

NO AND LOW ENROLMENTS PROCEDURES

Section	Academic
Contact	Provost
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Purpose:

These procedures are designed to assist in the management of the Massey University qualification portfolio (the 'academic profile') to identify and actively manage qualifications, specialisations and courses that receive no enrolments or low enrolments. They must be read in conjunction with the No and Low Enrolment Policy.

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 the No and Low Enrolment Policy.

Procedures:

1. Tracking and Monitoring No Enrolments and Low Enrolments

The current EFTS in all qualifications, specialisations, courses and course offerings and the status of those offerings relative to the No and Low Enrolment criteria will be maintained and made available in No and Low Enrolment business intelligence (BI) reports. This information is updated on an ongoing basis and should be monitored routinely within colleges as part of the management of the academic profile.

Colleges, as hosts of qualifications, specialisations, courses, and course offerings and have primary responsibility for monitoring and managing their enrolment numbers in conjunction with the Academic Resource Planning Working Group (ARPWG) of the Senior Leadership Team (SLT) and the Academic Committee, a subcommittee of the Academic Board.

2. Management of No and Low Enrolments

A College-level report (based on the last academic year) indicating the status of all qualifications, specialisations, courses, and course offerings against LE thresholds will be provided to Colleges in February. The report will be completed by each College by indicating the proposed outcomes for any No or Low Enrolment qualifications,

specialisations, courses, and course offerings and will be submitted for review and for consideration of any requests for retention or continuation under the criteria for exceptions (see section 3).

Outcomes reported to the SLT (ARSWG) SLT must be actioned within a maximum of six months such that the implications of any changes to qualifications, specialisations, courses, and course offerings can be made available to students prior to the period of enrolment for the next academic year. The College will follow up with the CUAP deletion process for any qualifications and specialisations and the University process for courses and course offering closures and deletions during this six-month period.

3. Justification of Exceptions to the Low Enrolment (LE) thresholds

If a college wishes to continue to retain a qualification, specialisation and/or course that does meet the LE not threshold, the following are required in the report to SLT:

- an analysis of the reason(s) for low enrolment and possible reasons.
- a convincing justification for continuing to teach and advertise based on the following criteria that indicates strategic and academic importance:
 - **identified as a unique and strategically essential qualification, specialisation, or course.**
 - This must include a strong rationale and a demonstrated college-level plan and resourcing which includes the source of any cross-subsidy.
 - **where the qualification, specialisation or course will be supported by external partnership(s).**
 - This must provide a description of the extent and the duration of partnership support.
 - **Te Tiriti o Waitangi commitments.**
 - In the context of our Te Tiriti o Waitangi commitments, programmes (qualifications, specialisations, or courses) of significance for Māori will be carefully considered regarding the application of these procedures.
- for new and existing qualifications, specialisations and/or courses, the College must demonstrate that it has actively sought to attract students; and if the circumstances for no or low enrolments are deemed to be out of the College's control, the College should anticipate whether these circumstances are likely to change and determine if continuation of the qualification, specialisation and/or course can be justified.

The SLT and/or the ARSWG may decline the application for continuation.

If a decision is made to not retain the qualification, specialisation and/or course, the CUAP or University closure and deletion process will be initiated as appropriate for the entity.

4. Quick Guide

Semester One	Report on all No and Low Enrolment offerings provided to and completed by all Colleges in February. Completed report submitted to ARSWG by mid-March.
Semester One	Review of all College LE reports by SLT (ARSWG) in March and April, to: <ul style="list-style-type: none"> • consider all LE outcomes • evaluate and provide decisions for all LE exceptions
Semester One and Two	Outcomes for all decisions regarding No and LE qualifications, specialisations and courses are undertaken according to appropriate CUAP or the University's regular closure and deletion policy for the following academic year. Enrolled students are notified of any implications of offering closures. Information regarding any changes is available prior to the opening of enrolments for the next academic year.

No and Low Enrolments

Threshold definitions

Undergraduate	Low enrolments are under the threshold stated below
Course	7.5 EFTS per offering (100-level) 5.0 EFTS per offering (200-level) 2.5 EFTS per offering (300-level and higher)
Specialisation at undergraduate level per location	30 EFTs per academic year
Qualification	Overall University EFTS, not College-based EFTS and excludes those that are only used as exit qualifications
Sub-degree	20 EFTS per academic year
Undergraduate Certificate	20 EFTS per academic year
Undergraduate Diploma	20 EFTS per academic year
Bachelor's Degree 3 years	50 EFTS per academic year
Bachelor's Degree with Honours 4 years	65 EFTS per academic year
Bachelor's Degree 5 years	80 EFTS per academic year
Graduate Certificate	20 EFTS per academic year
Graduate Diplomas	20 EFTS per academic year
Nested Undergraduate Diploma and Bachelor's degree	60 EFTS per academic year
Postgraduate	Low enrolments are under the threshold stated below
Course	2.5 EFTS per course offering (700- and 800-level)
Specialisation	5 EFTS per academic year
Qualification	Overall University EFTS, not College-based EFTS and excludes those that are only used as exit qualifications
Bachelor's Degree (Hons)	15 EFTS per academic year
Postgraduate Certificate	15 EFTS per academic year
Postgraduate Diploma	15 EFTS per academic year
Master's Degree	15 EFTS per academic year
Nested Postgraduate Diploma and Master's degree	20 EFTS per academic year Those qualifications with unique courses cannot be included as nested qualifications. Normally, no more than two nested qualifications can be combined at the postgraduate level when assuming a combined total of EFTS from both qualifications.

Audience:

All staff.

Relevant legislation:

Education and Training Act 2020 – Section 443 (2)

Related procedures / documents:

[Massey University Qualifications Framework](#)
[Massey University Qualifications Policy](#)
[Massey University Qualifications Review Policy](#)
[Qualification Review Procedures](#)
[Transition Procedures](#)

Document Management Control:

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