Low Enrolment procedures.

Nested:	Nested qualifications exist where a lower-level qualification consists of courses that are nested within a higher-level qualification, for example, the DipBus is nested in the BBus – the two qualifications share courses at the 100- and 200-levels. <i>A qualification or specialisation can only be considered nested under another if all of its courses also occur in the parent qualification or specialisation.</i>
Qualification:	A coherent programme of study.
Specialisation:	For the purposes of this Policy, the collective term specialisation covers majors, non-nested (standalone) minors, subjects, and endorsements in a specific discipline for a qualification.

Audience:

All staff.

Relevant legislation:

Education and Training Act 2020 – Section 443

Related procedures / documents:

[Massey University Qualifications Framework](#)
[Massey University Qualifications Policy](#)
[Massey University Strategy 2022 – 2027](#)
[No and Low Enrolments Procedures](#)
[Paerangi Learning and Teaching Plan 2023-2027](#)

Document Management Control:

Prepared by: Office of the Provost
Authorised by: Provost
Approved by: SLT 23/07/69.
Date issued: June 2023
Last review: June 2023
Next review: June 2025