



## TRANSITION PROCEDURES

<b>Section</b>	Academic
<b>Contact</b>	Academic Policy & Regulations Unit
<b>Last Review</b>	December 2015
<b>Next Review</b>	December 2018
<b>Approval</b>	AC15/12/431 Rev 1

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## 1. Purpose

These procedures detail the process to follow when a decision has been made to close or significantly change a qualification/specialisation. They address the notification of affected students of the closure/change, provision of academic advice to transition students to completion and, where closed, the subsequent deletion of the qualification/specialisation.

## 2. Definitions:

Qualification:	May be an undergraduate or postgraduate degree, diploma, or certificate.
Specialisation:	May be major, minor, endorsement or subject.
Significantly Changed	Any change that requires transition procedures and/or approval by the Committee on University Academic Programmes (CUAP).
Discontinued/Closed qualification/specialisation:	Qualification /specialisation in which no new enrolments are currently being accepted and for which the intention is to delete the qualification/specialisation.



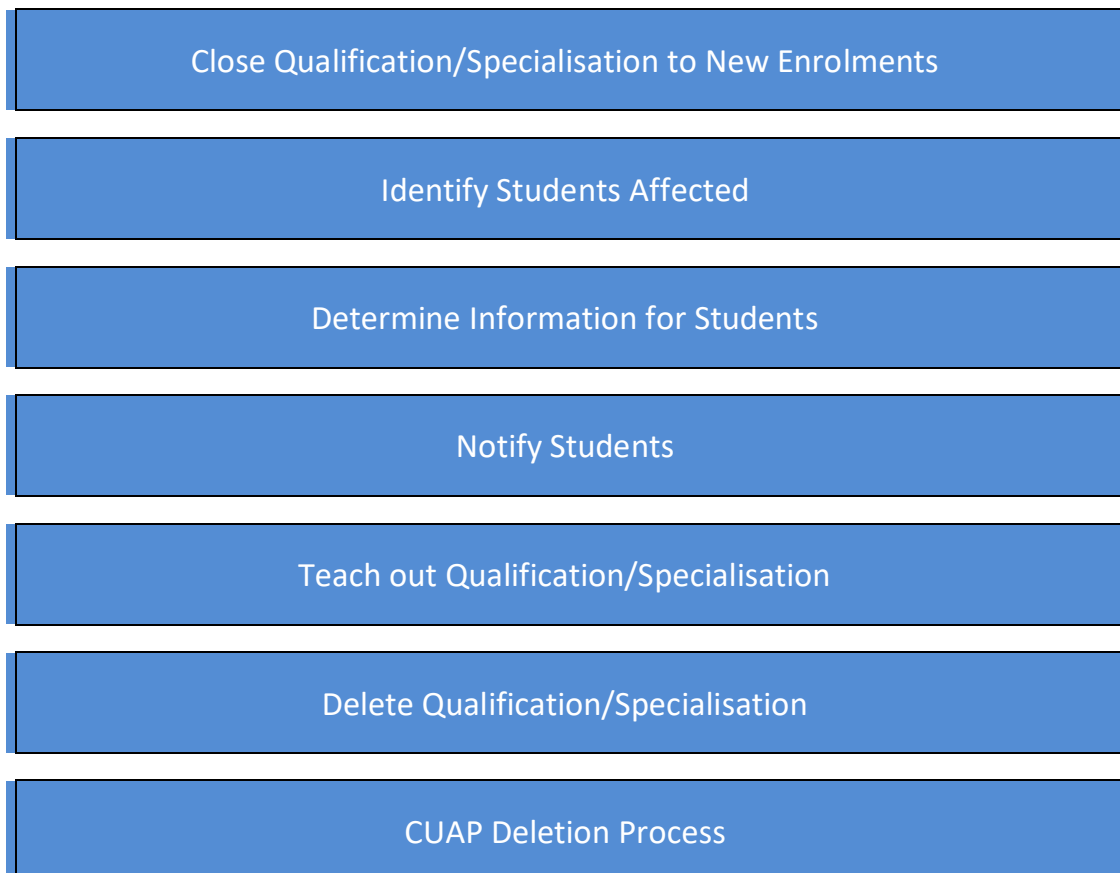
Deleted qualification/specialisation:	Qualification/specialisation which has been taught out as fully as possible and for which the University will delete, or has already deleted, through the CUAP process.
Deleted paper:	A paper that is no longer required as a result of the closure of a qualification/specialisation and is removed from the qualification/specialisation, Massey University Calendar, and Integrated Paper Planning Database (IPP).

### 3. Procedures:

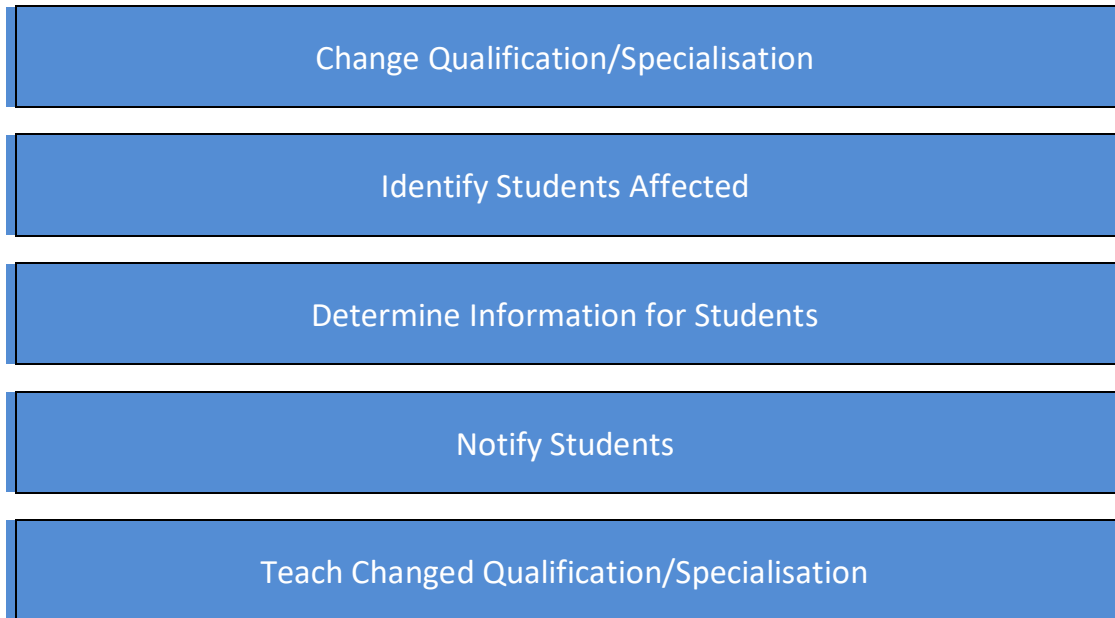
#### 3.1 Overview

The following summarises the steps required to transition students from a discontinued or significantly changed qualification/specialisation. Discussion and analysis of the future of the qualification/specialisation will have already taken place within the host College(s) and the process described follows from the point where the decision to close or change the qualification/specialisation has been made and approved. Specific details for each of these steps and responsibilities are described in the following sections.

Process overview for closed qualification/specialisation.



Process overview for changed qualification/specialisation.



### 3.2 Close a Qualification/specialisation:

A proposal to close a Qualification/specialisation for Enrolments is submitted through the appropriate College channels to College Board and Academic Committee for final approval. The appropriate proposal template is a '[Non-CUAP Qualification Amendment](#)'. Consideration should be given to the timeframes for communicating information to the appropriate people and should take account of, but may not be limited to, the effect of the closure on units within the College, other academic and service units within the University and external bodies, relevant publications (including the University Calendar) and the IPP database.

If during the period between when a qualification/specialisation is closed and deleted, circumstances warrant the re-opening of the qualification/specialisation this may occur. Serious consideration of any consequences of this re-opening need to be assessed and the justification for re-opening needs to be compelling. Affected parties including students notified of the closure need to be notified of the re-opening, in particular if it affects any time limits for completion.

### 3.3 Identify Students Enrolled in the Qualification/specialisation:

All students enrolled in the qualification/specialisation at some point during the three years preceding the closure or change need to be identified. This is in order to provide the appropriate advice to enable them to complete the qualification/specialisation or transfer to an alternative qualification/specialisation.

As part of the General Regulations applying to undergraduate and postgraduate qualifications, any student who has been inactive for three consecutive years is deemed to have abandoned their study. This provision releases the University from any obligation to ensure the student can complete the qualification/specialisation. Hence, students who have not been enrolled at any point during this three-year period fall under the abandoned category and are not normally identified as students to be contacted. Students who have completed the qualification/specialisation should also be removed from the list of students to provide advice to.

### 3.4 Determine Information for Students:

Information to be provided to students should be determined at this stage and may include:

- notification of the closure/change of the qualification/specialisation
- teaching out or transition arrangements
- study completed toward the qualification/specialisation thus far.
- options or requirements for completion
- options for transfer to an alternative qualification
- options for graduating with an alternative qualification.
- the final date for completion of the qualification
- date by which a response is required.
- consequences of not responding

Some of these options may not be relevant or appropriate in every case. The information provided, level of detail and variety of options will depend on a number of factors. These include:

- how long the qualification as it is will continue.
- whether students require their exact completion details or generic completion information
- whether or not there are alternative options available
- whether or not the student can complete the qualification on the campus and mode of their choice

In some cases a student may not have passed any papers toward a qualification. In these cases it needs to be determined whether or not it is feasible and/or appropriate for them to begin and complete the necessary papers within the closure/transition timeframe. If not, these students will be notified that the qualification/specialisation is closed to them effective immediately.

It is critical to have a final date for completion or transition. Leaving this open-ended allows students to drift on and has the potential to tie up resources. The final date also gives students a deadline to focus on and aim for. For some student's completion may not be achievable so alternative pathways should be identified and offered wherever possible.

Factors to take into consideration when determining a reasonable timeframe for completion are:

- the University's time limits for completions.
- the part-time vs full-time study patterns of the students in the qualification/specialisation
- the credit value of the qualification/specialisation
- the reason for the closure/change
- the resources required to continue to offer.
- any implications delaying the closure/change might have.

For example, for a 360-credit degree a reasonable timeframe might be three years, however a shorter or longer period might be determined to be appropriate when all factors have been considered. The transition period would not normally exceed four years.

### **3.5 Notify Students:**

A series of sample letters to use to notify and advise students that the qualification/specialisation is being discontinued/changed are provided in Appendix A. These are:

Sample letter One	Current Enrolment; May Continue
Sample letter Two	Historic Enrolment – Student Has Passed Some Papers; May Continue
Sample letter Three	Historic Enrolment – Student Has Not Passed Any Papers; May Continue
Sample letter Four	Historic Enrolment – Student Has Not Passed Any Papers; Cannot Continue
Sample letter Five	Historic Enrolment – Student Has Changed Qualification/specialisation.

These sample letters should be adjusted to fit specific circumstances of the qualification/specialisation and not all sample letters may be appropriate in all cases.

Most of the letters to students require a response and include a response date. After this date has passed it is important that every student contacted has a note added to their student file in the Student Management System (SMS). This includes non-responses. For responding students the option they have chosen and completion requirements, if provided, should be noted where appropriate. Such records will enable staff involved in future contact with the student to know what has been agreed and provide appropriate advice.

### **3.6 Teach out a Closed Qualification/specialisation:**

Papers contributing to the closed qualification/specialisation should be taught as usual (unless paper substitutions are in place). For papers associated only with the specific qualification/specialisation resources should be kept available to teach the papers to either the final date for completion of the qualification/specialisation or until all eligible students have completed the paper, whichever comes first. Once either of these events occurs the papers should be deleted using the [Paper Deletion](#) template.

For papers that are also available to other qualifications/specialisations these will continue beyond the final date for closure of the qualification/specialisation.

### **3.7 Delete a Closed Qualification/specialisation:**

Once the final date for completion has been reached in the closed qualification/specialisation, or all students have completed, Colleges must complete the template for the [Deletion of a Qualification/specialisation](#). This deletion proposal is submitted through the appropriate College channels and Academic Committee to Academic Board for final approval. The deletion document is then forwarded to CUAP for noting as part of one of the two CUAP rounds per year. CUAP notify the Tertiary Education Commission and New Zealand Qualifications Authority of the deletion.

The University may close a qualification/specialisation to new enrolments without notifying CUAP but once a qualification is to be deleted CUAP must be notified.

### **3.8 Calendar Regulations:**

The University Calendar, University website and other student facing information require sufficient notice of any changes to qualifications/specialisations. Once the qualification/specialisation closure has been approved, a note is added to the relevant qualification regulations stating that there will be no new enrolments from the date of closure. This information should be included in all other appropriate sources of information regarding the qualification/specialisation. Once the qualification/specialisation has been deleted all reference to it will be removed from the Calendar, all publications and website and the qualification should no longer be awarded. For a changed qualification/specialisation the revised regulations will be in place, and these may include specific transition regulations. These revised regulations will be included in the appropriate sources of information.

#### **Audience:**

All staff associated with the administration of qualifications.

#### **Relevant Legislation:**

##### **Fair Trading Act 1986**

It is illegal to engage in misleading or deceptive conduct in trade, or to make false representations in relation to goods and services supplied.

#### **Related procedures/documents:**

Award of Alternative Qualification Procedures



**MASSEY**  
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TE KUNENGA KI PŪREHUROA

UNIVERSITY OF NEW ZEALAND

Massey University Policy Guide  
Transition Procedures – Page 6

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Massey University Qualifications Framework  
Massey University Qualifications Policy  
No and Low Enrolments Policy

**Document Management Control:**

Prepared by: Accreditation Consultant

Authorised by: Assistant Vice-Chancellor, Research, Academic and Enterprise

Approved by: Academic Committee, AC15/12/431 Rev1, December 2015

Date issued: 2010.

Next review: December 2018

## Appendix A: Overview of Qualification/specialisation Closure/Change Notification Sample Letters

These sample letters provide examples but may not cover every situation. Modifications may be required depending on whether the closure/change is for a qualification or specialisation, to accommodate any specific circumstances or requirements and in the changed qualification/specialisation letters will depend on the regulations changed and transition arrangements that may also be written into the regulations.

Letter	Sample Letter	Scenario	Action
1	Current Enrolment; May Continue	<ul style="list-style-type: none"> <li>• Student is currently enrolled.</li> <li>• May have passed some papers.</li> <li>• Could feasibly complete within the timeframe for closure/transition</li> </ul>	<ul style="list-style-type: none"> <li>• Advise of closure/change</li> <li>• Advise end date for completion/transition.</li> <li>• Advise academic progress to date.</li> <li>• Provide completion requirements.</li> <li>• Response required by student</li> </ul>
2	Historic Enrolment – Has Passed Some Papers; May Continue	<ul style="list-style-type: none"> <li>• Student was enrolled in the qualification/specialisation at some point during the past three years but is not currently enrolled.</li> <li>• Has passed some papers.</li> <li>• Could feasibly complete within the timeframe for closure/transition</li> </ul>	<ul style="list-style-type: none"> <li>• Advise of closure/change</li> <li>• Advise end date for completion/transition.</li> <li>• Advise academic progress to date.</li> <li>• Provide completion requirements.</li> <li>• Response required by student</li> </ul>
3	Historic Enrolment – Has Not Passed Any Papers; May Continue	<ul style="list-style-type: none"> <li>• Student was enrolled in the qualification/specialisation at some point during the past three years but is not currently enrolled.</li> <li>• Has not passed any papers.</li> <li>• Could feasibly complete within the timeframe for closure/transition (may not be appropriate for 3–4-year qualifications)</li> </ul>	<ul style="list-style-type: none"> <li>• Advise of closure /change</li> <li>• Advise end date for completion/transition.</li> <li>• Advise academic progress to date.</li> <li>• Provide completion requirements.</li> <li>• Response required by student</li> </ul>
4	Historic Enrolment – Has Not Passed Any Papers; Cannot Continue For closed qualifications/ specialisations only	<ul style="list-style-type: none"> <li>• Student was enrolled in the qualification/specialisation at some point during the past three years but is not currently enrolled.</li> <li>• Has not passed any papers.</li> <li>• Could not feasibly complete within the timeframe for closure</li> </ul>	<ul style="list-style-type: none"> <li>• Notify of closure</li> <li>• Advise cannot re-enrol in closed qualification/specialisation and if they wish to return to study, they will need to enrol in a different qualification/specialisation.</li> <li>• No response required from student.</li> <li>• Intervention may be required to prevent student automatically enrolling in qualification/specialisation</li> </ul>
5	Historic Enrolment – Has Changed Qualification/ specialisation	<ul style="list-style-type: none"> <li>• Student was enrolled in the qualification/specialisation at some point during the past three years.</li> <li>• Is not currently enrolled AND has changed qualification/ specialisation since the last enrolment in the closed/changed qualification/specialisation.</li> <li>• May have passed some papers</li> </ul>	<ul style="list-style-type: none"> <li>• Notify of closure/change</li> <li>• Note change of enrolment</li> <li>• Advise may re-enrol in closed/ changed qualification/specialisation only if feasible but note time limit.</li> <li>• Response required from student only if they wish to re-enrol in closed/changed qualification/specialisation</li> </ul>

## Closure/change Notification Sample Letters

### Sample Letter One: Qualification/Specialisation Closure - Current Enrolment; May Continue

Dear <student name>

This letter affects your enrolment in the <qualification/specialisation>. After careful consideration, a decision has been taken to close the <qualification/specialisation > to new enrolments from <Semester XX of year>, and to permanently discontinue the <qualification/specialisation > from the end of the <year> academic year.

I want to assure you the University is committed to ensuring a path to completion for all students who are currently enrolled in the <qualification/specialisation >. Even though no new enrolments in this qualification will be accepted, you may continue to enrol in this qualification until the end of the <year> academic year in order to complete the qualification requirements. Please be aware that if you do not complete all of the requirements for the <qualification/specialisation > by the end of the <year> academic year then transfer to an alternative <qualification/specialisation> will be required.

I have reviewed your academic progress in the <qualification/specialisation >, and note that you have passed, or gained credit for <number> credits. You therefore now require a further <number> credits. These should comprise the following:

<list specific or generic completion requirements>.

If you do not wish, or are not able, to complete the <qualification/specialisation >, then you may be eligible for the award of an alternative qualification. If you have completed <insert minimum requirement for alternative qualification/s>, then you may be eligible for the award of the <alternative qualification>. I would be happy to discuss this option with you. (Depending on the number of students affected it may not be feasible to provide detailed alternative options, in these cases students must be advised to contact the University individually to discuss their options.)

In order to assist the University manage the closure of the <qualification/specialisation >, and to provide students who intend to continue studying with appropriate ongoing academic advice regarding completion, or transfer to an alternative qualification, we ask that you complete and return the enclosed response form by email to <insert email address> by <date>. Please note if you do not return the response form by this date, we will assume that you do not intend to complete the <qualification/specialisation> and this will be recorded on your academic record.

If you have any questions or concerns about your study, please contact me at <contact details>.

Finally, I would like to take this opportunity to thank you for choosing to study at Massey University and extend my best wishes to you for successful completion.

Yours sincerely



**Sample Letter One:  
Changed Qualification/specialisation - Current Enrolment; May Continue**

*<guide only, amendments to the letter according to the specific changes to the qualification/specialisation may be required>*

Dear *<student name>*

This letter affects your enrolment in the *<qualification/specialisation>*. A decision has been taken to make the following changes to the *<qualification/specialisation>* from *<date>*:  
*<list changes>*

I want to assure you the University is committed to ensuring a path to completion for all students who are currently enrolled in the *<qualification/specialisation >*. You may continue to enrol in this qualification until the end of the *<year>* academic year in order to complete the qualification requirements. Please be aware that if you do not complete all of the requirements for the *<qualification/specialisation >* by the end of the *<year>* academic year then transfer to the revised regulations or an alternative *<qualification/specialisation>* will be required.

I have reviewed your academic progress in the *<qualification/specialisation >*, and note that you have passed, or gained credit for *<number>* credits. You therefore now require a further *<number>* credits. These should comprise the following:  
*<list specific or generic completion requirements>*.

If you do not wish, or are not able, to complete the *<qualification/specialisation >*, then you may be eligible for the award of an alternative qualification. If you have completed *<insert minimum requirement for alternative qualification/s>*, then you may be eligible for the award of the *<alternative qualification>*. I would be happy to discuss this option with you. *(Depending on the number of students affected it may not be feasible to provide detailed alternative options, in these cases students must be advised to contact the University individually to discuss their options.)*

In order to assist the University manage the changes to the *<qualification/specialisation>*, and to provide students who intend to continue studying with appropriate ongoing academic advice regarding completion, or transfer to an alternative qualification, we ask that you complete and return the enclosed response form by email to *<insert email address>* by **<date>**. Please note if you do not return the response form by this date, we will assume that you intend to complete the *<qualification/specialisation>* under the revised regulations and this will be recorded on your academic file.

If you have any questions or concerns about your study, please contact me at *<contact details>*.

Finally, I would like to take this opportunity to thank you for choosing to study at Massey University and extend my best wishes to you for successful completion.

Yours sincerely



*<qualification/specialisation >*

**Student Response Form to Current Enrolment**  
***<this form is to accompany the Sample Letter One >***

Full Name:

Massey Student ID Number:

Address:

Date of Birth:

Telephone:

Email:

Please indicate which of the following options applies to you:

- a. I intend to complete the *<qualification/specialisation >* requirements by the end of the *<year>* academic year.
- b. I intend to transfer to an alternative qualification or apply for the award of an alternative qualification.
- c. *<for changed qualifications/specialisations only>* I intend to transfer to the revised regulations.
- d. I do not intend to complete the *<qualification/specialisation >*.

Please return this form by **<date>** to the following:

*<name>*

*<email address>*

*<If the student has been provided detailed completion or transfer information in the letter, the following sentence should be deleted. If not keep this sentence in>*

If you select Option A or Option B, you should contact the University to discuss your completion (A) or your transfer to, or award of, an alternative qualification (B).

**Sample Letter Two:  
Qualification/Specialisation Closure - Historic Enrolment – Has Passed Some Papers; May Continue**

Dear <student name>

This letter affects your enrolment in the <qualification/specialisation>. After careful consideration, a decision has been taken to close the <qualification/specialisation> to new enrolments from <Semester XX of year>, and to permanently discontinue the <qualification/specialisation> from the end of the <year> academic year.

Our records show you have not enrolled in the <qualification/specialisation> since <semester/year>. However, I want to assure you the University is committed to ensuring a path to completion for all students who have completed partial requirements toward the <qualification/specialisation>. Even though no new enrolments in this qualification will be accepted, you may continue to enrol in this qualification until the end of the <year> academic year in order to complete the qualification requirements. Please be aware that if you do not complete all of the requirements for the <qualification/specialisation> by the end of the <year> academic year then – should you wish to continue study – transfer to an alternative qualification will be required.

I have reviewed your academic progress in the <qualification/specialisation>, and note that you have passed, or been given credit for <number> credits. You therefore now require a further <number> credits. These should comprise the following:  
<list specific or generic completion requirements>.

If you do not wish, or are not able, to complete the <qualification/specialisation>, then you may be eligible for the award of an alternative qualification. If you have completed <insert minimum requirement for alternative qualification/s>, then you may be eligible for the award of the <alternative qualification>. I would be happy to discuss this option with you. <Depending on the number of students affected it may not be feasible to provide detailed alternative options, in these cases students must be advised to contact the University individually to discuss their options.>

In order to assist the University manage the closure of the <qualification/specialisation>, and to provide students who intend to continue studying with appropriate ongoing academic advice regarding completion, or transfer to an alternative qualification, we ask that you complete and return the enclosed response form by email to <insert email address> by <date>. Please note if you do not return the response form by this date, we will assume that you do not intend to complete the <qualification/specialisation> and this will be recorded on your academic record.

If you have any questions or concerns about your study, please feel free to contact me at <contact details>.

Finally, I would like to take this opportunity to thank you for choosing to study at Massey University and extend my best wishes to you for successful completion.

Yours sincerely



**Sample Letter Two:  
Changed Qualification/Specialisation - Historic Enrolment – Has Passed Some Papers; May Continue**

Dear <student name>

This letter affects your enrolment in the <qualification/specialisation>. A decision has been taken to make the following changes to the <qualification/specialisation> from <date>:

Our records show you have not enrolled in the <qualification/specialisation> since <semester/year>. However, I want to assure you the University is committed to ensuring a path to completion for all students who have completed partial requirements toward the <qualification/specialisation>. You may continue to enrol in this qualification until the end of the <year> academic year in order to complete the qualification requirements. Please be aware that if you do not complete all of the requirements for the <qualification/specialisation> by the end of the <year> academic year then transfer to the revised regulations or an alternative <qualification/specialisation> will be required.

I have reviewed your academic progress in the <qualification/specialisation>, and note that you have passed, or been given credit for <number> credits. You therefore now require a further <number> credits. These should comprise the following:

<list specific or generic completion requirements>.

If you do not wish, or are not able, to complete the <qualification/specialisation>, then you may be eligible for the award of an alternative qualification. If you have completed <insert minimum requirement for alternative qualification/s>, then you may be eligible for the award of the <alternative qualification>. I would be happy to discuss this option with you. <Depending on the number of students affected it may not be feasible to provide detailed alternative options, in these cases students must be advised to contact the University individually to discuss their options.>

In order to assist the University manage the changes to the <qualification/specialisation>, and to provide students who intend to continue studying with appropriate ongoing academic advice regarding completion, or transfer to an alternative qualification, we ask that you complete and return the enclosed response form by email to <insert email address> by <date>. Please note if you do not return the response form by this date, we will assume that you have do not intend to complete the <qualification/specialisation> and this will be recorded on your academic file.

If you have any questions or concerns about your study, please feel free to contact me at <contact details>.

Finally, I would like to take this opportunity to thank you for choosing to study at Massey University and extend my best wishes to you for successful completion.

Yours sincerely



**<qualification specialisation>**

**Student Response Form**  
**<This form is to accompany Sample Letter Two >**

Full Name:

Massey Student ID Number:

Address:

Date of Birth:

Telephone:

Email:

Please indicate which of the following options applies to you:

- a. I intend to complete the <qualification/specialisation> requirements by the end of the <year> academic year.
- b. I intend to transfer to an alternative qualification or apply for the award of an alternative qualification.
- c. <for changed qualifications/specialisations only> I intend to transfer to the revised regulations
- d. I do not intend to complete the <qualification/specialisation>.

Please return this form by **<date>** to the following:

<name>  
<email address>

*<If the student has been provided detailed completion or transfer information in the letter, the following sentence should be deleted. If not keep this sentence in.*

If you select Option A or Option B, you should contact the University to discuss your completion (A) or your transfer to, or award of, an alternative qualification (B).

**Sample Letter Three:  
Qualification/Specialisation Closure - Historic Enrolment – Has Not Passed Any Papers; May Continue**

Dear <student name>

This letter affects your enrolment in the <qualification/specialisation>. After careful consideration, a decision has been taken to close the <qualification/specialisation> to new enrolments from <Semester XX of year>, and to permanently discontinue the <qualification/specialisation> from the end of the <year> academic year.

Our records show you have not enrolled in the <qualification/specialisation> since <semester/year>. I have reviewed your academic progress in the <qualification/specialisation> and note that you have not passed any papers towards this <qualification/specialisation>. Even though no new enrolments in this qualification will be accepted, the University is offering students who have previously been enrolled in the <qualification/specialisation> the opportunity to continue to enrol in this qualification until the end of the <year> academic year in order to complete the qualification requirements. Please be aware however, that if you do not complete all of the requirements for the <qualification/specialisation> by the end of the <year> academic year then – should you wish to continue study – transfer to an alternative qualification will be required. Please note you do not have to return to study the <qualification/specialisation>. This letter is to advise you of the intention to close the <qualification/specialisation> and to provide you the option to return to study if you wish.

You will require the following in order to complete the <qualification/specialisation>:  
<list specific or generic completion requirements>.

In order to assist the University manage the closure of the <qualification/specialisation >, and to provide students who intend to continue studying with appropriate ongoing academic advice regarding completion, or transfer to an alternative qualification, we ask that you complete and return the enclosed response form by email to <insert email address> by <date>. Please note if you do not return the response form by this date, we will assume that you do not intend to complete the <qualification/specialisation > and this will be noted on your academic record.

If you have any questions or concerns about your study, please feel free to contact me at <contact details>.

Finally, I would like to take this opportunity to thank you for choosing to study at Massey University and extend my best wishes to you for successful completion.

Yours sincerely

**Sample Letter Three:  
Changed Qualification/Specialisation - Historic Enrolment – Has Not Passed Any Papers;  
May Continue**

Dear <student name>

This letter affects your enrolment in the <qualification/specialisation>. A decision has been taken to make the following changes to the <qualification/specialisation> from <date>.

Our records show you have not enrolled in the <qualification/specialisation> since <semester/year>. I have reviewed your academic progress in the <qualification/specialisation> and note that you have not passed any papers towards this <qualification/specialisation>. The University is offering students who have previously been enrolled in the <qualification/specialisation> the opportunity to continue to enrol in this qualification until the end of the <year> academic year in order to complete the qualification requirements under the current regulations. Please be aware however, that if you do not complete all of the requirements for the <qualification/specialisation> by the end of the <year> academic year then – should you wish to continue study – transfer to the revised regulations or an alternative qualification will be required. Please note you do not have to return to study the <qualification/specialisation>. This letter is to advise you of the intention to make the changes to the <qualification/specialisation> and to provide you the option to return to study if you wish.

You will require the following in order to complete the <qualification/specialisation>:  
<list specific or generic completion requirements>.

In order to assist the University manage the changes to the <qualification/specialisation >, and to provide students who intend to continue studying with appropriate ongoing academic advice regarding completion, or transfer to an alternative qualification, we ask that you complete and return the enclosed response form by email to <insert email address> by <date>. Please note if you do not return the response form by this date, we will assume that you do not intend to complete the <qualification/specialisation > and this will be noted on your academic file.

If you have any questions or concerns about your study, please feel free to contact me at <contact details>.

Finally, I would like to take this opportunity to thank you for choosing to study at Massey University and extend my best wishes to you for successful completion.

Yours sincerely



<qualification/specialisation>

**Student Response Form**  
**<This form is to accompany Sample Letter Three>**

Full Name:

Massey Student ID Number:

Address:

Date of Birth:

Telephone:

Email:

Please indicate which of the following options applies to you:

- a. I intend to complete the <qualification/specialisation> requirements by the end of the <year> academic year.
- b. I intend to transfer to an alternative qualification.
- c. <for changed qualifications/specialisations only> I intend to transfer to the revised regulations
- d. I do not intend to complete the <qualification/specialisation>.

Please return this form by **<date>** to the following:

<name>  
<email address>

*<If the student has been provided detailed completion or transfer information in the letter, the following sentence should be deleted. If not keep this sentence in.*

If you select Option A or Option B, you should contact the University to discuss your completion (A) or your transfer to an alternative qualification (B).



**Sample Letter Four:  
Qualification/Specialisation Closure - Historic Enrolment – Has Not Passed Any Papers;  
Cannot Continue**

Dear <student name>

This letter concerns your enrolment in the <qualification/specialisation>. After careful consideration, a decision has been taken to close the <qualification/specialisation> to new enrolments from <Semester XX of <year>, and to permanently discontinue it from the end of the <year> academic year.

Our records show you were enrolled in the <qualification/specialisation> in <last year and semester of enrolment>. I have reviewed your academic progress and note that you have not passed any credits towards the <qualification/specialisation> requirements. Therefore, it will not be possible for you now to complete the <qualification/specialisation>.

If you have any questions or concerns about your study, please feel free to contact me at <contact details>.

Yours sincerely

**Sample Letter Five:**

**Qualification/Specialisation Closure - Historic Enrolment – Has Changed Qualification/specialisation.**

Dear <student name>

This letter concerns your enrolment in the <qualification/specialisation> for which you were enrolled in <last year of enrolment in qualification>. After careful consideration, a decision has been taken to close the <qualification/specialisation> to new enrolments from <Semester XX of <year>, and to permanently discontinue the <qualification/specialisation> from the end of the <year> academic year.

*<If student has passed some papers use this paragraph and delete the next paragraph>*

I have reviewed your academic progress in the <qualification/specialisation> and note that although you passed some credits towards the <qualification/specialisation>, you have now changed to the <alternative qualification/specialisation>. It is assumed, therefore, that you no longer intend to complete the <qualification/specialisation>. If this assumption is incorrect, please contact me urgently no later than <date> in order to discuss any options that may be available to you for completion of the qualification/specialisation.

*<If student has NOT passed any papers use this paragraph and delete the above paragraph>*

I have reviewed your academic progress in the <qualification/specialisation > and note that although you have not passed any credits towards the <qualification/specialisation>, you have now changed to the <alternative qualification/specialisation>. It is assumed, therefore, that you no longer intend to complete the <qualification/specialisation>. If this assumption is incorrect, please contact me urgently no later than <date> in order to discuss any options that may be available to you for completion of the qualification/specialisation.

Please be aware however, that if you do wish to return to the <qualification/specialisation> and do not complete all of the requirements by the end of the <year> academic year then – should you wish to continue study – transfer to an alternative qualification will be required. Please note you do not have to return to study the <qualification/specialisation>. This letter is to advise you of the intention to close the <qualification/specialisation> and to provide you the option to return to study this if you wish.

In order to assist the University manage the closure of the <qualification/specialisation>, and to provide students who intend to continue studying with appropriate ongoing academic advice regarding completion, or transfer to an alternative qualification, we ask that you complete and return the enclosed response form by email to <insert email address> by <date>. Please note, if you do not return the response form by this date, we will assume that you have do not intend to complete the <qualification/specialisation> and this will be noted on your academic record.

If you have any questions or concerns about your study, please feel free to contact me at <contact details>.

Finally, I would like to take this opportunity to thank you for choosing to study at Massey University and extend my best wishes to you for successful completion.

Yours sincerely

**Sample Letter Five:**

**Changed Qualification/Specialisation - Historic Enrolment - Has Changed Qualification/specialisation.**

Dear <student name>

This letter concerns your enrolment in the <qualification/specialisation> for which you were enrolled in <last year of enrolment in qualification>. A decision has been taken to make the following changes to the <qualification/specialisation> from <date>:

*<If student has passed some papers use this paragraph and delete the next paragraph>*

I have reviewed your academic progress in the <qualification/specialisation> and note that although you passed some credits towards the <qualification/specialisation>, you have now changed to the <alternative qualification/specialisation>. It is assumed, therefore, that you no longer intend to complete the <qualification/specialisation>. If this assumption is incorrect, please contact me urgently no later than <date> in order to discuss any options that may be available to you for completion of the qualification/specialisation.

*<If student has NOT passed any papers use this paragraph and delete the above paragraph>*

I have reviewed your academic progress in the <qualification/specialisation> and note that although you have not passed any credits towards the <qualification/specialisation>, you have now changed to the <alternative qualification/specialisation>. It is assumed, therefore, that you no longer intend to complete the <qualification/specialisation>. If this assumption is incorrect, please contact me urgently no later than <date> in order to discuss any options that may be available to you for completion of the qualification/specialisation.

Please be aware however, that if you do wish to return to the <qualification/specialisation> and do not complete all of the requirements by the end of the <year> academic year then – should you wish to continue study – transfer to the revised regulations, or an alternative qualification will be required. Please note you do not have to return to study the <qualification/specialisation>. This letter is to advise you of the intention to make the changes to the <qualification/specialisation> and to provide you the option to return to study this if you wish.

In order to assist the University manage the changes to the <qualification/specialisation>, and to provide students who intend to continue studying with appropriate ongoing academic advice regarding completion, or transfer to an alternative qualification, we ask that you complete and return the enclosed response form by email to <insert email address> by <date>. Please note, if you do not return the response form by this date, we will assume that you have do not intend to complete the <qualification/specialisation> and this will be noted on your academic file.

If you have any questions or concerns about your study, please feel free to contact me at <contact details>.

Finally, I would like to take this opportunity to thank you for choosing to study at Massey University and extend my best wishes to you for successful completion.

Yours sincerely



*<qualification/specialisation>*

**Student Response Form**

*<This form is to accompany Sample Letter Five>*

Full Name:

Massey Student ID Number:

Address:

Date of Birth:

Telephone:

Email:

Please indicate which of the following options applies to you:

- a. I intend to complete the *<qualification/specialisation>* requirements by the end of the *<year>* academic year.
- b. *<for changed qualifications/specialisations only>* I intend to transfer to the revised regulations.
- b. I do not intend to complete the *<qualification/specialisation>*.

Please return this form by **<date>** to the following:

*<name>*

*<email address>*

If you select Option A, please contact the University to discuss your completion options.